

# CITY OF SANDY, OREGON ADOPTED BUDGET BN 2025 - 2027





This page intentionally left blank

# Distinguished Budget Presentation Award

---

The Government Finance Officers Association of the United State and Canada (GFOA) presented an award of Distinguished Budget Presentation Award to the City of Sandy for its 2023-25 biennial budget.

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

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

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

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

Inquiries regarding the 2025-27 Biennial Budget for the City of Sandy, or requests for mailing, should be directed to:

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Sandy  
Oregon**

For the Biennium Beginning

**July 01, 2023**

*Christopher P. Morill*

**Executive Director**

# BN 2025-27 Adopted Budget

---

## Table of Contents

|                                 |    |   |     |
|---------------------------------|----|---|-----|
| Budget Message                  | 6  | Planning                                | 58  |
| City Overview & Demographics    | 11 | Building                                | 61  |
| City Council Goals              | 12 | Economic Development                    | 64  |
| Budget Process                  | 16 | Non-Departmental                        | 66  |
| Financial Trends                |    | Information Technology                  | 69  |
| Resources                       | 18 | Hoodland Library                        | 71  |
| Property Taxes                  | 19 | Facilities Maintenance                  | 74  |
| Requirements                    | 20 | Street Fund                             | 76  |
| Operating Budget                | 21 | Transit Fund                            | 81  |
| Debt Summary                    | 22 | Cedar Park Campus Fund                  | 87  |
| Budget Summaries                |    | Parks Capital Projects Fund             | 89  |
| Citywide                        | 24 | Sewer Bond Reserve Fund                 | 92  |
| General Fund                    | 25 | Full, Faith & Credit Fund               | 93  |
| Fund Balances                   | 27 | Water Fund                              | 94  |
| General Revenue Allocation      | 28 | Wastewater Fund                         | 100 |
| General Fund Department Budgets |    | Stormwater Fund                         | 106 |
| Mayor & Council                 | 30 | SandyNet Fund                           | 111 |
| Administration                  | 32 | Operations Center Fund                  | 116 |
| Legal                           | 34 | Asset Replacement Internal Service Fund | 118 |
| Court                           | 35 | Capital Improvement Projects            | 120 |
| Finance                         | 37 | Appendix                                |     |
| Sandy Library                   | 39 | Organizational Chart                    | 121 |
| Police                          | 43 | FTE Summary                             | 122 |
| Human Resources                 | 47 | Indirect Services Cost Allocation       | 130 |
| Recreation                      | 49 | Financial Policies                      | 131 |
| Seniors                         | 52 | Glossary                                | 133 |
| Parks & Trails                  | 55 |   |     |

# BN 2025-27 Budget Message

---

April 28, 2025

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

I am pleased to deliver the City of Sandy's 2025-27 Proposed Biennial Budget. The budget is balanced and represents a total spending plan of \$188,040,481. The budget incorporates the City Council goals and reflects our continued historic investments in our water and wastewater infrastructure and projects that enhance the quality of life for our community.

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

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

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

## Proposed Budget Highlights and Changes

In advance of the budget development, the City Council meets with department leadership and as a body to discuss and set goals for the upcoming biennium. For 2025-27, the Council adopted 81 goals and actions within 9 categories organized by service or theme area. The following goals and their relation to the budget are highlighted but the entire list of goals can be found in this budget document.

- ***Enhance public safety and community livability through enforcement of the municipal code.*** The Police Department's budget reflects the addition of a grant funded community services officer that will enhance the City's approach and response to municipal code violations and compliance, as well as addressing homelessness. Additionally, the addition of one police officer is also reflected in budget. \$50,000 has been allocated to address code issues that's that need to be abated by the City.
- ***Complete, adopt, and implement the SandyNet Master Plan to ensure the resiliency and sustainability of the utility, including staffing levels and space needs.*** The SandyNet Master Plan is nearly complete and ready for adoption. The budget proposes a \$7 per month rate increase for SandyNet accounts to ensure the financial sustainability of the utility. This rate increase allows for



# BN 2025-27 Budget Message

---

replacement and upgrades of system infrastructure, as well as sets aside funds for the planning and design work needed to construct a permanent facility for SandyNet offices.

- ***Budget for replacement of assets including vehicles and other major equipment.*** The continued effort for more thoughtful financial planning has led to the creation of several “set aside” accounts for future vehicle and equipment purchases in future biennia. This approach helps to minimize disruptive budget impacts in future years when asset replacement needs to occur, as funding will already be available.
- ***Utility Funds.*** The City’s historic period of reinvestment in our water and wastewater systems continues. Several Council goals were around completing specific projects. The budget includes over \$71 million in capital outlay between the Water and Wastewater Funds. The water and wastewater projects require the City to continuously update our utility rate models and implement rate increases as necessary. The budget assumes increases of 11.5 and 11 percent (years one and two) in water, 15 and 14 percent (years one and two) in wastewater, and \$1.00 per month for stormwater. These rate increases will ensure the City continues to meet deadlines related to Alder Creek Treatment Plant improvements, Portland Filtration Transmission System, Wastewater Treatment Plant improvements, and developing a Stormwater Master Plan.
- ***Invest in our park system for current and future residents of Sandy and continue expansion of recreational opportunities for the community.*** The Parks & Recreation Department is moving ahead with several Council goals and expanding recreational programming and popular events, such as Winterfest. Funding is also budgeted for Deer Pointe Park (\$1.88 million) and improvements to Meinig Park (\$1.7 million). The Fund also includes an appropriation (\$2 million) for land acquisition per the City Council’s goal of seeking land for future active park facilities.
- ***Provide support, resources, and assistance for a community-led effort to establish a parks and recreation special district.*** \$25,000 has been allocated to this goal in the proposed budget, which will provide the necessary funding to complete a community survey and other professional services that may be required to support this effort.
- ***Identify strategies to reduce the utility costs associated with the Bornstedt Park splash pad.*** Rising utility costs have made operating the splash pad increasingly expensive. In addition, irrigation costs at City parks have climbed in recent years. After researching what similar sized and neighboring communities do, it was discovered that many cities do not charge for water consumption in City parks. This budget adopts this approach, stabilizing the Parks and Trails budget with reduced utility costs of nearly \$100,000 over the biennium.

Other highlights include:

- **City Reserves and Fund Balances.** The City’s General Fund contingency remains at 5% (\$1.3 million) of operations, not including the department contingencies. In total, the City’s reserves are \$25.3 million with \$16.8 million of that residing in the Water and Wastewater Funds. Those fund balances indicate the building up of resources for the large future capital expenses and reserves needed for debt coverage that are required by our loan agreements.
- **Police Department Budget and Public Safety Fee.** The Proposed Budget slightly increases the Public Safety Fee from its current rate of \$4.50 per month to \$5.50 per month for residential accounts, as well as modifications to the rate structure for commercial accounts. The Fee has not been modified since it was initially adopted in 2019. The intent, when first adopted, was to ensure

# BN 2025-27 Budget Message

---

that enough revenue was generated to fully fund two positions. The proposed increase ensures that these two positions remain fully funded.

