

*Worth more than*

# A PEAK

CITY OF SANDY

ADOPTED BUDGET

BN 2019 - 2021



# 2019-2021 Adopted Budget

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# BN 2019-21 Budget Message

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Mayor Pulliam and Members of the Sandy City Council:

Enclosed is the City of Sandy's Adopted Budget for the 2019-2021 Biennium. It is a budget that reflects the city in a time of growth and change with exciting projects and plans on the horizon that will have a lasting impact on the quality of life for the community.

The city budget is more than just a financial document. It is a representation of the community's priorities and the programs and services that the city is tasked to provide to achieve the Council's vision. This is the City's two-year spending plan for how we propose to fund those services and at what level of service. For the 2019-2021 biennium, the City's total budget is \$71,910,059.

## Highlights and Changes

In January 2019, the City Council held a goal-setting retreat to review prior and existing goals, department work programs, and to set goals for the future. The goals represent major initiatives, capital expenditures, and updating city plans that will help guide the city into the future. Those goals include funding the initial phases for significant capital projects: the first phase of the wastewater system facilities plan; and the preliminary design and right of way acquisition for the extension of 362<sup>nd</sup> Avenue and connection to Bell Street. Both projects are multi-year efforts that will require significant resources in the years to come.

The Wastewater System Facilities Plan, scheduled to be adopted by the City Council this year, outlines a multi-phased project to improve and expand our sewer infrastructure and treatment facilities. The first phase calls for repairs and improvements to the city's aging sewer pipes and much needed investments in the existing wastewater treatment plant. We have applied for a Clean Water State Revolving Loan backed by sewer customer utility fees to fund this phase.

Another Council goal is to adopt a plan for the Sandy Community Campus. The Council's decision to temporarily close the pool as the Community Campus plan is developed is reflected in this budget. The budget includes funding only to keep it minimally operational for a future re-opening to the public. Other expenses for the Community Campus, which may include design, project management, and capital expenses, are in the Sandy Urban Renewal Agency budget.

Beyond the important and challenging capital projects, the City's operating budget paints a different picture. Particularly in the general fund, continuing pressures of rising costs and service demands created a budget balancing challenge, particularly with the Police Department which is stalked by a structural imbalance. After the loss of the Estacada police services contract we increased the department's general revenue allocation significantly for this biennium, however it was not enough to sustain service levels or increase police staffing levels for the community.

After reviewing options including reductions to other General Fund departments, the Budget Committee recommended that the city fund two police positions with a new revenue source. The City Council voted to establish a public safety fee that will be added to utility customers within the City of Sandy. The fee will generate approximately \$520,000 for the biennium.

In other general fund departments, we are proposing a status quo budget with little change in services or programs from the current biennium. The amount of general revenue required for the police

# BN 2019-21 Budget Message

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department and to replenish the General Fund's contingency limits our ability to propose any new staff, services, or programs, including the Council's goal to explore adding a communications position.

Other budget highlights include:

- *General Fund Reserves.* The General Fund's contingency is budgeted at 5% of the fund's operating budget. Our goal is to build up the General Fund's reserves over time to a sustainable level that provides funds for rainy days and unforeseen circumstances.
- *Compensation Study.* Our vision is that Sandy is an employer of choice that attracts and retains exceptionally talented public employees. Ensuring we adequately compensate our existing and future employees is an important step towards remaining competitive. This year we are conducting a compensation study to assess where the city stands in relation to other communities of our size and services.
- *Capital Projects.* In addition to the wastewater treatment plant and system improvements and design work for 362<sup>nd</sup> Ave, several other capital projects are planned for this biennium. The transit department will be constructing a new bus barn and wash bay for Sandy Area Metro at the Operations Center. The Parks budget includes safety improvements to Meinig Park and the Parks Capital Fund allocates money to acquire and develop new parkland. The soon to be updated Parks Master Plan should help guide decisions on acquiring and building new parks.
- *Staffing and FTE Changes.* The budget shows a total net increase of 5.48 FTE, which is a result of FTEs added during the FY17-19 fiscal year and funding additional police officers. The FTE changes include conversions of contracted staff to part-time employees in the community services department, and adding staff in Planning, Transit, Parks and Senior services. The adopted budget adds one new FTE in the Sewer and Stormwater Funds to manage the collection system flow monitoring and programs related to the infiltration and inflow issues outlined in the Wastewater System Facilities Plan. The Budget Committee and City Council's direction to fund two police positions with new revenue is reflected in the FTE change.
- *Major Plans and Initiatives:* Several important plans and studies are either in the works or planned to start in the upcoming biennium. The transportation system plan, parks master plan, city facilities assessment, and water master plan will all be underway. Additionally, this year we will be presenting a roadmap and outline for updating the City's Comprehensive Plan. However, we did not include any funding for a Comprehensive Plan update since the scope and costs are unknown at this time.

We are not proposing any changes to the budget structure, or adding any new departments, programs, or funds in the budget for this biennium. However, we are committed to continuing to make financial information more accessible and readable to the public, including any structural changes that will make it easier for staff to manage their budgets. One of the benefits of a two-year budget is that we can focus on making those improvements during the off-year.

## Budget Trends and Assumptions

Like most local governments in Oregon, our consistent challenge is revenue growth being outstripped by rising operating expenditures and community expectations for service. While general revenue has increased steadily over the past few years, there has also been a persistent increase in expenses, including, but not limited to, cost of living salary adjustments to keep pace with inflation, insurance benefits and Public Employees Retirement System (PERS) contributions. Overall, personnel services

# BN 2019-21 Budget Message

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reflects an increase of 16.6%, or \$2.3 million, over the previous biennium. Of that total, PERS and insurance benefits accounts for \$675,000 and \$234,000, respectively. The remaining increase is a combination of increased salaries and related payroll taxes. The budget assumes a three percent (3%) cost of living salary adjustment (COLA) in both years for all general service employees.

Fortunately, most departments have been able to match the personnel services increases with the growth in revenues, but with little to spare. The city's growth and development continue to provide property tax revenue beyond the statutory 3% increase in assessed values. Property taxes are estimated to increase 9.8% from the previous biennium and overall general revenue growth is predicted at 8.8%. But added staff over the last few years and the rise in operating expenses quickly absorb the growth in revenue. Several of our departments have reduced their carryovers to reduce the amount of general revenue needed for their operations without impacting services.

But this budget is also a reflection of the increased demands on service levels as the community grows and expands. The City's purchase of the Cedar Ridge property and the Olin Bignal Aquatic Center requires funds to operate and maintain. Without a dedicated funding source, operating the pool required a transfer from the General Fund of nearly \$600,000 in the previous biennium. The budget only includes \$160,000 in general revenue transferred to the Aquatic/Recreation Center Fund to help cover minimal operations. This year we will be working with the community to develop options such as forming a special district to fund the operations of the pool.

Our aging sewer collection system and treatment plant are in serious need of repair, improvements, expansion, and a new source to discharge the treated water. This multi-phase project will require a significant amount of design, engineering, and construction work over the next several years. It will also require a significant amount of funding. The Council and staff are pursuing every opportunity to reduce the burden on Sandy ratepayers, but we are anticipating substantial sewer rate and SDC increases to fund this important and necessary project.

## Conclusion

Despite our challenges, our outlook for the future is positive for many reasons. The expansion of the urban growth boundary will continue to supply a pipeline of new development to welcome residents to Sandy who are seeking the quality of life it provides. SandyNet is providing affordable ultra-high speed internet service to more and more residents while getting closer to operating in the black. And the plans we write today will guide us as we build new parks, expand transit service, and construct new roads.

Within these pages is evidence of Sandy's tradition of developing innovative solutions to providing world-class municipal services. Working together, it is my hope that we continue that tradition as we turn our attention to investing in our core infrastructure and making a vision a reality with the Sandy Community Campus.

Thank you to the Council for providing input and guidance in creating this balanced budget, as well as staff for their hard work in developing their department budgets. I especially want to recognize Finance Director Tyler Deems for managing the process, crunching numbers, and doing the behind the scenes work to make sure it all comes together.

Respectfully submitted,  
Jordan Wheeler

# Sandy, Oregon

## City Overview

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

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

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

### Demographics & City Stats

Population	10,990
Incorporation	1911
Form of Government	Council/Manager
Households	4,075
Median Age	33.9
City Parks	14
Park Acreage	212
Miles of City Streets	35
Miles from Timberline Lodge	34
Miles from Portland International Airport	25

### Economic Indicators

Largest Employers	
Oregon Trail School District	434
Fred Meyer	206
City of Sandy	75.35
Johnson RV	72
Safeway	63
Unemployment Rate	3.7%
Median Household Income	\$64,057
Average market value of Residential homes	\$316,000
Average assessed value of residential homes	\$198,000

## City Council

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

### 2019 City Council

Mayor Stan Pulliam  
Council President Jeremy Pietzold  
Councilor Carl Exner  
Councilor John Hamblin  
Councilor Jan Lee  
Councilor Bethany Shultz  
Councilor Laurie Smallwood

### Appointed Budget Committee Members

Jeff Cary  
Frits van Gent  
Amber Pritchard  
Brian Singer  
Kathleen Walker

# 2019 City Council Goals

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## Council Goals

Each year the City Council sets goals for the community and city government. These goals help direct the budget and work program for city staff. The Council adopted the following goals for 2019:

**1. Transportation. Improve the connectivity, mobility, and safety of the city's transportation network through planning and implementation of priority projects.**

- Complete the Transportation System Plan update.
- Implement plans for the extension of 362<sup>nd</sup> and Bell Street.
- Complete a feasibility assessment of a Highway 26 bypass.
- Continue to invest in multimodal options to provide choices for efficient means of travel.

**2. City Finances. Sustainably manage the city's finances to ensure we meet the needs of our residents through the efficient and effective delivery of public programs and services.**

- Establish a General Fund reserve policy.
- Enhance the city's budget to be more accessible and understandable to the public.
- Study options for generating additional revenue including cost recovery and alternative sources of funding.
- Conduct a workshop on the Sandy Urban Renewal Plan.

**3. Sandy Community Campus. Make a decision on the future of the Sandy Community Campus (SCC).**

- Implement a strategy, including a financing plan, for the ongoing operation and maintenance of the aquatic center.
- Depending on the Council's decision on the aquatic center, begin the design and construction of the phase one improvements.
- Adopt a plan for the SCC.

**4. Communications. Enhance the city's communications to its residents and public.**

- Through the budget process, consider the creation of a city communications position.

**5. Comprehensive Plan. Initiate an update of the city's Comprehensive Plan.**

- Review options and approve an implementation strategy to update the Comprehensive Plan.
- Complete existing and in-progress city plan updates including the Parks Master Plan, Transportation System Plan (TSP), Pleasant Street Master Plan, Telecommunications Master Plan, Water Master Plan, and Wastewater Facilities Plan.

**6. Wastewater System Facilities Plan. Begin necessary and essential improvements to the city's wastewater conveyance and treatment infrastructure.**

- Select preferred alternative and adopt the Wastewater System Facilities Plan.
- Implement phase 1 of the facilities plan.

# Budget Process

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

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

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

## Budget Committee

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

## City of Sandy Budget Approach and Philosophy

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

Unlike most local government budgets, Sandy's budget explicitly shows the amount of general revenues that are allocated to departments in the General Fund. These revenue allocations are ultimately set by the City Council and for the proposed budget we started with the allocations approved in the 2017-19 budget multiplied by 8%, which is near the projected growth in general revenue.

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



# Budget Process

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## Funds/Fund Structure

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

### *Governmental Funds*

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

### *Proprietary Funds*

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

## Budget Calendar

### **January 2019**

- Council goal setting workshop

### **February 2019**

- Advertise budget committee vacancies
- Department directors prepare their individual budgets

### **March 2019**

- City Manager prepares proposed budget

### **April 2019**

- Publish notice of budget committee meetings
- Appoint budget committee members
- First budget committee meeting (April 29<sup>th</sup>)
  - Receive the budget message
  - Review the proposed budget
  - Receive public comment

### **May 2019**

- Second budget committee meeting (May 6<sup>th</sup>)
  - Continue discussion and deliberation from previous meeting, if needed
- Budget committee approves budget
- Publish budget summary and notice of budget hearing

### **June 2019**

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

### **July 2019**

- Submit copy of complete budget document to county clerk

# Financial Trends

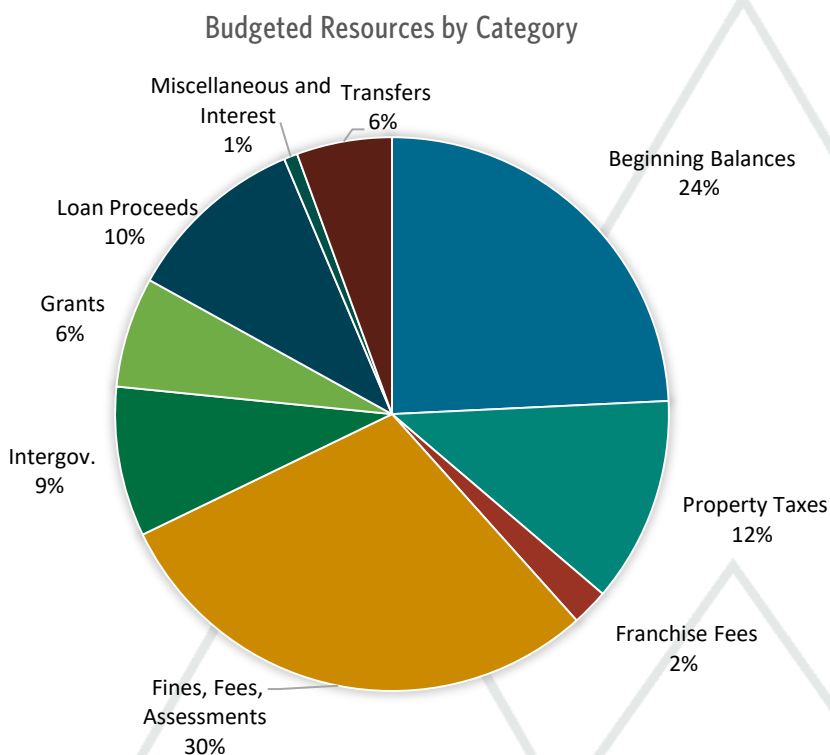
## Resources

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

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

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

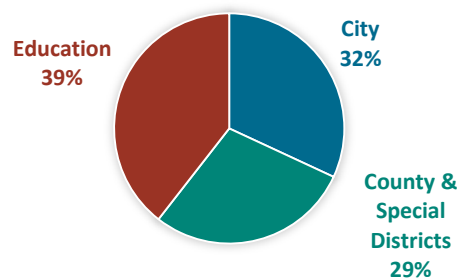
Grants include county, state, and federal grants for transit, police, and community services. Loan proceeds reflect a proposed Clean Water Revolving Loan Fund to complete the initial work identified in the Wastewater System Facilities Plan.



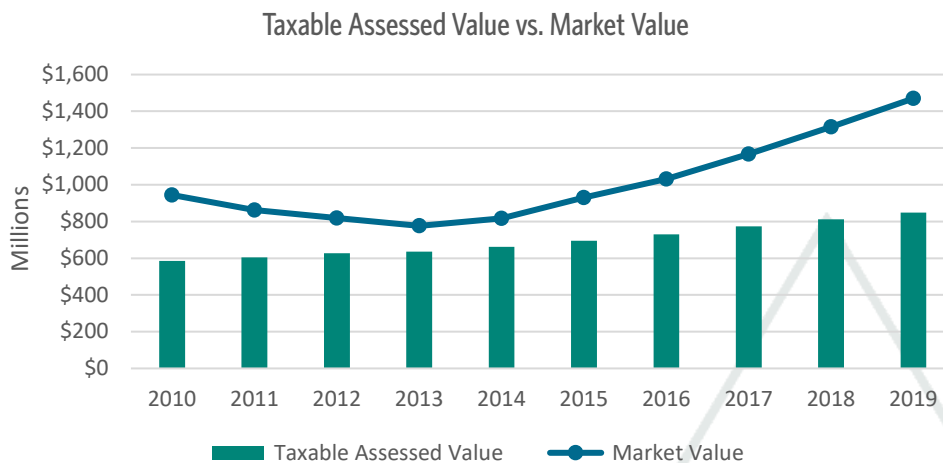
# Financial Trends

## Property Taxes

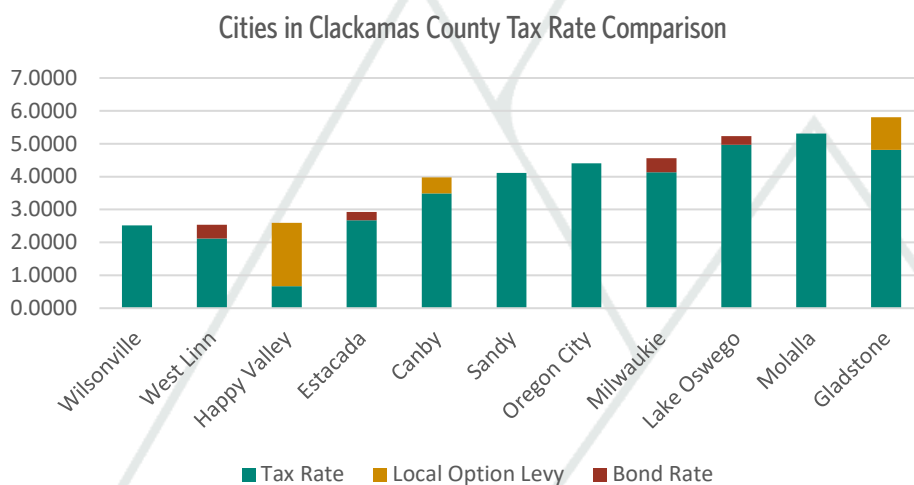
Property taxes are the largest source of revenue for the General Fund. The City’s permanent tax rate is \$4.1152 per \$1,000 of assessed value. Taxes are calculated based on a property’s assessed value. Assessed values can only increase for two reasons: an annual 3% increase if the assessed value is lower than its market value, or if improvements are made to the property that increases its value. Sandy’s total taxable assessed value of \$849 million is about 58% of the total market value.



The City receives about 32% of a property’s total tax bill. For a home with the average assessed value of \$198,000, the city receives about \$1,100.



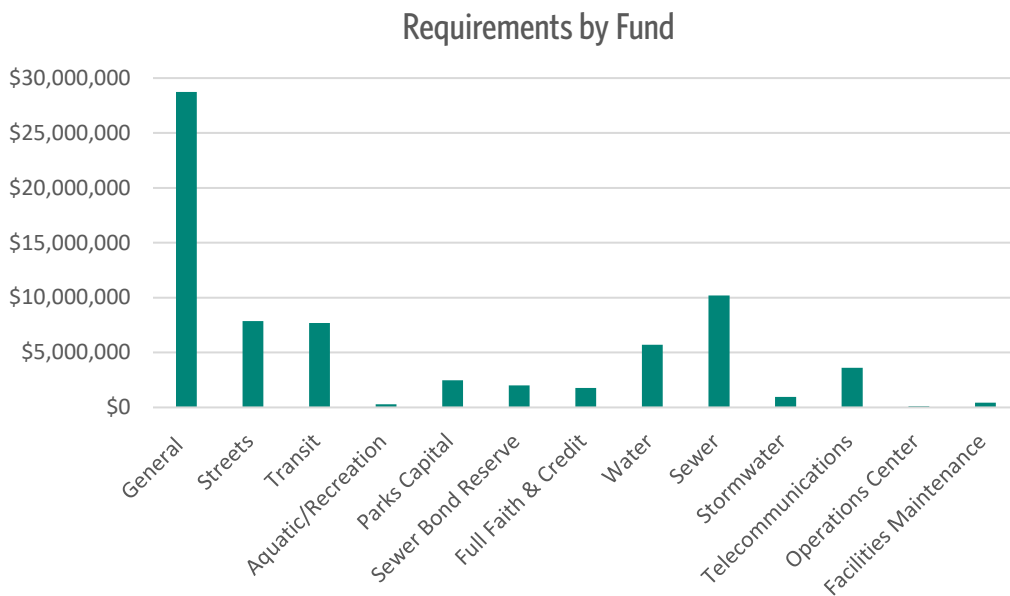
In comparison to other cities within Clackamas County, Sandy’s permanent tax rate is around average. The city does not currently have a local option levy for operations or any outstanding voter approved general obligation bonded debt.



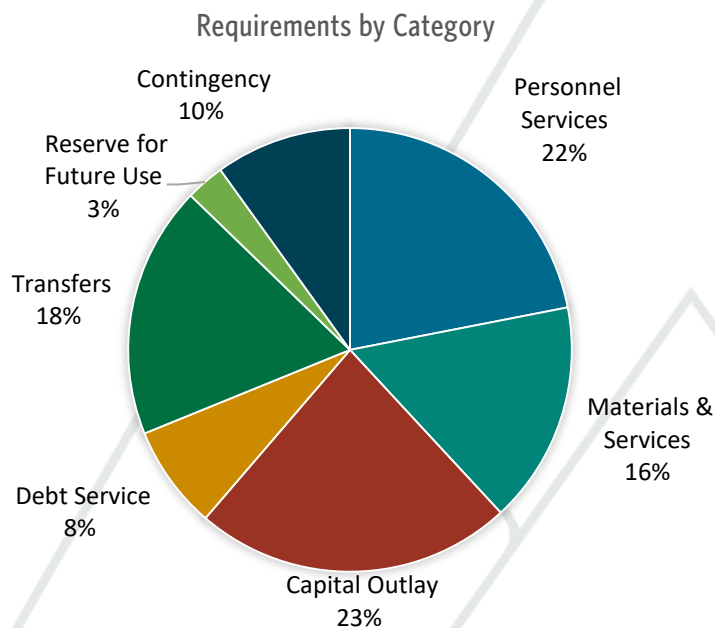
# Financial Trends

## Requirements

The total requirements citywide for the 2019-21 Biennium is \$71,910,059. The city's largest fund is the General Fund which includes general government services such as Police, Community Services, Planning, Library, and administrative services.



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

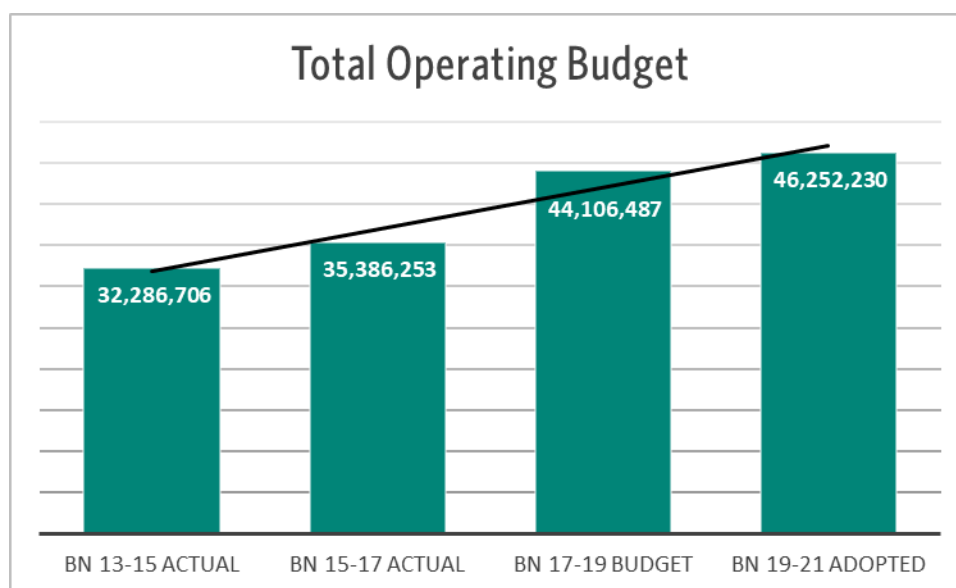


# Financial Trends

## Operating Budget

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

Category	BN 19-21 Adopted
Personnel Services	16,177,639
Materials & Services	11,548,874
Debt Service	5,395,289
Transfers	13,130,428
<b>Total Operating</b>	<b>46,252,230</b>

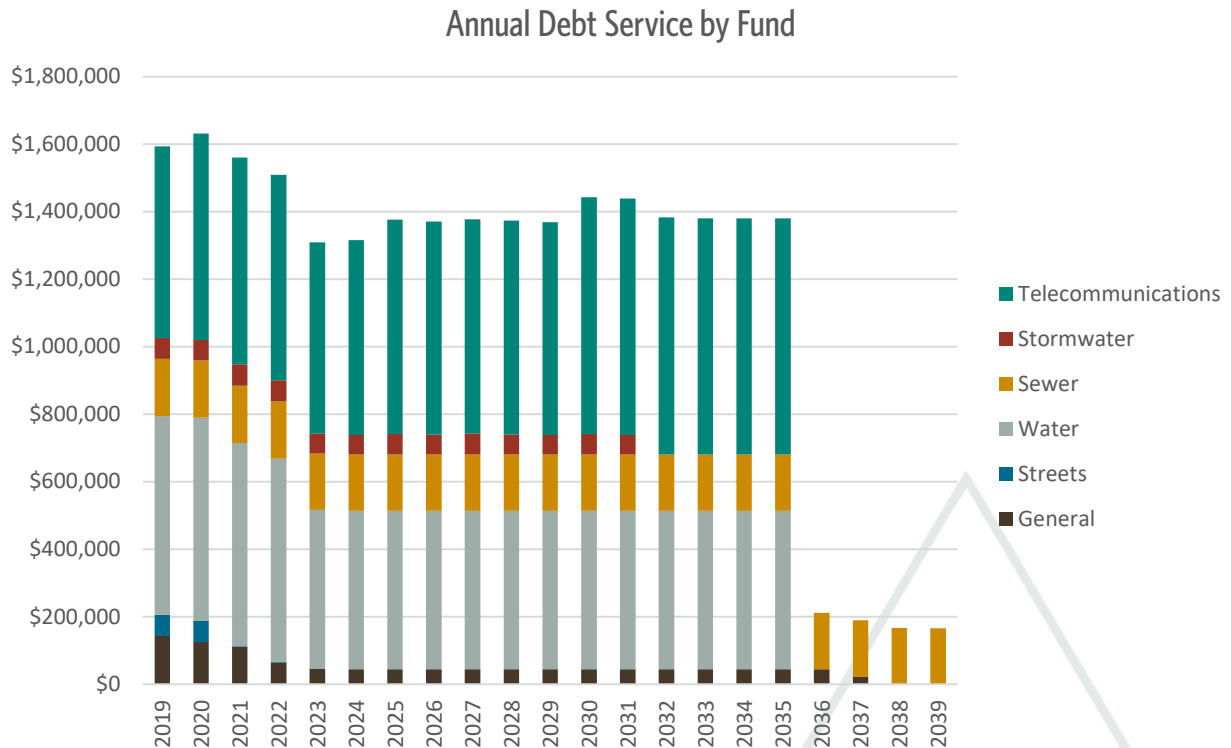


Operating Budget by Fund	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Adopted
General	20,974,043	22,263,229	25,900,613	26,989,743
Streets	1,270,988	1,679,473	1,979,977	1,832,727
Transit	2,373,403	2,330,065	3,524,706	3,998,356
Aquatic/Recreation	-	-	664,784	253,700
Parks Capital	10,659	9,996	44,268	204,687
Sewer Bond Reserve	500,000	-	-	-
Full Faith & Credit	-	-	1,786,890	1,775,634
Water	2,805,738	3,447,575	3,480,438	3,474,429
Sewer	2,397,297	2,580,402	2,821,553	3,301,748
Stormwater	361,570	455,359	556,492	820,920
Telecommunications	1,484,017	2,515,920	3,185,866	3,376,286
Operations Center	108,992	104,234	110,900	124,000
Facilities Maintenance	-	-	50,000	100,000
<b>Total Operating Budget</b>	<b>32,286,706</b>	<b>35,386,253</b>	<b>44,106,487</b>	<b>46,252,230</b>

# Debt Summary

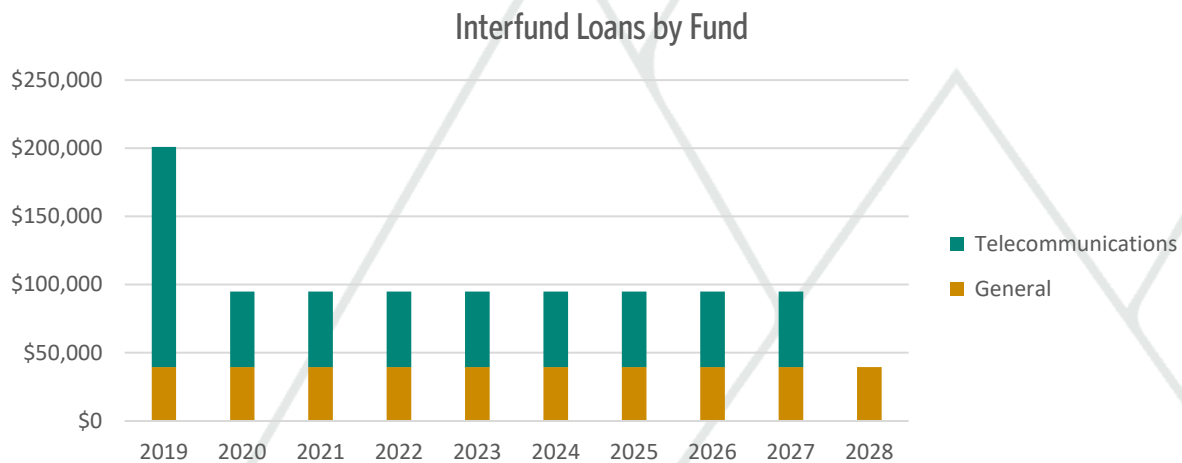
## Citywide Debt Service

The city's total annual debt service (principal and interest payments) is about \$3.3 million for the 2019-2021 biennium. Debt limitations for general obligation bonds is calculated at a rate of 3% of the real market value of property within city limits. The city currently has no general obligation bonds. The chart below reflects *existing* debt service by fund.



## Interfund Loans

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



# Budget Summaries

## Citywide Summary by Fund

	Beginning Balance	Revenues	Total Resources	Operating Expenditures	Capital Outlay	Contingency/ Reserve	Total Requirements
General	2,321,142	26,429,180	28,750,322	26,989,743	339,346	1,421,233	28,750,322
Streets	4,200,856	3,653,800	7,854,656	1,832,727	4,446,500	1,575,429	7,854,656
Transit	1,613,589	6,083,293	7,696,882	3,998,356	2,669,000	1,029,526	7,696,882
Aquatic/Recreation	133,482	160,000	293,482	253,700	-	39,782	293,482
Parks Capital	1,739,561	740,000	2,479,561	204,687	1,250,000	1,024,874	2,479,561
Sewer Bond Reserve	1,665,166	348,999	2,014,165	-	-	2,014,165	2,014,165
Full Faith & Credit	-	1,775,634	1,775,634	1,775,634	-	-	1,775,634
Water	2,009,370	3,701,500	5,710,870	3,474,429	784,000	1,452,441	5,710,870
Sewer	295,926	9,894,000	10,189,926	3,301,748	6,688,178	200,000	10,189,926
Stormwater	424,091	535,000	959,091	820,920	137,000	1,171	959,091
Telecommunications	(305,873)	3,925,343	3,619,470	3,376,286	232,843	10,341	3,619,470
Operations Center	-	126,000	126,000	124,000	2,000	-	126,000
Facilities Maintenance	330,000	110,000	440,000	100,000	-	340,000	440,000
<b>TOTAL</b>	<b>14,427,310</b>	<b>57,482,749</b>	<b>71,910,059</b>	<b>46,252,230</b>	<b>16,548,867</b>	<b>9,108,962</b>	<b>71,910,059</b>

## Citywide Summary by Category

Resources	BN 19-21 Adopted
Beginning Balances	14,427,310
Property Taxes	7,140,500
Franchise Fees	1,275,000
Fines, Fees, & Assessments	18,050,480
Inter-governmental	5,211,000
Interest	326,900
Grants	3,834,290
Transfers	3,313,236
Loan Proceeds	6,311,343
Miscellaneous	145,000
Indirect Service Revenue	2,084,000
General Revenue	9,791,000
<b>Total Resources</b>	<b>71,910,059</b>

Requirements	BN 19-21 Adopted
Personnel Services	16,177,639
Materials & Services	11,548,874
Capital Outlay	16,548,867
Debt Service	5,395,289
Transfers	13,130,428
Reserve for Future Use	2,014,165
Contingency	7,094,797
<b>Total Requirements</b>	<b>71,910,059</b>

# Budget Summaries

## General Fund Summary

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

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

General Fund	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	1,227,843	2,654,244	2,265,307	2,321,142	2,321,142	2,321,142
Property Taxes	5,441,614	6,016,107	6,504,000	7,140,500	7,140,500	7,140,500
Franchise Fees	1,135,267	1,163,414	1,060,000	1,275,000	1,275,000	1,275,000
Fines, Fees, & Assessments	1,994,290	2,265,890	1,737,841	1,830,080	2,204,080	2,354,080
Intergovernmental	3,467,904	3,997,667	3,940,767	3,611,000	3,611,000	3,611,000
Interest	33,975	70,142	36,000	72,400	72,400	72,400
Grants	535,234	270,183	365,006	326,000	326,000	326,000
Transfers	-	-	293,509	-	-	-
Loan Proceeds	286,269	260,310	640,499	-	-	-
Miscellaneous Revenue	781,102	97,795	150,272	85,200	85,200	85,200
Indirect Service Revenue	1,759,758	1,690,893	1,850,403	2,084,000	2,084,000	2,084,000
General Revenue	7,876,136	7,628,655	8,585,929	9,481,000	9,481,000	9,481,000
<b>Total Resources</b>	<b>24,539,393</b>	<b>26,115,301</b>	<b>27,429,533</b>	<b>28,226,322</b>	<b>28,600,322</b>	<b>28,750,322</b>
Personnel Services	8,685,986	9,846,399	10,945,605	11,594,424	11,964,424	12,114,424
Materials & Services	2,694,183	3,097,122	3,403,093	3,158,994	3,158,994	3,158,994
Capital Outlay	752,770	1,396,348	721,062	339,346	339,346	339,346
Debt Service	271,168	286,419	491,236	368,269	368,269	368,269
Transfers	9,322,706	9,033,289	11,060,679	11,348,056	11,348,056	11,348,056
Contingency	-	-	807,858	1,417,233	1,421,233	1,421,233
<b>Total Requirements</b>	<b>21,726,812</b>	<b>23,659,576</b>	<b>27,429,533</b>	<b>28,226,322</b>	<b>28,600,322</b>	<b>28,750,322</b>



# Budget Summaries

## General Fund Summary by Department

General Fund	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
General Revenue	8,060,441	8,328,779	8,995,496	9,791,000	9,791,000	9,791,000
Mayor & Council	59,163	48,494	70,952	87,980	87,980	87,980
Administration	484,101	499,981	513,203	487,961	487,961	487,961
Legal	243,923	242,849	220,000	207,414	207,414	207,414
Municipal Court	159,140	173,063	239,553	196,026	196,026	196,026
Finance	568,751	634,076	705,110	772,100	772,100	772,100
Library	2,972,433	3,076,873	3,085,237	3,249,693	3,249,693	3,249,693
Police	5,597,917	5,703,779	6,573,600	6,180,388	6,550,388	6,700,388
Code Enforcement	147,474	156,632	-	-	-	-
Recreation	740,187	940,919	983,331	1,000,614	1,000,614	1,000,614
Seniors	982,837	986,125	1,235,015	1,288,054	1,288,054	1,288,054
Parks, Buildings, & Grounds	583,654	671,854	762,024	903,298	907,298	907,298
Planning	519,920	645,037	629,533	781,783	781,783	781,783
Building	1,024,641	1,269,482	1,046,191	1,157,665	1,157,665	1,157,665
Economic Development	309,328	240,680	352,618	250,344	250,344	250,344
Non-Departmental	1,681,182	2,035,315	1,498,140	1,286,189	1,286,189	1,286,189
Information Technology	404,301	461,363	519,530	585,813	585,813	585,813
<b>Total Resources</b>	<b>24,539,393</b>	<b>26,115,301</b>	<b>27,429,533</b>	<b>28,226,322</b>	<b>28,600,322</b>	<b>28,750,322</b>
General Revenue	8,025,657	7,778,655	8,995,496	9,791,000	9,791,000	9,791,000
Mayor & Council	58,124	58,759	70,952	87,980	87,980	87,980
Administration	378,536	437,464	513,203	487,961	487,961	487,961
Legal	204,778	180,761	220,000	207,414	207,414	207,414
Municipal Court	152,109	110,776	239,553	196,026	196,026	196,026
Finance	489,490	525,251	705,110	772,100	772,100	772,100
Library	2,626,448	2,862,666	3,085,237	3,249,693	3,249,693	3,249,693
Police	5,271,199	5,800,338	6,573,600	6,180,388	6,550,388	6,700,388
Code Enforcement	150,910	145,109	-	-	-	-
Recreation	617,167	691,199	983,331	1,000,614	1,000,614	1,000,614
Seniors	892,854	958,145	1,235,015	1,288,054	1,288,054	1,288,054
Parks, Buildings, & Grounds	586,578	606,074	762,024	903,298	907,298	907,298
Planning	364,177	443,327	629,533	781,783	781,783	781,783
Building	617,092	678,440	1,046,191	1,157,665	1,157,665	1,157,665
Economic Development	296,359	235,460	352,618	250,344	250,344	250,344
Non-Departmental	623,974	1,725,857	1,498,140	1,286,189	1,286,189	1,286,189
Information Technology	371,362	421,295	519,530	585,813	585,813	585,813
<b>Total Requirements</b>	<b>21,726,812</b>	<b>23,659,576</b>	<b>27,429,533</b>	<b>28,226,322</b>	<b>28,600,322</b>	<b>28,750,322</b>

# Beginning Balances and Contingencies

## Beginning Balances and Contingencies by Fund/Department

Fund/Department	Beginning Balance	Contingency
General Revenue	395,000	-
Mayor & Council	14,980	1,718
Administration	7,961	23,461
Legal	7,414	-
Municipal Court	91,026	26,777
Finance	100,600	40,000
Library	122,893	50,253
Police	(157,012)	-
Recreation	248,814	66,389
Seniors	207,054	25,004
Parks, Buildings, & Grounds	108,798	11,047
Planning	247,433	62,277
Building	537,935	280,788
Economic Development	8,244	5,047
Non-Departmental	269,189	804,683
Information Technology	110,813	23,789
<b>General Fund</b>	<b>2,321,142</b>	<b>1,421,233</b>
Streets	4,200,856	1,575,429
Transit	1,613,589	1,029,526
Aquatic/Recreation	133,482	39,782
Parks Capital	1,739,561	1,024,874
Sewer Bond Reserve	1,665,166	2,014,165
Full Faith & Credit	-	-
Water	2,009,370	1,452,441
Sewer	295,926	200,000
Stormwater	424,091	1,171
Telecommunications	(305,873)	10,341
Operations Center	-	-
Facilities Maintenance	330,000	340,000
<b>Subtotal Other Funds</b>	<b>12,106,168</b>	<b>7,687,729</b>
<b>City Total</b>	<b>14,427,310</b>	<b>9,108,962</b>

### BN 2019-21 Budget Notes

- General Revenue category reflects more revenue estimated to be received into the general fund than budgeted in the BN 17-19.
- The Non-Department contingency is the General Fund's reserves which is budgeted at 5% of the fund's operations
- The decrease in utility fund balances reflect spending on capital projects.

# General Revenue

## Overview

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

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

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

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	-	234,865	550,124	395,000	395,000	395,000
Property Taxes	5,441,614	6,016,107	6,504,000	7,140,500	7,140,500	7,140,500
Franchise Fees	1,135,267	1,163,414	1,060,000	1,275,000	1,275,000	1,275,000
Fines, Fees, & Assessments	228,972	256,399	202,900	215,500	215,500	215,500
Intergovernmental	480,179	562,393	580,600	685,000	685,000	685,000
Interest	33,975	70,142	36,000	70,000	70,000	70,000
Grants	43,135	-	-	-	-	-
Miscellaneous	697,298	25,459	61,872	10,000	10,000	10,000
<b>Total Resources</b>	<b>8,060,441</b>	<b>8,328,779</b>	<b>8,995,496</b>	<b>9,791,000</b>	<b>9,791,000</b>	<b>9,791,000</b>

### General Revenue Distribution:

Council	33,000	39,604	47,181	73,000	73,000	73,000
Court	168,410	162,347	176,315	100,000	100,000	100,000
Library	297,504	286,794	311,292	339,000	339,000	339,000
Police	3,979,562	3,831,956	4,399,584	5,660,000	5,660,000	5,660,000
Code Enforcement	161,545	160,068	180,446	-	-	-
Recreation	623,923	601,461	546,938	563,000	563,000	563,000
Seniors	552,867	532,964	683,047	740,000	740,000	740,000
Parks, Buildings, & Grounds	518,128	634,475	688,387	743,000	743,000	743,000
Planning	220,036	238,384	258,145	280,000	280,000	280,000
Economic Development	309,676	215,459	343,680	242,000	242,000	242,000
Non-Departmental	1,011,006	925,143	950,915	741,000	741,000	741,000
SandyNet	150,000	150,000	162,817	150,000	150,000	150,000
Aquatic/Recreation Center	-	-	241,179	160,000	160,000	160,000
Parks Capital	-	-	5,570	-	-	-
<b>Total Requirements</b>	<b>8,025,657</b>	<b>7,778,655</b>	<b>8,995,496</b>	<b>9,791,000</b>	<b>9,791,000</b>	<b>9,791,000</b>

# General Revenue

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-000-401000	Beginning Balance	-	234,865	550,124	395,000	395,000	395,000
110-000-410100	Current Year Property Tax	5,325,515	5,908,510	6,416,000	7,040,500	7,040,500	7,040,500
110-000-410200	Prior Years Property Tax	116,099	107,597	88,000	100,000	100,000	100,000
110-000-411100	Transient Room Tax	63,417	76,737	60,000	70,000	70,000	70,000
110-000-431001	Franchise Fee Electricity	622,965	693,420	630,000	740,000	740,000	740,000
110-000-431002	Franchise Fee Telephone	51,201	40,960	40,000	70,000	70,000	70,000
110-000-431003	Franchise Fee Garbage	93,349	75,705	75,000	90,000	90,000	90,000
110-000-431004	Franchise Fee Television	101,904	99,615	90,000	95,000	95,000	95,000
110-000-431005	Franchise Fee Gas	265,848	253,714	225,000	280,000	280,000	280,000
110-000-431120	Telephone ROW Privilege Tax	104	2,833	2,400	4,000	4,000	4,000
110-000-432100	Business Licenses	113,182	108,771	100,000	100,000	100,000	100,000
110-000-432400	Liquor Licenses	4,370	3,875	4,000	4,000	4,000	4,000
110-000-434300	School Excise Administration Fee	3,466	3,188	1,000	1,500	1,500	1,500
110-000-441110	State Shared - Liquor	282,399	294,998	338,900	420,000	420,000	420,000
110-000-441120	State Shared - Revenue Share	171,278	240,474	216,700	240,000	240,000	240,000
110-000-441130	State Shared - Cigarette Tax	26,502	26,921	25,000	25,000	25,000	25,000
110-000-441240	Tourism Development Grants	43,135	-	-	-	-	-
110-000-454400	Erosion Control Plan Reveiw Fee	695	7,565	-	5,000	5,000	5,000
110-000-454500	City Administration Fee	298	6,711	-	2,500	2,500	2,500
110-000-455100	Lien Search Fee	31,150	33,640	30,000	25,000	25,000	25,000
110-000-471100	Interest	33,975	70,142	36,000	70,000	70,000	70,000
110-000-478000	Miscellaneous	4,586	25,459	61,872	10,000	10,000	10,000
110-000-478150	PEG Fees	11,153	12,353	5,000	3,000	3,000	3,000
110-000-478300	Garage Sale Sign Revenue	1,137	726	500	500	500	500
110-000-479000	Surplus Property	692,712	-	-	-	-	-
<b>Total Resources</b>		<b>8,060,441</b>	<b>8,328,779</b>	<b>8,995,496</b>	<b>9,791,000</b>	<b>9,791,000</b>	<b>9,791,000</b>
110-000-911024	Revenue Distribution - Council	33,000	39,604	47,181	73,000	73,000	73,000
110-000-911027	Revenue Distribution - Court	168,410	162,347	176,315	100,000	100,000	100,000
110-000-911029	Revenue Distribution - Library	297,504	286,794	311,292	339,000	339,000	339,000
110-000-911030	Revenue Distribution - Police	3,979,562	3,831,956	4,399,584	5,660,000	5,660,000	5,660,000
110-000-911031	Revenue Distribution - Code	161,545	160,068	180,446	-	-	-
110-000-911033	Revenue Distribution - Recreation	623,923	601,461	546,938	563,000	563,000	563,000
110-000-911034	Revenue Distribution - Seniors	552,867	532,964	683,047	740,000	740,000	740,000
110-000-911035	Revenue Distribution - Parks	518,128	634,475	688,387	743,000	743,000	743,000
110-000-911036	Revenue Distribution - Planning	220,036	238,384	258,145	280,000	280,000	280,000
110-000-911038	Revenue Distribution - Economic Development	309,676	215,459	343,680	242,000	242,000	242,000
110-000-911039	Revenue Distribution - Non-Departmental	1,011,006	925,143	950,915	741,000	741,000	741,000
110-000-911056	Revenue Distribution - SandyNet	150,000	150,000	162,817	150,000	150,000	150,000
110-000-911280	Revenue Distribution - Aquatic/Rec. Ctr Fund	-	-	241,179	160,000	160,000	160,000
110-000-911350	Revenue Distribution - Parks Cap. Proj. Fund	-	-	5,570	-	-	-
<b>Total Requirements</b>		<b>8,025,657</b>	<b>7,778,655</b>	<b>8,995,496</b>	<b>9,791,000</b>	<b>9,791,000</b>	<b>9,791,000</b>

# Mayor & Council

## Department Overview

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

## Accomplishments

- Implemented new meeting manager software to record and live stream all City Council Meetings.

## Goals

- See Council Goals listed earlier in this document.

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	18,644	1,038	(7,229)	14,980	14,980	14,980
Miscellaneous	93	717	-	-	-	-
General Revenue	33,000	39,604	47,181	73,000	73,000	73,000
Indirect Service Revenue	7,426	7,135	31,000	-	-	-
<b>Total Resources</b>	<b>59,163</b>	<b>48,494</b>	<b>70,952</b>	<b>87,980</b>	<b>87,980</b>	<b>87,980</b>
Materials & Services	30,631	34,650	44,016	55,500	55,500	55,500
Capital Outlay	2,520	113	2,500	1,000	1,000	1,000
Transfers	24,973	23,996	24,436	29,762	29,762	29,762
Contingency	-	-	-	1,718	1,718	1,718
<b>Total Requirements</b>	<b>58,124</b>	<b>58,759</b>	<b>70,952</b>	<b>87,980</b>	<b>87,980</b>	<b>87,980</b>

## BN 19-21 Budget Notes

- Materials & Services budget increased to account for additional trainings, conferences, organizational memberships for the Council.

# Mayor & Council

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-024-401100	Beginning Balance	18,644	1,038	(7,229)	14,980	14,980	14,980
110-024-478200	Reimbursement	93	717	-	-	-	-
110-024-491110	General Revenue	33,000	39,604	47,181	73,000	73,000	73,000
110-024-492110	Indirect Service Revenue	7,426	7,135	31,000	-	-	-
<b>Total Resources</b>		<b>59,163</b>	<b>48,494</b>	<b>70,952</b>	<b>87,980</b>	<b>87,980</b>	<b>87,980</b>
110-024-601100	Supplies	1,338	1,150	1,000	1,000	1,000	1,000
110-024-601200	Postage	1,971	2,054	1,900	500	500	500
110-024-601300	Printing	7	23	140	500	500	500
110-024-601400	Copier Charges	205	127	150	500	500	500
110-024-601401	Branding & Marketing	-	-	5,000	2,000	2,000	2,000
110-024-601500	Public Notices	89	-	150	-	-	-
110-024-601600	Organizational Fees	-	-	-	7,000	7,000	7,000
110-024-601700	Memberships	247	132	275	4,000	4,000	4,000
110-024-601800	Books and Subscriptions	165	-	200	-	-	-
110-024-602200	Conferences	15,578	16,564	17,500	17,000	17,000	17,000
110-024-602300	Training & Professional Advancement	540	40	2,000	-	-	-
110-024-602500	Meetings & Meals	1,180	1,402	1,200	2,000	2,000	2,000
110-024-603100	Mileage Reimbursement	727	721	1,000	2,000	2,000	2,000
110-024-607100	Utilities	4,622	8,482	8,000	10,000	10,000	10,000
110-024-624100	Clackamas Cities Dinners	1,200	1,171	3,360	4,000	4,000	4,000
110-024-624200	Council Work Sessions	291	158	1,000	1,000	1,000	1,000
110-024-624300	Mayor and Council Expense	-	92	661	3,000	3,000	3,000
110-024-624500	Economic Development	-	-	240	-	-	-
110-024-624600	Volunteer Recognition	2,471	2,533	240	1,000	1,000	1,000
110-024-740000	Furniture & Office Equipment	2,520	113	2,500	1,000	1,000	1,000
110-024-910670	Transfer to Op Center IS Fund	-	-	730	888	888	888
110-024-911110	Indirect Support Cost	24,973	23,996	23,706	28,874	28,874	28,874
110-024-951000	Contingency	-	-	-	1,718	1,718	1,718
<b>Total Requirements</b>		<b>58,124</b>	<b>58,759</b>	<b>70,952</b>	<b>87,980</b>	<b>87,980</b>	<b>87,980</b>

# Administration

## Department Overview

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

## Goals

- Implement City Council Goals.
- Complete a condition assessment and space needs analysis for city facilities.
- Complete a city-wide compensation analysis.
- Update the city website.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	2.01	1.89	1.53	1.56

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	74,101	105,565	87,808	7,961	7,961	7,961
Miscellaneous Revenue	-	461	-	-	-	-
Indirect Service Revenue	410,000	393,955	425,395	480,000	480,000	480,000
<b>Total Resources</b>	<b>484,101</b>	<b>499,981</b>	<b>513,203</b>	<b>487,961</b>	<b>487,961</b>	<b>487,961</b>
Personnel Services	364,123	415,704	405,805	415,500	415,500	415,500
Materials & Services	14,167	18,344	83,500	41,000	41,000	41,000
Capital Outlay	246	3,417	11,000	8,000	8,000	8,000
Contingency	-	-	12,898	23,461	23,461	23,461
<b>Total Requirements</b>	<b>378,536</b>	<b>437,464</b>	<b>513,203</b>	<b>487,961</b>	<b>487,961</b>	<b>487,961</b>

## BN 19-21 Budget Notes

- Capital Outlay includes the purchase computer equipment and furniture.

# Administration

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-025-401100	Beginning Balance	74,101	105,565	87,808	7,961	7,961	7,961
110-025-478000	Miscellaneous Revenue	-	-	-	-	-	-
110-025-478200	Reimbursement	-	461	-	-	-	-
110-025-492110	Indirect Service Revenue	410,000	393,955	425,395	480,000	480,000	480,000
<b>Total Resources</b>		<b>484,101</b>	<b>499,981</b>	<b>513,203</b>	<b>487,961</b>	<b>487,961</b>	<b>487,961</b>
110-025-511100	Salaries	260,002	296,703	283,733	302,000	302,000	302,000
110-025-511200	Overtime	-	268	-	-	-	-
110-025-521100	Insurance Benefits	36,683	37,654	38,286	8,000	8,000	8,000
110-025-521200	FICA Taxes	19,890	22,712	21,705	24,000	24,000	24,000
110-025-521300	PERS	36,635	48,638	54,709	72,000	72,000	72,000
110-025-521360	Other Benefits	7,827	6,645	4,312	6,000	6,000	6,000
110-025-521400	Life Insurance	122	155	-	-	-	-
110-025-521500	Workers' Benefit Fund	-	121	190	500	500	500
110-025-521600	Unemployment Insurance	261	295	284	500	500	500
110-025-521800	Workers' Comp Insurance	1,150	760	859	500	500	500
110-025-521900	Transit Tax	1,582	1,729	1,702	2,000	2,000	2,000
110-025-522100	FSA Fee	(29)	24	25	-	-	-
110-025-601100	Supplies	253	1,006	3,000	3,000	3,000	3,000
110-025-601200	Postage	674	2,262	2,200	2,000	2,000	2,000
110-025-601300	Printing	-	67	500	-	-	-
110-025-601400	Copier Charges	163	125	200	1,000	1,000	1,000
110-025-601401	Branding & Marketing	-	-	-	-	-	-
110-025-601500	Public Notices	-	-	500	-	-	-
110-025-601600	Organizational Fees	-	-	2,000	-	-	-
110-025-601700	Memberships	1,746	2,821	5,000	10,000	10,000	10,000
110-025-601800	Books and Subscriptions	-	835	500	-	-	-
110-025-602100	Employee Recruitment	-	11	25,000	3,000	3,000	3,000
110-025-602200	Conferences	6,950	7,535	20,000	15,000	15,000	15,000
110-025-602300	Training & Professional Advancement	390	150	5,000	2,000	2,000	2,000
110-025-602500	Meetings & Meals	1,056	1,304	2,000	2,000	2,000	2,000
110-025-603100	Mileage Reimbursement	1,572	1,283	500	1,000	1,000	1,000
110-025-604100	Repairs & Maintenance	-	-	10,000	-	-	-
110-025-605100	Contractual Services	-	18	5,000	-	-	-
110-025-607100	Utilities	703	927	2,000	2,000	2,000	2,000
110-025-609100	Insurance	660	-	-	-	-	-
110-025-610200	Fees	-	-	100	-	-	-
110-025-639100	Program - Youth Council	-	-	-	-	-	-
110-025-740000	Furniture & Office Equipment	246	1,263	6,000	3,000	3,000	3,000
110-025-740100	Computer Equipment	-	2,154	5,000	5,000	5,000	5,000
110-025-951000	Contingency	-	-	12,898	23,461	23,461	23,461
<b>Total Requirements</b>		<b>378,536</b>	<b>437,464</b>	<b>513,203</b>	<b>487,961</b>	<b>487,961</b>	<b>487,961</b>



# Legal

## Department Overview

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

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

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

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	31,923	39,145	66,399	7,414	7,414	7,414
Transfers	-	-	18,275	-	-	-
Indirect Service Revenue	212,000	203,704	135,326	200,000	200,000	200,000
<b>Total Resources</b>	<b>243,923</b>	<b>242,849</b>	<b>220,000</b>	<b>207,414</b>	<b>207,414</b>	<b>207,414</b>
Materials & Services	204,778	180,761	220,000	207,414	207,414	207,414
<b>Total Requirements</b>	<b>204,778</b>	<b>180,761</b>	<b>220,000</b>	<b>207,414</b>	<b>207,414</b>	<b>207,414</b>

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-026-401100	Beginning Balance	31,923	39,145	66,399	7,414	7,414	7,414
110-026-490139	Transfer from Non-Depart	-	-	18,275	-	-	-
110-026-492110	Indirect Service Revenue	212,000	203,704	135,326	200,000	200,000	200,000
<b>Total Resources</b>		<b>243,923</b>	<b>242,849</b>	<b>220,000</b>	<b>207,414</b>	<b>207,414</b>	<b>207,414</b>
110-026-601200	Postage	-	0	-	-	-	-
110-026-608102	City Attorneys	204,778	180,760	220,000	207,414	207,414	207,414
<b>Total Requirements</b>		<b>204,778</b>	<b>180,761</b>	<b>220,000</b>	<b>207,414</b>	<b>207,414</b>	<b>207,414</b>

## BN 19-21 Budget Notes

- Expenses reflect attorney fees remaining flat for the 2019-21 fiscal year.

# Municipal Court

## Department Overview

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

## Accomplishments

- Implemented new collection processes and procedures, as well as an automatic payment option.
- The department is nearly 100% paperless (all documents are now scanned and stored electronically).

## Goals

- Implement e-filing system with DMV.
- Continue to streamline processes to increase department efficiencies.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	0.88	0.48	0.80	0.63

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	(9,270)	7,031	61,238	91,026	91,026	91,026
Fines, Fees & Assessments	-	3,685	2,000	5,000	5,000	5,000
Miscellaneous Revenue	-	-	-	-	-	-
General Revenue	168,410	162,347	176,315	100,000	100,000	100,000
<b>Total Resources</b>	<b>159,140</b>	<b>173,063</b>	<b>239,553</b>	<b>196,026</b>	<b>196,026</b>	<b>196,026</b>
Personnel Services	106,105	56,541	120,727	109,700	109,700	109,700
Materials & Services	15,976	23,904	44,750	28,600	28,600	28,600
Capital Outlay	2,511	3,891	2,000	6,000	6,000	6,000
Transfers	27,517	26,440	21,010	24,949	24,949	24,949
Contingency	-	-	51,066	26,777	26,777	26,777
<b>Total Requirements</b>	<b>152,109</b>	<b>110,776</b>	<b>239,553</b>	<b>196,026</b>	<b>196,026</b>	<b>196,026</b>

## BN 19-21 Budget Notes

- Reduction in General Revenue allocation as less staff time is required in this department due to increased efficiencies.
- Capital Outlay includes the purchase of new office furniture for the front counter area.

# Municipal Court

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-027-401100	Beginning Balance	(9,270)	7,031	61,238	91,026	91,026	91,026
110-027-477000	Court Fees	-	3,685	2,000	5,000	5,000	5,000
110-027-478000	Miscellaneous Revenue	-	-	-	-	-	-
110-027-491110	General Revenue	168,410	162,347	176,315	100,000	100,000	100,000
<b>Total Resources</b>		<b>159,140</b>	<b>173,063</b>	<b>239,553</b>	<b>196,026</b>	<b>196,026</b>	<b>196,026</b>
110-027-511100	Salaries	73,787	36,673	75,592	66,000	66,000	66,000
110-027-511200	Overtime	-	65	-	-	-	-
110-027-521100	Insurance Benefits	12,585	11,888	22,566	21,000	21,000	21,000
110-027-521200	FICA Taxes	5,645	2,813	5,781	5,000	5,000	5,000
110-027-521300	PERS	9,347	4,152	14,572	16,000	16,000	16,000
110-027-521360	Other Benefits	3,973	526	1,437	500	500	500
110-027-521400	Life Insurance	105	37	-	-	-	-
110-027-521500	Workers' Benefit Fund	-	30	99	100	100	100
110-027-521600	Unemployment Insurance	74	36	76	100	100	100
110-027-521800	Workers' Comp Insurance	225	115	150	500	500	500
110-027-521900	Transit Tax	214	204	454	500	500	500
110-027-522100	FSA Fee	150	-	-	-	-	-
110-027-601100	Supplies	1,267	5,371	18,100	10,000	10,000	10,000
110-027-601200	Postage	720	1,365	1,000	1,000	1,000	1,000
110-027-601300	Printing	179	60	200	250	250	250
110-027-601400	Copier Charges	70	42	300	100	100	100
110-027-601401	Branding & Marketing	-	-	500	500	500	500
110-027-601700	Memberships	-	300	400	500	500	500
110-027-601800	Books and Subscriptions	70	347	250	250	250	250
110-027-602100	Employee Recruitment	-	488	-	-	-	-
110-027-602200	Conferences	-	370	3,800	500	500	500
110-027-602300	Training & Professional Advancement	-	74	2,000	2,000	2,000	2,000
110-027-602500	Meetings & Meals	-	157	1,000	250	250	250
110-027-603100	Mileage Reimbursement	-	50	700	250	250	250
110-027-604100	Repairs & Maintenance	246	-	1,000	-	-	-
110-027-605100	Contractual Services	1,000	3,181	2,000	1,000	1,000	1,000
110-027-608100	Professional Services	-	-	2,500	2,000	2,000	2,000
110-027-608300	Municipal Court Judge	12,330	12,100	11,000	10,000	10,000	10,000
110-027-627100	State/County Court Assmts	95	-	-	-	-	-
110-027-740000	Furniture & Office Equipment	-	895	2,000	5,000	5,000	5,000
110-027-740100	Computer Equipment	2,511	2,996	-	1,000	1,000	1,000
110-027-911110	Indirect Support Cost	27,517	26,440	21,010	24,949	24,949	24,949
110-027-951000	Contingency	-	-	51,066	26,777	26,777	26,777
<b>Total Requirements</b>		<b>152,109</b>	<b>110,776</b>	<b>239,553</b>	<b>196,026</b>	<b>196,026</b>	<b>196,026</b>

# Finance

## Department Overview

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

## Accomplishments

- Created a dedicated Human Resources position.
- Implemented IVR phone system for notifying customers of past due utility accounts.
- Implemented credit card drafting, e-lockbox, and online automatic payments for utility billing.
- Increased number of vendors set up for EFT payments.
- Continued to increase departmental efficiencies by utilizing additional functions within the financial software.

## Goals

- Submit budget document for Government Finance Officers Association (GFOA) Distinguished Budget Award; Create and submit the Popular Annual Finance Report (PAFR) for GFOA award.
- Provide additional cost-effective payment options for all types of city charges.
- Implement a Human Resources website both for internal and external users.
- Provide additional analysis of financial reports quarterly to department directors, and others as needed.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	2.00	2.06	2.40	2.55

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	(9,224)	79,261	105,513	100,600	100,600	100,600
Miscellaneous Revenue	4,750	4,022	3,000	1,500	1,500	1,500
Indirect Service Revenue	573,225	550,793	596,597	670,000	670,000	670,000
<b>Total Resources</b>	<b>568,751</b>	<b>634,076</b>	<b>705,110</b>	<b>772,100</b>	<b>772,100</b>	<b>772,100</b>
Personnel Services	386,185	417,787	516,223	575,500	575,500	575,500
Materials & Services	100,240	102,719	146,120	141,600	141,600	141,600
Capital Outlay	3,065	4,745	5,000	15,000	15,000	15,000
Contingency	-	-	37,767	40,000	40,000	40,000
<b>Total Requirements</b>	<b>489,490</b>	<b>525,251</b>	<b>705,110</b>	<b>772,100</b>	<b>772,100</b>	<b>772,100</b>

## BN 19-21 Budget Notes

- Capital Outlay includes the purchase of new office furniture for the front counter area.

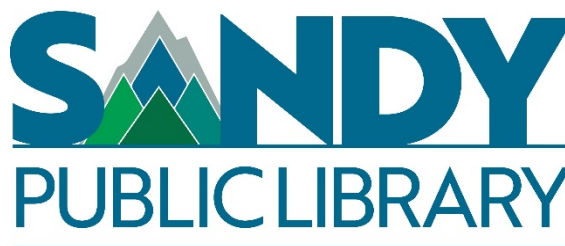
# Finance

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-028-401100	Beginning Balance	(9,224)	79,261	105,513	100,600	100,600	100,600
110-028-478000	Miscellaneous Revenue	4,750	4,022	3,000	1,500	1,500	1,500
110-028-492110	Indirect Service Revenue	573,225	550,793	596,597	670,000	670,000	670,000
<b>Total Resources</b>		<b>568,751</b>	<b>634,076</b>	<b>705,110</b>	<b>772,100</b>	<b>772,100</b>	<b>772,100</b>
110-028-511100	Salaries	268,354	299,238	359,128	404,000	404,000	404,000
110-028-511200	Overtime	-	25	-	-	-	-
110-028-521100	Insurance Benefits	46,299	17,782	19,646	3,500	3,500	3,500
110-028-521200	FICA Taxes	20,529	22,511	27,468	31,000	31,000	31,000
110-028-521300	PERS	46,984	59,497	85,954	97,000	97,000	97,000
110-028-521360	Other Benefits	760	15,525	20,124	36,000	36,000	36,000
110-028-521400	Life Insurance	466	208	-	-	-	-
110-028-521500	Workers' Benefit Fund	-	122	300	500	500	500
110-028-521600	Unemployment Insurance	257	292	360	500	500	500
110-028-521800	Workers' Comp Insurance	904	739	1,088	500	500	500
110-028-521900	Transit Tax	1,595	1,758	2,155	2,500	2,500	2,500
110-028-522100	FSA Fee	35	90	-	-	-	-
110-028-601100	Supplies	2,914	3,294	11,500	12,000	12,000	12,000
110-028-601200	Postage	902	1,597	1,500	2,500	2,500	2,500
110-028-601300	Printing	104	-	200	500	500	500
110-028-601400	Copier Charges	153	183	500	1,000	1,000	1,000
110-028-601401	Branding & Marketing	-	-	1,000	1,000	1,000	1,000
110-028-601500	Public Notices	146	-	500	1,000	1,000	1,000
110-028-601600	Organizational Fees	1,655	3,753	4,000	2,000	2,000	2,000
110-028-601700	Memberships	250	797	1,000	1,000	1,000	1,000
110-028-601800	Books and Subscriptions	110	974	2,000	1,000	1,000	1,000
110-028-602100	Employee Recruitment	1,410	30	100	-	-	-
110-028-602200	Conferences	4,515	11,198	3,800	3,000	3,000	3,000
110-028-602300	Training & Professional Advancement	1,243	5,861	5,000	15,000	15,000	15,000
110-028-602500	Meetings & Meals	268	345	1,500	1,000	1,000	1,000
110-028-603100	Mileage Reimbursement	742	1,007	1,200	500	500	500
110-028-604100	Repairs & Maintenance	85	-	-	-	-	-
110-028-605100	Contractual Services	84,917	73,650	110,000	100,000	100,000	100,000
110-028-607100	Utilities	2	5	2,220	-	-	-
110-028-609100	Insurance	825	-	-	-	-	-
110-028-628100	Bank Charges	-	25	100	100	100	100
110-028-740000	Furniture & Office Equipment	1,730	937	2,000	10,000	10,000	10,000
110-028-740100	Computer Equipment	1,336	3,808	3,000	5,000	5,000	5,000
110-028-951000	Contingency	-	-	37,767	40,000	40,000	40,000
<b>Total Requirements</b>		<b>489,490</b>	<b>525,251</b>	<b>705,110</b>	<b>772,100</b>	<b>772,100</b>	<b>772,100</b>

# Library

## Department Overview

The Sandy and Hoodland Libraries support the community in their endeavors to create lifelong readers, learn to read and write, develop the ability to find accurate information, and connect to the online world. The department delivers on its mission by offering traditional library services: reference assistance and materials for entertainment and study, as well as, digital spaces: high speed internet access, downloadable e-books and e-audiobooks, databases, the ability to receive and send information online (such as tax forms, job applications, photos of grandchildren), and the staff to assist customers in using technology to access and utilize information. Community members enjoy library space to sit quietly and read or study. The library offers space for programs such as English language and reading tutoring, book clubs, story times, classes, musical performers, and community meetings.