- **FTEs.** The total full-time equivalents for the City are proposed to increase 9.07 FTE to a total of 92.76. New positions include the addition of a grant funded Community Services Officer, a Police Officer, a Public Works Utility Worker, and a Communications Specialist. There are also several positions that are expected to be added later in the biennium, including a Senior Accountant, an Administrative Specialist, and a Mechanic. This increase also reflects positions that were added during the 2023-2025 biennium.

Finally, organizationally, the budget document has been updated with a few new departments and divisions. The Parks, Buildings, and Grounds division of the Parks and Recreation Department has been renamed Parks and Trails and no longer has building maintenance included. A new division, Facilities Maintenance, has been created to better track and present the cost of maintaining our various facilities. Several funds have newly developed departments to begin setting aside funding for future vehicle and equipment replacement. The Transit Fund also has a new department, County Contracts, to better present the contractual relationship between City of Sandy and Clackamas County. These modifications make the budget document more transparent and will assist readers in gaining a better understanding of how the City operates.

## Financial Trends and Assumptions

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

- **Inflation and Cost Inflation.** In January 2025, the consumer price index (CPI) for cities in the region was 1.9%. In comparison, two years ago the CPI was approximately 6%. This indicator drives increases in cost-of-living adjustments, materials, and anticipated contractual increases. On the capital budget side, the construction cost index (CCI) is an indicator that we closely monitor as it can have a large effect on our planning-level estimates and eventual bids for our major capital improvements. A third factor for our budget planning is interest rates. Increasing interest rates result in higher borrowing costs and total debt service that can influence our financing plans and must be accounted for in our rate modeling.
- **Property Values and Property Tax Revenue.** As demonstrated by the 2020 census, Sandy continues to be one of the fastest growing communities in Oregon. As a result, over the last five years, assessed values have averaged an annual increase of 5.9%. The City's current assessed value is approximately \$1.2 billion. This has translated into a healthy growth of property tax revenue, with \$850,000 more budgeted over the last biennium. However, despite having several projects in the pipeline with land use approval, we have conservatively budgeted a 4% (year 1) and 3.5% (year 2) assessed value growth. It is prudent to taper our historic growth rate given the uncertainty of the moratorium and its tempering effect on future development activity.
- **Development Activity.** With the temporary development moratorium and limited number of equivalent residential units available for new development, we are anticipating reduced



# BN 2025-27 Budget Message

---

applications and revenue for the Planning division. Even with the anticipated slowing, the Council's policies on cost recovery and development impact fees will generate increased resources for capital from the vested private projects still in the pipeline.

- **Other Revenues.** Household growth and rate adjustments from electric, gas, and garbage providers means Franchise Fee revenues are projected to increase this biennium. Overall, General revenues are budgeted to increase 11.6% over the last biennium.
- **Personnel Services.** The City's largest operating expenses are salaries and benefits for employees. At \$26.7 million, personnel expenses are increasing by 17.2% over the last biennium. Major drivers to the increase include cost of living increases tied the consumer price index and Police labor agreement, health insurance premiums, and the 9.07 new FTEs previously noted.
- **Debt Service.** As expected with the funding plans for the water and wastewater projects, total city debt is increasing. Total debt is now over \$58.5 million with an annual debt service of \$3.8 million. Debt service will continue to increase substantially in future biennia as the City begins repayment on several planning and construction loans related to water and wastewater infrastructure.
- **SandyNet.** The SandyNet Fund accounts for the revenue and expenses for the City's municipal fiber internet service. Since its construction in 2014, SandyNet has steadily increased its customer base – now 80% of residences – and its financial sustainability. While debt service continues to escalate until the construction bonds are paid off in 2035, revenue growth through new customers, intergovernmental agreements to expand ISP services, and gradual rate increases have allowed the utility to stay financially sustainable and affordable. The recently completed SandyNet Master Plan will create a roadmap for the utility to maintain its affordability and customer service focused brand.
- **Beginning Balances and Operations.** Many of the General Fund departments are anticipated to use a portion of their beginning balances to fund their operations during the biennium. While this doesn't present an immediate issue, this is an indicator that requirements are outpacing resources. As such, staff will spend the upcoming year conducting analysis and projecting future budgets to have a thoughtful, financially sustainable plan for the General Fund.

## Budget Committee and City Council Input

Unlike many other cities in Oregon, the City is fortunate to be in a position to have a surplus of General Fund resources due to greater than projected general revenues collected in the current biennium.

The total amount available in the general fund over and above our reserve policy minimum is **\$467,000** and is currently included in the General Fund's Non-Departmental contingency line. This amount could be used to fund additional one-time expenditures or held in reserves to fund future Council objectives.

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

- **Increase General Fund Reserves.** The City's current policy for General Fund Contingency is 5% of operations with a goal to increase the policy to 10% of operations. Increasing the contingency would grow the City's general fund reserves to further improve the city's position during emergencies, changes in economic activity, cash flow, and other unforeseen expenses.

# BN 2025-27 Budget Message

---

- Payoff Interfund Loan Balances. Another option would be the early payoff and elimination of the interfund loans between the Transit Fund and the Police Department and SandyNet Fund, as well as the Wastewater and Stormwater Fund. An additional \$77,000 to the Police Department, \$55,000 transferred to the SandyNet Fund, and \$248,000 to the Stormwater Fund would ensure the loans are paid in full by the end of the 2025-27 biennium. Wiping out this debt early would better position these departments/funds to add future staff to keep up with our level of service as our population and customer base grows.
- Covered Play Area. The construction of Deer Pointe Park will include a full court basketball court. This amenity will obviously be used for basketball but could also serve as an outdoor play space for other activities. Some members of the Council have expressed their desire to add a cover to this court to ensure it is usable year-round. The anticipated cost of this cover is approximately \$350,000. The Council has their department contingency of \$200,000 that could fund a good portion of this, and the remaining \$150,000 could come from the surplus general revenue.

## Conclusion

I want to extend a huge thank you to our staff for their work in putting together their budgets, especially Tyler Wallace who, as the incoming Finance Director, has immersed himself in learning the City's financial background, worked with department leadership to understand their needs, and has done the heavy lifting as well as the detail work to bring it all together. The City of Sandy is a unique organization with a breadth of services that are not commonly found together in most Oregon municipalities. It takes a dedicated and passionate City Council, staff team, and community volunteers to effectively plan, guide, and manage such a range of services and programs.