## Accomplishments

- Babies and Toddlers know the 5 practices (talking, singing, reading, writing, and playing) and will be ready to read and learn when they enter school. As of December 2018 70% of those surveyed said that the 5 practices significantly contributes to their child’s learning abilities.
- Adults, teens, and kids have print, media, and digital materials to keep their brains and imaginations active and allow them to explore ideas. For FY 2017 - 2018 of those surveyed 80% said we have a very good or excellent collection of materials.
- All ages have creative hands-on educational and entertainment programming. Program Attendance for FY 2017-2018: 16594, 90% when surveyed said the library does a very good or excellent of creating programming.
- Native English speakers and Non-English speakers improved their English language skills and have strengthened bonds with the community at large. From July 2017- March 2019 we had: 34 individual students. 70% of these people when surveyed reported that their English had gotten better or much better and 70% reported that they feel more a part of the community.

## Goals

- High School seniors will be information literate.
- Middle School students will use the library catalog and databases for homework resources.
- Adults will understand how to use the online catalog, reference books, databases, and the Internet.
- Adults and teens will understand how local, state, and national government works and be or become informed voters.
- Senior Citizens will have email accounts and feel more confident and less frustrated navigating information systems.
- Identify creative solutions for library space needs (storage and programming).

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	13.04	13.49	13.82	13.34

# Library

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	147,699	345,985	266,795	122,893	122,893	122,893
Intergovernmental	2,160,955	2,338,538	2,402,144	2,696,000	2,696,000	2,696,000
Fines, Fees, & Assessments	76,369	63,051	65,700	50,800	50,800	50,800
Grants	255,077	9,575	9,506	10,000	10,000	10,000
Miscellaneous Revenue	34,861	32,930	29,800	31,000	31,000	31,000
General Revenue	297,473	286,794	311,292	339,000	339,000	339,000
<b>Total Resources</b>	<b>2,972,433</b>	<b>3,076,873</b>	<b>3,085,237</b>	<b>3,249,693</b>	<b>3,249,693</b>	<b>3,249,693</b>
Personnel Services	1,619,080	1,890,700	2,161,985	2,301,500	2,301,500	2,301,500
Materials & Services	427,953	426,429	451,031	447,100	447,100	447,100
Capital Outlay	193,352	170,207	19,282	15,000	15,000	15,000
Debt Service	88,176	89,100	91,876	94,468	94,468	94,468
Transfers	297,888	286,230	303,686	341,372	341,372	341,372
Contingency	-	-	57,377	50,253	50,253	50,253
<b>Total Requirements</b>	<b>2,626,448</b>	<b>2,862,666</b>	<b>3,085,237</b>	<b>3,249,693</b>	<b>3,249,693</b>	<b>3,249,693</b>

### BN 19-21 Budget Notes

- Intergovernmental Revenue (Library District) accounts for 83% of total revenue.
- Debt Service represents annual payments for the construction costs of the new facility.
- Indirect service costs (accounting, payroll, etc.) for the library are covered by general city taxes. The remaining cost of library operations is funded through the county library funding district and other library sources (e.g., library fines, copier charges).

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-029-401100	Beginning Balance	147,699	345,985	266,795	122,893	122,893	122,893
110-029-441210	State Grants	5,077	9,575	9,506	10,000	10,000	10,000
110-029-442400	District Funding	2,160,955	2,338,538	2,402,144	2,696,000	2,696,000	2,696,000
110-029-442500	Other Agencies	-	13,014	-	-	-	-
110-029-463100	Fines	70,332	56,530	58,500	44,000	44,000	44,000
110-029-475000	Donations/Other	19,064	16,824	17,500	13,000	13,000	13,000
110-029-477050	Renovation Grant	250,000	-	-	-	-	-
110-029-477100	Miscellaneous Revenue	11,402	15,164	12,300	18,000	18,000	18,000
110-029-477110	Lost/Paid Fees	5,517	6,521	6,700	6,800	6,800	6,800
110-029-477120	Library Card Revenue	20	-	-	-	-	-
110-029-477200	Summer Reading Program	500	-	500	-	-	-
110-029-478200	Reimbursement	4,395	942	-	-	-	-
110-029-491110	General Revenue	297,473	286,794	311,292	339,000	339,000	339,000
<b>Total Resources</b>		<b>2,972,433</b>	<b>3,089,887</b>	<b>3,085,237</b>	<b>3,249,693</b>	<b>3,249,693</b>	<b>3,249,693</b>

# Library

110-029-511100	Salaries	1,124,471	1,344,569	1,497,396	1,528,500	1,528,500	1,528,500
110-029-511200	Overtime	-	1,207	-	-	-	-
110-029-521100	Insurance Benefits	158,752	151,932	186,743	231,500	231,500	231,500
110-029-521200	FICA Taxes	86,079	102,952	114,560	117,000	117,000	117,000
110-029-521300	PERS	196,070	226,756	293,220	385,000	385,000	385,000
110-029-521360	Other Benefits	38,348	45,494	52,648	25,000	25,000	25,000
110-029-521400	Life Insurance	1,844	625	643	-	-	-
110-029-521500	Workers' Benefit Fund	-	870	1,724	1,500	1,500	1,500
110-029-521600	Unemployment Insurance	1,202	1,333	1,497	1,500	1,500	1,500
110-029-521800	Workers' Comp Insurance	5,045	6,928	4,570	2,000	2,000	2,000
110-029-521900	Transit Tax	6,827	7,972	8,984	9,500	9,500	9,500
110-029-522100	FSA Fee	440	60	-	-	-	-
110-029-601100	Supplies	23,757	21,575	20,239	18,000	18,000	18,000
110-029-601200	Postage	486	648	826	500	500	500
110-029-601300	Printing	1,169	851	1,000	1,500	1,500	1,500
110-029-601400	Copier Charges	786	1,707	973	6,000	6,000	6,000
110-029-601401	Branding & Marketing	-	-	-	500	500	500
110-029-601600	Organizational Fees	2,976	350	360	100	100	100
110-029-601700	Memberships	487	386	700	1,000	1,000	1,000
110-029-601800	Books and Subs. (NOT LIBR)	301	576	593	1,000	1,000	1,000
110-029-602100	Employee Recruitment	605	182	200	-	-	-
110-029-602200	Conferences	322	1,398	1,500	1,500	1,500	1,500
110-029-602300	Training & Professional Advancement	409	2,998	3,444	3,000	3,000	3,000
110-029-602500	Meetings & Meals	1,590	1,897	594	500	500	500
110-029-603100	Mileage Reimbursement	603	115	130	500	500	500
110-029-604100	Repairs & Maintenance	12,379	18,206	20,000	10,000	10,000	10,000
110-029-605100	Contractual Services	60,654	69,360	69,606	49,000	49,000	49,000
110-029-606120	Building Rent	53,755	42,498	42,636	45,000	45,000	45,000
110-029-607100	Utilities	41,501	37,976	35,793	42,000	42,000	42,000
110-029-608100	Professional Services	130	678	1,000	2,000	2,000	2,000
110-029-609100	Insurance	14,756	13,043	12,500	18,000	18,000	18,000
110-029-629101	Library Books	88,422	80,314	82,764	70,000	70,000	70,000
110-029-629102	Library Magazines	8,289	8,542	6,345	6,500	6,500	6,500
110-029-629103	Videos/DVD's	17,258	16,123	15,464	16,000	16,000	16,000
110-029-629104	Acquisition Database	1,295	2,590	14,090	21,500	21,500	21,500
110-029-629105	Video Games	-	1,767	4,800	2,000	2,000	2,000
110-029-629106	CD Music	6,160	3,460	3,331	3,000	3,000	3,000
110-029-629107	Audio Books	11,075	9,686	9,405	9,000	9,000	9,000
110-029-629108	Program Story Time	501	48	-	-	-	-
110-029-629109	Reference Databases	12,406	13,142	14,756	12,500	12,500	12,500
110-029-629110	Digital	2,101	8,854	21,688	27,000	27,000	27,000
110-029-629120	Supplies-Hood	2,147	126	-	-	-	-
110-029-629121	Library Books-Hood	22,249	18,432	18,149	15,000	15,000	15,000
110-029-629122	Library Magazines-Hood	2,778	3,460	2,048	2,500	2,500	2,500
110-029-629123	Videos/DVD's-Hood	6,411	8,293	8,156	8,000	8,000	8,000
110-029-629126	CD Music-Hood	1,692	2,289	1,859	1,500	1,500	1,500
110-029-629127	Audio Books-Hood	3,831	4,902	3,520	3,500	3,500	3,500
110-029-629129	Reference Databases-Hood	2,225	2,758	3,051	3,000	3,000	3,000
110-029-629130	Digital-Hood	522	1,914	5,047	5,500	5,500	5,500
110-029-629200	Program - Child. State Library	2,359	7,712	9,506	10,000	10,000	10,000
110-029-629300	Program - Summer Reading	8,335	3,837	4,768	4,500	4,500	4,500
110-029-629350	Program - General	11,234	13,737	10,190	26,000	26,000	26,000
110-029-722101	Library Expansion Project	157,807	89,720	-	-	-	-
110-029-740000	Furniture & Office Equipment	17,029	3,846	5,282	5,000	5,000	5,000
110-029-740100	Computer Equipment	18,516	13,576	14,000	10,000	10,000	10,000
110-029-740200	Library Equipment	-	63,065	-	-	-	-
110-029-812100	Loan Principal	47,061	50,032	53,359	59,179	59,179	59,179
110-029-832903	Loan Interest	41,115	39,068	38,517	35,289	35,289	35,289
110-029-911110	Indirect Support Cost	297,888	286,230	303,686	341,372	341,372	341,372
110-029-951000	Contingency	-	-	57,377	50,253	50,253	50,253
<b>Total Requirements</b>		<b>2,626,448</b>	<b>2,862,666</b>	<b>3,085,237</b>	<b>3,249,693</b>	<b>3,249,693</b>	<b>3,249,693</b>



# Police

## Department Overview

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

## Accomplishments

- Executed a contract with Oregon Trail School District to provide two School Resource Officers.
- Entered into a contract with Enterprise Fleet Management and replaced seven vehicles.

## Goals

- Increase business hours, including the office being opened on Fridays.
- Continue to provide exceptional service to customers, while increase services (such as fingerprinting) to the general public.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	17.00	19.00	19.94	19.31

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	(59,606)	222,820	(159,780)	(157,012)	(157,012)	(157,012)
Fines, Fees, & Assessment	516,385	469,484	328,000	350,000	720,000	870,000
Interest	-	-	-	2,400	2,400	2,400
Intergovernmental	826,770	1,096,737	958,023	230,000	230,000	230,000
Grants	18,425	-	125,000	75,000	75,000	75,000
Loan Process	286,269	69,225	617,328	-	-	-
Miscellaneous Revenue	29,813	13,557	25,000	20,000	20,000	20,000
Transfers	-	-	100,000	-	-	-
General Revenue	3,979,862	3,831,956	4,580,029	5,660,000	5,660,000	5,660,000
<b>Total Resources</b>	<b>5,597,917</b>	<b>5,703,779</b>	<b>6,573,600</b>	<b>6,180,388</b>	<b>6,550,388</b>	<b>6,700,388</b>
Personnel Services	3,681,835	4,306,127	4,686,412	4,585,000	4,955,000	5,105,000
Materials & Services	684,192	784,295	736,675	708,300	708,300	708,300
Capital Outlay	335,246	122,246	378,056	43,046	43,046	43,046
Debt Service	132,008	161,873	239,271	264,795	264,795	264,795
Transfers	437,917	425,797	514,934	579,247	579,247	579,247
Contingency	-	-	18,252	-	-	-
<b>Total Requirements</b>	<b>5,271,199</b>	<b>5,800,338</b>	<b>6,573,600</b>	<b>6,180,388</b>	<b>6,550,388</b>	<b>6,700,388</b>

# Police

## BN 19-21 Budget Notes

- Intergovernmental is down significantly, due to the loss of the service contract with Estacada.
- Fines, Fees, & Assessments have increased substantially to account for the adoption of a new “Public Safety Fee.”
- Personnel Services reflects not filing two vacant positions: Lieutenant and patrol officer.
- Materials & Services has decreased compared to the prior biennium.
- Debt Service accounts for lease payments on vehicles and payments to the Transit Fund for the interfund loan.
- Code Enforcement Department was merged with the Police Department in BN 17-19.

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-030-401100	Beginning Balance	(59,606)	222,820	(159,780)	(157,012)	(157,012)	(157,012)
110-030-440300	Federal Grants	18,425	-	125,000	75,000	75,000	75,000
110-030-441160	State Shared - Marijuana Tax	-	-	31,716	-	-	-
110-030-442500	Other Agencies	703,881	1,014,823	753,807	-	-	-
110-030-442701	Oregon Trail SD SRO	74,000	31,750	122,500	180,000	180,000	180,000
110-030-443000	Public Safety Fee	-	-	-	-	370,000	520,000
110-030-456100	Police Reports	4,616	6,165	3,500	4,000	4,000	4,000
110-030-456300	Fingerprinting	17,577	2,790	-	20,000	20,000	20,000
110-030-456400	Vehicle Impound	12,869	11,172	5,000	4,500	4,500	4,500
110-030-456500	Police Witness Fees	490	526	500	500	500	500
110-030-456600	Police Range Rent	1,380	605	-	-	-	-
110-030-456605	Alarm Program	7,621	13,187	9,000	11,000	11,000	11,000
110-030-456800	Police Asset Forfeiture	-	25,704	-	-	-	-
110-030-466100	Municipal Court Fines	471,832	409,335	310,000	310,000	310,000	310,000
110-030-466200	Other Jurisdiction Court Fines	48,889	50,164	50,000	50,000	50,000	50,000
110-030-471101	Collection Interest	-	-	-	2,400	2,400	2,400
110-030-478030	Miscellaneous Revenue	17,209	13,552	25,000	20,000	20,000	20,000
110-030-479030	Surplus Property	12,604	5	-	-	-	-
110-030-490139	Transfer from Non-Dept.	-	-	100,000	-	-	-
110-030-491110	General Revenue	3,979,862	3,831,956	4,580,029	5,660,000	5,660,000	5,660,000
110-030-495300	Interfund Loan Proceeds	-	-	356,272	-	-	-
110-030-495400	Loan Proceeds	286,269	69,225	261,056	-	-	-
<b>Total Resources</b>		<b>5,597,917</b>	<b>5,703,779</b>	<b>6,573,600</b>	<b>6,180,388</b>	<b>6,550,388</b>	<b>6,700,388</b>

Requirements are listed on the following page.

# Police

110-030-511100	Salaries	2,356,936	2,623,536	2,774,568	2,612,000	2,840,000	2,929,000
110-030-511200	Overtime	104,021	182,413	250,000	200,000	200,000	200,000
110-030-511210	Overtime - Estacada	28,730	38,627	20,000	-	-	-
110-030-521100	Insurance Benefits	404,726	463,203	552,145	582,000	634,000	651,000
110-030-521200	FICA Taxes	190,199	217,383	216,402	215,000	232,000	241,000
110-030-521300	PERS	319,012	578,424	706,030	810,000	873,000	901,000
110-030-521350	City Pd. PERS 6%	151,462	13,746	-	-	-	-
110-030-521360	Other Benefits	22,306	66,594	49,668	33,000	34,000	34,000
110-030-521400	Life Insurance	4,644	2,143	-	-	-	-
110-030-521500	Workers' Benefit Fund	-	1,211	2,492	2,000	2,000	3,000
110-030-521600	Unemployment Insurance	2,327	2,806	2,828	3,000	3,000	3,000
110-030-521800	Workers' Comp Insurance	81,464	99,353	95,306	95,000	103,000	108,000
110-030-521900	Transit Tax	14,936	16,448	16,973	17,000	18,000	19,000
110-030-521901	Other - Drug Tests	351	-	-	-	-	-
110-030-522100	FSA Fee	720	240	-	16,000	16,000	16,000
110-030-601100	Supplies	17,748	32,412	20,000	1,200	1,200	1,200
110-030-601200	Postage	2,237	2,465	1,200	1,800	1,800	1,800
110-030-601300	Printing	3,497	4,031	2,500	700	700	700
110-030-601400	Copier Charges	985	378	500	-	-	-
110-030-601401	Branding & Marketing	-	-	-	100	100	100
110-030-601500	Public Notices	-	-	75	-	-	-
110-030-601700	Memberships	990	1,708	1,300	1,300	1,300	1,300
110-030-601800	Books and Subscriptions	511	1,972	500	500	500	500
110-030-601900	Uniforms	5,870	27,626	8,000	10,000	10,000	10,000
110-030-602000	Uniform Cleaning	2,669	2,270	2,400	2,400	2,400	2,400
110-030-602100	Employee Recruitment	1,660	1,437	500	-	-	-
110-030-602200	Conferences	720	3,254	3,000	2,500	2,500	2,500
110-030-602300	Training & Professional Advancement	8,750	6,693	10,000	12,000	12,000	12,000
110-030-602500	Meetings & Meals	633	1,861	2,000	1,500	1,500	1,500
110-030-603100	Mileage Reimbursement	234	295	100	300	300	300
110-030-603200	Vehicle Fuel	106,386	69,747	75,000	75,000	75,000	75,000
110-030-603400	Vehicle Reg/Licenses	2,903	420	1,000	500	500	500
110-030-603500	Vehicle Repair & Maintenance	59,718	49,321	45,000	40,000	40,000	40,000
110-030-604100	Repairs & Maintenance	16,829	16,036	20,000	20,000	20,000	20,000
110-030-605100	Contractual Services	34,727	29,880	16,000	16,000	16,000	16,000
110-030-606100	Equipment Rental	7,005	819	1,000	-	-	-
110-030-607100	Utilities	56,636	59,120	50,000	50,000	50,000	50,000
110-030-608100	Professional Services	18,180	66,606	75,000	50,000	50,000	50,000
110-030-609100	Insurance	70,999	96,208	85,000	122,500	122,500	122,500
110-030-610200	Fees	2,398	-	-	3,000	3,000	3,000
110-030-628100	Bank Finance Charges	-	70	100	-	-	-
110-030-630100	Ammunition/Range Practice	262	6,965	10,000	8,500	8,500	8,500
110-030-630300	Police County Dispatch	245,453	277,890	281,000	265,000	265,000	265,000
110-030-630350	Equipment	9,740	18,985	20,000	20,000	20,000	20,000
110-030-630400	Crime Prevention	442	-	500	-	-	-
110-030-630700	Investigation	2,726	1,009	1,000	-	-	-
110-030-630750	Police Detoxification	2,810	2,395	2,500	2,500	2,500	2,500
110-030-630800	Police Reserves	476	2,421	1,500	1,000	1,000	1,000
110-030-740000	Furniture & Office Equipment	-	1,062	-	-	-	-
110-030-740100	Computer Equipment	92,994	9,386	17,000	3,046	3,046	3,046
110-030-740120	800 MHz Radio System	35,780	42,222	100,000	40,000	40,000	40,000
110-030-750000	Vehicles	206,472	69,575	261,056	-	-	-
110-030-812100	Loan Principal	124,753	151,860	235,320	185,232	185,232	185,232
110-030-812200	Interfund Loan Principal	-	-	-	65,940	65,940	65,940
110-030-830001	Interfund Loan Interest	-	-	-	569	569	569
110-030-832903	Loan Interest	7,255	10,014	3,951	13,054	13,054	13,054
110-030-910670	Transfer to Op Center IS Fund	-	-	5,813	7,163	7,163	7,163
110-030-911110	Indirect Support Cost	437,917	425,797	509,121	572,084	572,084	572,084
110-030-951000	Contingency	-	-	18,252	-	-	-
<b>Total Requirements</b>		<b>5,271,199</b>	<b>5,800,338</b>	<b>6,573,600</b>	<b>6,180,388</b>	<b>6,550,388</b>	<b>6,700,388</b>

# Code Enforcement

## Department Overview

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

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	0.90	0.80	-	-

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	(14,071)	(3,436)	-	-	-	-
General Revenue	161,545	160,068	-	-	-	-
<b>Total Resources</b>	<b>147,474</b>	<b>156,632</b>	-	-	-	-
Personnel Services	139,553	134,196	-	-	-	-
Transfers	11,357	10,913	-	-	-	-
<b>Total Requirements</b>	<b>150,910</b>	<b>145,109</b>	-	-	-	-

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-031-401100	Beginning Balance	(14,071)	(3,436)	-	-	-	-
110-031-491110	General Revenue	161,545	160,068	-	-	-	-
<b>Total Resources</b>		<b>147,474</b>	<b>156,632</b>	-	-	-	-
110-031-511100	Salaries	90,341	85,646	-	-	-	-
110-031-511200	Overtime	-	211	-	-	-	-
110-031-521100	Insurance Benefits	27,762	15,113	-	-	-	-
110-031-521200	FICA Taxes	6,895	6,553	-	-	-	-
110-031-521300	PERS	11,719	16,980	-	-	-	-
110-031-521360	Other Benefits	-	4,817	-	-	-	-
110-031-521400	Life Insurance	240	91	-	-	-	-
110-031-521500	Workers' Benefit Fund	-	44	-	-	-	-
110-031-521600	Unemployment Insurance	91	84	-	-	-	-
110-031-521800	Workers' Comp Insurance	1,978	4,096	-	-	-	-
110-031-521900	Transit Tax	484	512	-	-	-	-
110-031-522100	FSA Fee	45	48	-	-	-	-
110-031-911110	Indirect Support Cost	11,357	10,913	-	-	-	-
<b>Total Requirements</b>		<b>150,910</b>	<b>145,109</b>	-	-	-	-

# Recreation

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## Department Overview

The Recreation Department provides comprehensive recreation programs and services and is built on the enhancement of the quality of life through personal growth, fun, health and wellness, family and friends. Diverse program offerings are displayed three times each year in the Community & Recreation Guide.

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

Special Events prove popular with locals and drawn many visitors from out of town to the area with events including Sandy/Boring Corn Cross bike race, Noah's Quest Walk/Run. Events such as Dog's Day Out, Sandy Summer Sounds & Starlight Cinema, Solv-it Sandy, Longest Day Parkway, Teen Flashlight Egg Hunt ensures all families, regardless of income, can enjoy recreation and entertainment opportunities in a unique setting.

## Accomplishments

- Utilized more social media and event postings; added cloud-based access to Recreation software and enabled text messaging module to assist with communication for inclement weather closures etc.
- Established and/or maintained partnerships with many local businesses, including Best Western, Beer Den, Liepold Farms, Clackamas County Bank, Kinderdance, Camp Namanu, and Next Adventure.
- Collaborated with the Library Department on various events and programs.

## Goals

- Build program offerings for teens, specifically to support inclusion; collaborate with the Library Department and local teen groups.
- Acquire an additional vehicle or alternatives to expand transportation services for community/recreation programs for all age levels.
- Support the Planning Department to complete the update of the park master plan.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	2.53	2.32	2.40	3.08

# Recreation

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	(46,606)	123,020	196,393	248,814	248,814	248,814
Fines, Fees, & Assessment	162,870	216,438	240,000	188,800	188,800	188,800
General Revenue	623,923	601,461	546,938	563,000	563,000	563,000
<b>Total Resources</b>	<b>740,187</b>	<b>940,919</b>	<b>983,331</b>	<b>1,000,614</b>	<b>1,000,614</b>	<b>1,000,614</b>
Personnel Services	340,610	364,058	452,460	620,500	620,500	620,500
Materials & Services	210,105	252,074	291,700	220,700	220,700	220,700
Capital Outlay	3,363	14,448	9,000	18,000	18,000	18,000
Transfers	63,088	60,619	66,820	75,025	75,025	75,025
Contingency	-	-	163,351	66,389	66,389	66,389
<b>Total Requirements</b>	<b>617,167</b>	<b>691,199</b>	<b>983,331</b>	<b>1,000,614</b>	<b>1,000,614</b>	<b>1,000,614</b>

### BN 19-21 Budget Notes

- Personnel Services reflects converted contractors for referees, umpires, and recreation program leaders to part-time employees.
- Materials & Services has decreased as we have eliminated hiring contractors to provide the services mentioned above.

# Recreation

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-033-401100	Beginning Balance	(46,606)	123,020	196,393	248,814	248,814	248,814
110-033-436100	Recreation Fees	136,786	174,156	200,000	100,000	100,000	100,000
110-033-436110	Youth Basketball Fees	17,101	33,257	30,000	36,000	36,000	36,000
110-033-436120	Special Events	-	-	-	26,000	26,000	26,000
110-033-436130	Adult Softball	-	-	-	21,000	21,000	21,000
110-033-442500	Other Agencies	-	-	-	-	-	-
110-033-474000	Community Garden Rental	-	1,060	-	1,800	1,800	1,800
110-033-475601	Concert Revenue	8,983	7,965	10,000	4,000	4,000	4,000
110-033-478000	Miscellaneous Revenue	-	-	-	-	-	-
110-033-491110	General Revenue	623,923	601,461	546,938	563,000	563,000	563,000
<b>Total Resources</b>		<b>740,187</b>	<b>940,919</b>	<b>983,331</b>	<b>1,000,614</b>	<b>1,000,614</b>	<b>1,000,614</b>
110-033-511100	Salaries	244,731	260,713	309,965	380,000	380,000	380,000
110-033-511101	Salaries - Seasonal/On-Call	-	-	-	33,000	33,000	33,000
110-033-511200	Overtime	-	123	-	-	-	-
110-033-521100	Insurance Benefits	30,662	28,006	38,458	44,000	44,000	44,000
110-033-521200	FICA Taxes	18,722	19,953	23,700	32,000	32,000	32,000
110-033-521300	PERS	37,812	40,841	71,991	110,000	110,000	110,000
110-033-521360	Other Benefits	934	6,127	-	10,000	10,000	10,000
110-033-521400	GFrec Life Insurance	382	156	-	-	-	-
110-033-521500	Workers' Benefit Fund	-	128	299	500	500	500
110-033-521600	Unemployment Insurance	257	258	310	500	500	500
110-033-521800	Workers' Comp Insurance	5,391	6,168	5,877	8,000	8,000	8,000
110-033-521900	Transit Tax	1,504	1,526	1,860	2,500	2,500	2,500
110-033-521901	Other - Drug Tests	90	-	-	-	-	-
110-033-522100	FSA Fee	127	58	-	-	-	-
110-033-601100	Supplies	4,052	4,184	10,000	4,000	4,000	4,000
110-033-601200	Postage	233	523	1,000	1,000	1,000	1,000
110-033-601300	Printing	2,885	5,334	5,000	5,800	5,800	5,800
110-033-601400	Copier Charges	365	1,078	2,000	1,500	1,500	1,500
110-033-601401	Branding & Marketing	-	-	-	1,000	1,000	1,000
110-033-601700	Books and Subscriptions	774	1,056	1,000	1,000	1,000	1,000
110-033-601900	Uniforms	-	-	-	500	500	500
110-033-602100	Employee Recruitment	-	119	100	100	100	100
110-033-602200	Conferences	1,491	2,331	4,000	4,000	4,000	4,000
110-033-602300	Training & Professional Advancement	357	65	1,000	100	100	100
110-033-602500	Meetings & Meals	156	602	500	500	500	500
110-033-603100	Mileage Reimbursement	567	110	1,000	500	500	500
110-033-603200	Vehicle -Fuel	108	-	1,000	1,000	1,000	1,000
110-033-603500	Vehicle Repair & Maintenance	-	544	1,000	-	-	-
110-033-604100	Repairs & Maintenance	50	1,462	1,000	5,500	5,500	5,500
110-033-604110	Elevator Maintenance	-	4,962	5,000	5,000	5,000	5,000
110-033-605100	Contractual Services	263	1,698	3,000	9,000	9,000	9,000
110-033-607100	Utilities	15,871	19,821	15,000	15,000	15,000	15,000
110-033-609100	Insurance	3,961	6,192	5,100	9,000	9,000	9,000
110-033-633100	Program - Recreation	105,362	133,615	150,000	76,500	76,500	76,500
110-033-633200	Program - Youth Basketball	24,925	21,616	30,000	14,000	14,000	14,000
110-033-633300	Program - Adult Softball	-	-	-	13,200	13,200	13,200
110-033-633400	Program - Concerts in Park	41,064	38,211	45,000	22,500	22,500	22,500
110-033-633500	Program - Movies in Park	7,622	8,551	10,000	9,000	9,000	9,000
110-033-633700	Program - Special Events	-	-	-	21,000	21,000	21,000
110-033-639100	Cash Over/Short	-	-	-	-	-	-
110-033-715000	Improvements	-	-	-	10,000	10,000	10,000
110-033-720000	Buildings	-	3,720	-	-	-	-
110-033-740000	Furniture & Office Equipment	-	6,361	2,000	2,000	2,000	2,000
110-033-740100	Computer Equipment	1,431	1,503	2,000	2,000	2,000	2,000
110-033-740101	Software	1,932	2,864	5,000	4,000	4,000	4,000
110-033-911110	Indirect Support Cost	63,088	60,619	66,820	75,025	75,025	75,025
110-033-951000	Contingency	-	-	163,351	66,389	66,389	66,389
<b>Total Requirements</b>		<b>617,167</b>	<b>691,199</b>	<b>983,331</b>	<b>1,000,614</b>	<b>1,000,614</b>	<b>1,000,614</b>

# Seniors

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## Department Overview

The Seniors Department is the centralized location for providing information, resources, nutrition, transportation, and social services for adults 60 years and better residing within the Oregon Trail School District (exclusive of the Hoodland area). Along with staff focusing efforts to program for participants, there comes many challenges of coordinating the use and maintenance of the building itself. Various community groups use the facility on an ongoing basis including AA, Al-Anon, scout groups, Sports teams, volunteer boards for sports leagues, supervised visitations, neighborhood associations and fundraising committees. In addition, the building is regularly rented after regular hours of operations and weekends to private individuals for birthday parties, weddings, baptisms, showers and funeral gatherings.

Continued need for client service coordination has increased as does the need for mental health services. Many clients request aid for personal issues, and assistance to adult children are needed to navigate the complex 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.

## Accomplishments

- Provided assistance, information, and case management services to senior citizens and other low-income individuals seeking support to assist clients in maintaining their independence.
- Hired Full time Senior Services Manager to oversee one full time staff, four part time staff, and all client services, nutrition, transportation, and Clackamas County grant.
- Painted exterior trim, completed necessary repairs on oven and air conditioning unit, cleaned and waxed auditorium and dining room floors, and washed all windows.

## Goals

- Provide opportunities of education/training to staff and community members on inclusion to increase awareness/acceptance and to increase development of natural supports.
- Identify and apply for various scholarships, grants, funding opportunities for inclusive, universal design, adaptive equipment, and such.
- Integrate increased program/event collaboration with community business partners. Develop inclusive programming for community members experiencing barriers to participation.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	3.75	3.55	3.62	4.78



# Seniors

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	115,205	89,984	16,734	207,054	207,054	207,054
Fines, Fees, & Assessments	98,537	103,618	130,000	97,000	97,000	97,000
Grants	216,018	259,558	230,000	240,000	240,000	240,000
Miscellaneous Revenue	-	-	-	4,000	4,000	4,000
Transfers	-	-	175,234	-	-	-
General Revenue	553,077	532,964	683,047	740,000	740,000	740,000
<b>Total Resources</b>	<b>982,837</b>	<b>986,125</b>	<b>1,235,015</b>	<b>1,288,054</b>	<b>1,288,054</b>	<b>1,288,054</b>
Personnel Services	591,124	637,926	827,203	867,500	867,500	867,500
Materials & Services	206,556	223,938	259,500	245,100	245,100	245,100
Capital Outlay	2,345	7,086	5,000	48,800	48,800	48,800
Transfers	92,829	89,196	90,312	101,650	101,650	101,650
Contingency	-	-	53,000	25,004	25,004	25,004
<b>Total Requirements</b>	<b>892,854</b>	<b>958,145</b>	<b>1,235,015</b>	<b>1,288,054</b>	<b>1,288,054</b>	<b>1,288,054</b>

### BN 19-21 Budget Notes

- Capital Outlay includes improvements to the Community Center building, as well as updated furniture and office equipment.

# Seniors

Account Number	Account Name	BN 13-15	BN 15-17	BN 17-19	BN 19-21	BN 19-21	BN 19-21
		Actual	Actual	Budget	Proposed	Approved	Adopted
110-034-401100	Beginning Balance	115,205	89,984	16,734	207,054	207,054	207,054
110-034-437100	Class & Activity Revenue	38,857	47,077	65,000	4,000	4,000	4,000
110-034-437101	Trip Revenue	-	-	-	15,000	15,000	15,000
110-034-440300	Federal Grants	-	-	-	150,000	150,000	150,000
110-034-441450	State Grants	-	-	-	90,000	90,000	90,000
110-034-442200	County Senior Citizens Grant	210,359	243,763	210,000	-	-	-
110-034-442210	County Senior Disabled Grant	5,659	15,795	20,000	-	-	-
110-034-474200	Building Rent	-	-	-	15,000	15,000	15,000
110-034-475100	Nutrition Program	59,680	56,541	65,000	63,000	63,000	63,000
110-034-478000	Miscellaneous Revenue	-	-	-	4,000	4,000	4,000
110-034-490139	Transfer from Non-Dept.	-	-	175,234	-	-	-
110-034-491110	General Revenue	553,077	532,964	683,047	740,000	740,000	740,000
<b>Total Resources</b>		<b>982,837</b>	<b>986,125</b>	<b>1,235,015</b>	<b>1,288,054</b>	<b>1,288,054</b>	<b>1,288,054</b>
110-034-511100	Salaries	358,398	388,287	460,374	532,000	532,000	532,000
110-034-511103	Salary - Nutrition	40,565	40,275	42,980	-	-	-
110-034-511104	Salary - Alzh	136	-	22,224	-	-	-
110-034-511105	Salaries - On-Call	-	-	-	31,000	31,000	31,000
110-034-511200	Overtime	-	123	-	-	-	-
110-034-521100	Insurance Benefits	62,454	69,248	105,349	104,000	104,000	104,000
110-034-521200	FICA Taxes	30,468	32,798	40,209	43,000	43,000	43,000
110-034-521300	PERS	82,957	90,566	132,482	142,000	142,000	142,000
110-034-521360	Other Benefits	1,286	5,849	9,526	-	-	-
110-034-521400	GFsen Life Insurance	611	250	-	-	-	-
110-034-521500	Workers' Benefit Fund	-	199	576	500	500	500
110-034-521600	Unemployment Insurance	398	425	526	500	500	500
110-034-521800	Workers' Comp Insurance	11,405	7,414	9,803	11,000	11,000	11,000
110-034-521900	Transit Tax	2,374	2,431	3,154	3,500	3,500	3,500
110-034-522100	FSA Fee	73	62	-	-	-	-
110-034-601100	Supplies	4,661	4,854	5,000	5,000	5,000	5,000
110-034-601200	Postage	920	946	2,000	1,000	1,000	1,000
110-034-601300	Printing	794	467	1,000	500	500	500
110-034-601400	Copier Charges	1,127	1,127	2,000	1,500	1,500	1,500
110-034-601401	Branding & Marketing	-	-	-	1,000	1,000	1,000
110-034-601600	Organizational Fees	807	-	-	-	-	-
110-034-601700	Memberships	311	146	500	500	500	500
110-034-601800	Books and Subscriptions	-	66	200	100	100	100
110-034-602100	Employee Recruitment	-	200	-	200	200	200
110-034-602200	Conferences	512	742	3,000	4,000	4,000	4,000
110-034-602300	Training & Professional Advancement	415	192	1,000	1,500	1,500	1,500
110-034-602500	Meetings & Meals	457	883	500	500	500	500
110-034-603100	Mileage Reimbursement	1,036	1,179	2,000	1,500	1,500	1,500
110-034-603200	Vehicle -Fuel	9,561	5,145	10,000	8,000	8,000	8,000
110-034-603500	Vehicle Repair & Maintenance	3,930	4,718	5,000	9,000	9,000	9,000
110-034-604100	Repairs & Maintenance	9,505	10,069	10,000	8,000	8,000	8,000
110-034-604110	Elevator Maintenance	2,378	5,245	5,000	5,000	5,000	5,000
110-034-605100	Contractual Services	-	3,579	1,000	15,000	15,000	15,000
110-034-607100	Utilities	12,658	5,668	15,000	15,000	15,000	15,000
110-034-609100	Insurance	4,025	3,666	5,100	9,000	9,000	9,000
110-034-634100	Program - Senior Activities	87,627	104,609	120,000	7,000	7,000	7,000
110-034-634200	Program - Alzheimers	657	700	1,000	1,800	1,800	1,800
110-034-634300	Program - Music Program	55	-	200	-	-	-
110-034-634400	Program - Nutrition	65,121	69,737	70,000	70,000	70,000	70,000
110-034-634500	Program - Trips	-	-	-	5,000	5,000	5,000
110-034-634600	Program - Transportation	-	-	-	75,000	75,000	75,000
110-034-639100	Cash Over/Short	-	-	-	-	-	-
110-034-715000	Improvements	-	-	-	36,800	36,800	36,800
110-034-740000	Furniture & Office Equipment	357	4,719	1,000	8,000	8,000	8,000
110-034-740100	Computer Equipment	192	1,503	2,000	2,000	2,000	2,000
110-034-740101	Software	1,796	864	2,000	2,000	2,000	2,000
110-034-911110	Indirect Support Cost	92,829	89,196	90,312	101,650	101,650	101,650
110-034-951000	Contingency	-	-	53,000	25,004	25,004	25,004
<b>Total Requirements</b>		<b>892,854</b>	<b>958,145</b>	<b>1,235,015</b>	<b>1,288,054</b>	<b>1,288,054</b>	<b>1,288,054</b>

# Parks, Buildings, & Grounds

## Department Overview

The Parks, Buildings, & Grounds Department program maintains and makes minor improvements to the city's parks, open spaces, public spaces, and public buildings. These activities are funded primarily out of the General Fund. This group is responsible for nine city buildings and one rental dwelling, eleven developed parks and public spaces totaling approximately 44 acres, five undeveloped parks and various open space tracts comprising approximately 185 acres, the popular Tickle Creek Trail as well as various pedestrian paths, stairways, walkways and trails. This program also utilizes local landscape contractors to perform regular maintenance at certain city facilities and public areas.

## Accomplishments

- Condition assessment for Fantasy Forest Playground completed by Leathers and Associates (the original designer of the play structure).
- Implemented numerous recommendations from condition assessment, primarily related to safety and replacement of obsolete or unique equipment or features.
- Added a seasonal (April through October) employee working Sunday-Thursday to provide maintenance coverage for parks and events on the weekends.

## Goals

- Install cameras and improve lighting at Meinig Park and cameras in other city parks.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	2.28	2.28	2.28	3.13

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	46,520	(7,440)	32,637	108,798	108,798	108,798
Fines, Fees, & Assessments	14,550	41,519	40,000	50,000	54,000	54,000
Miscellaneous Revenue	4,456	3,300	1,000	1,500	1,500	1,500
General Revenue	518,128	634,475	688,387	743,000	743,000	743,000
<b>Total Resources</b>	<b>583,654</b>	<b>671,854</b>	<b>762,024</b>	<b>903,298</b>	<b>907,298</b>	<b>907,298</b>
Personnel Services	381,783	411,297	401,683	532,000	532,000	532,000
Materials & Services	108,642	137,976	192,440	225,400	225,400	225,400
Capital Outlay	39,862	2,713	97,550	65,500	65,500	65,500
Transfers	56,291	54,088	64,770	73,351	73,351	73,351
Contingency	-	-	5,581	7,047	11,047	11,047
<b>Total Requirements</b>	<b>586,578</b>	<b>606,074</b>	<b>762,024</b>	<b>903,298</b>	<b>907,298</b>	<b>907,298</b>

## BN 19-21 Budget Notes

- Personnel Services reflects the addition of a maintenance technician (.75 FTE).
- Capital Outlay includes the purchase of vehicles.

# Parks, Buildings, & Grounds

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-035-401100	Beginning Balance	46,520	(7,440)	32,637	108,798	108,798	108,798
110-035-442500	Other Agencies	12,500	-	-	-	-	-
110-035-474000	Property Rental Revenue	-	37,819	40,000	50,000	50,000	50,000
110-035-475010	Gazebo Rental Revenue	2,050	3,700	-	-	4,000	4,000
110-035-478000	Miscellaneous Revenue	4,456	100	500	1,000	1,000	1,000
110-035-479030	Surplus Property	-	3,200	500	500	500	500
110-035-491110	General Revenue	518,128	634,475	688,387	743,000	743,000	743,000
<b>Total Resources</b>		<b>583,654</b>	<b>671,854</b>	<b>762,024</b>	<b>903,298</b>	<b>907,298</b>	<b>907,298</b>
110-035-511100	Salaries	260,637	262,647	251,963	330,000	330,000	330,000
110-035-511200	Overtime	-	629	-	-	-	-
110-035-521100	Insurance Benefits	44,936	54,809	58,424	77,000	77,000	77,000
110-035-521200	FICA Taxes	19,939	20,155	19,271	25,000	25,000	25,000
110-035-521300	PERS	41,394	60,419	59,497	83,000	83,000	83,000
110-035-521360	Other Benefits	-	30	-	-	-	-
110-035-521400	GFpkm Life Insurance	534	226	-	-	-	-
110-035-521500	Workers' Benefit Fund	-	143	284	500	500	500
110-035-521600	Unemployment Insurance	266	261	252	500	500	500
110-035-521800	Workers' Comp Insurance	12,468	10,493	10,480	14,000	14,000	14,000
110-035-521900	Transit Tax	1,348	1,426	1,512	2,000	2,000	2,000
110-035-521901	Other -Drug Tests	143	-	-	-	-	-
110-035-522100	FSA Fee	120	60	-	-	-	-
110-035-601100	Supplies	6,802	11,098	56,000	35,000	35,000	35,000
110-035-601200	Postage	1	15	20	50	50	50
110-035-601300	Printing	-	-	10	50	50	50
110-035-601400	Copier Charges	2	2	10	50	50	50
110-035-601401	Branding & Marketing	-	-	-	-	-	-
110-035-601700	Memberships	450	500	500	1,000	1,000	1,000
110-035-601900	Uniforms	920	1,194	1,000	1,500	1,500	1,500
110-035-602100	Employee Recruitment	1,091	616	250	300	300	300
110-035-602300	Training & Professional Advancement	377	82	500	2,500	2,500	2,500
110-035-602500	Meetings & Meals	22	308	50	1,200	1,200	1,200
110-035-603100	Mileage Reimbursement	30	206	100	200	200	200
110-035-603200	Vehicle - Fuel	-	6,877	6,000	10,000	10,000	10,000
110-035-603500	Vehicle Repair & Maintenance	3,157	2,079	2,500	5,000	5,000	5,000
110-035-604100	Repairs & Maintenance	10,056	19,397	19,500	25,000	25,000	25,000
110-035-605100	Contractual Services	6,404	9,844	17,500	16,000	16,000	16,000
110-035-606100	Equipment Rental	5,214	4,935	1,000	5,000	5,000	5,000
110-035-607100	Utilities	42,984	38,677	44,000	67,500	67,500	67,500
110-035-608100	Professional Services	19,503	29,766	30,000	35,300	35,300	35,300
110-035-609100	Insurance	10,343	11,716	13,200	13,000	13,000	13,000
110-035-610200	Fees	-	-	-	6,000	6,000	6,000
110-035-635100	Parks Master Plan	1,066	-	-	-	-	-
110-035-650300	Regulatory Fees	220	665	300	750	750	750
110-035-715000	Improvements	23,605	-	48,000	45,000	45,000	45,000
110-035-715010	Meinig Park	3,803	-	38,000	20,000	20,000	20,000
110-035-740000	Furniture & Office Equipment	-	675	250	500	500	500
110-035-760000	Machinery & Equipment	12,454	2,038	11,300	-	-	-
110-035-910670	Transfer to Op Center IS Fund	-	-	6,554	8,075	8,075	8,075
110-035-911110	Indirect Support Cost	56,291	54,088	58,216	65,276	65,276	65,276
110-035-951000	Contingency	-	-	5,581	7,047	11,047	11,047
<b>Total Requirements</b>		<b>586,578</b>	<b>606,074</b>	<b>762,024</b>	<b>903,298</b>	<b>907,298</b>	<b>907,298</b>

# Planning

## Department Overview

The Planning Department is responsible for reviewing development proposals and completing long range planning projects, such as municipal code updates, and relevant long-range studies identified by Council. 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.

## Accomplishments

- With the assistance of RARE, the City completed outreach and engineering estimation for the Pleasant Street Master Plan; however, the plan has not been completed.
- Drafted modifications to the Urban Forestry chapter of the development code and has formed a committee to evaluate tree code modifications to create a more balanced urban ecosystem.
- The UGB was expanded and staff has seen an increase in development applications for land previously outside the UGB.

## Goals

- Complete an update to the Transportation System Plan; Finalize the Pleasant Street Master Plan and the Downtown Walkability Plan.
- Evaluate the next steps in updating the Comprehensive Plan.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	1.50	1.75	1.76	2.86

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	67,200	155,743	171,547	247,433	247,433	247,433
Fines, Fees, & Assessments	230,104	249,761	199,241	253,250	253,250	253,250
Grants	2,580	1,050	500	1,000	1,000	1,000
Miscellaneous Revenue	-	99	100	100	100	100
General Revenue	220,036	238,384	258,145	280,000	280,000	280,000
<b>Total Resources</b>	<b>519,920</b>	<b>645,037</b>	<b>629,533</b>	<b>781,783</b>	<b>781,783</b>	<b>781,783</b>
Personnel Services	272,424	336,193	399,448	548,000	548,000	548,000
Materials & Services	26,270	37,572	94,381	78,100	78,100	78,100
Capital Outlay	2,168	8,725	12,000	9,000	9,000	9,000
Transfers	63,315	60,837	72,082	84,406	84,406	84,406
Contingency	-	-	51,622	62,277	62,277	62,277
<b>Total Requirements</b>	<b>364,177</b>	<b>443,327</b>	<b>629,533</b>	<b>781,783</b>	<b>781,783</b>	<b>781,783</b>

## BN 19-21 Budget Notes

- Personnel Services reflects the reallocation of an associate planner, and the addition of an administrative assistant (1.1 FTE in total).

# Planning

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-036-401100	Beginning Balance	67,200	155,743	171,547	247,433	247,433	247,433
110-036-434200	Permit Administration Fee	86,480	73,788	60,000	55,000	55,000	55,000
110-036-454100	Planning & Sign Fees	77,999	121,063	89,541	160,000	160,000	160,000
110-036-454200	EC Permit 1&2 Family	24,736	19,088	20,000	10,000	10,000	10,000
110-036-454300	Zoning Administration Fee	20,241	20,355	18,000	20,000	20,000	20,000
110-036-454400	EC Plan Check	11,383	7,920	8,000	7,000	7,000	7,000
110-036-454500	Urban Forest Fees/Grants	2,580	1,050	500	1,000	1,000	1,000
110-036-458005	Plaza Rent Revenue	9,600	11,125	5,000	3,200	3,200	3,200
110-036-466100	Refunds	(869)	(3,800)	(1,500)	(2,000)	(2,000)	(2,000)
110-036-478000	Miscellaneous Revenue	-	99	100	100	100	100
110-036-478100	Document/Copy Fees	535	223	200	50	50	50
110-036-491110	General Revenue	220,036	238,384	258,145	280,000	280,000	280,000
<b>Total Resources</b>		<b>519,920</b>	<b>645,037</b>	<b>629,533</b>	<b>781,783</b>	<b>781,783</b>	<b>781,783</b>
110-036-511100	Salaries	185,621	232,655	269,495	375,000	375,000	375,000
110-036-511200	Overtime	-	230	-	-	-	-
110-036-521100	Insurance Benefits	23,272	29,803	43,868	40,000	40,000	40,000
110-036-521200	FICA Taxes	14,201	17,795	20,618	29,000	29,000	29,000
110-036-521300	PERS	36,933	42,962	52,119	90,000	90,000	90,000
110-036-521360	Other Benefits	6,843	7,916	7,906	7,500	7,500	7,500
110-036-521400	GFplng Life Insurance	288	130	-	-	-	-
110-036-521500	Workers' Benefit Fund	-	101	285	500	500	500
110-036-521600	Unemployment Insurance	182	231	269	500	500	500
110-036-521800	Workers' Comp Insurance	3,832	3,043	3,271	3,000	3,000	3,000
110-036-521900	Transit Tax	1,250	1,327	1,617	2,500	2,500	2,500
110-036-601100	Supplies	3,364	3,009	4,000	5,000	5,000	5,000
110-036-601200	Postage	429	1,458	1,000	3,000	3,000	3,000
110-036-601300	Printing	83	248	300	500	500	500
110-036-601400	Copier Charges	462	398	600	1,800	1,800	1,800
110-036-601401	Branding & Marketing	-	-	-	1,000	1,000	1,000
110-036-601500	Public Notices	914	1,040	500	2,500	2,500	2,500
110-036-601600	Organizational Fees	430	-	-	-	-	-
110-036-601700	Memberships	1,445	1,580	1,500	800	800	800
110-036-601800	Books and Subscriptions	199	-	500	500	500	500
110-036-602100	Employee Recruitment	-	70	1,000	500	500	500
110-036-602200	Conferences	5,234	4,677	7,000	8,000	8,000	8,000
110-036-602300	Training & Professional Advancement	520	643	1,000	-	-	-
110-036-602500	Meetings & Meals	453	92	800	1,000	1,000	1,000
110-036-603100	Mileage Reimbursement	(13)	185	200	500	500	500
110-036-604100	Repairs & Maintenance	-	588	4,281	-	-	-
110-036-607100	Utilities	-	120	2,500	2,000	2,000	2,000
110-036-608200	Professional Services - Engineering	7,554	9,479	12,000	12,000	12,000	12,000
110-036-608500	Contract Services - Planning	2,798	10,143	50,000	30,000	30,000	30,000
110-036-628200	Credit Card Merchant Fee	-	144	200	-	-	-
110-036-637100	Planning Commission	328	1,803	2,000	3,000	3,000	3,000
110-036-639610	Tree City USA	2,070	1,896	5,000	6,000	6,000	6,000
110-036-740000	Furniture & Office Equipment	482	1,590	6,000	4,000	4,000	4,000
110-036-740100	Computer Equipment	1,686	7,135	6,000	5,000	5,000	5,000
110-036-911110	Indirect Support Cost	63,315	60,837	72,082	84,406	84,406	84,406
110-036-951000	Contingency	-	-	51,622	62,277	62,277	62,277
<b>Total Requirements</b>		<b>364,177</b>	<b>443,327</b>	<b>629,533</b>	<b>781,783</b>	<b>781,783</b>	<b>781,783</b>

# Building

## Department Overview

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 division ensures that commercial and industrial buildings, residential dwellings, and public buildings such as schools are constructed in conformance with all regulatory codes to ensure the continued safety and well-being for all people.

## Accomplishments

- A new permitting software was selected, and staff has been working towards implementation of the new program. This is a no cost program offered by the State of Oregon, called ePermitting.

## Goals

- Work with the Fire Marshall to implement an annual Business Fire/Life/Safety Inspection Program.
- Evaluate the costs for assuming electrical permitting, plan review, and inspections from the County.
- Modify Municipal Code Chapter 15.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	2.37	2.47	2.70	3.03

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	358,137	407,549	516,191	537,935	537,935	537,935
Fines, Fees, & Assessments	666,504	861,933	530,000	619,730	619,730	619,730
<b>Total Resources</b>	<b>1,024,641</b>	<b>1,269,482</b>	<b>1,046,191</b>	<b>1,157,665</b>	<b>1,157,665</b>	<b>1,157,665</b>
Personnel Services	430,813	484,600	577,774	652,500	652,500	652,500
Materials & Services	70,032	77,426	119,762	90,080	90,080	90,080
Capital Outlay	2,299	6,925	15,000	11,000	11,000	11,000
Transfers	113,948	109,489	103,839	123,297	123,297	123,297
Contingency	-	-	229,816	280,788	280,788	280,788
<b>Total Requirements</b>	<b>617,092</b>	<b>678,440</b>	<b>1,046,191</b>	<b>1,157,665</b>	<b>1,157,665</b>	<b>1,157,665</b>

## BN 19-21 Budget Notes

- Funded solely on Fines, Fees, & Assessments.
- The department plans to increase fees on an annual basis to have fees more closely match the review/inspection costs.
- Contingency is a vital part of this department, as revenue can decrease significantly during a slowdown in construction activity.

# Building

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-037-401100	Beginning Balance	358,137	407,549	516,191	537,935	537,935	537,935
110-037-433110	Permits - Building	257,404	326,813	200,000	260,000	260,000	260,000
110-037-433120	Permits - Plumbing	122,472	121,341	90,000	120,000	120,000	120,000
110-037-433130	Permits - Mechanical	40,010	53,845	30,000	40,000	40,000	40,000
110-037-433140	Permits - Fire Life & Safety	3,355	34,400	10,000	30,000	30,000	30,000
110-037-433400	Permits - Other Building	10,215	14,890	10,000	14,000	14,000	14,000
110-037-433910	Permits - State %	50,251	60,016	40,000	55,680	55,680	55,680
110-037-433920	Permits - State M H Fee	-	150	-	50	50	50
110-037-434100	Plan Check Fee	182,797	250,380	150,000	100,000	100,000	100,000
110-037-434150	Building Administration Fee	-	100	-	-	-	-
<b>Total Resources</b>		<b>1,024,641</b>	<b>1,269,482</b>	<b>1,046,191</b>	<b>1,157,665</b>	<b>1,157,665</b>	<b>1,157,665</b>
110-037-511100	Salaries	297,237	333,223	389,466	430,000	430,000	430,000
110-037-511200	Overtime	-	123	-	-	-	-
110-037-521100	Insurance Benefits	55,940	59,517	67,418	74,000	74,000	74,000
110-037-521200	FICA Taxes	22,737	25,511	29,809	33,000	33,000	33,000
110-037-521300	PERS	46,469	55,245	79,177	103,000	103,000	103,000
110-037-521360	Other Benefits	2,149	3,978	4,312	4,000	4,000	4,000
110-037-521400	GFbldg Life Insurance	571	245	-	-	-	-
110-037-521500	Workers' Benefit Fund	-	153	336	500	500	500
110-037-521600	Unemployment Insurance	281	330	389	500	500	500
110-037-521800	Workers' Comp Insurance	3,580	4,338	4,530	4,500	4,500	4,500
110-037-521900	Transit Tax	1,844	1,925	2,337	3,000	3,000	3,000
110-037-522100	FSA Fee	5	12	-	-	-	-
110-037-601100	Supplies	4,063	3,106	5,000	4,000	4,000	4,000
110-037-601200	Postage	82	288	500	300	300	300
110-037-601300	Printing	117	355	250	300	300	300
110-037-601400	Copier Charges	156	199	250	1,000	1,000	1,000
110-037-601401	Branding & Marketing	-	-	-	300	300	300
110-037-601600	Organizational Fees	203	295	500	-	-	-
110-037-601700	Memberships	1,265	965	1,500	1,600	1,600	1,600
110-037-601800	Books and Subscriptions	2,198	2,077	2,500	4,000	4,000	4,000
110-037-601900	Uniforms	-	120	2,000	2,000	2,000	2,000
110-037-602200	Conferences	250	-	2,000	4,500	4,500	4,500
110-037-602300	Training & Professional Advancement	1,575	(51)	3,000	-	-	-
110-037-602500	Meetings & Meals	18	43	1,200	800	800	800
110-037-603100	Mileage Reimbursement	6,712	4,401	7,000	-	-	-
110-037-604100	Repairs & Maintenance	-	1,175	8,562	-	-	-
110-037-605100	Contractual Services	-	125	10,000	10,000	10,000	10,000
110-037-605101	Contractual Services - Planning	685	-	10,000	-	-	-
110-037-607100	Utilities	1,321	1,260	2,500	2,600	2,600	2,600
110-037-608200	Professional Services - Engineering	1,106	71	1,000	1,000	1,000	1,000
110-037-628200	Credit Card Merchant Fee	-	-	2,000	2,000	2,000	2,000
110-037-637200	State Bldg Fee Surcharge	50,281	62,998	60,000	55,680	55,680	55,680
110-037-740000	Furniture & Office Equipment	32	1,830	5,000	6,000	6,000	6,000
110-037-740100	Computer Equipment	2,267	5,095	10,000	5,000	5,000	5,000
110-037-911110	Indirect Support Cost	113,948	109,489	103,839	123,297	123,297	123,297
110-037-951000	Contingency	-	-	229,816	280,788	280,788	280,788
<b>Total Requirements</b>		<b>617,092</b>	<b>678,440</b>	<b>1,046,191</b>	<b>1,157,665</b>	<b>1,157,665</b>	<b>1,157,665</b>



# Economic Development

## Department Overview

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

## Accomplishments

- Developed the Tenant Improvement (TI) Program and administered the first two grants.
- Wrote grants for two tourism projects (Jonsrud Viewpoint “curb shaving” project and the Meinig Park entry archway).

## Goals

- Continue the implementation of the TI Program, and other public infrastructure projects.
- Identify and address derelict buildings in the C-1 zone.
- Develop a plan to incentivize commercial development and activate chronically vacant commercial buildings in the C-1 zone.
- Increase business recruitment for brewery/distillery and hotel concepts.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	1.10	0.90	0.80	0.50

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	(10,179)	12,970	8,938	8,244	8,244	8,244
Miscellaneous Revenue	9,831	12,251	-	100	100	100
General Revenue	309,676	215,459	343,680	242,000	242,000	242,000
<b>Total Resources</b>	<b>309,328</b>	<b>240,680</b>	<b>352,618</b>	<b>250,344</b>	<b>250,344</b>	<b>250,344</b>
Personnel Services	148,346	139,507	148,196	105,200	105,200	105,200
Materials & Services	124,695	69,254	170,120	99,100	99,100	99,100
Capital Outlay	392	4,670	-	2,000	2,000	2,000
Transfers	22,926	22,029	32,517	38,997	38,997	38,997
Contingency	-	-	1,785	5,047	5,047	5,047
<b>Total Requirements</b>	<b>296,359</b>	<b>235,460</b>	<b>352,618</b>	<b>250,344</b>	<b>250,344</b>	<b>250,344</b>

## BN 19-21 Budget Notes

- Reduced general revenue distribution, personnel services, and materials & services, as many of the functions previously budgeted here have been relocated to the Sandy Urban Renewal Agency.

# Economic Development

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-038-401100	Beginning Balance	(10,179)	12,970	8,938	8,244	8,244	8,244
110-038-441450	County Grants	-	-	-	-	-	-
110-038-442500	Other Agencies	-	12,170	-	-	-	-
110-038-458010	Public Market Program Revenue	3,345	-	-	-	-	-
110-038-476619	Tree Lighting Program Revenue	94	-	-	-	-	-
110-038-478000	Miscellaneous Revenue	3,092	81	-	100	100	100
110-038-478400	First Fridays Program Revenue	3,300	-	-	-	-	-
110-038-491110	General Revenue	309,676	215,459	343,680	242,000	242,000	242,000
<b>Total Resources</b>		<b>309,328</b>	<b>240,680</b>	<b>352,618</b>	<b>250,344</b>	<b>250,344</b>	<b>250,344</b>
110-038-511100	Salaries	102,693	98,440	103,634	70,000	70,000	70,000
110-038-511200	Overtime	-	-	-	-	-	-
110-038-521100	Insurance Benefits	19,490	15,107	15,520	10,000	10,000	10,000
110-038-521200	FICA Taxes	7,856	7,535	7,928	6,000	6,000	6,000
110-038-521300	PERS	17,069	15,983	19,976	17,000	17,000	17,000
110-038-521360	Other Benefits	0	1,232	-	1,000	1,000	1,000
110-038-521400	GF MS Life Insurance	229	94	-	-	-	-
110-038-521500	Workers' Benefit Fund	-	55	100	100	100	100
110-038-521600	Unemployment Insurance	94	98	104	100	100	100
110-038-521800	Workers' Comp Insurance	296	319	312	500	500	500
110-038-521900	Transit Tax	510	591	622	500	500	500
110-038-522100	FSA Fee	108	54	-	-	-	-
110-038-601100	Supplies	1,777	618	1,200	1,000	1,000	1,000
110-038-601200	Postage	112	15	100	500	500	500
110-038-601300	Printing	524	119	400	100	100	100
110-038-601400	Copier Charges	6	43	100	200	200	200
110-038-601401	Branding & Marketing	-	-	-	500	500	500
110-038-601700	Memberships	5,422	5,080	5,000	2,500	2,500	2,500
110-038-601800	Books and Subscriptions	35	88	100	-	-	-
110-038-602200	Conferences	3,102	3,940	5,500	2,500	2,500	2,500
110-038-602300	Training & Professional Advancement	511	270	2,000	-	-	-
110-038-602500	Meetings & Meals	173	187	1,000	500	500	500
110-038-603100	Mileage Reimbursement	1,577	1,137	1,500	1,200	1,200	1,200
110-038-604100	Repairs & Maintenance	8	-	500	100	100	100
110-038-605100	Contractual Services	73,568	14,420	4,000	5,000	5,000	5,000
110-038-606120	Building Rent	1,170	2,730	-	-	-	-
110-038-607100	Utilities	437	647	720	-	-	-
110-038-639606	Sandy Public Market	1,956	-	-	-	-	-
110-038-639607	Downtown Flower Baskets	28,885	39,571	38,000	-	-	-
110-038-639608	Program - Contributions SSCP	-	-	60,000	60,000	60,000	60,000
110-038-639609	Program - Tenant Improvements	-	-	50,000	25,000	25,000	25,000
110-038-639610	Program - County Grants	-	-	-	-	-	-
110-038-639611	Main Street Program	3,084	34	-	-	-	-
110-038-639613	First Fridays Program	2,348	354	-	-	-	-
110-038-740000	Furniture & Office Equipment	392	4,670	-	2,000	2,000	2,000
110-038-911110	Indirect Support Cost	22,926	22,029	32,517	38,997	38,997	38,997
110-038-951000	Contingency	-	-	1,785	5,047	5,047	5,047
<b>Total Requirements</b>		<b>296,359</b>	<b>235,460</b>	<b>352,618</b>	<b>250,344</b>	<b>250,344</b>	<b>250,344</b>

# Non-Departmental

## Department Overview

The Non-Departmental Department includes expenditures that don't apply to a single department, or miscellaneous expenses that aren't associated with any of the operating departments. Additionally, this department is responsible for expenses related to the city, for example, memberships and associations fees. The department includes the general fund (i.e., not allocated to specific programs) contingency account.

## Accomplishments

- New vehicle leased with Enterprise Fleet Management to be used a pool car for staff on official city business.
- Completed and implemented an updated brand for the city; purchased a variety of items displaying the city's new brand, including banners in the downtown area.

## Goals

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

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	0.40	0.40	0.40	-

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	489,277	807,264	309,456	269,189	269,189	269,189
Loan Proceeds	-	124,088	23,171	-	-	-
Miscellaneous Revenue	-	5,000	29,500	17,000	17,000	17,000
Indirect Service Revenue	180,899	173,820	185,098	259,000	259,000	259,000
General Revenue	1,011,006	925,143	950,915	741,000	741,000	741,000
<b>Total Resources</b>	<b>1,681,182</b>	<b>2,035,315</b>	<b>1,498,140</b>	<b>1,286,189</b>	<b>1,286,189</b>	<b>1,286,189</b>
Personnel Services	15,661	12,172	-	-	-	-
Materials & Services	370,289	652,758	440,442	365,500	365,500	365,500
Capital Outlay	153,023	975,927	39,674	22,000	22,000	22,000
Debt Service	-	-	124,644	9,006	9,006	9,006
Transfers	85,000	85,000	770,777	85,000	85,000	85,000
Contingency	-	-	122,603	804,683	804,683	804,683
<b>Total Requirements</b>	<b>623,974</b>	<b>1,725,857</b>	<b>1,498,140</b>	<b>1,286,189</b>	<b>1,286,189</b>	<b>1,286,189</b>

## BN 19-21 Budget Notes

- Personnel Services is reduced, as there are no plans to hire a paid intern.
- Contingency is a combination of 5% of the overall operating budget of the city.