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

Respectfully,



Tyler Deems  
City Manager

# Sandy, Oregon

## City Overview

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

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

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

### Demographics & City Stats

|   |                 |
|---|-----------------|
| Population                                | 12,933          |
| Incorporation                             | 1911            |
| Form of Government                        | Council/Manager |
| Households                                | 4,643           |
| Median Age                                | 38.5            |
| City Parks                                | 16              |
| Park Acreage                              | 282.62          |
| Miles of City Streets                     | 46.11           |
| Miles from Timberline Lodge               | 34              |
| Miles from Portland International Airport | 25              |

### Economic Indicators

|   |           |
|---|-----------|
| Largest Employers                           |           |
| Oregon Trail School District                | 351       |
| Fred Meyer                                  | 213       |
| Safeway                                     | 126       |
| Mt. Hood Corporations, Inc.                 | 113       |
| STA of Oregon, Inc.                         | 111       |
| Unemployment Rate                           | 2.87%     |
| Median Household Income                     | \$102,201 |
| Average market value of Residential homes   | \$450,200 |
| Average assessed value of residential homes | \$240,798 |

## 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.

### 2025 City Council

Mayor Kathleen Walker  
Council President Don Hokanson  
Councilor Chris Mayton  
Councilor Laurie Smallwood  
Councilor Rich Sheldon  
Councilor Kristina Ramseyer  
Councilor Lindy Hanley

### Appointed Budget Committee Members

Jan Lee  
Amelia Page  
Jeremy Pietzold  
Linda Malone  
Carl Exner  
Darren Wegener  
Art O'Leary

# Budget Process

---

## Council Goals

Each year the City Council sets goals for the community and city government. These goals help direct the budget and work program for city staff. The Council adopted the following goals for the 2025-27 biennium:

### Police

- **1.1:** Enhance public safety and community livability through enforcement of the municipal code.
  - **1.1.1:** Establish a community livability committee.
- **1.2:** Continue addressing homelessness through partnerships with local and regional partners, including shared costs for staffing related to behavioral health needs.
- **1.3:** Continue to implement a traffic safety and speed enforcement program, including deployment of technology that will assist with enforcement and gather accurate speed data in areas of concern within the city.
  - **1.3.1:** Seek grant funding to support traffic safety and speed enforcement, and other programs within the Police Department.
- **1.4:** Evaluate the Public Safety Fee and explore options for basing fees on safety response demand.
- **1.5:** Ensure that the School Resource Officer program remains financially sustainable.
- **1.6:** Update Park Rules and City Facility Rules to ensure safe and equitable use for all.

### Library

- **2.1:** Advocate for the financial independence of the Sandy and Hoodland Libraries.
  - **2.1.1:** Explore alternative funding sources if necessary.
- **2.2:** Identify and secure the remaining funds needed to upfit the outreach vehicle.

### SandyNet

- **3.1:** Complete, adopt, and implement the SandyNet Master Plan to ensure the resiliency and sustainability of the utility, including staffing levels and space needs.
  - **3.1.1:** Develop clear criteria for determining when and where SandyNet expansion will occur.
- **3.2:** Advocate for development of a Clackamas County CBX master plan that incorporates Sandy's needs and priorities into the decision-making process for CBX system expansion in the Sandy area.

### Transit

- **4.1:** Continue to promote transit as a safe, efficient mode of transportation; Continue to increase ridership.
- **4.2:** Implement infrastructure improvements, including the Operations Center expansion, bus stops along the Clackamas Town Center route, and other improvements within the City.
- **4.3:** Advocate at the state level for improvements in statewide transportation funding, including STIF distribution to small/rural agencies.
- **4.4:** Identify funding and procure alternative fuel vehicles.

### Parks and Recreation

- **5.1:** Invest in our park system for current and future residents of Sandy and continue expansion of recreational opportunities for the community.

# Budget Process

---

- **5.1.1:** Complete Deer Pointe Park construction, Meinig Park renovations, and Tickle Creek Trail restoration.
- **5.1.2:** Pursue opportunities to purchase park land for future park facilities and/or natural area and open space preservation.
- **5.1.3:** Continue to expand Winterfest, and make it sustainable in terms of funding and staff capacity.
- **5.2:** Provide support, resources, and assistance for a community-led effort to establish a parks and recreation special district.
- **5.3:** Explore interim improvements at the former Cedar Ridge site, including potential paving and necessary stormwater management.
- **5.4:** Identify strategies to reduce the utility costs associated with the Bornstedt Park Splash pad.
- **5.5:** Pursue budget options for enhancing the department's maintenance capacity.
- **5.6:** Prioritize environmental stewardship that aligns with the objectives of the City.
- **5.7:** Work with community service personnel to ensure that parks are patrolled regularly and that park regulations are enforced.

## Development Services

- **6.1:** Develop a clear policy for ERU allocation that is strategically aligned with the City's interests.
- **6.2:** Review and formally adopt the Economic Development Strategic Plan as a Comprehensive Plan background document.
- **6.3:** Take action to update the City's zoning map.
- **6.4:** Revisit the Pleasant Street Master Plan with minimal reliance on consulting services.
- **6.5:** Apply for an ODOT Safe Routes to School Grant with cooperation and financial contribution from the Oregon Trail School District.
- **6.6:** Develop short-term rental regulations and pursue flexibility for usage of associated revenue.
- **6.7:** Develop policies and pursue funding opportunities to make the community more resilient against wildfire and other natural hazards.
- **6.8:** Study options for updating the City's regulations on outdoor burning.
- **6.9:** Ensure compliance with state legislative and regulatory mandates through code amendments that are responsible and reflect the community's values.
- **6.10:** Continue to improve and refine code language, policies, and practices related to code enforcement.
  - **6.10.1:** Establish a code enforcement abatement fund.
- **6.11:** Continue to pursue options for cost recovery.

## Public Works

### Water

- **7.1:** Complete Alder Creek Water Treatment Plant improvements.
- **7.2:** Progress construction of Portland Filtration Transmission System to near completion.
- **7.3:** Complete Water Management Conservation Plan Update.
- **7.4:** Explore a tiered rate structure for water consumption; review and update agreements with wholesale water customers.
- **7.5:** Secure necessary funding to complete projects.
  - **7.5.1:** Update system development charges.

# Budget Process

---

- **7.5.2:** Pursue all options for securing outside funding assistance for infrastructure projects.

## Wastewater

- **7.6:** Continue to comply with the terms of the consent decree.
  - **7.6.1:** Complete and adopt the Wastewater Facilities Plan Amendment.
  - **7.6.2:** Complete UV upgrades and other repairs and maintenance at the wastewater treatment plant.
  - **7.6.3:** Execute required CMOM and SARP programs.
- **7.7:** Complete ARPA-funded grant projects before grant expiration in December 2026.
  - **7.7.1:** Secure the 190 additional ERUs conditionally approved under the Capacity Assurance Program.
- **7.8:** Explore possible alternative wastewater treatment systems to facilitate targeted economic development under the moratorium.
- **7.9:** Secure necessary funding to complete projects.
  - **7.9.1:** Convert existing WIFIA loan to Gresham pipeline option.
  - **7.9.2:** Update system development charges.
  - **7.9.3:** Pursue all options for securing outside funding assistance for infrastructure projects.
- **7.10:** Provide comprehensive and accessible information on the City's water and wastewater infrastructure challenges, including past decisions, legal restrictions, evaluated options, proposed solutions, funding strategies, and implementation plans.

## Streets

- **7.11:** Complete pavement management plan; ensure pavement plans are visible and accessible to the public.
- **7.12:** Complete initial study of intersection at Highway 211 and Dubarko Road to determine required budget for safety improvements.
- **7.13:** Design and complete ADA ramps along Highway 211 as required by jurisdictional transfer agreement.
- **7.14:** Evaluate options to improve congestion at the intersection of Hwy 26 and Ten Eyck.

## Stormwater

- **7.15:** Begin development of stormwater master plan and rate study; address recovery of riparian areas as part of the plan.
- **7.16:** Continue to maintain and improve City assets.
  - **7.16.1:** Proactively manage and maintain stormwater treatment facilities.
  - **7.16.2:** Study potential upgrades to lower Meinig Park parking lot to address flooding.
  - **7.16.3:** Pursue solutions to challenges posed by center medians.
- **7.17:** Maintain compliance with existing and new state regulations related to stormwater.

## City Governance

- **8.1:** Establish a Heritage Advisory Board to preserve and celebrate Sandy through historical preservation, public art, and heritage tourism.
- **8.2:** Establish a Community Awards program to honor significant contributions and achievements.



# Budget Process

---

- **8.3:** Ensure adoption of asset management principles throughout the organization.
- **8.4:** Ensure proactive and effective communication with residents, particularly regarding major projects and fee impacts.
- **8.5:** Update the composition of the Urban Renewal Board.

## City Operations

- **9.1:** Supplement staff capacity to implement the Economic Development Strategic Plan to create more living wage jobs, support local business growth, and support a strong local economy.
- **9.2:** Improve the audio and visual technology in the Council Chambers.
- **9.3:** Address the City's immediate space needs; develop a long-term integrated space management plan that anticipates and plans for future needs.
- **9.4:** Budget for replacement of assets including vehicles and other major equipment.
- **9.5:** Encourage cross-department collaboration.
  - **9.5.1:** Collaborate on grant writing opportunities.
- **9.6:** Explore the possibility of hiring a grant writer.

# Budget Process

---

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

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

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

## Budget Committee

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

## City of Sandy Budget Approach and Philosophy

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

Unlike most local government budgets, Sandy's budget explicitly shows the amount of general revenues that are allocated to departments within the General Fund. These revenue allocations are ultimately set by the City Council through the budget process. Direct Service Departments in the General Fund develop their budgets, estimate department revenues, and provide supporting documentation to justify general revenue allocations.

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

# Budget Process

---

## Funds/Fund Structure

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

### *Governmental Funds*

- General Fund
  - 19 departments
- Street Fund
- Transit Fund
- Cedar Park Campus Fund
- City FF&C Debt Service Fund
- Parks Capital Projects Fund

### *Proprietary Funds*

- Water Fund
- Wastewater Fund
- Stormwater Fund
- SandyNet Fund
- Operations Center Internal Service Fund
- Asset Replacement Internal Service Fund

## Budget Calendar

### **January 2025**

- Council goal setting workshop

### **February 2025**

- Department directors prepare their individual budgets

### **March 2025**

- Appoint Budget Committee members
- City Manager prepares proposed budget

### **April 2023**

- Publish notice of budget committee meetings
- First budget committee meeting (April 28<sup>th</sup>)
  - Receive the budget message
  - Review the proposed budget
  - Receive public comment

### **May 2025**

- Second budget committee meeting (May 5<sup>th</sup>)
- Third budget committee meeting (May 12<sup>th</sup>)
- Budget committee approves budget
- Publish budget summary and notice of budget hearing

### **June 2025**

- Hold budget hearing (June 2<sup>nd</sup>)
- Council meeting to enact resolutions to adopt budget, make appropriations, and impose taxes
- Submit tax certification documents to County Assessor

### **July 2025**

- Submit copy of complete budget document to County Clerk

# Financial Trends

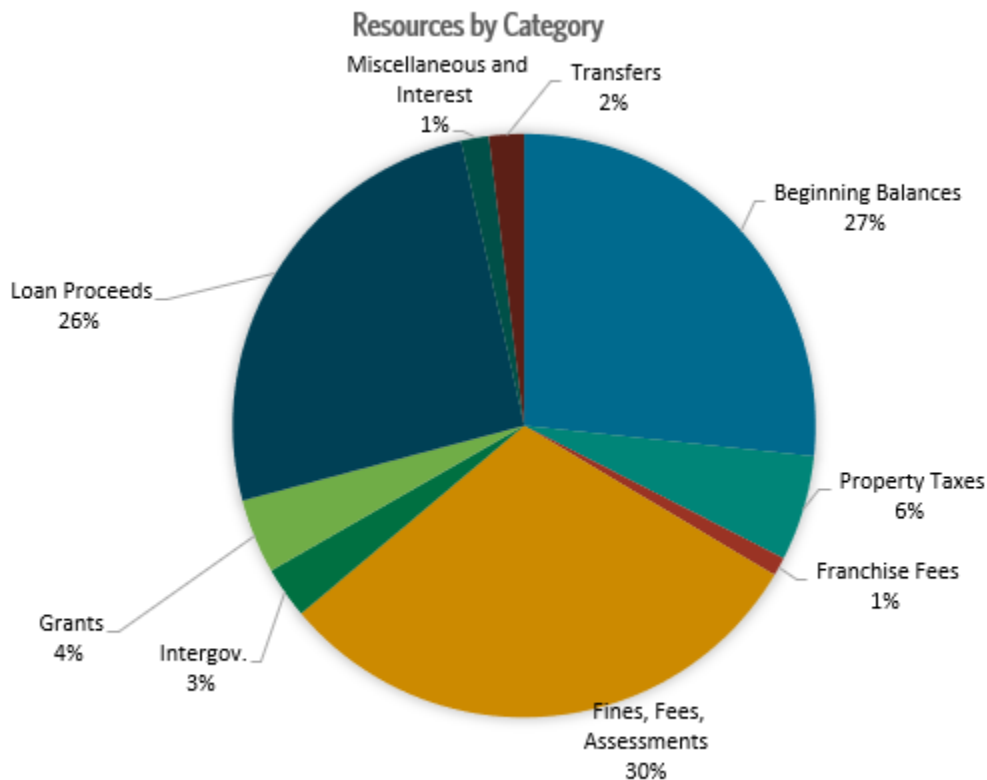
## Resources

The city's largest source of revenue are fines, fees, and assessments which includes utility fees and system development charges for water, wastewater, 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; 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 debt, department carryovers, and fund contingencies.