# Non-Departmental

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-039-401100	Beginning Balance	489,277	807,264	309,456	269,189	269,189	269,189
110-039-477000	Merchandise	-	-	-	-	-	-
110-039-478000	Miscellaneous Revenue	-	-	17,500	-	-	-
110-039-478200	Reimbursement	-	5,000	12,000	17,000	17,000	17,000
110-039-479000	Surplus Property	-	-	-	-	-	-
110-039-491110	General Revenue	1,011,006	925,143	950,915	741,000	741,000	741,000
110-039-492110	Indirect Service Revenue	180,899	173,820	185,098	259,000	259,000	259,000
110-039-495400	Loan Proceeds	-	124,088	23,171	-	-	-
<b>Total Resources</b>		<b>1,681,182</b>	<b>2,035,315</b>	<b>1,498,140</b>	<b>1,286,189</b>	<b>1,286,189</b>	<b>1,286,189</b>
110-039-511100	Salaries	6,271	10,369	-	-	-	-
110-039-521100	Insurance Benefits	285	379	-	-	-	-
110-039-521200	FICA Taxes	480	797	-	-	-	-
110-039-521300	PERS	8,046	339	-	-	-	-
110-039-521360	Other Benefits	-	54	-	-	-	-
110-039-521400	GFnd Life Insurance	0	0	-	-	-	-
110-039-521600	Unemployment Insurance	19	10	-	-	-	-
110-039-521800	Workers' Comp Insurance	478	165	-	-	-	-
110-039-521900	Transit Tax	38	59	-	-	-	-
110-039-521901	Other - Drug Tests	45	-	-	-	-	-
110-039-522100	FSA Fee	-	0	-	-	-	-
110-039-601100	Supplies	19,527	33,383	30,000	30,000	30,000	30,000
110-039-601200	Postage	23,383	8,409	5,000	2,500	2,500	2,500
110-039-601300	Printing	-	610	2,000	1,000	1,000	1,000
110-039-601400	Copier Charges	(1,686)	1,673	2,000	2,000	2,000	2,000
110-039-601401	Branding & Marketing	-	-	15,000	8,000	8,000	8,000
110-039-601500	Public Notices	(331)	1,550	1,300	1,000	1,000	1,000
110-039-601600	Organizational Fees	723	2,258	3,000	22,000	22,000	22,000
110-039-601700	Memberships	21,262	19,564	17,000	1,000	1,000	1,000
110-039-601800	Books and Subscriptions	26	2,649	1,000	-	-	-
110-039-602300	Training & Professional Advancement	412	325	-	-	-	-
110-039-602500	Meetings & Meals	284	642	500	-	-	-
110-039-603100	Mileage Reimbursement	-	14	-	-	-	-
110-039-603200	Vehicle - Fuel	287	775	1,000	1,000	1,000	1,000
110-039-603500	Vehicle Repair & Maintenance	-	-	-	1,000	1,000	1,000
110-039-604100	Repairs & Maintenance	6,771	8,132	8,000	9,000	9,000	9,000
110-039-605100	Contractual Services	37,986	34,464	50,000	50,000	50,000	50,000
110-039-607100	Utilities	62,123	54,716	50,000	60,000	60,000	60,000
110-039-608100	Professional Services	15,608	242,424	50,000	20,000	20,000	20,000
110-039-609100	Insurance	46,964	46,953	52,000	75,000	75,000	75,000
110-039-610200	Fees	2,053	4,776	11,000	7,000	7,000	7,000
110-039-624400	Election Expenses	-	160	300	500	500	500
110-039-628200	Credit Card Merchant Fee	16,104	17,982	10,000	7,000	7,000	7,000
110-039-639100	Cash Over/Short	(100)	394	-	500	500	500
110-039-639201	Cable Programming	17,414	25,764	25,000	25,000	25,000	25,000
110-039-639202	Program - Web Site	-	-	5,000	1,000	1,000	1,000
110-039-639301	Program - Mountain Festival	1,552	6,345	7,000	5,000	5,000	5,000
110-039-639302	Program - Spring Cleanup	2,926	524	5,000	-	-	-
110-039-639401	Program - Employee Recognition	7,835	8,811	10,000	10,000	10,000	10,000
110-039-639402	Program - Wellnes Program	-	-	3,500	-	-	-
110-039-639403	Program - Gym Fees	37,586	44,244	45,000	-	-	-
110-039-639500	Program - Neighborhd Assns.	103	786	2,500	1,000	1,000	1,000
110-039-639505	Program - Safety Meetings	218	474	500	-	-	-
110-039-639604	Program -Tourism Promotion	43,135	-	-	-	-	-
110-039-639608	Program - Public Forums	-	-	5,000	-	-	-
110-039-639700	Program - Contributions	8,000	56,000	-	-	-	-
110-039-639701	Program - Sandy Recreation Center	-	751	-	-	-	-
110-039-639703	Program - Fireworks Display	125	17,500	9,000	17,000	17,000	17,000
110-039-639806	Program - Park District	-	9,708	-	-	-	-
110-039-639810	Program - Arts Commission	-	-	13,842	8,000	8,000	8,000
110-039-710730	Loan to Other Agency	30,000	-	-	-	-	-
110-039-715008	Land	-	575,000	-	-	-	-
110-039-721000	City Hall Improvements - Structural	50,914	49,650	-	-	-	-
110-039-721003	City Hall Improvements - Security	-	289	-	-	-	-
110-039-740000	Furniture & Office Equipment	-	1,110	2,000	-	-	-
110-039-740100	Computer Equipment	-	7,128	4,003	7,000	7,000	7,000
110-039-740101	Archive Equipmnt/Software	70,631	201,612	10,500	15,000	15,000	15,000
110-039-750000	Transportation Equipment	-	54,750	-	-	-	-
110-039-760000	Machinery & Equipment	1,478	4,294	23,171	-	-	-
110-039-780100	Fiber Extension	-	82,094	-	-	-	-
110-039-812100	Principal	-	-	124,644	9,006	9,006	9,006
110-039-910126	Transfer to Legal	-	-	18,275	-	-	-
110-039-910130	Transfer to Police	-	-	100,000	-	-	-
110-039-910134	Transfer to Senior Center	-	-	175,234	-	-	-
110-039-910280	Transfer to Aquatic/Rec Fund	-	-	350,000	-	-	-
110-039-910350	Transfer to Parks Cap. Project Fund	-	-	42,268	-	-	-
110-039-910670	Transfer to Facilities Maint. Fund	85,000	85,000	85,000	85,000	85,000	85,000
110-039-955000	Contingency	-	-	122,603	804,683	804,683	804,683
<b>Total Requirements</b>		<b>623,974</b>	<b>1,725,857</b>	<b>1,498,140</b>	<b>1,286,189</b>	<b>1,286,189</b>	<b>1,286,189</b>

# Information Technology

## Department Overview

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

## Accomplishments

- Updates to the security and accessibility to City Hall cameras and WiFi.
- Working with youth to provide local internships and opportunities.
- Hired a dedicated Systems Administrator to handle the growing workload of the department.

## Goals

- Explore and implement cloud services to reduce infrastructure upgrades.
- Explore phone trunk conversion from PRI to SIP with a goal to reduce cost and increase stability.
- Deploy new building permitting software to replace legacy system.
- Integrate systems between departments to reduce busy and paper workload.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	1.00	1.18	1.30	1.30

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	28,093	32,880	42,543	110,813	110,813	110,813
Loans Proceeds	-	66,997	-	-	-	-
Indirect Service Revenue	376,208	361,486	476,987	475,000	475,000	475,000
<b>Total Resources</b>	<b>404,301</b>	<b>461,363</b>	<b>519,530</b>	<b>585,813</b>	<b>585,813</b>	<b>585,813</b>
Personnel Services	208,345	239,594	247,689	281,524	281,524	281,524
Materials & Services	99,656	75,023	108,656	205,500	205,500	205,500
Capital Outlay	12,378	71,233	125,000	75,000	75,000	75,000
Debt Service	50,983	35,446	35,445	-	-	-
Contingency	-	-	2,740	23,789	23,789	23,789
<b>Total Requirements</b>	<b>371,362</b>	<b>421,295</b>	<b>519,530</b>	<b>585,813</b>	<b>585,813</b>	<b>585,813</b>

## BN 19-21 Budget Notes

- Materials & Services reflects the added costs utilizing the cloud for storage.
- Capital Outlay is reduced, as the need for on-site equipment is decreasing.
- Debt Service will be paid off at the end of FY 2019.

# Information Technology

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
110-040-401100	Beginning Balance	28,093	32,880	42,543	110,813	110,813	110,813
110-040-492110	Indirect Service Revenue	376,208	361,486	476,987	475,000	475,000	475,000
110-040-495400	Loan Proceeds	-	66,997	-	-	-	-
<b>Total Resources</b>		<b>404,301</b>	<b>461,363</b>	<b>519,530</b>	<b>585,813</b>	<b>585,813</b>	<b>585,813</b>
110-040-511100	Salaries	148,115	169,580	168,007	186,972	186,972	186,972
110-040-511200	Overtime	-	536	-	-	-	-
110-040-521100	Insurance Benefits	22,680	20,658	26,037	28,222	28,222	28,222
110-040-521200	FICA Taxes	11,334	13,369	12,859	14,303	14,303	14,303
110-040-521300	PERS	23,005	27,599	32,390	44,631	44,631	44,631
110-040-521360	Other Benefits	418	6,023	1,437	-	-	-
110-040-521400	GF IT Life Insurance	254	92	-	-	-	-
110-040-521500	Workers' Benefit Fund	-	70	162	151	151	151
110-040-521600	Unemployment Insurance	140	174	168	188	188	188
110-040-521800	Workers' Comp Insurance	1,604	459	5,621	5,935	5,935	5,935
110-040-521900	Transit Tax	747	1,035	1,008	1,122	1,122	1,122
110-040-522100	FSA Fee	47	-	-	-	-	-
110-040-601100	Supplies	3,520	6,935	5,000	5,500	5,500	5,500
110-040-601200	Postage	11	-	200	-	-	-
110-040-601400	Copier Charges	-	-	300	-	-	-
110-040-601600	Organizational Fees	390	-	-	-	-	-
110-040-601800	Books and Subscriptions	1,578	-	-	-	-	-
110-040-602100	Employee Recruitment	-	-	-	500	500	500
110-040-602200	Conferences	107	-	-	5,000	5,000	5,000
110-040-602300	Training & Professional Advancement	-	20	10,000	10,000	10,000	10,000
110-040-602500	Meetings & Meals	242	96	500	500	500	500
110-040-603100	Mileage Reimbursement	695	2,224	3,000	2,000	2,000	2,000
110-040-604100	Repairs & Maintenance	15,260	3,908	10,000	10,000	10,000	10,000
110-040-605100	Contactual Services	42,614	54,709	57,656	150,000	150,000	150,000
110-040-607100	Utilities	24,083	3,502	18,000	18,000	18,000	18,000
110-040-639202	Web Site	11,156	3,631	4,000	4,000	4,000	4,000
110-040-740000	Furniture & Office Equipment	358	2,877	4,000	4,000	4,000	4,000
110-040-740100	Computer Equipment	12,021	55,801	110,000	60,000	60,000	60,000
110-040-740201	Phone Equipment	-	12,555	11,000	11,000	11,000	11,000
110-040-812100	Loan Principal	48,319	32,973	34,024	-	-	-
110-040-832903	Loan Interest	2,665	2,473	1,421	-	-	-
110-040-951000	Contingency	-	-	2,740	23,789	23,789	23,789
<b>Total Requirements</b>		<b>371,362</b>	<b>421,295</b>	<b>519,530</b>	<b>585,813</b>	<b>585,813</b>	<b>585,813</b>

# Street Fund

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## Fund Overview

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

### Operations

The Street Fund repairs and maintains more than 38 centerline miles of streets within the City Limits. Street operating costs include street lighting and power costs for traffic signals (although ODOT is responsible for managing and maintain traffic signals). Major maintenance activities in Street Operations consist of traffic line painting (by contract) and parking lot stall striping, traffic control sign repair and installation, weed control in rights-of-way, snow and ice control, pothole patching, and street sweeping (by contract). In addition, Street Operations manages the City’s Traffic Calming program and provides transportation-related comments on land use applications and reviews street improvement plans for new development. Funding comes primarily from Federal, State and Local fuel taxes.

The City uses Pavement Management System software to prioritize street maintenance projects. 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 costlier maintenance over a smaller number of street sections and some years may include relatively inexpensive treatments covering many streets. The first paving season in the 19-21 biennium includes surface treatments, rehabilitation, and overlays on over 30,000 square feet of street surface.

### Capital Improvements

New streets, street widening, intersection improvements, and other street capital projects are funded through systems development charges from new development, cash contributions from developers, State and Federal fuel taxes, loans, and grants. The Transportation System Plan (TSP), adopted in the 2011-13 biennium, identifies the long-term project needs for motor vehicles, bicycles, and pedestrians. An update to the current TSP is being managed by the Planning Department and will begin 2019.

## Accomplishments

- Entered into an Energy Savings Performance Contract to evaluate cost savings of converting approximately 1,000 city-owned streetlights to LEG technology.
- A project manager from the Oregon Department of Transportation was assigned to the Vista Loop – Ten Eyck Pedestrian Improvements Project. The preliminary survey is complete.

## Goals

- Complete scheduled maintenance project (slurry seal and paving).
- Perform Street Condition Assessment and determine future maintenance priorities.
- Complete design and right-of-way acquisition for the 362<sup>nd</sup> and Bell street project.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	2.41	2.30	2.61	2.51

# Street Fund

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>						
Beginning Balance	(297,757)	294,298	620,811	905,803	905,803	905,803
Fines, Fees, & Assessments	590,942	740,194	1,110,000	615,000	615,000	615,000
Intergovernmental	1,150,525	1,240,064	1,200,000	1,600,000	1,600,000	1,600,000
Interest	18,563	10,234	25,000	70,000	70,000	70,000
Loan Proceeds	-	-	12,488	12,500	12,500	12,500
Miscellaneous	32,717	21,181	12,000	15,300	15,300	15,300
<b>Operations Total</b>	<b>1,494,990</b>	<b>2,305,971</b>	<b>2,980,299</b>	<b>3,218,603</b>	<b>3,218,603</b>	<b>3,218,603</b>
Beginning Balance	1,995,084	2,182,789	2,158,027	3,295,053	3,295,053	3,295,053
Fines, Fees, & Assessments	773,351	604,143	1,220,000	1,340,000	1,340,000	1,340,000
Interest	-	34,673	100	1,000	1,000	1,000
<b>Capital Total</b>	<b>2,768,435</b>	<b>2,821,605</b>	<b>3,378,127</b>	<b>4,636,053</b>	<b>4,636,053</b>	<b>4,636,053</b>
<b>Total Resources</b>	<b>4,263,425</b>	<b>5,127,575</b>	<b>6,358,426</b>	<b>7,854,656</b>	<b>7,854,656</b>	<b>7,854,656</b>
<b>REQUIREMENTS</b>						
Personnel Services	365,834	405,295	470,735	489,000	489,000	489,000
Materials & Services	662,809	1,033,767	1,276,450	1,161,050	1,161,050	1,161,050
Capital Outlay	51,017	38,476	342,739	506,500	506,500	506,500
Debt Service	-	-	5,249	4,662	4,662	4,662
Transfers	121,031	119,097	106,230	117,357	117,357	117,357
Contingency	-	-	504,210	1,575,429	1,575,429	1,575,429
<b>Operations Total</b>	<b>1,200,692</b>	<b>1,596,636</b>	<b>2,705,613</b>	<b>3,853,998</b>	<b>3,853,998</b>	<b>3,853,998</b>
Capital Outlay	464,332	241,725	3,531,500	3,940,000	3,940,000	3,940,000
Debt Service	121,313	121,313	121,313	60,658	60,658	60,658
<b>Capital Total</b>	<b>585,646</b>	<b>363,038</b>	<b>3,652,813</b>	<b>4,000,658</b>	<b>4,000,658</b>	<b>4,000,658</b>
<b>Total Requirements</b>	<b>1,786,338</b>	<b>1,959,674</b>	<b>6,358,426</b>	<b>7,854,656</b>	<b>7,854,656</b>	<b>7,854,656</b>

### BN 19-21 Budget Notes

- Intergovernmental revenue accounts for state shared gas tax revenue.
- Capital outlay includes the 362<sup>nd</sup> and Bell Street extension design and right of way acquisition and the Vista Loop – Ten Eyck sidewalk project.



# Street Fund

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>							
240-054-401000	Beginning Balance	(297,757)	294,298	620,811	905,803	905,803	905,803
240-054-423000	AFRD	41,006	25,754	-	-	-	-
240-054-441150	State Shared - Gas Tax	1,150,525	1,240,064	1,200,000	1,600,000	1,600,000	1,600,000
240-054-441190	City Gas Tax	549,273	699,266	600,000	600,000	600,000	600,000
240-054-442500	Other Agencies	-	-	500,000	-	-	-
240-054-457100	Engineering Fees	663	15,174	10,000	15,000	15,000	15,000
240-054-471100	Interest	18,563	10,234	25,000	70,000	70,000	70,000
240-054-471104	Res. Sidewalk Repair	50	-	-	-	-	-
240-054-478000	Miscellaneous Revenue	32,667	16,731	11,000	15,000	15,000	15,000
240-054-479030	Surplus Property	-	4,450	1,000	300	300	300
240-054-495400	Loan Proceeds	-	-	12,488	12,500	12,500	12,500
<b>Operations Total</b>		<b>1,494,990</b>	<b>2,305,971</b>	<b>2,980,299</b>	<b>3,218,603</b>	<b>3,218,603</b>	<b>3,218,603</b>
240-154-401000	Beginning Balance	1,995,084	2,182,789	2,158,027	3,295,053	3,295,053	3,295,053
240-154-423000	AFRD Reimbursement	-	31,332	-	-	-	-
240-154-433540	Streets SDC	411,567	548,217	500,000	600,000	600,000	600,000
240-154-433545	Sandy Bluff 4/5/6 SDCs	64,468	13,806	10,000	30,000	30,000	30,000
240-154-441434	ODOT STP Funds	297,316	-	700,000	700,000	700,000	700,000
240-154-459001	Payment In Lieu Street Improvement Fees	-	10,787	10,000	10,000	10,000	10,000
240-154-471100	Interest	-	34,673	100	1,000	1,000	1,000
<b>Capital Total</b>		<b>2,768,435</b>	<b>2,821,605</b>	<b>3,378,127</b>	<b>4,636,053</b>	<b>4,636,053</b>	<b>4,636,053</b>
<b>Total Resources</b>		<b>4,263,425</b>	<b>5,127,575</b>	<b>6,358,426</b>	<b>7,854,656</b>	<b>7,854,656</b>	<b>7,854,656</b>

Requirements are listed on the following page.

# Street Fund

## REQUIREMENTS

240-054-511100	Salaries	236,645	254,700	298,121	299,000	299,000	299,000
240-054-511200	Overtime	-	7,334	-	-	-	-
240-054-521100	Insurance Benefits	51,622	48,725	61,490	62,000	62,000	62,000
240-054-521200	FICA Taxes	18,104	20,080	22,812	24,000	24,000	24,000
240-054-521300	PERS	44,553	47,289	63,334	78,000	78,000	78,000
240-054-521360	Other Benefits	675	3,493	4,456	4,000	4,000	4,000
240-054-521400	SF Life Insurance	520	208	-	-	-	-
240-054-521500	Workers' Benefit Fund	-	115	326	500	500	500
240-054-521600	Unemployment Insurance	203	256	297	500	500	500
240-054-521800	Workers' Comp Insurance	11,874	21,548	18,110	19,000	19,000	19,000
240-054-521900	Transit Tax	1,454	1,528	1,789	2,000	2,000	2,000
240-054-521901	Other - Drug Tests	146	-	-	-	-	-
240-054-522100	FSA Fee	37	19	-	-	-	-
240-054-601100	Supplies	40,141	28,226	35,000	40,000	40,000	40,000
240-054-601200	Postage	155	71	150	150	150	150
240-054-601300	Printing	-	-	100	100	100	100
240-054-601400	Copier Charges	46	14	50	250	250	250
240-054-601401	Branding & Marketing	-	-	-	-	-	-
240-054-601500	Public Notices	49	-	50	50	50	50
240-054-601600	Organizational Fees	386	5	200	50	50	50
240-054-601700	Memberships	239	-	200	200	200	200
240-054-601800	Books and Subscriptions	1,205	50	150	100	100	100
240-054-601900	Uniforms	1,134	801	1,200	1,200	1,200	1,200
240-054-602100	Employee Recruitment	221	617	300	200	200	200
240-054-602200	Conferences	623	623	900	1,000	1,000	1,000
240-054-602300	Training & Professional Advancement	774	51	1,000	2,500	2,500	2,500
240-054-602500	Meetings & Meals	77	273	200	250	250	250
240-054-603100	Mileage Reimbursement	272	18	50	50	50	50
240-054-603200	Vehicle - Fuel	11,327	5,764	7,500	8,500	8,500	8,500
240-054-603400	Vehicle Reg/Licenses	-	-	200	50	50	50
240-054-603500	Vehicle Repair & Maintenance	4,508	12,209	8,000	13,500	13,500	13,500
240-054-604100	Repairs & Maintenance	40,089	25,524	15,000	50,000	50,000	50,000
240-054-604500	Street Maintenance Program	96,153	402,812	600,000	600,000	600,000	600,000
240-054-605100	Contractual Services	179,425	247,171	250,000	250,000	250,000	250,000
240-054-606100	Equipment Rental	4,158	2,373	7,500	20,000	20,000	20,000
240-054-607100	Utilities	259,586	248,814	280,000	100,000	100,000	100,000
240-054-608100	Professional Services	9,084	39,294	40,000	40,000	40,000	40,000
240-054-608200	Professional Services - Engineering	6,190	11,490	20,000	20,000	20,000	20,000
240-054-609100	Insurance	6,188	7,188	8,100	10,000	10,000	10,000
240-054-610200	Fees	-	-	-	900	900	900
240-054-628200	Credit Card Merchant Fee	55	39	100	1,500	1,500	1,500
240-054-650300	Regulatory Fees	727	341	500	500	500	500
240-054-734000	Improvements	3,666	160	5,000	5,000	5,000	5,000
240-054-734800	Sidewalk/Bike Path Improvements	-	16,790	100,000	150,000	150,000	150,000
240-054-740100	Computer Equipment	904	1,976	500	1,500	1,500	1,500
240-054-760000	Machinery & Equipment	19,791	-	67,239	100,000	100,000	100,000
240-054-770000	Major Repairs & Maintenance	26,656	19,550	170,000	250,000	250,000	250,000
240-054-812100	Loan Principal	-	-	5,249	4,662	4,662	4,662
240-054-910110	Transfer to General Fund	108,776	104,520	91,536	100,219	100,219	100,219
240-054-910370	Transfer to Facilities Maint. Fund	-	-	3,239	3,200	3,200	3,200
240-054-910670	Transfer to Op Ctr ISF	12,255	14,577	11,455	13,938	13,938	13,938
240-054-950000	Contingency	-	-	504,210	1,575,429	1,575,429	1,575,429
<b>Operations Total</b>		<b>1,200,692</b>	<b>1,596,636</b>	<b>2,705,613</b>	<b>3,853,998</b>	<b>3,853,998</b>	<b>3,853,998</b>
240-154-734000	Improvements	446,044	28,108	2,700,000	3,000,000	3,000,000	3,000,000
240-154-734500	Improvements	801	-	831,500	900,000	900,000	900,000
240-154-785117	AFRD Reimbursement	-	68,520	-	40,000	40,000	40,000
240-154-785140	Sandy Bluff 4/5/6 SDC Reimbursement	17,487	145,097	-	-	-	-
240-154-812903	Bond Principal	102,170	108,620	114,424	59,486	59,486	59,486
240-154-832902	Bond Interest	19,143	12,693	6,889	1,172	1,172	1,172
<b>Capital Total</b>		<b>585,646</b>	<b>363,038</b>	<b>3,652,813</b>	<b>4,000,658</b>	<b>4,000,658</b>	<b>4,000,658</b>
<b>Total Requirements</b>		<b>1,786,338</b>	<b>1,959,674</b>	<b>6,358,426</b>	<b>7,854,656</b>	<b>7,854,656</b>	<b>7,854,656</b>

# Transit Fund

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## Fund Overview

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



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

Additionally, Transit operates a non-emergency medical ride program for Sandy residents who qualify. This program provides rides to medical appointments for services that are not available in Sandy.

## Accomplishments

- Began a new, popular in-town Shopper Shuttle route, operated with a trolley style vehicle. The route and vehicle were funded through a State grant from July 2016 – June 2019.
- Developed a service enhancement plan and implemented new service January 1, 2019, to improve connectivity and coverage, utilizing funding from HB 2017.
- Awarded grant funding for the replacement of seven transit vehicles and repair/replacement of the bus wash at the Operations Center to maintain the fleet in a “state of good repair.”
- Awarded a TGM grant for an updated Transit Master Plan; launched the project January 2019.
- Installed technology equipment on eleven vehicles (seven on SAM and three on MHX) for network and communication improvement, funded through a Transit Network Grant.
- Developed IGA between Sandy and Clackamas County for contracted administrative tasks on behalf the Mt. Hood Express service.
- Received FTA approval for the construction of two new bus barns at the Operations Center.
- Implemented Language Lines translation service for 222 languages for the SAM dispatch system.

## Goals

- Complete the Sandy Transit Master Plan.
- Develop a service enhancement plan for FY 2022 and FY 2023 in compliance with HB 2017 Rules and based on the updated and complete Sandy Transit Master Plan.
- Procure seven transit vehicles; maintain a “state of good repair.”
- Complete the construction of two bus barns and wash system at the Operations Center.
- Procure bus improvements, such as on board WIFI; improve bus stop amenities such as a new bus stop shelter, new signage and updated solar light panels utilizing funds from HB 2017.
- Continue to improve Sandy Transit services through the identification of technological resources and advanced equipment and software.
- Develop a Capacity Plan for expansion and improvements of the Operations Center.

# Transit Fund

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	1.80	1.80	1.80	3.00

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>						
Beginning Balance	950,172	1,406,207	2,064,458	1,659,476	1,659,476	1,659,476
Fines, Fees, & Assessments	1,330,221	1,479,505	1,598,480	1,514,400	1,514,400	1,514,400
Interest	10,696	27,496	10,000	51,000	51,000	51,000
Grants	1,655,226	1,471,742	1,549,937	1,682,748	1,682,748	1,682,748
Transfers	-	-	-	160,258	160,258	160,258
Miscellaneous	89	11,827	-	11,000	11,000	11,000
<b>Operations Total</b>	<b>3,946,405</b>	<b>4,396,776</b>	<b>5,222,875</b>	<b>5,078,882</b>	<b>5,078,882</b>	<b>5,078,882</b>
Beginning Balance	71,851	77,034	(183,030)	(45,887)	(45,887)	(45,887)
Grants	-	465,304	769,000	1,825,542	1,825,542	1,825,542
Miscellaneous	5,183	19,900	-	-	-	-
Transfers	-	-	-	838,345	838,345	838,345
<b>Capital Total</b>	<b>77,034</b>	<b>562,238</b>	<b>585,970</b>	<b>2,618,000</b>	<b>2,618,000</b>	<b>2,618,000</b>
<b>Total Resources</b>	<b>4,023,439</b>	<b>4,959,014</b>	<b>5,808,845</b>	<b>7,696,882</b>	<b>7,696,882</b>	<b>7,696,882</b>
<b>REQUIREMENTS</b>						
Personnel Services	320,747	327,716	490,795	614,000	614,000	614,000
Materials & Services	1,876,777	1,823,560	2,009,205	2,353,078	2,353,078	2,353,078
Capital Outlay	166,794	2,253	3,000	51,000	51,000	51,000
Transfers	175,879	178,789	1,024,706	1,031,278	1,031,278	1,031,278
Contingency	-	-	992,860	1,029,526	1,029,526	1,029,526
<b>Operations Total</b>	<b>2,540,198</b>	<b>2,332,318</b>	<b>4,520,566</b>	<b>5,078,882</b>	<b>5,078,882</b>	<b>5,078,882</b>
Capital Outlay	-	745,268	1,288,279	2,618,000	2,618,000	2,618,000
<b>Capital Total</b>	<b>-</b>	<b>745,268</b>	<b>1,288,279</b>	<b>2,618,000</b>	<b>2,618,000</b>	<b>2,618,000</b>
<b>Total Requirements</b>	<b>2,540,198</b>	<b>3,077,586</b>	<b>5,808,845</b>	<b>7,696,882</b>	<b>7,696,882</b>	<b>7,696,882</b>

### BN 19-21 Budget Notes

- Grant revenue consists of grants to aide in the purchase of new transit vehicles and operations.
- Personnel Services includes an additional 1.2 FTE from the prior biennium (Program Administrator and additional support staff to help with Mt. Hood Express administration).
- Capital Outlay includes the expense of constructing the bus barns, repairing and upgrading the wash bay, and purchasing the new vehicles.

# Transit Fund

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>							
270-070-401000	Beginning Balance	950,172	1,406,207	2,064,458	1,659,476	1,659,476	1,659,476
270-070-411300	Employer Transit Tax	1,025,601	1,248,076	1,231,580	1,200,000	1,200,000	1,200,000
270-070-411400	Payment in Lieu of Tax	44,555	-	47,500	-	-	-
270-070-440300	Federal Grants	1,224,866	1,218,869	1,300,000	1,149,031	1,149,031	1,149,031
270-070-441450	State Grants	430,360	252,873	249,937	257,435	257,435	257,435
270-070-441470	STIF Revenue	-	-	-	276,282	276,282	276,282
270-070-442500	Other Agencies	-	-	110,000	110,000	110,000	110,000
270-070-459100	Transit Farebox Revenues	179,269	164,802	145,000	140,000	140,000	140,000
270-070-459101	Transit FareMedia	51,513	47,826	40,000	40,000	40,000	40,000
270-070-459110	Revenue Other Districts	29,283	18,800	24,400	10,000	10,000	10,000
270-070-471100	Interest	10,696	27,496	10,000	50,000	50,000	50,000
270-070-471101	Interest - STIF	-	-	-	1,000	1,000	1,000
270-070-474200	Facility & Vehicle Fees	-	-	-	14,400	14,400	14,400
270-070-478040	Miscellaneous Revenue	89	807	-	-	-	-
270-070-478200	Reimbursements	-	11,019	-	11,000	11,000	11,000
270-070-495355	Interfund Loan Payments	-	-	-	160,258	160,258	160,258
<b>Operations Total</b>		<b>3,946,405</b>	<b>4,396,776</b>	<b>5,222,875</b>	<b>5,078,882</b>	<b>5,078,882</b>	<b>5,078,882</b>
270-170-401000	Beginning Balance	71,851	77,034	(183,030)	(45,887)	(45,887)	(45,887)
270-170-440300	Federal Grants	-	465,304	769,000	1,719,542	1,719,542	1,719,542
270-170-440400	State Revenue	-	-	-	106,000	106,000	106,000
270-170-479000	Surplus Property	5,183	19,900	-	-	-	-
270-170-490000	Transfer from Transit Operations	-	-	-	838,345	838,345	838,345
<b>Capital Total</b>		<b>77,034</b>	<b>562,238</b>	<b>585,970</b>	<b>2,618,000</b>	<b>2,618,000</b>	<b>2,618,000</b>
<b>Total Resources</b>		<b>4,023,439</b>	<b>4,959,014</b>	<b>5,808,845</b>	<b>7,696,882</b>	<b>7,696,882</b>	<b>7,696,882</b>

Requirements are listed on the following page.

# Transit Fund

REQUIREMENTS							
270-070-511100	Salaries	214,904	215,721	363,069	404,000	404,000	404,000
270-070-521100	Insurance Benefits	46,036	56,615	57,096	78,000	78,000	78,000
270-070-521200	FICA Taxes	16,440	16,514	19,272	31,000	31,000	31,000
270-070-521300	PERS	40,316	36,196	48,600	97,000	97,000	97,000
270-070-521360	Other Benefits	278	278	-	-	-	-
270-070-521400	TR Life Insurance	458	192	-	-	-	-
270-070-521500	Workers' Benefit Fund	-	110	225	500	500	500
270-070-521600	Unemployment Insurance	217	213	253	500	500	500
270-070-521800	Workers' Comp Insurance	787	647	768	500	500	500
270-070-521900	Transit Tax	1,289	1,230	1,512	2,500	2,500	2,500
270-070-522100	FSA Fee	20	-	-	-	-	-
270-070-601100	Supplies	1,625	4,170	1,600	3,000	3,000	3,000
270-070-601200	Postage	874	2,994	3,000	3,000	3,000	3,000
270-070-601300	Printing	7,661	8,669	10,000	10,000	10,000	10,000
270-070-601400	Copier Charges	5	26	25	200	200	200
270-070-601401	Branding & Marketing	12,092	11,108	15,000	15,000	15,000	15,000
270-070-601700	Memberships	2,384	3,049	2,600	4,000	4,000	4,000
270-070-602100	Employee Recruitment	-	100	-	500	500	500
270-070-602200	Conferences	6,628	5,838	7,000	9,000	9,000	9,000
270-070-602300	Training & Professional Advancement	272	939	5,000	5,000	5,000	5,000
270-070-602500	Meetings & Meals	1,525	4,033	1,500	3,000	3,000	3,000
270-070-603100	Mileage Reimbursement	3,821	2,554	3,000	3,000	3,000	3,000
270-070-603200	Vehicle - Fuel	279,402	186,795	300,000	350,000	350,000	350,000
270-070-603400	Vehicle Reg/Licenses	209	327	300	1,600	1,600	1,600
270-070-603500	Vehicle Repair & Maintenance	197,288	179,530	190,000	190,000	190,000	190,000
270-070-604100	Vehicle Accessory Equipment	5,983	2,900	2,900	8,800	8,800	8,800
270-070-604200	Bus Shelter Maintenance	14,090	14,807	14,200	16,000	16,000	16,000
270-070-605100	Contractual Services	859,357	891,023	942,580	1,068,400	1,068,400	1,068,400
270-070-605300	Administrative Contracts	836	-	5,000	50,000	50,000	50,000
270-070-607100	Utilities	4,659	4,839	10,500	11,000	11,000	11,000
270-070-608200	Bus Shelters	-	829	2,000	11,200	11,200	11,200
270-070-609100	Insurance	72,691	81,074	112,000	95,000	95,000	95,000
270-070-610200	Fees	542	700	1,000	900	900	900
270-070-636100	Program - E&D	404,833	417,256	380,000	494,478	494,478	494,478
270-070-740000	Furniture & Office Equipment	-	690	1,000	1,000	1,000	1,000
270-070-740100	Computer Equipment	1,340	1,563	2,000	50,000	50,000	50,000
270-070-750000	Transportation Equipment	165,454	-	-	-	-	-
270-070-910030	Transfer to GF Police	-	-	356,272	-	-	-
270-070-910110	Transfers to General Fund	132,431	127,249	113,850	127,608	127,608	127,608
270-070-910270	Transfer to Transit Capital	-	-	-	838,345	838,345	838,345
270-070-910370	Transfer to Facilities Maint. Fund	-	-	12,043	12,200	12,200	12,200
270-070-910560	Transfer to Telecom Fund	-	-	500,000	-	-	-
270-070-910670	Transfer to Op Ctr ISF	43,448	51,540	42,541	53,125	53,125	53,125
270-070-950000	Contingency	-	-	992,860	1,029,526	1,029,526	1,029,526
<b>Operations Total</b>		<b>2,540,198</b>	<b>2,332,318</b>	<b>4,520,566</b>	<b>5,078,882</b>	<b>5,078,882</b>	<b>5,078,882</b>
270-170-723400	Transit Center	-	-	100,000	300,000	300,000	300,000
270-170-734600	Bus Barn	-	-	570,000	810,000	810,000	810,000
270-170-735000	Capacity Improvements	-	-	-	106,000	106,000	106,000
270-170-750000	Transportation Equipment	-	745,268	618,279	1,402,000	1,402,000	1,402,000
<b>Capital Total</b>		<b>-</b>	<b>745,268</b>	<b>1,288,279</b>	<b>2,618,000</b>	<b>2,618,000</b>	<b>2,618,000</b>
<b>Total Requirements</b>		<b>2,540,198</b>	<b>3,077,586</b>	<b>5,808,845</b>	<b>7,696,882</b>	<b>7,696,882</b>	<b>7,696,882</b>

# Aquatic/Recreation Center Fund

## Fund Overview

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

## Accomplishments

- Completed renovations, which included ADA accessibility, plumbing, painting, carpet installation, locker room upgrades, and new birthday party and event spaces.
- Full aquatic programming was implemented to include American Red Cross swimming lesson program, private swim lessons, exercise classes, lap and open swim, and birthday party options.