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

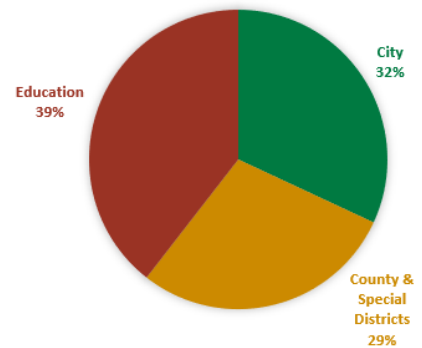
Grants include county, state, and federal grants for transit, police, senior services, and wastewater infrastructure reinvestment. Loan proceeds reflect a variety of new debt, largely in the Water and Wastewater Funds to complete work on both utilities' infrastructure projects. Additional information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



# Financial Trends

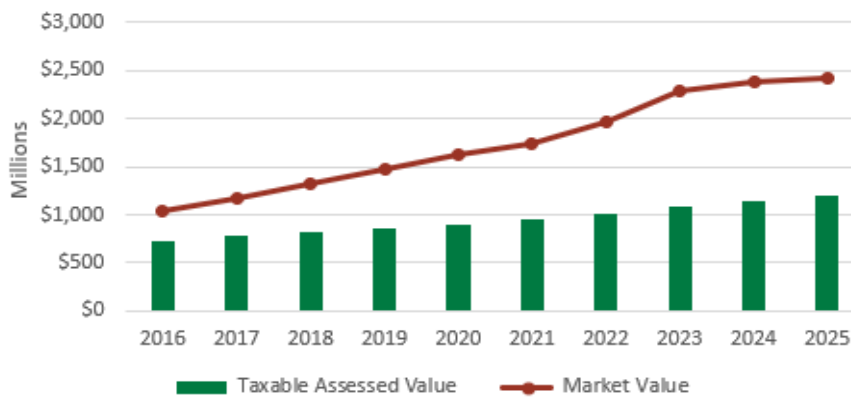
## Property Taxes

Property taxes are the largest source of revenue for the General Fund. The City's permanent tax rate is \$4.1152 per \$1,000 of assessed value. Taxes are calculated based on a property's assessed value. Assessed values can only increase for two reasons: an annual 3% increase if the assessed value is lower than its market value, or if improvements are made to the property that increases its value. Sandy's total taxable assessed value of \$1.199 billion is about 49% of the total market value.



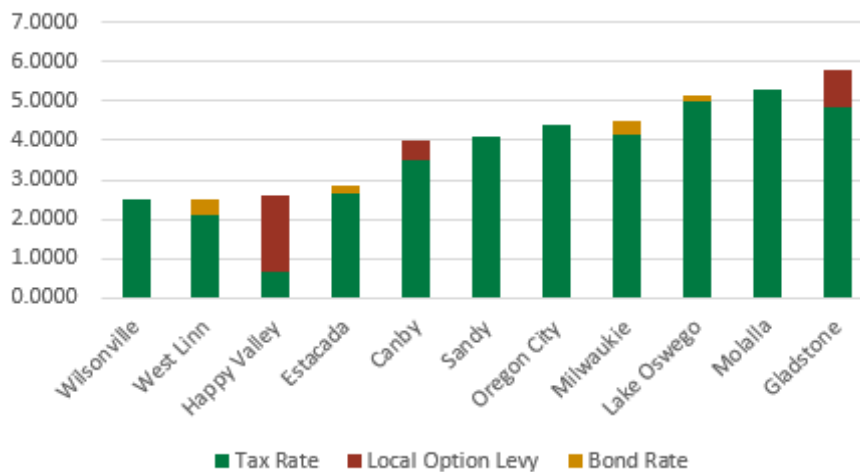
The City receives about 32% of a property's total tax bill. For a home with the average assessed value of \$240,798, the city receives about \$1,330.

### Taxable Assessed vs. Market Value



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

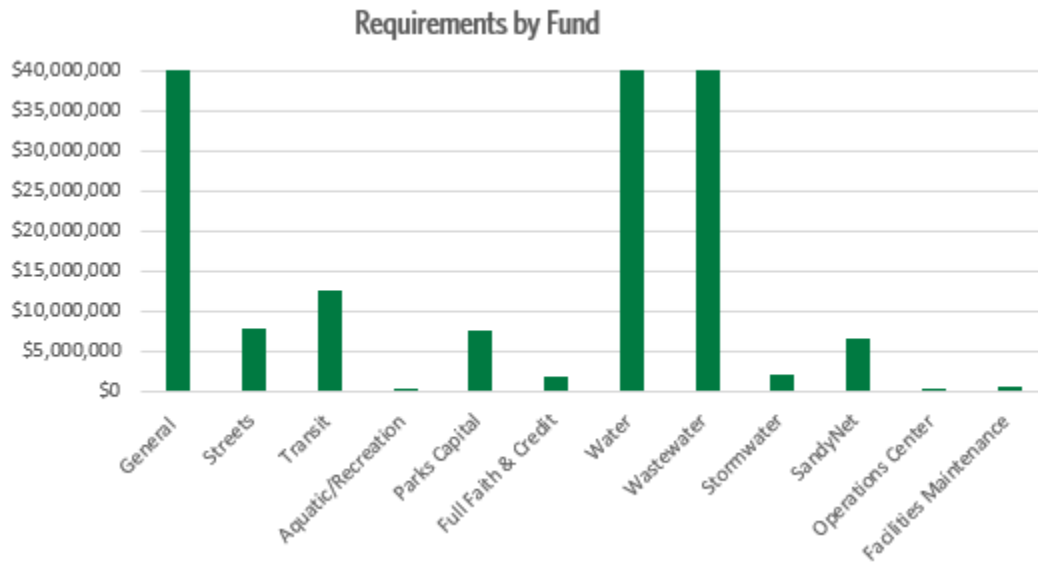
### Cities in Clackamas County Tax Rate Comparison



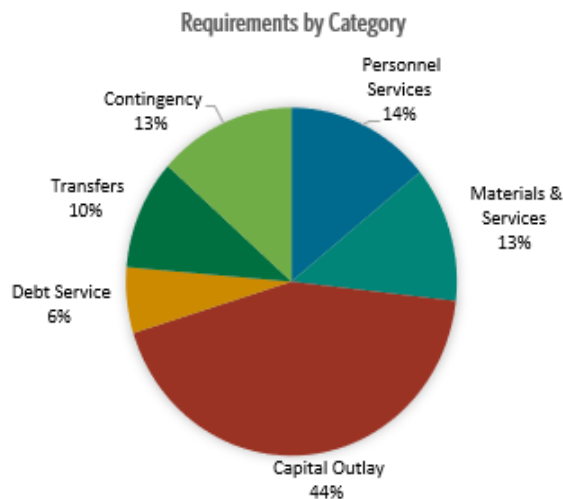
# Financial Trends

## Requirements

The total requirements citywide for the 2025-27 Biennium is \$188,040,481. The City's largest fund is the General Fund which includes general government services such as Police, Parks and Recreation, 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.



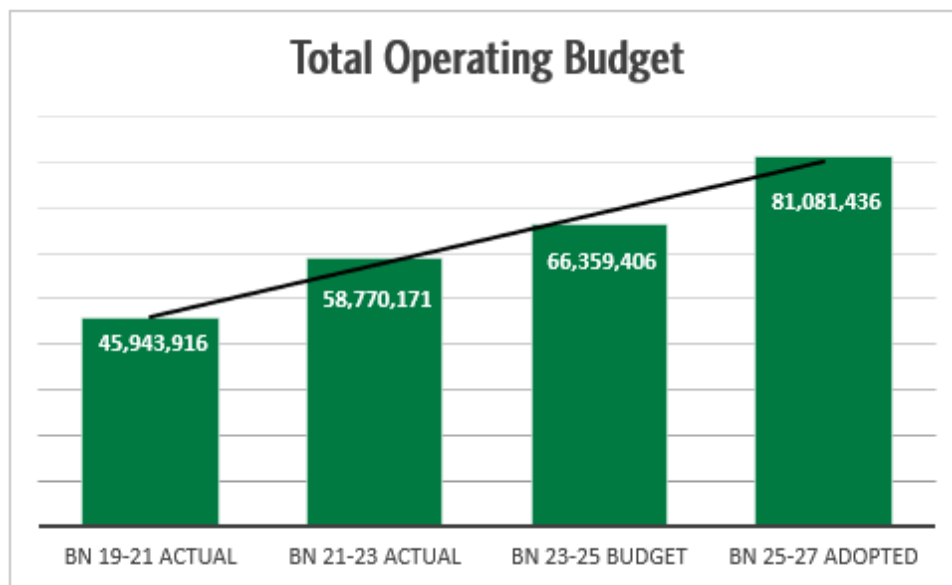


# Financial Trends

## 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.

| BN 25-27<br>Adopted    |                   |
|------------------------|-------------------|
| Category               |                   |
| Personnel Services     | 26,642,400        |
| Materials & Services   | 23,695,456        |
| Debt Service           | 11,500,762        |
| Transfers              | 19,242,818        |
| <b>Total Operating</b> | <b>81,081,436</b> |



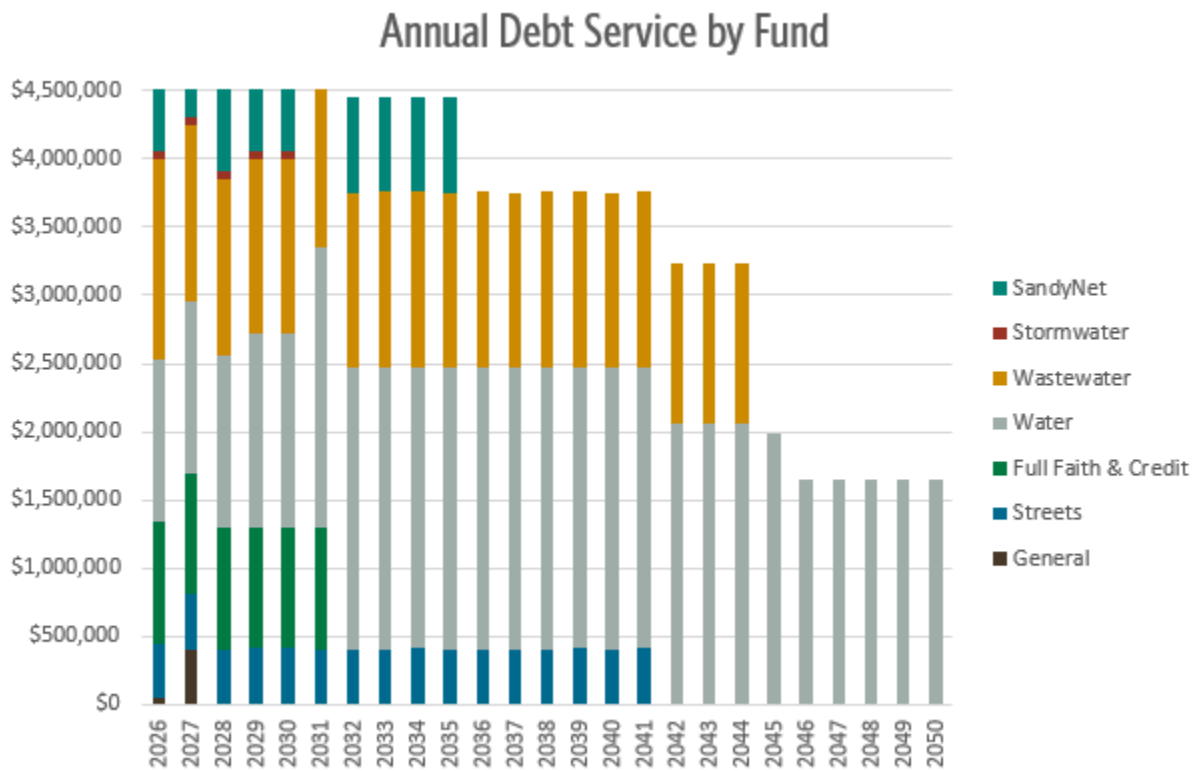
| Operating Budget by Fund      | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Adopted |
|-------------------------------|--------------------|--------------------|--------------------|---------------------|
| General *                     | 26,681,408         | 33,003,406         | 35,960,635         | 39,844,262          |
| Streets *                     | 2,445,013          | 2,383,255          | 3,739,333          | 3,553,166           |
| Transit *                     | 3,809,962          | 4,289,649          | 6,619,150          | 10,239,275          |
| Aquatic/Recreation            | 164,381            | 198,894            | 139,599            | 91,133              |
| Parks Capital                 | 147,130            | 170,655            | -                  | 160,000             |
| Sewer Bond Reserve            | -                  | 1,875,957          | -                  | -                   |
| Full Faith & Credit           | 1,775,634          | 1,775,633          | 1,775,634          | 1,775,634           |
| Water *                       | 3,271,286          | 3,840,196          | 4,995,335          | 8,923,530           |
| Wastewater *                  | 3,523,895          | 6,356,975          | 7,129,564          | 9,229,539           |
| Stormwater                    | 621,333            | 813,573            | 1,261,132          | 1,639,597           |
| SandyNet *                    | 3,289,787          | 3,867,599          | 4,588,024          | 5,400,300           |
| Operations Center             | 121,104            | 125,000            | 151,000            | 175,000             |
| Asset Replacement             | 92,984             | 69,379             | -                  | 50,000              |
| <b>Total Operating Budget</b> | <b>45,943,916</b>  | <b>58,770,171</b>  | <b>66,359,406</b>  | <b>81,081,436</b>   |