## Goals

- Planning and development of the Sandy Community Campus as a whole.
- Work with the community, Council, and staff to explore funding sources for the aquatic facility to cover operational expenses.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	-	-	-	0.30

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	-	-	-	133,482	133,482	133,482
Fines, Fees, & Assessments	-	-	98,200	-	-	-
Interest	-	-	500	-	-	-
Transfers	-	-	350,000	-	-	-
General Revenue	-	-	241,180	160,000	160,000	160,000
<b>Total Resources</b>	-	-	<b>689,880</b>	<b>293,482</b>	<b>293,482</b>	<b>293,482</b>
Personnel Services	-	-	387,000	47,700	47,700	47,700
Materials & Services	-	-	277,784	206,000	206,000	206,000
Capital Outlay	-	-	8,000	-	-	-
Contingency	-	-	17,096	39,782	39,782	39,782
<b>Total Requirements</b>	-	-	<b>689,880</b>	<b>293,482</b>	<b>293,482</b>	<b>293,482</b>

## BN 19-21 Budget Notes

- The pool is scheduled to close on May 31, 2019. Staffing will be significantly reduced. The only staff budgeted is to ensure the pool is maintained at a minimum level.

# Aquatic/Recreation Center Fund

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
280-000-401000	Beginning Balance	-	-	-	133,482	133,482	133,482
280-000-451000	Building Rental	-	-	7,200	-	-	-
280-000-451100	Memberships	-	-	6,000	-	-	-
280-000-451200	Aquatic Facility Rentals	-	-	16,000	-	-	-
280-000-451300	Merchandise	-	-	2,000	-	-	-
280-000-451400	Swimming Lessons	-	-	40,000	-	-	-
280-000-451500	Water Exercise	-	-	10,000	-	-	-
280-000-451600	Open Recreation	-	-	17,000	-	-	-
280-000-471100	Interest	-	-	500	-	-	-
280-000-491000	Transfer from Non-Departmental	-	-	350,000	-	-	-
280-000-491110	General Revenue	-	-	241,180	160,000	160,000	160,000
<b>Total Resources</b>		-	-	<b>689,880</b>	<b>293,482</b>	<b>293,482</b>	<b>293,482</b>
280-000-511100	Salaries	-	-	120,515	31,000	31,000	31,000
280-000-511101	Salaries - Guest Services	-	-	40,000	-	-	-
280-000-511102	Salaries - Lifeguards	-	-	115,000	-	-	-
280-000-511103	Salaries - Swim Instructors	-	-	32,000	-	-	-
280-000-511104	Salaries - Water Exercise Instructors	-	-	8,800	-	-	-
280-000-511200	Overtime	-	-	-	-	-	-
280-000-521100	Insurance Benefits	-	-	13,190	7,000	7,000	7,000
280-000-521200	FICA Taxes	-	-	24,198	3,000	3,000	3,000
280-000-521300	PERS	-	-	24,554	5,000	5,000	5,000
280-000-521360	Other Benefits	-	-	4,413	-	-	-
280-000-521500	Workers' Benefit Fund	-	-	182	100	100	100
280-000-521600	Unemployment Insurance	-	-	250	100	100	100
280-000-521800	Workers' Comp Insurance	-	-	2,000	1,000	1,000	1,000
280-000-521900	Transit Tax	-	-	1,898	500	500	500
280-000-601100	Supplies	-	-	66,694	10,000	10,000	10,000
280-000-601101	Supplies - Pool Chemicals	-	-	14,808	26,000	26,000	26,000
280-000-601102	Supplies - Safety	-	-	2,500	-	-	-
280-000-601103	Supplies - Swim Lessons	-	-	4,000	-	-	-
280-000-601104	Supplies - Water Exercise	-	-	2,000	-	-	-
280-000-601200	Postage	-	-	250	-	-	-
280-000-601400	Copier Charges	-	-	-	-	-	-
280-000-601401	Branding & Marketing	-	-	-	-	-	-
280-000-601402	Merchandise	-	-	4,000	-	-	-
280-000-601700	Membership	-	-	200	500	500	500
280-000-601900	Uniforms	-	-	4,000	-	-	-
280-000-602100	Employee Recruitment	-	-	250	-	-	-
280-000-602300	Training & Professional Advancement	-	-	500	500	500	500
280-000-602500	Meetings & Meals	-	-	500	-	-	-
280-000-603100	Mileage Reimbursement	-	-	250	-	-	-
280-000-604100	Repairs & Maintenance	-	-	50,000	20,000	20,000	20,000
280-000-605100	Contractual Services	-	-	18,000	10,000	10,000	10,000
280-000-606100	Equipment Rental	-	-	500	-	-	-
280-000-607100	Utilities	-	-	67,232	120,000	120,000	120,000
280-000-609100	Insurance	-	-	40,000	18,000	18,000	18,000
280-000-610200	Fees	-	-	2,100	1,000	1,000	1,000
280-000-639100	Cash Over/Short	-	-	-	-	-	-
280-000-740100	Computer Equipment	-	-	6,000	-	-	-
280-000-760000	Machinery & Equipment	-	-	2,000	-	-	-
280-000-951000	Contingency	-	-	17,096	39,782	39,782	39,782
<b>Total Requirements</b>		-	-	<b>689,880</b>	<b>293,482</b>	<b>293,482</b>	<b>293,482</b>



# Parks Capital Fund

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## Fund Overview

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

### Land

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

### Operations

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

### System Development Charges (SDC)

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

## Goals

- Complete update of the Parks Master Plan.
- Purchase additional land within the city to develop more parks and open spaces.
- Construct a dog park; explore potential locations for other parks throughout the city.

# Parks Capital Fund

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>						
Beginning Balance	(45,178)	41,436	248,000	721,396	721,396	721,396
Fines, Fees, & Assessments	618,968	579,274	250,000	300,000	300,000	300,000
Interest	24	3,276	-	20,000	20,000	20,000
Grants	268,101	-	-	-	-	-
Miscellaneous Revenue	29,720	-	-	-	-	-
<b>Land Total</b>	<b>871,635</b>	<b>623,986</b>	<b>498,000</b>	<b>1,041,396</b>	<b>1,041,396</b>	<b>1,041,396</b>
Beginning Balance	-	-	(6,070)	4,687	4,687	4,687
Interest	-	-	-	-	-	-
Transfers	-	-	42,268	-	-	-
Miscellaneous Revenue	-	-	2,500	-	-	-
General Revenue	-	-	5,570	-	-	-
<b>Operations Total</b>	<b>-</b>	<b>-</b>	<b>44,268</b>	<b>4,687</b>	<b>4,687</b>	<b>4,687</b>
Beginning Balance	-	-	233,556	1,013,478	1,013,478	1,013,478
Fines, Fees, & Assessments	-	-	300,000	400,000	400,000	400,000
Interest	-	-	-	20,000	20,000	20,000
Grants	-	-	225,000	-	-	-
<b>SDC Total</b>	<b>-</b>	<b>-</b>	<b>758,556</b>	<b>1,433,478</b>	<b>1,433,478</b>	<b>1,433,478</b>
<b>Total Resources</b>	<b>871,635</b>	<b>623,986</b>	<b>1,300,824</b>	<b>2,479,561</b>	<b>2,479,561</b>	<b>2,479,561</b>
<b>REQUIREMENTS</b>						
Capital Outlay	-	-	350,000	500,000	500,000	500,000
Contingency	-	-	148,000	541,396	541,396	541,396
<b>Land Total</b>	<b>-</b>	<b>-</b>	<b>498,000</b>	<b>1,041,396</b>	<b>1,041,396</b>	<b>1,041,396</b>
Personnel Services	-	-	42,268	-	-	-
Materials & Services	10,659	9,996	2,000	4,687	4,687	4,687
Capital Outlay	661,175	209,112	-	-	-	-
<b>Operation Total</b>	<b>671,834</b>	<b>219,108</b>	<b>44,268</b>	<b>4,687</b>	<b>4,687</b>	<b>4,687</b>
Materials & Services	-	-	-	200,000	200,000	200,000
Capital Outlay	-	-	627,000	750,000	750,000	750,000
Contingency	-	-	131,556	483,478	483,478	483,478
<b>SDC Total</b>	<b>-</b>	<b>-</b>	<b>758,556</b>	<b>1,433,478</b>	<b>1,433,478</b>	<b>1,433,478</b>
<b>Total Requirements</b>	<b>671,834</b>	<b>219,108</b>	<b>1,300,824</b>	<b>2,479,561</b>	<b>2,479,561</b>	<b>2,479,561</b>

### BN 19-21 Budget Notes

- Capital Outlay includes the purchase of additional parkland within the city, as well as additional facilities in existing parks.
- Materials & Services includes the Parks Master Plan, as well as other park plans in various neighborhoods.

# Parks Capital Fund

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>							
350-000-401000	Beginning Balance	(45,178)	41,436	248,000	721,396	721,396	721,396
350-000-433420	Park Payment In Lieu of Land	251,726	203,396	250,000	300,000	300,000	300,000
350-000-433510	Park SDCs	274,808	353,978	-	-	-	-
350-000-433511	Deer Pointe SDC's	64,198	3,175	-	-	-	-
350-000-433610	Sandy Bluff Park SDC	28,236	18,725	-	-	-	-
350-000-440990	Grants	268,101	-	-	-	-	-
350-000-471100	Interest	24	3,276	-	20,000	20,000	20,000
350-000-474000	Property Rental Revenue	29,720	-	-	-	-	-
<b>Land Total</b>		<b>871,635</b>	<b>623,986</b>	<b>498,000</b>	<b>1,041,396</b>	<b>1,041,396</b>	<b>1,041,396</b>
350-099-401000	Beginning Balance	-	-	(6,070)	4,687	4,687	4,687
350-099-471100	Interest	-	-	-	-	-	-
350-099-475010	Gazebo Rental Revenue	-	-	2,500	-	-	-
350-099-490139	Transfer from Non-Dept.	-	-	42,268	-	-	-
350-099-491110	General Revenue	-	-	5,570	-	-	-
<b>Operations Total</b>		<b>-</b>	<b>-</b>	<b>44,268</b>	<b>4,687</b>	<b>4,687</b>	<b>4,687</b>
350-135-401000	Beginning Balance	-	-	233,556	1,013,478	1,013,478	1,013,478
350-135-433510	Park SDCs	-	-	300,000	400,000	400,000	400,000
350-135-440990	Grants	-	-	225,000	-	-	-
350-135-471100	Interest	-	-	-	20,000	20,000	20,000
<b>SDC Total</b>		<b>-</b>	<b>-</b>	<b>758,556</b>	<b>1,433,478</b>	<b>1,433,478</b>	<b>1,433,478</b>
<b>Total Resources</b>		<b>871,635</b>	<b>623,986</b>	<b>1,300,824</b>	<b>2,479,561</b>	<b>2,479,561</b>	<b>2,479,561</b>
<b>REQUIREMENTS</b>							
350-000-715008	Land	-	-	350,000	500,000	500,000	500,000
350-000-950000	Contingency	-	-	148,000	541,396	541,396	541,396
<b>Land Total</b>		<b>-</b>	<b>-</b>	<b>498,000</b>	<b>1,041,396</b>	<b>1,041,396</b>	<b>1,041,396</b>
350-099-511100	Salaries	-	-	28,434	-	-	-
350-099-511200	Overtime	-	-	-	-	-	-
350-099-521100	Insurance Benefits	-	-	10,921	-	-	-
350-099-521200	FICA Taxes	-	-	2,175	-	-	-
350-099-521300	PERS	-	-	-	-	-	-
350-099-521360	Other Benefits	-	-	-	-	-	-
350-099-521500	Workers' Benefit Fund	-	-	41	-	-	-
350-099-521600	Unemployment Insurance	-	-	28	-	-	-
350-099-521800	Workers' Comp Insurance	-	-	498	-	-	-
350-099-521900	Transit Tax	-	-	171	-	-	-
350-099-601100	Supplies	2,989	685	1,000	-	-	-
350-099-602500	Meetings & Meals	427	176	500	-	-	-
350-099-603100	Mileage Reimbursement	49	-	500	-	-	-
350-099-608100	Professional Services	7,099	9,135	-	4,687	4,687	4,687
350-099-628200	Credit Card Merchant Fee	94	-	-	-	-	-
350-099-715008	Land	31,575	52,000	-	-	-	-
350-099-715072	Sandy River Park	8,960	16,834	-	-	-	-
350-099-715090	Bornstedt Park	549,073	53,879	-	-	-	-
350-099-715900	Future Parks Projects	23,575	86,399	-	-	-	-
350-099-785111	Deer Pointe SDC Reimbursement	47,993	-	-	-	-	-
<b>Operation Total</b>		<b>671,834</b>	<b>219,108</b>	<b>44,268</b>	<b>4,687</b>	<b>4,687</b>	<b>4,687</b>
350-135-608100	Professional Services	-	-	-	200,000	200,000	200,000
350-135-715071	Tickle Creek Bike Path	-	-	5,000	-	-	-
350-135-715090	Bornstedt Park	-	-	122,000	150,000	150,000	150,000
350-135-715900	Future Parks Projects	-	-	500,000	600,000	600,000	600,000
350-135-950000	Contingency	-	-	131,556	483,478	483,478	483,478
<b>SDC Total</b>		<b>-</b>	<b>-</b>	<b>758,556</b>	<b>1,433,478</b>	<b>1,433,478</b>	<b>1,433,478</b>
<b>Total Requirements</b>		<b>671,834</b>	<b>219,108</b>	<b>1,300,824</b>	<b>2,479,561</b>	<b>2,479,561</b>	<b>2,479,561</b>

# Sewer Bond Reserve Fund

## Fund Overview

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

## Goals

- Retire current sewer debt by 2022 to allow for new debt to be issued as the city constructs the new wastewater treatment facility.

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	882,870	756,116	1,287,885	1,665,166	1,665,166	1,665,166
Interest	22,670	11,927	30,000	45,000	45,000	45,000
Transfers	350,576	520,391	408,117	303,999	303,999	303,999
<b>Total Resources</b>	<b>1,256,116</b>	<b>1,288,434</b>	<b>1,726,002</b>	<b>2,014,165</b>	<b>2,014,165</b>	<b>2,014,165</b>

Transfers	500,000	-	-	-	-	-
Reserve for Future Expenditure	-	-	1,726,002	2,014,165	2,014,165	2,014,165
<b>Total Requirements</b>	<b>500,000</b>	<b>-</b>	<b>1,726,002</b>	<b>2,014,165</b>	<b>2,014,165</b>	<b>2,014,165</b>

## BN 19-21 Budget Notes

- Transfer reflects a \$200,000 transfer from the Sewer Fund, as well as debt service payments from the Telecommunications Fund, who received interfund loans in prior years.

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
440-000-401000	Beginning Balance	882,870	756,116	1,287,885	1,665,166	1,665,166	1,665,166
440-000-471100	Interest	22,670	11,927	30,000	45,000	45,000	45,000
440-000-490440	Transfer From Sewer Fund	100,000	100,000	100,000	200,000	200,000	200,000
440-000-495355	Interfund Loan Payments	250,576	420,391	308,117	103,999	103,999	103,999
<b>Total Resources</b>		<b>1,256,116</b>	<b>1,288,434</b>	<b>1,726,002</b>	<b>2,014,165</b>	<b>2,014,165</b>	<b>2,014,165</b>

440-098-910570	Loan to Telecom Fund	500,000	-	-	-	-	-
440-098-980100	Reserve for Future Payment	-	-	1,726,002	2,014,165	2,014,165	2,014,165
<b>Total Requirements</b>		<b>500,000</b>	<b>-</b>	<b>1,726,002</b>	<b>2,014,165</b>	<b>2,014,165</b>	<b>2,014,165</b>

# Full Faith & Credit Fund

## Fund Overview

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

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Transfers	-	-	1,786,890	1,775,634	1,775,634	1,775,634
<b>Total Resources</b>	-	-	<b>1,786,890</b>	<b>1,775,634</b>	<b>1,775,634</b>	<b>1,775,634</b>
Debt Service	-	-	1,786,890	1,775,634	1,775,634	1,775,634
<b>Total Requirements</b>	-	-	<b>1,786,890</b>	<b>1,775,634</b>	<b>1,775,634</b>	<b>1,775,634</b>

### BN 19-21 Budget Notes

- Transfers reflects the exact amount of money needed to pay for principal and interest on 2014 Refinance Bond, and the 2017 Bond.

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
450-000-490272	Transfer from URA	-	-	1,786,890	1,775,634	1,775,634	1,775,634
<b>Total Resources</b>		-	-	<b>1,786,890</b>	<b>1,775,634</b>	<b>1,775,634</b>	<b>1,775,634</b>
450-000-814100	Bond Principal	-	-	1,290,889	1,345,813	1,345,813	1,345,813
450-000-834100	Bond Interest	-	-	496,001	429,821	429,821	429,821
<b>Total Requirements</b>		-	-	<b>1,786,890</b>	<b>1,775,634</b>	<b>1,775,634</b>	<b>1,775,634</b>

# Water Fund

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## Fund Overview

The Water Fund is responsible for supplying residents with clean and safe water. The fund is split into two departments: operations and capital.

### Operations

The water fund operates, maintains and improves the water treatment, transmission, and distribution systems. These functions entail everything from water treatment to meter reading and billing. The treatment system consists of a 2.6 million gallons per day (MGD) rapid sand filtration plant and a springs source rated at 0.5 MGD. In addition to these sources the city purchases 500,000 gallons of water per day from the Portland Water Bureau. The city contracts for operations, maintenance and management of the treatment plant, springs source and pump stations with Veolia Water. The transmission and storage system is comprised of three finished water pumping stations, four reservoirs, (totaling 3.75 million gallons of storage) and twelve miles of 16” through 24” pipe. The distribution system contains more than 29 miles of 4” through 12” pipe, more than 3,800 customer meters, a transfer pump station, twelve pressure regulating stations and over 375 fire hydrants.

### Capital Improvements

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

## Accomplishments

- During FY 17-18 more than 371,000,000 gallons of water were produced and delivered to over 3,800 residential, commercial and industrial accounts and three wholesale customers.
- Completed mixing improvements at Revenue reservoir and pump station to comply with Phase II Disinfection By-Products rule.
- Completed pH adjustment improvements at Hudson Rd. booster pump station.
- Selected consultant for utility rate model update - work will be completed by July 1.
- Rebuilt both pumps at Alder Creek booster pump station.
- Entered into a contract with Enterprise Fleet Management to lease new vehicles.

## Goals

- Perform investment grade financial analysis to determine if 3,300 existing water meters can be replaced with “smart” meters to increase meter accuracy.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	2.44	2.43	2.76	2.65

# Water Fund

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>						
Beginning Balance	2,020,956	2,873,938	1,468,470	4,664,708	4,664,708	4,664,708
Fines, Fees, & Assessments	2,380,403	2,781,306	2,512,500	3,312,000	3,312,000	3,312,000
Interest	13,455	27,223	10,000	25,000	25,000	25,000
Grants	-	15,640	-	-	-	-
Loan Proceeds	-	-	12,489	-	-	-
Miscellaneous	93,667	79,820	15,300	20,500	20,500	20,500
<b>Operations Total</b>	<b>4,508,481</b>	<b>5,777,927</b>	<b>4,018,759</b>	<b>8,022,208</b>	<b>8,022,208</b>	<b>8,022,208</b>
Beginning Balance	-	(613,959)	84,448	(2,655,338)	(2,655,338)	(2,655,338)
Fines, Fees, & Assessments	322,140	316,333	330,000	332,500	332,500	332,500
Interest	5,227	9,854	5,000	6,500	6,500	6,500
Loan Proceeds	5,714	8,517	-	-	-	-
Miscellaneous	54,004	16,872	15,000	5,000	5,000	5,000
<b>Capital Total</b>	<b>387,085</b>	<b>(262,383)</b>	<b>434,448</b>	<b>(2,311,338)</b>	<b>(2,311,338)</b>	<b>(2,311,338)</b>
<b>Total Resources</b>	<b>4,895,567</b>	<b>5,515,544</b>	<b>4,453,207</b>	<b>5,710,870</b>	<b>5,710,870</b>	<b>5,710,870</b>
<b>REQUIREMENTS</b>						
Personnel Services	396,173	430,593	515,531	534,000	534,000	534,000
Materials & Services	1,097,976	1,477,466	1,667,250	1,603,850	1,603,850	1,603,850
Capital Outlay	19,903	88,775	513,239	534,000	534,000	534,000
Debt Service	-	-	5,249	4,662	4,662	4,662
Transfers	120,491	118,579	120,058	133,025	133,025	133,025
Contingency	-	-	9,530	1,452,441	1,452,441	1,452,441
<b>Operations Total</b>	<b>1,634,543</b>	<b>2,115,413</b>	<b>2,830,857</b>	<b>4,261,978</b>	<b>4,261,978</b>	<b>4,261,978</b>
Materials & Services	-	5,520	-	-	-	-
Capital Outlay	4,698,215	-	450,000	250,000	250,000	250,000
Debt Service	1,191,097	1,415,417	1,172,350	1,198,892	1,198,892	1,198,892
<b>Capital Total</b>	<b>5,889,313</b>	<b>1,420,937</b>	<b>1,622,350</b>	<b>1,448,892</b>	<b>1,448,892</b>	<b>1,448,892</b>
<b>Total Requirements</b>	<b>7,523,856</b>	<b>3,536,350</b>	<b>4,453,207</b>	<b>5,710,870</b>	<b>5,710,870</b>	<b>5,710,870</b>

# Water Fund

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>							
520-052-401000	Beginning Balance	2,020,956	2,873,938	1,468,470	4,664,708	4,664,708	4,664,708
520-052-441450	State Grants	-	15,640	-	-	-	-
520-052-451100	Water Charges	2,379,740	2,770,159	2,500,000	3,300,000	3,300,000	3,300,000
520-052-457100	Engineering Fees	663	11,147	12,500	12,000	12,000	12,000
520-052-471100	Interest	13,455	27,223	10,000	25,000	25,000	25,000
520-052-478000	Miscellaneous Revenue	93,667	79,070	15,000	20,000	20,000	20,000
520-052-479030	Surplus Property	-	750	300	500	500	500
520-052-495400	Loan Proceeds	-	-	12,489	-	-	-
<b>Operations Total</b>		<b>4,508,481</b>	<b>5,777,927</b>	<b>4,018,759</b>	<b>8,022,208</b>	<b>8,022,208</b>	<b>8,022,208</b>
520-152-401000	Beginning Balance	-	(613,959)	84,448	(2,655,338)	(2,655,338)	(2,655,338)
520-152-433520	Water SDC	322,140	316,333	330,000	330,000	330,000	330,000
520-152-459001	Payment in Lieu Water Improvement Fees	-	-	-	2,500	2,500	2,500
520-152-471100	Interest	5,227	9,854	5,000	6,500	6,500	6,500
520-152-478000	Miscellaneous Revenue	54,004	16,872	15,000	5,000	5,000	5,000
520-152-495400	Loan Proceeds	5,714	8,517	-	-	-	-
<b>Capital Total</b>		<b>387,085</b>	<b>(262,383)</b>	<b>434,448</b>	<b>(2,311,338)</b>	<b>(2,311,338)</b>	<b>(2,311,338)</b>
<b>Total Resources</b>		<b>4,895,567</b>	<b>5,515,544</b>	<b>4,453,207</b>	<b>5,710,870</b>	<b>5,710,870</b>	<b>5,710,870</b>

Requirements are listed on the following page.



# Water Fund

## REQUIREMENTS

520-052-511100	Salaries	260,030	277,335	322,969	326,000	326,000	326,000
520-052-511200	Overtime	-	7,458	-	-	-	-
520-052-521100	Insurance Benefits	54,652	57,154	72,297	71,000	71,000	71,000
520-052-521200	FICA Taxes	19,892	21,783	24,708	26,000	26,000	26,000
520-052-521300	PERS	45,684	52,220	70,659	86,000	86,000	86,000
520-052-521360	Other Benefits	1,119	4,055	5,175	4,000	4,000	4,000
520-052-521400	WF Life Insurance	579	241	-	-	-	-
520-052-521500	Workers' Benefit Fund	-	128	345	500	500	500
520-052-521600	Unemployment Insurance	213	278	322	500	500	500
520-052-521800	Workers' Comp Insurance	12,273	8,250	17,118	18,000	18,000	18,000
520-052-521900	Transit Tax	1,613	1,654	1,938	2,000	2,000	2,000
520-052-521901	Other - Drug Tests	66	-	-	-	-	-
520-052-522100	FSA Fee	51	37	-	-	-	-
520-052-601100	Supplies	131,817	132,589	125,000	125,000	125,000	125,000
520-052-601200	Postage	2,450	2,248	-	5,000	5,000	5,000
520-052-601300	Printing	-	12	-	50	50	50
520-052-601400	Copier Charges	1,641	117	-	850	850	850
520-052-601401	Branding & Marketing	-	-	-	-	-	-
520-052-601500	Public Notices	316	2,207	-	3,000	3,000	3,000
520-052-601600	Organizational Fees	6,208	12,137	14,000	19,000	19,000	19,000
520-052-601700	Memberships	1,824	1,475	2,200	2,000	2,000	2,000
520-052-601800	Books and Subscriptions	275	50	150	420	420	420
520-052-601900	Uniforms	1,012	800	1,200	1,200	1,200	1,200
520-052-602100	Employee Recruitment	94	281	150	200	200	200
520-052-602200	Conferences	1,684	962	1,250	1,000	1,000	1,000
520-052-602300	Training & Professional Advancement	822	1,652	1,200	3,000	3,000	3,000
520-052-602500	Meetings & Meals	1,016	488	350	250	250	250
520-052-603100	Mileage Reimbursement	340	18	50	10	10	10
520-052-603200	Vehicle -Fuel	11,326	5,764	7,500	7,500	7,500	7,500
520-052-603400	Vehicle Reg/Licenses	-	-	100	100	100	100
520-052-603500	Vehicle Repair & Maintenance	3,490	5,202	5,000	13,500	13,500	13,500
520-052-604100	Repairs & Maintenance	53,436	114,469	125,000	125,000	125,000	125,000
520-052-605100	Contractual Services	37,043	53,521	50,000	55,000	55,000	55,000
520-052-605300	Contractual Services - Water	519,971	576,447	625,000	425,000	425,000	425,000
520-052-605350	Contractual Services - Utility Billing	18,496	19,936	24,000	15,000	15,000	15,000
520-052-606100	Equipment Rental	7,907	24,415	22,000	20,000	20,000	20,000
520-052-607100	Utilities	58,033	88,751	120,000	192,000	192,000	192,000
520-052-608100	Professional Services	6,832	32,434	50,000	50,000	50,000	50,000
520-052-608102	City Attorneys	-	-	2,500	-	-	-
520-052-608200	Professional Services - Engineering	14,144	55,074	70,000	70,000	70,000	70,000
520-052-609100	Insurance	25,155	30,768	32,700	50,000	50,000	50,000
520-052-610200	Fees	697	674	1,000	570	570	570
520-052-628200	Credit Card Merchant Fee	7,206	18,828	20,000	26,000	26,000	26,000
520-052-650100	Chemicals	-	-	15,000	10,000	10,000	10,000
520-052-650201	Program - Water Conservation	1,579	-	2,400	2,500	2,500	2,500
520-052-650300	Regulatory Fees	2,374	3,369	4,500	10,000	10,000	10,000
520-052-650500	Water Testing	7,581	17,030	15,000	15,000	15,000	15,000
520-052-650505	Water Supply	173,208	275,749	330,000	355,700	355,700	355,700
520-052-732000	Water System Improvements	468	-	300,000	300,000	300,000	300,000
520-052-732003	Water Automated Meter Reader	-	-	100,000	100,000	100,000	100,000
520-052-740100	Computer Equipment	344	2,111	2,000	19,000	19,000	19,000
520-052-760000	Machinery & Equipment	19,092	-	51,239	55,000	55,000	55,000
520-052-772000	Major Repairs Water System	-	86,663	60,000	60,000	60,000	60,000
520-052-812100	Loan Principal	-	-	5,249	4,662	4,662	4,662
520-052-910110	Transfer to General Fund	108,235	104,000	105,363	115,887	115,887	115,887
520-052-910370	Transfer to Facilities Maint. Fund	-	-	3,240	3,200	3,200	3,200
520-052-910670	Transfer to Op Ctr ISF	12,256	14,579	11,455	13,938	13,938	13,938
520-052-950000	Contingency	-	-	9,530	1,452,441	1,452,441	1,452,441
<b>Operations Total</b>		<b>1,634,543</b>	<b>2,115,413</b>	<b>2,830,857</b>	<b>4,261,978</b>	<b>4,261,978</b>	<b>4,261,978</b>
520-152-608100	Professional Services	-	5,520	-	-	-	-
520-152-732000	Water System Improvements	230,523	-	450,000	250,000	250,000	250,000
520-152-740100	Computer Equipment	561	-	-	-	-	-
520-152-772010	Improvements	11,494	-	-	-	-	-
520-152-783100	Bull Run Intertie	4,455,637	-	-	-	-	-
520-152-812150	Loan Principal	-	551,316	582,341	614,984	614,984	614,984
520-152-812303	State Revolving Loan Principal	1,133,997	218,885	224,203	248,097	248,097	248,097
520-152-832303	State Revolving Loan Interest	57,101	17,801	8,897	11,607	11,607	11,607
520-152-832910	Loan Interest	-	627,415	356,909	324,204	324,204	324,204
<b>Capital Total</b>		<b>5,889,313</b>	<b>1,420,937</b>	<b>1,622,350</b>	<b>1,448,892</b>	<b>1,448,892</b>	<b>1,448,892</b>
<b>Total Requirements</b>		<b>7,523,856</b>	<b>3,536,350</b>	<b>4,453,207</b>	<b>5,710,870</b>	<b>5,710,870</b>	<b>5,710,870</b>

# Sewer Fund

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## Department Overview

The Sewer Fund is responsible for wastewater treatment, collection, and improvements. The fund is split into two departments: operations and capital.

### Operations

The Sewer Fund operates, maintains and improves the wastewater treatment, collection and pumping systems. The treatment system consists of a 1.25 million gallons per day (MGD) advanced tertiary treatment plant. The city contracts for operation and maintenance services at the treatment plant with Veolia Water. 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. During rainfall events the collection system lets in a great deal of rainwater and shallow groundwater (Inflow and Infiltration or I&I) which significantly impacts treatment system capacity. Past efforts at reducing I&I have focused on public lines in the right-of-way with no noticeable reduction. Future efforts will also be directed toward finding and fixing lines on private property.

### Capital Improvements

Sewer capital improvements account for all major improvements that are completed to the existing sewer system.

## Accomplishments

- Wastewater System Facilities Plan completed (will be adopted prior to June 30, 2019).
- Selected new contractor for operations, maintenance, and management services at the wastewater plant.
- Selected consultant for sewer System Development Charge update (will be completed by June 30, 2019)
- Cleaned 12,000 lineal feet of 8”, 10” and 12” sanitary sewer lines, smoke tested 15,000 LF of 8” and 12” sewer lines.

## Department Goals

- Implement capital improvements in Phase I of the Plan.
- Hire Collection Systems specialist to manage collection system flow monitoring and F.O.G. programs.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	2.44	2.43	2.76	3.15

# Sewer Fund

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>						
Beginning Balance	126,796	245,742	344,122	280,325	280,325	280,325
Fines, Fees, & Assessments	2,109,816	2,447,113	2,556,000	2,970,000	2,970,000	2,970,000
Interest	7,180	6,645	1,500	2,000	2,000	2,000
Loan Proceeds	-	-	12,489	16,000	16,000	16,000
Miscellaneous	23,156	47,637	5,100	5,500	5,500	5,500
<b>Operations Total</b>	<b>2,266,948</b>	<b>2,747,137</b>	<b>2,919,211</b>	<b>3,273,825</b>	<b>3,273,825</b>	<b>3,273,825</b>
Beginning Balance	350,287	200,503	125,523	15,601	15,601	15,601
Fines, Fees, & Assessments	423,989	354,524	277,000	650,000	650,000	650,000
Interest	-	645	500	500	500	500
Loan Proceeds	-	-	450,000	6,250,000	6,250,000	6,250,000
<b>Capital Total</b>	<b>774,276</b>	<b>555,672</b>	<b>853,023</b>	<b>6,916,101</b>	<b>6,916,101</b>	<b>6,916,101</b>
<b>Total Resources</b>	<b>3,041,224</b>	<b>3,302,809</b>	<b>3,772,234</b>	<b>10,189,926</b>	<b>10,189,926</b>	<b>10,189,926</b>
<b>REQUIREMENTS</b>						
Personnel Services	396,172	428,010	515,531	621,500	621,500	621,500
Materials & Services	1,432,129	1,585,860	1,684,425	1,910,145	1,910,145	1,910,145
Capital Outlay	58,330	257,045	373,239	362,000	362,000	362,000
Debt Service	-	-	5,249	4,662	4,662	4,662
Transfers	134,574	132,110	126,925	140,808	140,808	140,808
Contingency	-	-	11,520	200,000	200,000	200,000
<b>Operations Total</b>	<b>2,021,205</b>	<b>2,403,025</b>	<b>2,716,889</b>	<b>3,239,115</b>	<b>3,239,115</b>	<b>3,239,115</b>
Capital Outlay	40,255	46,011	565,922	6,326,178	6,326,178	6,326,178
Debt Service	334,422	334,422	389,423	424,633	424,633	424,633
Transfers	100,000	100,000	100,000	200,000	200,000	200,000
<b>Capital Total</b>	<b>474,677</b>	<b>480,433</b>	<b>1,055,345</b>	<b>6,950,811</b>	<b>6,950,811</b>	<b>6,950,811</b>
<b>Total Requirements</b>	<b>2,495,882</b>	<b>2,883,458</b>	<b>3,772,234</b>	<b>10,189,926</b>	<b>10,189,926</b>	<b>10,189,926</b>

### BN 19-21 Budget Notes

- Personnel Services reflects the addition of a utility worker.
- Capital Outlay includes expenses associated with implementing phase one of the Facilities Plan.
- Transfers account for allocating funds to the Sewer Bond Reserve Fund to be used for future debt service payments.

# Sewer Fund

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>							
530-053-401000	Beginning Balance	126,796	245,742	344,122	280,325	280,325	280,325
530-053-452100	Sewer Charges	2,109,098	2,437,288	2,550,000	2,950,000	2,950,000	2,950,000
530-053-457100	Engineering Fees	718	9,825	6,000	20,000	20,000	20,000
530-053-471100	Interest	7,180	6,645	1,500	2,000	2,000	2,000
530-053-478000	Miscellaneous Revenue	23,156	45,737	5,000	5,000	5,000	5,000
530-053-479030	Surplus Property	-	1,900	100	500	500	500
530-053-495400	Loan Proceeds	-	-	12,489	16,000	16,000	16,000
<b>Operations Total</b>		<b>2,266,948</b>	<b>2,747,137</b>	<b>2,919,211</b>	<b>3,273,825</b>	<b>3,273,825</b>	<b>3,273,825</b>
530-153-401000	Beginning Balance	350,287	200,503	125,523	15,601	15,601	15,601
530-153-428303	AFRD Due CoS Bluff Est I	1,841	-	-	-	-	-
530-153-433530	Sewer SDC	383,266	323,427	275,000	650,000	650,000	650,000
530-153-433535	North Bluff Sewer SDCs	38,882	31,097	2,000	-	-	-
530-153-471100	Interest	-	645	500	500	500	500
530-153-495400	Loan Proceeds	-	-	450,000	6,250,000	6,250,000	6,250,000
<b>Capital Total</b>		<b>774,276</b>	<b>555,672</b>	<b>853,023</b>	<b>6,916,101</b>	<b>6,916,101</b>	<b>6,916,101</b>
<b>Total Resources</b>		<b>3,041,224</b>	<b>3,302,809</b>	<b>3,772,234</b>	<b>10,189,926</b>	<b>10,189,926</b>	<b>10,189,926</b>

Requirements are listed on the following page.

# Sewer Fund

## REQUIREMENTS

530-053-511100	Salaries	260,030	278,412	322,969	375,000	375,000	375,000
530-053-511200	Overtime	-	7,458	-	-	-	-
530-053-521100	Insurance Benefits	54,651	57,481	72,297	90,000	90,000	90,000
530-053-521200	FICA Taxes	19,892	21,866	24,708	29,000	29,000	29,000
530-053-521300	PERS	45,684	52,543	70,659	97,000	97,000	97,000
530-053-521360	Other Benefits	1,119	4,055	5,175	5,000	5,000	5,000
530-053-521400	SF Life Insurance	579	243	-	-	-	-
530-053-521500	Workers' Benefit Fund	-	128	345	500	500	500
530-053-521600	Unemployment Insurance	213	279	322	500	500	500
530-053-521800	Workers' Comp Insurance	12,273	3,849	17,118	22,000	22,000	22,000
530-053-521900	Transit Tax	1,613	1,659	1,938	2,500	2,500	2,500
530-053-521901	Other - Drug Tests	66	-	-	-	-	-
530-053-522100	FSA Fee	51	37	-	-	-	-
530-053-601100	Supplies	21,937	19,917	22,000	40,000	40,000	40,000
530-053-601200	Postage	195	1,199	1,700	3,200	3,200	3,200
530-053-601300	Printing	-	12	25	50	50	50
530-053-601400	Copier Charges	24	237	300	300	300	300
530-053-601401	Branding & Marketing	-	-	-	-	-	-
530-053-601500	Public Notices	13	311	300	300	300	300
530-053-601600	Organizational Fees	680	185	500	1,200	1,200	1,200
530-053-601700	Memberships	169	772	500	500	500	500
530-053-601800	Books and Subscriptions	44	50	50	100	100	100
530-053-601900	Uniforms	1,006	801	1,000	1,000	1,000	1,000
530-053-602100	Employee Recruitment	69	289	125	200	200	200
530-053-602200	Conferences	883	623	1,000	1,000	1,000	1,000
530-053-602300	Training & Professional Advancement	1,083	740	1,000	3,000	3,000	3,000
530-053-602500	Meetings & Meals	129	303	200	250	250	250
530-053-603100	Mileage Reimbursement	272	18	25	25	25	25
530-053-603200	Vehicle - Fuel	11,327	5,764	9,000	9,000	9,000	9,000
530-053-603500	Vehicle Repair & Maintenance	3,178	4,963	5,000	15,000	15,000	15,000
530-053-604100	Repairs & Maintenance	75,423	86,235	150,000	200,000	200,000	200,000
530-053-605100	Contractual Services	29,233	48,364	50,000	50,000	50,000	50,000
530-053-605300	Contractual Services - Sewer	1,156,645	1,239,256	1,250,000	1,150,000	1,150,000	1,150,000
530-053-605350	Contractual Services - Utility Billing	17,806	17,441	20,000	20,000	20,000	20,000
530-053-606100	Equipment Rental	1,474	1,110	2,500	10,000	10,000	10,000
530-053-607100	Utilities	31,817	35,148	35,000	250,000	250,000	250,000
530-053-608100	Professional Services	4,160	-	5,000	5,000	5,000	5,000
530-053-608200	Professional Services - Engineering	11,224	23,200	22,000	39,450	39,450	39,450
530-053-609100	Insurance	43,041	64,302	71,700	85,000	85,000	85,000
530-053-610200	Fees	723	630	1,000	570	570	570
530-053-628200	Credit Card Merchant Fee	6,245	18,503	17,000	25,000	25,000	25,000
530-053-650300	Regulatory Fees	13,332	15,488	17,500	-	-	-
530-053-733000	Sewer System Improvements	-	143,938	170,000	175,000	175,000	175,000
530-053-740100	Computer Equipment	904	2,111	1,000	2,000	2,000	2,000
530-053-760000	Machinery & Equipment	31,247	10,218	52,239	50,000	50,000	50,000
530-053-773000	Major Repairs - Sewer	26,179	59,166	25,000	35,000	35,000	35,000
530-053-780000	Oversizing/Special Proj.	-	41,612	125,000	100,000	100,000	100,000
530-053-812100	Loan Principal	-	-	5,249	4,662	4,662	4,662
530-053-910110	Transfers to General Fund	122,319	117,532	112,231	123,670	123,670	123,670
530-053-910370	Transfer to Facilities Maint. Fund	-	-	3,239	3,200	3,200	3,200
530-053-910670	Transfer to Op Ctr ISF	12,255	14,578	11,455	13,938	13,938	13,938
530-053-950000	Contingency	-	-	11,520	200,000	200,000	200,000
<b>Operations Total</b>		<b>2,021,205</b>	<b>2,403,025</b>	<b>2,716,889</b>	<b>3,239,115</b>	<b>3,239,115</b>	<b>3,239,115</b>
530-153-733000	Sewer System Improvements	40,255	-	563,922	6,326,178	6,326,178	6,326,178
530-153-773020	North Bluff Sewer SDC Reim	-	46,011	2,000	-	-	-
530-153-773025	AFRD Reimbursement	-	-	-	-	-	-
530-153-812302	USDA Principal	102,476	112,443	123,380	135,379	135,379	135,379
530-153-812303	ODOT Principal	-	-	52,000	82,177	82,177	82,177
530-153-832302	USDA Interest	231,946	221,979	211,043	199,044	199,044	199,044
530-153-832303	ODOT Interest	-	-	3,000	8,033	8,033	8,033
530-153-910440	Transfer to Bond Reserve Fund	100,000	100,000	100,000	200,000	200,000	200,000
<b>Capital Total</b>		<b>474,677</b>	<b>480,433</b>	<b>1,055,345</b>	<b>6,950,811</b>	<b>6,950,811</b>	<b>6,950,811</b>
<b>Total Requirements</b>		<b>2,495,882</b>	<b>2,883,458</b>	<b>3,772,234</b>	<b>10,189,926</b>	<b>10,189,926</b>	<b>10,189,926</b>

# Stormwater Fund

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## Fund Overview

The Stormwater Fund is responsible for operating and maintaining the city’s stormwater system. The fund is split into two departments: operations and capital.

### Operations

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

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

### Capital Improvements

Stormwater capital improvements account for all major improvements that are completed to the existing system.

## Accomplishments

- Cleaned 5,000 lineal feet of storm sewer lines and 102 catch basins.
- Installed 130 feet of 18” storm pipe on Tupper Road south of Dubarko Road eliminating an open ditch that had become a maintenance headache and flooding problem.
- Removed overgrown and invasive vegetation from three stormwater detention basins.

## Goals

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

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	0.84	1.19	1.52	2.37

# Stormwater Fund

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>						
Beginning Balance	506,059	691,719	517,849	839,518	839,518	839,518
Fines, Fees, & Assessments	437,803	471,176	462,500	520,000	520,000	520,000
Interest	4,379	8,659	3,000	12,500	12,500	12,500
Loan Proceeds	-	-	12,488	-	-	-
Miscellaneous	-	3,239	1,000	2,500	2,500	2,500
<b>Operations Total</b>	<b>948,241</b>	<b>1,174,793</b>	<b>996,837</b>	<b>1,374,518</b>	<b>1,374,518</b>	<b>1,374,518</b>
Beginning Balance	-	(136,307)	10,503	(415,427)	(415,427)	(415,427)
<b>Capital Total</b>	<b>-</b>	<b>(136,307)</b>	<b>10,503</b>	<b>(415,427)</b>	<b>(415,427)</b>	<b>(415,427)</b>
<b>Total Resources</b>	<b>948,241</b>	<b>1,038,486</b>	<b>1,007,340</b>	<b>959,091</b>	<b>959,091</b>	<b>959,091</b>
<b>REQUIREMENTS</b>						
Personnel Services	162,459	199,886	269,560	449,000	449,000	449,000
Materials & Services	49,267	102,431	119,650	160,000	160,000	160,000
Capital Outlay	12,511	2,111	101,239	102,000	102,000	102,000
Debt Service	-	-	5,249	4,662	4,662	4,662
Transfers	32,284	33,782	42,173	47,578	47,578	47,578
Contingency	-	-	9,609	1,171	1,171	1,171
<b>Operations Total</b>	<b>256,521</b>	<b>338,210</b>	<b>547,480</b>	<b>764,411</b>	<b>764,411</b>	<b>764,411</b>
Materials & Services	-	-	40,000	40,000	40,000	40,000
Capital Outlay	516	-	300,000	35,000	35,000	35,000
Debt Service	117,560	119,260	119,860	119,680	119,680	119,680
<b>Capital Total</b>	<b>118,076</b>	<b>119,260</b>	<b>459,860</b>	<b>194,680</b>	<b>194,680</b>	<b>194,680</b>
<b>Total Requirements</b>	<b>374,597</b>	<b>457,470</b>	<b>1,007,340</b>	<b>959,091</b>	<b>959,091</b>	<b>959,091</b>

### BN 19-21 Budget Notes

- Personnel Services reflects the reallocation of utility workers.

# Stormwater Fund

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>							
550-055-401000	Beginning Balance	506,059	691,719	517,849	839,518	839,518	839,518
550-055-452500	Stormwater Charges	437,140	463,692	460,000	500,000	500,000	500,000
550-055-457100	Engineering Fees	663	7,483	2,500	20,000	20,000	20,000
550-055-471100	Interest	4,379	8,659	3,000	12,500	12,500	12,500
550-055-478000	Miscellaneous Revenue	-	2,489	1,000	2,500	2,500	2,500
550-055-479030	Surplus Property	-	750	-	-	-	-
550-055-495400	Loan Proceeds	-	-	12,488	-	-	-
<b>Operations Total</b>		<b>948,241</b>	<b>1,174,793</b>	<b>996,837</b>	<b>1,374,518</b>	<b>1,374,518</b>	<b>1,374,518</b>
550-155-401000	Beginning Balance	-	(136,307)	10,503	(415,427)	(415,427)	(415,427)
<b>Capital Total</b>		<b>-</b>	<b>(136,307)</b>	<b>10,503</b>	<b>(415,427)</b>	<b>(415,427)</b>	<b>(415,427)</b>
<b>Total Resources</b>		<b>948,241</b>	<b>1,038,486</b>	<b>1,007,340</b>	<b>959,091</b>	<b>959,091</b>	<b>959,091</b>

Requirements are listed on the following page.



# Stormwater Fund

REQUIREMENTS							
550-055-511100	Salaries	102,702	129,084	167,767	273,000	273,000	273,000
550-055-511200	Overtime	-	3,208	-	-	-	-
550-055-521100	Insurance Benefits	23,873	30,999	43,803	62,000	62,000	62,000
550-055-521200	FICA Taxes	7,856	10,116	12,832	21,000	21,000	21,000
550-055-521300	PERS	17,671	22,241	34,242	69,000	69,000	69,000
550-055-521360	Other Benefits	174	1,349	1,725	4,000	4,000	4,000
550-055-521400	SW Life Insurance	252	119	-	-	-	-
550-055-521500	Workers' Benefit Fund	-	68	190	500	500	500
550-055-521600	Unemployment Insurance	90	129	168	500	500	500
550-055-521800	Workers' Comp Insurance	9,012	1,789	7,826	17,000	17,000	17,000
550-055-521900	Transit Tax	731	761	1,007	2,000	2,000	2,000
550-055-521901	Other - Drug Tests	66	-	-	-	-	-
550-055-522100	FSA Fee	32	22	-	-	-	-
550-055-601100	Supplies	15,859	21,123	22,000	25,000	25,000	25,000
550-055-601200	Postage	7	1,238	400	1,000	1,000	1,000
550-055-601400	Copier Charges	16	1	25	200	200	200
550-055-601401	Branding & Marketing	-	-	-	-	-	-
550-055-601500	Public Notices	13	-	25	50	50	50
550-055-601600	Organizational Fees	-	5	100	500	500	500
550-055-601700	Memberships	167	21	100	250	250	250
550-055-601800	Books and Subscriptions	44	50	50	150	150	150
550-055-601900	Uniforms	1,006	801	1,000	1,200	1,200	1,200
550-055-602100	Employee Recruitment	69	252	150	400	400	400
550-055-602200	Conferences	608	623	700	900	900	900
550-055-602300	Training & Professional Advancement	328	51	500	1,000	1,000	1,000
550-055-602500	Meetings & Meals	27	317	100	200	200	200
550-055-603100	Mileage Reimbursement	255	18	200	50	50	50
550-055-603200	Vehicle - Fuel	11,327	5,764	7,500	8,500	8,500	8,500
550-055-603400	Vehicle Reg/License	-	-	50	100	100	100
550-055-603500	Vehicle Repair & Maintenance	3,128	6,098	6,000	15,000	15,000	15,000
550-055-604100	Repairs & Maintenance	2,946	12,136	25,000	25,000	25,000	25,000
550-055-605100	Contractual Services	1,056	3,727	5,000	1,500	1,500	1,500
550-055-605350	Contractual Services - Utility Billing	6,725	15,526	16,000	15,000	15,000	15,000
550-055-606100	Equipment Rental	250	8,001	5,000	7,500	7,500	7,500
550-055-607100	Utilities	1,291	2,024	2,000	2,500	2,500	2,500
550-055-608100	Professional Services	900	900	1,500	2,500	2,500	2,500
550-055-608200	Professional Services - Engineering	2,040	7,657	10,000	12,500	12,500	12,500
550-055-610200	Fees	206	638	750	12,500	12,500	12,500
550-055-628200	Credit Card Merchant Fee	982	15,390	14,000	25,000	25,000	25,000
550-055-650300	Regulatory Fees	19	71	1,500	1,500	1,500	1,500
550-055-732000	Improvements	-	-	50,000	50,000	50,000	50,000
550-055-740000	Furniture & Office Equipment	-	-	500	-	-	-
550-055-740100	Computer Equipment	904	2,111	1,000	2,000	2,000	2,000
550-055-760000	Machinery & Equipment	11,607	-	49,739	50,000	50,000	50,000
550-055-812100	Loan Principal	-	-	5,249	4,662	4,662	4,662
550-055-910110	Transfer to General Fund	20,168	19,378	27,479	30,440	30,440	30,440
550-055-910370	Transfer to Facilities Maint. Fund	-	-	3,239	3,200	3,200	3,200
550-055-910670	Transfer to Op Ctr ISF	12,116	14,404	11,455	13,938	13,938	13,938
550-055-950000	Contingency	-	-	9,609	1,171	1,171	1,171
<b>Operations Total</b>		<b>256,521</b>	<b>338,210</b>	<b>547,480</b>	<b>764,411</b>	<b>764,411</b>	<b>764,411</b>
550-155-608200	Professional Services - Engineering	-	-	40,000	40,000	40,000	40,000
550-155-732000	Improvements	516	-	300,000	35,000	35,000	35,000
550-155-812300	Bond Principal	60,000	65,000	70,000	75,000	75,000	75,000
550-155-836900	Bond Interest	57,560	54,260	49,860	44,680	44,680	44,680
<b>Capital Total</b>		<b>118,076</b>	<b>119,260</b>	<b>459,860</b>	<b>194,680</b>	<b>194,680</b>	<b>194,680</b>
<b>Total Requirements</b>		<b>374,597</b>	<b>457,470</b>	<b>1,007,340</b>	<b>959,091</b>	<b>959,091</b>	<b>959,091</b>

# Telecommunications Fund

## Fund Overview

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



## Operations

SandyNet is the City 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, fiber optic, and copper networks.

## Capital Improvements

Capital improvements 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.

## Accomplishments

- Secured wholesale agreement with large apartment complex for exclusive Internet service.
- Transitioned 80% of in-city business customers from wireless to fiber.
- Upgraded 50% of existing rural wireless networks.
- Worked with developers to expand SandyNet into new developments.

## Goals

- Finish transition of wireless to fiber optic service in the business community.
- Work with rental companies and deploy remaining G.Fast equipment.
- Explore options to promote the development of "smart homes" within new subdivisions.
- Explore ISP expansion with Clackamas County
- Work with local entities to help in eliminating the "digital divide" in Sandy.

## Staffing

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	2.20	3.81	6.10	6.09

# Telecommunications Fund

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>						
Beginning Balance	-	292,723	1,089,660	2,583,653	2,583,653	2,583,653
Fines, Fees, & Assessments	1,188,670	2,382,450	3,336,940	3,692,500	3,692,500	3,692,500
Interest	-	(10,972)	-	-	-	-
Miscellaneous Revenue	78,169	42,487	70,000	-	-	-
General Revenue	150,000	150,000	162,817	150,000	150,000	150,000
<b>Operations Total</b>	<b>1,416,839</b>	<b>2,856,688</b>	<b>4,659,417</b>	<b>6,426,153</b>	<b>6,426,153</b>	<b>6,426,153</b>
Beginning Balance	-	(213,471)	(1,750,479)	(2,889,526)	(2,889,526)	(2,889,526)
Fines, Fees, & Assessments	-	61,240	70,000	50,000	50,000	50,000
Interest	23,433	-	-	-	-	-
Loan Proceeds	527,669	124,363	768,506	32,843	32,843	32,843
Bond Proceeds	7,771,394	-	-	-	-	-
<b>Capital Total</b>	<b>8,322,497</b>	<b>(27,868)</b>	<b>(911,973)</b>	<b>(2,806,683)</b>	<b>(2,806,683)</b>	<b>(2,806,683)</b>
<b>Total Resources</b>	<b>9,739,336</b>	<b>2,828,820</b>	<b>3,747,444</b>	<b>3,619,470</b>	<b>3,619,470</b>	<b>3,619,470</b>
<b>REQUIREMENTS</b>						
Personnel Services	433,457	933,073	1,150,479	1,308,015	1,308,015	1,308,015
Materials & Services	406,490	563,382	552,356	527,070	527,070	527,070
Capital Outlay	60	4,999	-	-	-	-
Transfers	59,670	57,335	99,732	112,326	112,326	112,326
Contingency	-	-	476	10,341	10,341	10,341
<b>Operations Total</b>	<b>899,677</b>	<b>1,558,789</b>	<b>1,803,043</b>	<b>1,957,752</b>	<b>1,957,752</b>	<b>1,957,752</b>
Capital Outlay	8,013,007	760,481	561,102	232,843	232,843	232,843
Debt Service	584,400	962,130	1,383,299	1,428,875	1,428,875	1,428,875
<b>Capital Total</b>	<b>8,597,407</b>	<b>1,722,611</b>	<b>1,944,401</b>	<b>1,661,718</b>	<b>1,661,718</b>	<b>1,661,718</b>
<b>Total Requirements</b>	<b>9,497,083</b>	<b>3,281,400</b>	<b>3,747,444</b>	<b>3,619,470</b>	<b>3,619,470</b>	<b>3,619,470</b>

### BN 19-21 Budget Notes

- Fines, Fees, & Assessments reflects a scheduled increase in SandyNet rates.
- Capital Outlay is projected to decrease, as much of the network is built out.

# Telecommunications Fund

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>							
560-056-401000	Beginning Balance	-	292,723	1,089,660	2,583,653	2,583,653	2,583,653
560-056-451500	FTTH Charges	132,970	1,753,056	2,655,666	2,910,000	2,910,000	2,910,000
560-056-451510	Voice Charges	2,140	56,930	77,540	95,000	95,000	95,000
560-056-451520	Video Charges	-	193	2,200	2,500	2,500	2,500
560-056-451700	Wireless Charges	665,290	130,280	44,910	20,000	20,000	20,000
560-056-451800	Business Charges	144,734	239,642	365,343	450,000	450,000	450,000
560-056-451900	BIP Rural Charges	202,899	189,841	191,281	215,000	215,000	215,000
560-056-457000	Equipment Sales	40,637	2,508	-	-	-	-
560-056-457200	Software Licensing Fees	-	10,000	-	-	-	-
560-056-471100	Interest	-	(10,972)	-	-	-	-
560-056-478000	Miscellaneous Revenue	78,169	42,487	70,000	-	-	-
560-056-490110	General Revenue	150,000	150,000	162,817	150,000	150,000	150,000
<b>Operations Total</b>		<b>1,416,839</b>	<b>2,856,688</b>	<b>4,659,417</b>	<b>6,426,153</b>	<b>6,426,153</b>	<b>6,426,153</b>
560-156-401000	Beginning Balance	-	(213,471)	(1,750,479)	(2,889,526)	(2,889,526)	(2,889,526)
560-156-451530	Fiber Installation Charges	-	61,240	70,000	50,000	50,000	50,000
560-156-471100	Interest	23,433	-	-	-	-	-
560-156-495120	Bond Proceeds	7,500,000	-	-	-	-	-
560-156-495130	Bond Premium	271,394	-	-	-	-	-
560-156-495300	Loan Proceeds	27,669	124,363	268,506	32,843	32,843	32,843
560-156-495644	Interfund Loan Proceeds	500,000	-	500,000	-	-	-
<b>Capital Total</b>		<b>8,322,497</b>	<b>(27,868)</b>	<b>(911,973)</b>	<b>(2,806,683)</b>	<b>(2,806,683)</b>	<b>(2,806,683)</b>
<b>Total Resources</b>		<b>9,739,336</b>	<b>2,828,820</b>	<b>3,747,444</b>	<b>3,619,470</b>	<b>3,619,470</b>	<b>3,619,470</b>

Requirements are listed on the following page.

# Telecommunications Fund

## REQUIREMENTS

560-056-511100	Salaries	297,534	649,317	751,669	808,065	808,065	808,065
560-056-511200	Overtime	-	3,976	-	11,000	11,000	11,000
560-056-521100	Insurance Benefits	54,419	111,476	130,563	202,885	202,885	202,885
560-056-521200	FICA Taxes	22,761	49,620	59,420	61,819	61,819	61,819
560-056-521300	PERS	45,381	86,006	149,728	192,888	192,888	192,888
560-056-521360	Other Benefits	577	15,570	28,030	593	593	593
560-056-521400	TC Life Insurance	570	420	-	-	-	-
560-056-521500	Workers' Benefit Fund	-	324	762	707	707	707
560-056-521600	Unemployment Insurance	289	644	776	809	809	809
560-056-521800	Workers' Comp Insurance	9,846	11,897	24,871	24,401	24,401	24,401
560-056-521900	Transit Tax	2,007	3,803	4,660	4,848	4,848	4,848
560-056-522100	FSA Fee	72	18	-	-	-	-
560-056-601100	Supplies	40,523	46,858	50,000	50,000	50,000	50,000
560-056-601200	Postage	879	1,437	2,000	800	800	800
560-056-601300	Printing	-	106	100	-	-	-
560-056-601400	Copier Charges	-	161	100	150	150	150
560-056-601401	Branding & Marketing	-	-	-	-	-	-
560-056-601600	Organizational Fees	390	154	200	200	200	200
560-056-601800	Books and Subscriptions	5,006	2,398	2,500	2,500	2,500	2,500
560-056-601900	Uniforms	1,296	4,195	3,000	2,000	2,000	2,000
560-056-602100	Employee Recruitment	55	276	-	1,000	1,000	1,000
560-056-602200	Conferences	9,381	6,833	10,000	10,000	10,000	10,000
560-056-602300	Training & Professional Advancement	4,216	-	5,000	5,000	5,000	5,000
560-056-602500	Meetings & Meals	1,315	3,809	3,500	2,000	2,000	2,000
560-056-603100	Mileage Reimbursement	2,065	3,867	1,000	-	-	-
560-056-603200	Vehicle - Fuel	3,884	6,689	6,000	10,000	10,000	10,000
560-056-603500	Vehicle Repair & Maintenance	1,632	10,857	11,000	-	-	-
560-056-604100	Repairs & Maintenance	23,024	11,416	65,000	50,000	50,000	50,000
560-056-605100	Contractual Services	42,974	73,601	75,000	82,670	82,670	82,670
560-056-605350	Contractual Services - Utility Billing	6,863	9,028	8,000	8,500	8,500	8,500
560-056-606100	Equipment Rental	-	2,746	3,000	3,000	3,000	3,000
560-056-606110	Leased Lines	2,631	2,514	-	-	-	-
560-056-606120	Building Rent	8,000	18,810	16,000	9,600	9,600	9,600
560-056-606200	Wireless Customer Equip.	55,625	28,348	-	-	-	-
560-056-606210	Internet Access Fees	155,371	235,018	190,356	165,000	165,000	165,000
560-056-607100	Utilities	13,952	17,974	18,000	25,000	25,000	25,000
560-056-607170	Hosted Voice Charges	7,588	50,668	55,000	75,000	75,000	75,000
560-056-608100	Professional Services	1,099	-	-	-	-	-
560-056-609100	Insurance	2,968	6,278	5,800	6,000	6,000	6,000
560-056-609200	Advertising	12,182	8,841	7,400	-	-	-
560-056-610200	Fees	315	346	5,000	6,500	6,500	6,500
560-056-628200	Credit Card Merchant Fee	3,036	9,953	9,000	12,000	12,000	12,000
560-056-650300	Regulatory Fees	219	200	400	150	150	150
560-056-740100	Computer Equipment	60	1,067	-	-	-	-
560-056-740202	FTTH Equipment	-	3,932	-	-	-	-
560-056-910110	Transfer to General Fund	59,670	57,335	99,732	112,326	112,326	112,326
560-056-910670	Transfer to Op Center IS Fund	-	-	-	-	-	-
560-056-950000	Contingency	-	-	476	10,341	10,341	10,341
<b>Operations Total</b>		<b>899,677</b>	<b>1,558,789</b>	<b>1,803,043</b>	<b>1,957,752</b>	<b>1,957,752</b>	<b>1,957,752</b>
560-156-740100	Computer Equipment	6,004	7,714	10,000	10,000	10,000	10,000
560-156-740200	Telecom Equipment	25,839	792	169,625	-	-	-
560-156-740202	FTTH Equipment	404	464,204	193,975	75,000	75,000	75,000
560-156-740300	Wireless Network	34,505	6,317	10,000	15,000	15,000	15,000
560-156-750000	Vehicles	-	-	98,881	32,843	32,843	32,843
560-156-780110	Fiber Installions	215	181,341	78,621	100,000	100,000	100,000
560-156-780120	Fiber Project	7,946,040	100,114	-	-	-	-
560-156-812100	Loan Principal	40,708	33,071	172,598	167,160	167,160	167,160
560-156-812200	Interfund Loan Principal	60,903	254,801	276,126	196,541	196,541	196,541
560-156-816005	Revenue Bond Principal	-	70,000	320,000	485,000	485,000	485,000
560-156-830001	Interfund Loan Interest	2,929	21,190	20,434	20,400	20,400	20,400
560-156-832903	Loan Interest	2,227	5,493	19,384	2,124	2,124	2,124
560-156-836902	Revenue Bond Interest	284,590	575,575	572,757	555,650	555,650	555,650
560-156-870000	Paying Agent Fees	193,044	2,000	2,000	2,000	2,000	2,000
<b>Capital Total</b>		<b>8,597,407</b>	<b>1,722,611</b>	<b>1,944,401</b>	<b>1,661,718</b>	<b>1,661,718</b>	<b>1,661,718</b>
<b>Total Requirements</b>		<b>9,497,083</b>	<b>3,281,400</b>	<b>3,747,444</b>	<b>3,619,470</b>	<b>3,619,470</b>	<b>3,619,470</b>

# Operations Center Internal Service Fund

## Fund Overview

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

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>						
Beginning Balance	23,020	(847)	342	-	-	-
Interest	892	2,169	2,100	1,000	1,000	1,000
Grants	-	7,500	-	-	-	-
Transfers	84,232	105,936	113,458	125,000	125,000	125,000
<b>Operations Total</b>	<b>108,144</b>	<b>114,758</b>	<b>115,900</b>	<b>126,000</b>	<b>126,000</b>	<b>126,000</b>
Beginning Balance	-	110,000	-	-	-	-
Transfers	110,000	110,000	-	-	-	-
<b>Capital Total</b>	<b>110,000</b>	<b>220,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Resources</b>	<b>218,144</b>	<b>334,758</b>	<b>115,900</b>	<b>126,000</b>	<b>126,000</b>	<b>126,000</b>
<b>REQUIREMENTS</b>						
Materials & Services	108,992	104,234	110,900	124,000	124,000	124,000
Capital Outlay	-	10,286	5,000	2,000	2,000	2,000
<b>Operations Total</b>	<b>108,992</b>	<b>114,520</b>	<b>115,900</b>	<b>126,000</b>	<b>126,000</b>	<b>126,000</b>
Materials & Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Capital Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Requirements</b>	<b>108,992</b>	<b>114,520</b>	<b>115,900</b>	<b>126,000</b>	<b>126,000</b>	<b>126,000</b>

### BN 19-21 Budget Notes

- Materials & Services reflects all costs associated with the operations center building.
- In BN 17-19 the capital department of this fund was moved to its own fund.