\* denotes major fund

# Debt Summary

## Citywide Debt Service

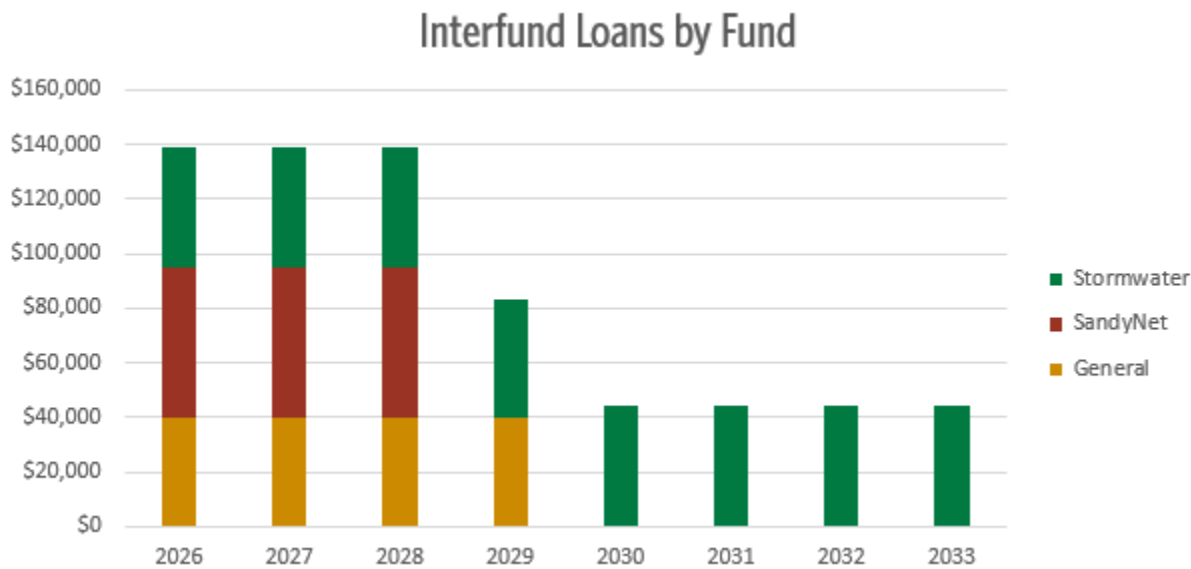
The city's total annual debt service (principal and interest payments) is over \$9.6 million for the 2025-27 biennium. Debt limitations for general obligation bonds are calculated at a rate of 3% of the real market value of property within city limits. The city currently has no general obligation bonds. The current bond rating is AA-, as confirmed by S&P Global in April 2025. The chart below reflects *existing* and *anticipated* debt service by fund as of July 1, 2025.



# Debt Summary

## Interfund Loans

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



# Budget Summaries

## Citywide Summary by Fund

|                     | Beginning Balance | Revenues           | Total Resources    | Operating Expenditures | Capital Outlay    | Contingency/ Reserve | Total Requirements |
|---------------------|-------------------|--------------------|--------------------|------------------------|-------------------|----------------------|--------------------|
| General             | 4,588,861         | 38,379,050         | 42,967,911         | 39,844,262             | 402,200           | 2,721,449            | 42,967,911         |
| Streets             | 2,563,293         | 5,287,500          | 7,850,793          | 3,553,166              | 1,635,000         | 2,662,627            | 7,850,793          |
| Transit             | 1,890,660         | 10,608,771         | 12,499,431         | 10,239,275             | 1,480,000         | 780,156              | 12,499,431         |
| Aquatic/Recreation  | 28,000            | 63,500             | 91,500             | 91,133                 | -                 | 367                  | 91,500             |
| Parks Capital       | 4,219,180         | 3,290,000          | 7,509,180          | 160,000                | 5,680,811         | 1,668,369            | 7,509,180          |
| Full Faith & Credit | -                 | 1,775,634          | 1,775,634          | 1,775,634              | -                 | -                    | 1,775,634          |
| Water               | 26,291,754        | 30,463,290         | 56,755,044         | 8,923,530              | 38,735,500        | 9,096,014            | 56,755,044         |
| Wastewater          | 5,088,708         | 44,231,652         | 49,320,360         | 9,229,539              | 32,370,000        | 7,720,821            | 49,320,360         |
| Stormwater          | 336,076           | 1,645,500          | 1,981,576          | 1,639,597              | 161,500           | 180,479              | 1,981,576          |
| SandyNet            | 164,062           | 6,312,620          | 6,476,682          | 5,400,300              | 1,040,265         | 36,117               | 6,476,682          |
| Operations Center   | 2,000             | 175,000            | 177,000            | 175,000                | -                 | 2,000                | 177,000            |
| Asset Replacement   | 235,370           | 400,000            | 635,370            | 50,000                 | 200,000           | 385,370              | 635,370            |
| <b>Total</b>        | <b>45,407,964</b> | <b>142,632,517</b> | <b>188,040,481</b> | <b>81,081,436</b>      | <b>81,705,276</b> | <b>25,253,769</b>    | <b>188,040,481</b> |