# Operations Center Internal Service Fund

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
<b>RESOURCES</b>							
670-000-401000	Beginning Balance	23,020	(847)	342	-	-	-
670-000-442500	Other Agencies	-	7,500	-	-	-	-
670-000-471100	Interest	892	2,169	2,100	1,000	1,000	1,000
670-000-490024	Transfer from GF City Council	-	-	730	885	885	885
670-000-490035	Transfer from GF Parks, Building & Grounds	-	-	6,554	7,163	7,163	7,163
670-000-490110	Transfer from GF Police	16,902	21,257	5,813	8,075	8,075	8,075
670-000-490240	Transfer from Street Fund	9,016	11,339	11,455	13,938	13,938	13,938
670-000-490270	Transfer from Transit Fund	31,405	39,497	42,541	53,125	53,125	53,125
670-000-490520	Transfer from Water Fund	9,016	11,339	11,455	13,938	13,938	13,938
670-000-490530	Transfer from Sewer Fund	9,016	11,339	11,455	13,938	13,938	13,938
670-000-490550	Transfer from Stormwater Fund	8,877	11,165	11,455	13,938	13,938	13,938
670-000-490560	Transfer from SandyNet	-	-	12,000	-	-	-
<b>Operations Total</b>		<b>108,144</b>	<b>114,758</b>	<b>115,900</b>	<b>126,000</b>	<b>126,000</b>	<b>126,000</b>
670-167-401000	Beginning Balance	-	110,000	-	-	-	-
670-167-490110	Transfer from General Fund	85,000	85,000	-	-	-	-
670-167-490240	Transfer from Street Fund	3,239	3,239	-	-	-	-
670-167-490270	Transfer from Transit Fund	12,043	12,043	-	-	-	-
670-167-490520	Transfer from Water Fund	3,240	3,240	-	-	-	-
670-167-490530	Transfer from Sewer Fund	3,239	3,239	-	-	-	-
670-167-490550	Transfer from Stormwater Fund	3,239	3,239	-	-	-	-
<b>Capital Total</b>		<b>110,000</b>	<b>220,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Resources</b>		<b>218,144</b>	<b>334,758</b>	<b>115,900</b>	<b>126,000</b>	<b>126,000</b>	<b>126,000</b>
<b>REQUIREMENTS</b>							
670-099-601100	Supplies	13,383	6,559	13,500	7,000	7,000	7,000
670-099-604100	Repairs & Maintenance	11,602	13,186	12,000	15,000	15,000	15,000
670-099-605100	Contractual Services	15,901	19,346	17,000	23,000	23,000	23,000
670-099-607100	Utilities	60,243	55,385	59,000	65,000	65,000	65,000
670-099-609100	Insurance	7,863	9,759	9,400	14,000	14,000	14,000
670-099-760000	Machinery & Equipment	-	-	-	2,000	2,000	2,000
670-099-770000	Major Repairs & Maintenance	-	10,286	5,000	-	-	-
<b>Total Requirements</b>		<b>108,992</b>	<b>114,520</b>	<b>115,900</b>	<b>126,000</b>	<b>126,000</b>	<b>126,000</b>

# Facilities Maintenance Internal Service Fund

## Fund Overview

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

## Budget Summary & Detail

	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
Beginning Balance	-	-	220,000	330,000	330,000	330,000
Transfers	-	-	110,000	110,000	110,000	110,000
<b>Total Resources</b>	-	-	<b>330,000</b>	<b>440,000</b>	<b>440,000</b>	<b>440,000</b>
Materials & Services	-	-	50,000	100,000	100,000	100,000
Contingency	-	-	280,000	340,000	340,000	340,000
<b>Total Requirements</b>	-	-	<b>330,000</b>	<b>440,000</b>	<b>440,000</b>	<b>440,000</b>

## BN 19-21 Budget Notes

- Materials & Services reflects the cost associated with a facilities and needs assessment.

Account Number	Account Name	BN 13-15 Actual	BN 15-17 Actual	BN 17-19 Budget	BN 19-21 Proposed	BN 19-21 Approved	BN 19-21 Adopted
680-068-401000	Beginning Balance	-	-	220,000	330,000	330,000	330,000
680-068-490110	Transfer from General Fund	-	-	85,000	85,000	85,000	85,000
680-068-490240	Transfer from Street Fund	-	-	3,239	3,200	3,200	3,200
680-068-490270	Transfer from Transit Fund	-	-	12,043	12,200	12,200	12,200
680-068-490520	Transfer from Water Fund	-	-	3,240	3,200	3,200	3,200
680-068-490530	Transfer from Sewer Fund	-	-	3,239	3,200	3,200	3,200
680-068-490550	Transfer from Stormwater Fund	-	-	3,239	3,200	3,200	3,200
<b>Total Resources</b>		-	-	<b>330,000</b>	<b>440,000</b>	<b>440,000</b>	<b>440,000</b>
680-068-605100	Contractual Services	-	-	50,000	100,000	100,000	100,000
680-068-950000	Contingency	-	-	280,000	340,000	340,000	340,000
<b>Total Requirements</b>		-	-	<b>330,000</b>	<b>440,000</b>	<b>440,000</b>	<b>440,000</b>



# Capital Improvement Projects

## 2019-21 Budgeted Capital Improvement Projects

The city's budgeted capital improvement projects for the 2019-2021 is listed below. The total is approximately \$16 million. Capital expenditures are defined as assets with an initial, individual cost of \$5,000 or more, and have a useful life extending beyond a single reporting period.

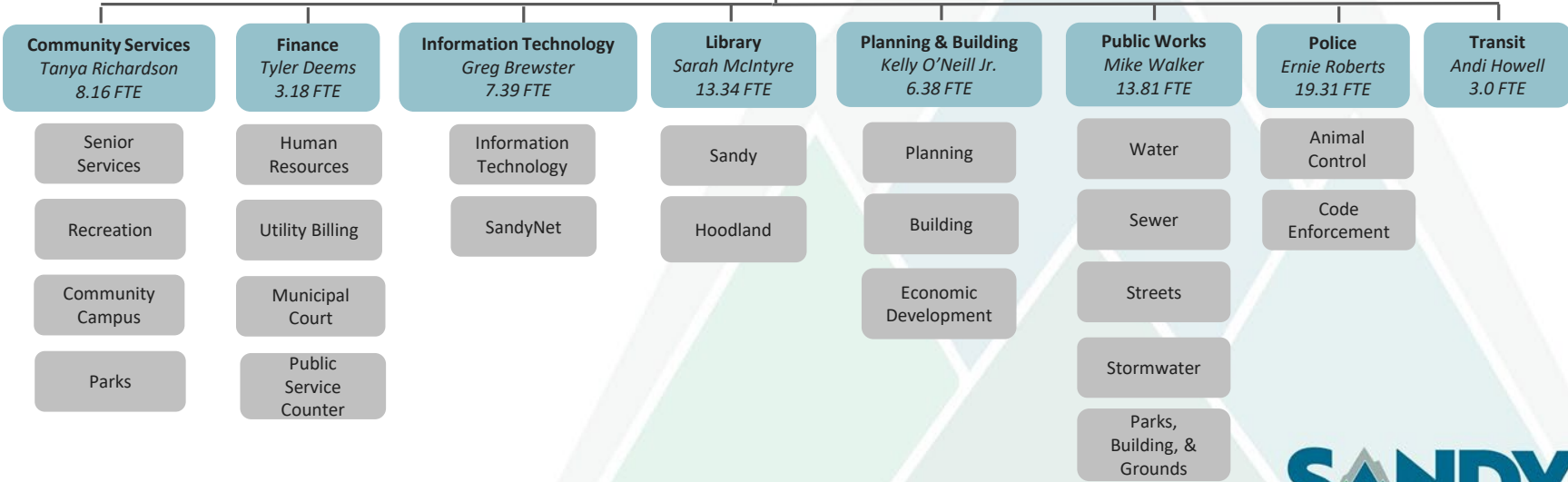
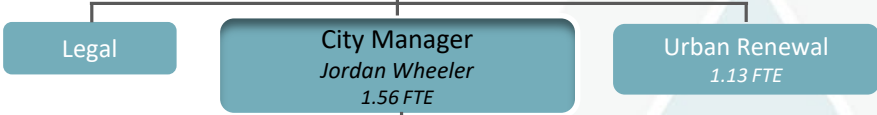
2019-21 Capital Improvement Plan			
Fund	Project	Funding Source	Amount
General	Community Center upgrade (paint, carpet, appliance, etc.)	Recreation (18%) & Seniors (72%) - General Revenue	54,800
	Cameras and lighting in various city parks	Parks, Buildings, & Grounds - General Revenue	65,000
	Computer and phone equipment	Information Technology - Indirect Service Revenue	71,000
Street	General street updates and maintenance	Local Fuel Tax	400,000
	Bell Street Extension and 362 <sup>nd</sup> Connection	SDC and ODOT STP Funds	3,000,000
	Vista Loop - Ten Eyck Pedestrian Improvement	SDC and ODOT STP Funds	900,000
Transit	Computer equipment	STIF Funds	50,000
	Transit Center	Grants, local Transit Tax	300,000
	Capacity Improvement	Grants, local Transit Tax	106,000
	Bus Barn	Grants, local Transit Tax	810,000
	Transportation equipment	Grants, local Transit Tax	1,402,000
Parks Capital	Land purchase (tbd)	Payment in lieu of land	500,000
	Park development (Tbd)	SDC	600,000
	Master Plan update, various other park plans	SDC	200,000
	Bornstedt Park improvements	SDC	150,000
Water	System updates and maintenance	Service charges	300,000
	Automated meter replacement feasibility study	Service charges	100,000
	Water Master Plan update	SDC	250,000
Sewer	System updates and maintenance	Service charges	175,000
	Phase 1 Wastewater System Facilities Plan	DEQ loan/service charges	6,326,178
Storm	System updates and maintenance	Service charges	50,000
	New equipment purchase	Service charges	50,000
Telecom	Fiber installations and equipment	Service charges	175,000
	New vehicle lease	Loan proceeds	32,843



# Citizens of Sandy

## Mayor & City Council

- Boards & Commissions**
- Arts
  - Planning
  - Library Advisory
  - Parks Advisory
  - SandyNet Advisory
  - Transit Advisory

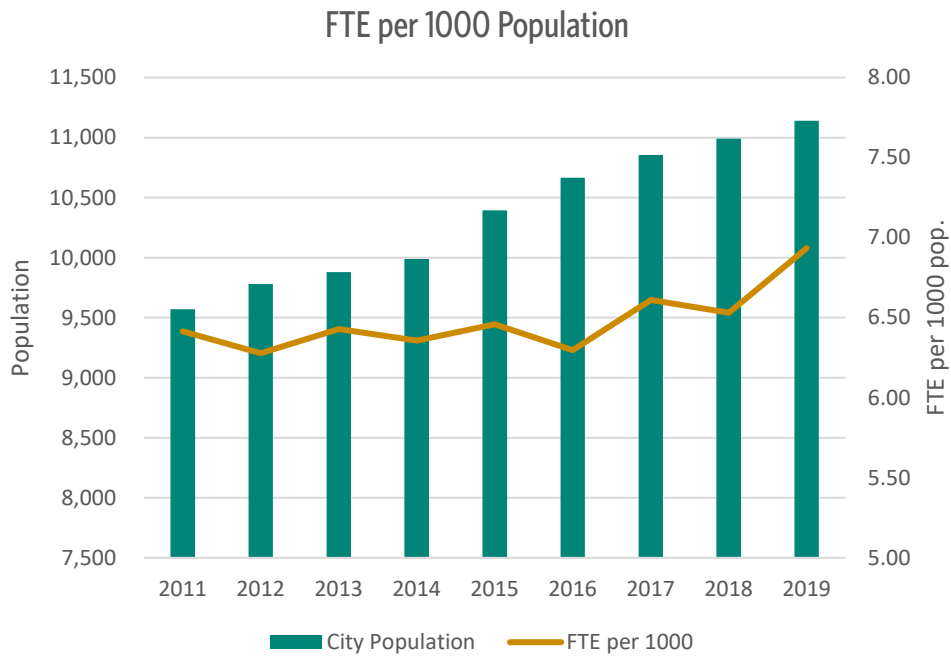


# FTE Summary

## FTE Summary

The city's total FTE for the 2019-21 biennium is 77.25. A summary of the changes is included on the following page.

	13-15	15-17	17-19	19-21
<b>Total FTE</b>	63.51	67.15	71.77	77.25



# FTE Summary

## Summary of Changes

The City's total FTE has increased by about 4 FTE over the prior budget. The 2019-21 budget reflects a net decrease in FTE compared to actual FTE at the end of the 2017-19 biennium.

Full Time Equivalent (FTE) Changes			
Position	BN 17-19 Changes	BN 19-21 Changes	
<b>BN 17-19 Budgeted FTE Total</b>	<b>71.8</b>		
Administrative Assistant	0.6	0.0	
Assistant to Library Director	0.1	0.0	
Associate Planner	1.0	0.0	
Community Services Driver	-0.1	0.0	
Event Coordinator	0.2	0.0	
Intern	-0.4		
Librarian	0.0	0.2	
Library Aide		-1.0	
Library Assistant	0.0	0.4	
Library Clerk		-0.2	
Police Lieutenant		0.0	
Maintenance Technician	1.0	0.0	
Recreation Aide	0.2	0.0	
Seasonal Worker	0.2	0.0	
Senior Services Manager	1.0	0.0	
Transit Admin Assistant	0.0	0.2	
Transit Program Coordinator	1.0	0.0	
Utility Worker	0.0	1.0	
<b>Total Changes</b>	<b>4.8</b>	<b>0.6</b>	
<b>BN 19-21 FTE Total</b>		<b>77.2</b>	

# FTE Summary

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
City Manager	110	25	Administration	0.93	0.93	0.93	0.90
Accounting/Recording Clerk	110	25	Administration	0.45	0.41	0.30	0.40
Permit Technician	110	25	Administration	0.20	0.20	0.20	0.10
Planning Assistant	110	25	Administration	-	-	-	0.10
Administrative Assistant	110	25	Administration	-	-	-	0.06
Economic Development Manager	110	25	Administration	0.10	0.10	0.10	-
Court Clerk	110	25	Administration	0.13	0.05	-	-
Utility Clerk	110	25	Administration	0.20	0.20	-	-
<b>Total</b>				<b>2.01</b>	<b>1.89</b>	<b>1.53</b>	<b>1.56</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Court Clerk	110	27	Municipal Court	0.48	0.45	0.50	0.50
Code Enforcement Officer	110	27	Municipal Court	-	-	-	0.04
Accounting/Recording Clerk	110	27	Municipal Court	0.40	0.03	0.10	0.04
Utility Clerk	110	27	Municipal Court	-	-	0.20	0.05
<b>Total</b>				<b>0.88</b>	<b>0.48</b>	<b>0.80</b>	<b>0.63</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Finance Director	110	28	Finance	1.00	1.00	1.00	1.00
Human Resources Manager	110	28	Finance	-	-	-	1.00
Accountant/HR Analyst	110	28	Finance	1.00	1.00	1.00	-
Accounting/Recording Clerk	110	28	Finance	-	0.06	0.40	0.40
Utility Clerk	110	28	Finance	-	-	-	0.15
<b>Total</b>				<b>2.00</b>	<b>2.06</b>	<b>2.40</b>	<b>2.55</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Library Director	110	29	Library	1.00	1.00	1.00	1.00
Assistant to the Library Director	110	29	Library	-	0.88	0.93	1.00
Librarian	110	29	Library	1.88	2.00	2.60	2.75
Library Clerk	110	29	Library	1.48	0.56	4.09	3.94
Library Assistant	110	29	Library	1.88	3.40	3.43	3.83
Shelvers	110	29	Library	1.05	0.83	0.78	0.82
Aide	110	29	Library	4.87	4.82	1.00	-
Library Catalog Specialist	110	29	Library	0.88	-	-	-
<b>Total</b>				<b>13.04</b>	<b>13.49</b>	<b>13.82</b>	<b>13.34</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Police Chief	110	30	Police	1.00	1.00	1.00	1.00
Lieutenant	110	30	Police	-	-	1.00	0.50
Sergeant	110	30	Police	2.00	2.00	2.00	2.00
Officer	110	30	Police	11.00	13.00	12.00	12.00
Code Enforcement Officer	110	30	Police	-	-	0.94	0.81
Office Manager	110	30	Police	1.00	1.00	1.00	1.00
Records Clerk/Evidence Tech	110	30	Police	2.00	2.00	2.00	2.00
<b>Total</b>				<b>17.00</b>	<b>19.00</b>	<b>19.94</b>	<b>19.31</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Code Enforcement Officer	110	31	Code Enforcement	0.90	0.80	-	-
<b>Total</b>				<b>0.90</b>	<b>0.80</b>	<b>-</b>	<b>-</b>

# FTE Summary

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Community Services Director	110	33	Recreation	0.20	0.20	0.40	0.45
Recreation Manager	110	33	Recreation	0.80	0.80	0.80	1.00
Administrative Secretary	110	33	Recreation	0.75	0.50	0.50	0.50
Custodian/Driver	110	33	Recreation	0.23	0.27	-	-
Events Coordinator	110	33	Recreation	0.25	0.25	0.40	0.63
Summer Program	110	33	Recreation	0.30	0.30	0.30	0.50
<b>Total</b>				<b>2.53</b>	<b>2.32</b>	<b>2.40</b>	<b>3.08</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Community Services Director	110	34	Seniors	0.70	0.70	0.50	0.45
Recreation Manager	110	34	Seniors	0.20	0.20	0.20	-
Senior Services Manager	110	34	Seniors	-	-	-	1.00
Client Services Coordinator	110	34	Seniors	1.00	1.00	1.00	1.00
Administrative Secretary	110	34	Seniors	0.75	0.50	0.50	0.50
Food Services Manager	110	34	Seniors	0.63	0.58	0.58	0.63
Custodian/Driver	110	34	Seniors	0.27	0.32	0.59	0.50
Program Coord.--Alzh.	110	34	Seniors	0.20	0.25	0.25	0.20
Building Monitors	110	34	Seniors	-	-	-	0.50
<b>Total</b>				<b>3.75</b>	<b>3.55</b>	<b>3.62</b>	<b>4.78</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Parks Superintendent	110	35	Parks, Buildings, & Grounds	1.00	1.00	1.00	1.00
Parks Utility Worker	110	35	Parks, Buildings, & Grounds	1.00	1.00	1.00	1.00
Maintenance Technician	110	35	Parks, Buildings, & Grounds	-	-	-	0.75
Parks Seasonal	110	35	Parks, Buildings, & Grounds	0.18	0.18	0.18	0.33
Parks Attendant	110	35	Parks, Buildings, & Grounds	-	-	-	-
Community Services Director	110	35	Parks, Buildings, & Grounds	0.10	0.10	0.10	0.05
<b>Total</b>				<b>2.28</b>	<b>2.28</b>	<b>2.28</b>	<b>3.13</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Planning & Building Director	110	36	Planning	0.45	0.45	0.55	0.50
Associate Planner	110	36	Planning	0.60	0.60	0.60	1.40
Planning Assistant	110	36	Planning	0.30	0.50	0.38	0.36
Engineering Tech.	110	36	Planning	0.10	0.20	0.20	0.20
Economic Development Manager	110	36	Planning	-	-	-	0.05
Code Enforcement Officer	110	36	Planning	-	-	0.03	0.06
Permit Technician II	110	36	Planning	-	-	-	0.10
Administrative Assistant	110	36	Planning	0.05	-	-	0.19
<b>Total</b>				<b>1.50</b>	<b>1.75</b>	<b>1.76</b>	<b>2.86</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Planning & Building Director	110	37	Building	0.20	0.20	0.25	0.25
Building Official	110	37	Building	1.00	1.00	1.00	1.00
Associate Planner	110	37	Building	0.20	0.20	0.30	0.40
Permit Technician II	110	37	Building	0.74	0.74	0.74	0.74
Planning Assistant	110	37	Building	0.13	0.13	0.38	0.20
Code Enforcement Officer	110	37	Building	0.10	0.20	0.03	0.06
Administration Assistant	110	37	Building	-	-	-	0.38
<b>Total</b>				<b>2.37</b>	<b>2.47</b>	<b>2.70</b>	<b>3.03</b>

# FTE Summary

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Economic Development Manager	110	38	Economic Development	0.90	0.90	0.80	0.40
Planning & Devpt. Director	110	38	Economic Development	-	-	-	0.05
Associate Planner	110	38	Economic Development	-	-	-	0.05
Secretary	110	38	Economic Development	0.20	-	-	-
<b>Total</b>				<b>1.10</b>	<b>0.90</b>	<b>0.80</b>	<b>0.50</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Intern	110	39	Non-Departmental	0.40	0.40	0.40	-
<b>Total</b>				<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>-</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
IT Director	110	40	Information Technology	0.50	0.50	0.20	0.20
Network Administrator	110	40	Information Technology	-	0.30	1.00	1.00
Systems Developer	110	40	Information Technology	0.50	0.38	0.10	0.10
<b>Total</b>				<b>1.00</b>	<b>1.18</b>	<b>1.30</b>	<b>1.30</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Public Works Director	240	54	Streets	0.31	0.31	0.31	0.31
Public Works Crew Leader	240	54	Streets	0.31	0.25	0.25	0.25
Public Works Utility Worker	240	54	Streets	1.24	1.24	1.49	1.38
Engineering Technician	240	54	Streets	0.25	0.20	0.20	0.20
Public Works - Seasonal	240	54	Streets	0.25	0.25	0.25	0.25
Transit Administrative Assistant	240	54	Streets	0.05	0.05	0.05	0.06
Planning Assistant	240	54	Streets	-	-	0.06	0.06
<b>Total</b>				<b>2.41</b>	<b>2.30</b>	<b>2.61</b>	<b>2.51</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Transit Director	270	70	Transit	-	-	1.00	1.00
Transit Manager	270	70	Transit	1.00	1.00	-	-
Transit Program Administrator	270	70	Transit	-	-	-	1.00
Transit Administrative Assistant	270	70	Transit	0.80	0.80	0.80	1.00
<b>Total</b>				<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>3.00</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Community Services Director	280	0	Aquatic/Recreation	-	-	-	0.05
Maintenance Technician	280	0	Aquatic/Recreation	-	-	-	0.25
<b>Total</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>0.30</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Public Works Director	520	52	Water	0.31	0.31	0.31	0.31
Public Works Crew Leader	520	52	Water	0.31	0.25	0.25	0.25
Public Works Utility Worker	520	52	Water	1.24	1.24	1.49	1.38
Engineering Technician	520	52	Water	0.24	0.20	0.20	0.20
Utility Clerk	520	52	Water	0.20	0.20	0.20	0.20
Court Clerk	520	52	Water	-	0.12	0.12	0.12
Planning Assistant	520	52	Water	-	-	0.06	0.06
Accounting/Recording Clerk	520	52	Water	0.05	0.03	0.05	0.04
Transit Administrative Assistant	520	52	Water	0.06	0.05	0.05	0.06
Permit Technician	520	52	Water	0.03	0.03	0.03	0.03
<b>Total</b>				<b>2.44</b>	<b>2.43</b>	<b>2.76</b>	<b>2.65</b>



# FTE Summary

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Public Works Director	530	53	Sewer	0.31	0.31	0.31	0.31
Public Works Crew Leader	530	53	Sewer	0.31	0.25	0.25	0.25
Public Works Utility Worker	530	53	Sewer	1.24	1.24	1.49	1.88
Engineering Technician	530	53	Sewer	0.24	0.20	0.20	0.20
Utility Clerk	530	53	Sewer	0.20	0.20	0.20	0.20
Court Clerk	530	53	Sewer	-	0.12	0.12	0.12
Planning Assistant	530	53	Sewer	-	-	0.06	0.06
Accounting/Recording Clerk	530	53	Sewer	0.06	0.03	0.05	0.04
Transit Administrative Assistant	530	53	Sewer	0.05	0.05	0.05	0.06
Permit Technician	530	53	Sewer	0.03	0.03	0.03	0.03
<b>Total</b>				<b>2.44</b>	<b>2.43</b>	<b>2.76</b>	<b>3.15</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
Public Works Director	550	55	Stormwater	0.07	0.07	0.07	0.07
Public Works Crew Leader	550	55	Stormwater	0.07	0.25	0.25	0.25
Public Works Utility Worker	550	55	Stormwater	0.28	0.28	0.53	1.38
Engineering Technician	550	55	Stormwater	0.17	0.20	0.20	0.20
Utility Clerk	550	55	Stormwater	0.20	0.20	0.20	0.20
Court Clerk	550	55	Stormwater	-	0.11	0.11	0.11
Planning Assistant	550	55	Stormwater	-	-	0.06	0.06
Accounting/Recording Clerk	550	55	Stormwater	-	0.03	0.05	0.04
Transit Administrative Assistant	550	55	Stormwater	0.05	0.05	0.05	0.06
<b>Total</b>				<b>0.84</b>	<b>1.19</b>	<b>1.52</b>	<b>2.37</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
IT Director	560	56	Telecommunications	0.50	0.50	0.80	0.80
Network Technician	560	56	Telecommunications	-	-	1.00	1.00
Systems Developer	560	56	Telecommunications	1.50	1.38	0.90	0.90
Telecom Utility Worker	560	56	Telecommunications	-	-	3.00	3.00
Utility Clerk	560	56	Telecommunications	0.20	0.20	0.20	0.20
Court Clerk	560	56	Telecommunications	-	0.15	0.15	0.15
Accounting/Recording Clerk	560	56	Telecommunications	-	0.03	0.05	0.04
IT Intern	560	56	Telecommunications	-	0.85	-	-
Network Administrator	560	56	Telecommunications	-	0.70	-	-
<b>Total</b>				<b>2.20</b>	<b>3.81</b>	<b>6.10</b>	<b>6.09</b>

Title	Fund	Dept	Department Name	13-15	15-17	17-19	19-21
City Manager	720	72	Urban Renewal	0.07	0.07	0.07	0.10
Planning & Building Director	720	72	Urban Renewal	0.35	0.35	0.20	0.20
Associate Planner	720	72	Urban Renewal	0.20	0.20	0.10	0.15
Economic Development Manager	720	72	Urban Renewal	-	-	0.10	0.55
Planning Assistant	720	72	Urban Renewal	-	-	-	0.10
Code Enforcement Officer	720	72	Urban Renewal	-	-	-	0.03
<b>Total</b>				<b>0.62</b>	<b>0.62</b>	<b>0.47</b>	<b>1.13</b>

<b>Total FTEs</b>				<b>63.51</b>	<b>67.15</b>	<b>71.77</b>	<b>77.25</b>
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# Indirect Service Cost Allocation

		Indirect Service Cost Allocation						
		025	026	028	040	067	039	
		Support Service	Admin <sup>1</sup>	Legal <sup>1</sup>	Finance <sup>1</sup>	IT <sup>1</sup>	Ops Center <sup>2</sup>	Non-Dept <sup>3</sup>
								Indirect Total
<b>Direct Services</b>								
024	City Council	4,466	1,861	6,234	4,419	888	11,894	<b>29,762</b>
027	Municipal Court	3,724	1,542	5,166	3,662	0	10,854	<b>24,949</b>
029	Library	83,246	34,686	116,198	82,379	0	24,863	<b>341,372</b>
030	Police	139,513	58,140	194,769	138,083	7,163	41,590	<b>579,258</b>
033	Recreation	18,300	7,625	25,544	18,109	0	5,447	<b>75,025</b>
034	Seniors	24,792	10,330	34,605	24,533	0	7,391	<b>101,650</b>
035	Parks, Buildings & Grounds	15,920	6,633	22,222	15,754	8,075	4,746	<b>73,351</b>
036	Planning	12,594	5,247	17,579	12,463	0	36,524	<b>84,406</b>
037	Building	18,360	7,650	25,628	18,169	0	53,489	<b>123,297</b>
038	Economic Development	5,855	2,439	8,172	5,794	0	16,738	<b>38,997</b>
054	Street	24,451	10,188	34,130	24,197	13,938	7,254	<b>114,157</b>
070	Transit	31,141	12,976	43,468	30,817	53,125	9,206	<b>180,733</b>
052	Water	28,275	11,781	39,468	27,981	13,938	8,382	<b>129,825</b>
053	Sewer	30,176	12,573	42,120	29,861	13,938	8,940	<b>137,608</b>
055	Stormwater	7,423	3,093	10,362	7,346	13,938	2,217	<b>44,378</b>
056	SandyNet	27,396	11,415	38,240	27,111	0	8,164	<b>112,326</b>
072	Urban Renewal	4,367	1,820	6,096	4,322	0	1,302	<b>17,906</b>
<b>Totals</b>		<b>480,000</b>	<b>200,000</b>	<b>670,000</b>	<b>475,000</b>	<b>125,000</b>	<b>259,000</b>	<b>2,209,000</b>

NOTES:

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

# Financial Policies

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## CAPITAL ASSETS POLICY

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

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

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

## FUND BALANCE POLICY

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

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

# Financial Policies

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

## GENERAL FUND RESERVE POLICY

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

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

## INVESTMENT POLICY

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

# Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**NO. 2019-08**

**A Resolution Adopting the Biennium 2019 - 21 Budget, Making Appropriations, and Levying Taxes**

**Whereas,** the City of Sandy desires to adopt a budget for the biennial period July 1, 2019 to June 30, 2021, make appropriations, and levy property taxes, as required by ORS Chapter 294.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sandy that:**

Section 1. The City Council hereby adopts the budget for the biennium 2019 - 2021 in the sum of \$71,760,059. The budget is now on file at the Finance Department, City Hall, Sandy, OR.

Section 2. The amounts listed below are hereby appropriated for the biennium beginning July 1, 2019 for the purposes stated.

**GENERAL FUND**

Mayor & Council	\$ 87,980
Administration	487,961
Legal	207,414
Municipal Court	196,026
Finance	772,100
Library	3,249,693
Police	6,700,388
Recreation	1,000,614
Seniors	1,288,054
Parks, Buildings, & Grounds	907,298
Planning	781,783
Building	1,157,665
Economic Development	250,344
Non-Departmental	1,286,189
Information Technology	585,813
General Revenue Transfers	9,791,000
<b>Total Appropriations</b>	<b>\$ 28,750,322</b>

**SPECIAL REVENUE FUNDS**

<u>Street Fund</u>	
Operations	\$ 2,278,569
Capital	4,000,658
Contingency	1,575,429
<b>Total Appropriations</b>	<b>\$ 7,854,656</b>

Transit Fund



Operations	\$ 4,049,356
Capital	2,618,000
Contingency	1,029,526
<b>Total Appropriations</b>	<b>\$ 7,696,882</b>

Aquatic/Recreation Center Fund

Personnel Services	\$ 47,700
Materials & Services	206,000
Contingency	39,782
<b>Total Appropriations</b>	<b>\$ 293,482</b>

**CAPITAL PROJECTS FUND**

Parks

Materials & Services	\$ 204,687
Capital Outlay	1,250,000
Contingency	1,024,874
<b>Total Appropriations</b>	<b>\$ 2,479,561</b>

**DEBT SERVICE FUND**

Full Faith & Credit Fund

Debt Service	\$ 1,775,634
<b>Total Appropriations</b>	<b>\$ 1,775,634</b>

**ENTERPRISE FUNDS**

Water Fund

Operations	\$ 2,809,537
Capital	1,448,892
Contingency	1,452,441
<b>Total Appropriations</b>	<b>\$ 5,710,870</b>

Sewer Fund

Operations	\$ 3,039,115
Capital	6,950,811
Contingency	200,000
<b>Total Appropriations</b>	<b>\$ 10,189,926</b>

Stormwater Fund

Operations	\$ 763,240
Capital	194,680
Contingency	1,171
<b>Total Appropriations</b>	<b>\$ 959,091</b>

Telecommunications Fund

Operations	\$ 1,947,411
Capital	1,661,718
Contingency	10,341
<b>Total Appropriations</b>	<b>\$ 3,619,470</b>

**INTERNAL SERVICE FUNDS**

<u>Operations Center</u>	
Materials & Services	\$ 124,000
Capital Outlay	2,000
<b>Total Appropriations</b>	<b>\$ 126,000</b>

<u>Facilities Maintenance Center</u>	
Materials & Services	\$ 100,000
Contingency	340,000
<b>Total Appropriations</b>	<b>\$ 440,000</b>

**SUMMARY OF ALL FUNDS**

Total Appropriations	\$ 69,895,894
Total Reserves	2,014,165
<b><u>Total Biennial Budget 2019-2021</u></b>	<b><u>\$ 71,910,059</u></b>

Section 3. The City Council hereby imposes the taxes provided for in the biennium 2019 - 2021 adopted budget at the rate of \$4.1152 per \$1,000 of assessed value as the permanent tax rate. The taxes imposed are classified pursuant to the categories and subject to the limits of section 11b, Article XI of the Oregon Constitution.

This resolution is adopted by the Common Council of the City of Sandy and approved by the Mayor this 3rd day of June 2019.




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Stan Pulliam, Mayor

ATTEST:




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Karey Milne, City Recorder