## Citywide Summary by Category

| Resources                | BN 25-27 Adopted   |
|--------------------------|--------------------|
| Beginning Balances       | 45,407,964         |
| Property Taxes           | 9,950,000          |
| Franchise Fees           | 1,765,000          |
| Fines, Fees, Assessments | 45,594,612         |
| Inter-governmental       | 4,881,700          |
| Interest                 | 2,228,500          |
| Grants                   | 12,986,400         |
| Transfers                | 3,301,805          |
| Loans Proceeds           | 43,672,300         |
| Miscellaneous            | 450,000            |
| Indirect Service Revenue | 3,838,200          |
| General Revenue          | 13,964,000         |
| <b>Total</b>             | <b>188,040,481</b> |

| Requirements         | BN 25-27 Adopted   |
|----------------------|--------------------|
| Personnel Services   | 26,642,400         |
| Materials & Services | 23,695,456         |
| Capital Outlay       | 81,705,276         |
| Debt Service         | 11,500,762         |
| Transfers            | 19,242,818         |
| Contingency          | 25,253,769         |
| <b>Total</b>         | <b>188,040,481</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, Parks & Recreation, Planning & Building, Municipal Court, 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 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance          | 2,418,486          | 2,942,346          | 4,809,806          | 4,588,861            | 4,588,861            | 4,588,861           |
| Property Taxes             | 7,455,155          | 8,369,306          | 9,100,000          | 9,950,000            | 9,950,000            | 9,950,000           |
| Franchise Fees             | 1,248,543          | 1,496,953          | 1,575,000          | 1,765,000            | 1,765,000            | 1,765,000           |
| Fines, Fees, & Assessments | 2,589,344          | 3,366,032          | 2,739,044          | 3,305,350            | 3,305,350            | 3,305,350           |
| Intergovernmental          | 3,698,263          | 3,492,622          | 4,425,594          | 4,881,700            | 4,881,700            | 4,881,700           |
| Interest                   | 103,588            | 264,494            | 75,000             | 335,000              | 335,000              | 335,000             |
| Grants                     | 296,630            | 2,913,969          | 345,443            | 183,300              | 183,300              | 183,300             |
| Loan Proceeds              | -                  | 140,440            | -                  | -                    | -                    | -                   |
| Miscellaneous Revenue      | 409,054            | 169,046            | 36,100             | 117,500              | 117,500              | 117,500             |
| Transfers                  | -                  | -                  | -                  | 100,000              | 100,000              | 100,000             |
| Indirect Service Revenue   | 2,047,294          | 2,358,997          | 2,479,765          | 3,838,200            | 3,838,200            | 3,838,200           |
| General Revenue            | 9,481,000          | 13,043,223         | 13,689,550         | 13,903,000           | 13,903,000           | 13,903,000          |
| <b>Total Resources</b>     | <b>29,747,358</b>  | <b>38,557,428</b>  | <b>39,275,302</b>  | <b>42,967,911</b>    | <b>42,967,911</b>    | <b>42,967,911</b>   |
| Personnel Services         | 11,668,711         | 12,650,652         | 15,497,600         | 18,086,700           | 18,086,700           | 18,086,700          |
| Materials & Services       | 3,302,158          | 4,271,460          | 4,406,450          | 5,000,806            | 5,000,806            | 5,000,806           |
| Capital Outlay             | 224,869            | 421,023            | 1,105,900          | 402,200              | 402,200              | 402,200             |
| Debt Service               | 287,486            | 244,616            | 260,386            | 221,432              | 221,432              | 221,432             |
| Transfers                  | 11,423,053         | 15,836,678         | 15,796,199         | 16,535,324           | 16,535,324           | 16,535,324          |
| Contingency                | -                  | -                  | 2,323,767          | 2,721,449            | 2,721,449            | 2,721,449           |
| <b>Total Requirements</b>  | <b>26,906,278</b>  | <b>33,424,429</b>  | <b>39,390,302</b>  | <b>42,967,911</b>    | <b>42,967,911</b>    | <b>42,967,911</b>   |

# Budget Summaries

## General Fund Summary by Department

| General Fund              | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| General Revenue           | 10,328,364         | 14,206,055         | 12,463,000         | 13,964,000           | 13,964,000           | 13,964,000          |
| Mayor & Council           | 86,097             | 114,811            | 631,377            | 343,702              | 810,702              | 810,702             |
| Administration            | 524,331            | 723,375            | 867,200            | 1,028,100            | 1,028,100            | 1,028,100           |
| Legal                     | 195,696            | 256,673            | 262,000            | 312,000              | 312,000              | 312,000             |
| Municipal Court           | 208,843            | 176,355            | 162,000            | 239,200              | 239,200              | 239,200             |
| Finance                   | 743,699            | 861,914            | 596,000            | 988,700              | 988,700              | 988,700             |
| Sandy Library             | 3,337,382          | 3,637,820          | 3,373,841          | 3,412,051            | 3,412,051            | 3,412,051           |
| Police                    | 6,742,433          | 7,809,196          | 8,472,908          | 9,679,956            | 9,679,956            | 9,679,956           |
| Human Resources           | -                  | -                  | 426,550            | 425,600              | 425,600              | 425,600             |
| Recreation                | 897,868            | 1,005,230          | 1,110,909          | 1,173,773            | 1,173,773            | 1,173,773           |
| Seniors                   | 1,380,997          | 1,419,196          | 1,503,076          | 1,422,023            | 1,422,023            | 1,422,023           |
| Parks & Trails            | 886,284            | 1,001,292          | 1,666,085          | 1,682,471            | 1,682,471            | 1,682,471           |
| Planning                  | 911,966            | 1,277,724          | 1,421,043          | 1,503,099            | 1,503,099            | 1,503,099           |
| Building                  | 1,312,194          | 1,232,503          | 1,115,203          | 1,392,412            | 1,392,412            | 1,392,412           |
| Economic Development      | 279,614            | 283,279            | 299,204            | 149,634              | 149,634              | 149,634             |
| Non-Departmental          | 1,322,153          | 4,038,969          | 3,523,223          | 3,121,000            | 2,654,000            | 2,654,000           |
| Information Technology    | 589,436            | 513,037            | 782,050            | 798,800              | 798,800              | 798,800             |
| Hoodland Library          | -                  | -                  | 714,633            | 826,390              | 826,390              | 826,390             |
| Facilities Maintenance    | -                  | -                  | -                  | 505,000              | 505,000              | 505,000             |
| <b>Total Resources</b>    | <b>29,747,358</b>  | <b>38,557,428</b>  | <b>39,390,302</b>  | <b>42,967,911</b>    | <b>42,967,911</b>    | <b>42,967,911</b>   |
|                           |                    |                    |                    |                      |                      |                     |
| General Revenue           | 9,791,000          | 13,344,223         | 12,463,000         | 13,964,000           | 13,964,000           | 13,964,000          |
| Mayor & Council           | 78,286             | 107,624            | 631,377            | 343,702              | 810,702              | 810,702             |
| Administration            | 498,260            | 674,589            | 867,200            | 1,028,100            | 1,028,100            | 1,028,100           |
| Legal                     | 241,608            | 250,000            | 262,000            | 312,000              | 312,000              | 312,000             |
| Municipal Court           | 137,141            | 153,835            | 162,000            | 239,200              | 239,200              | 239,200             |
| Finance                   | 627,240            | 847,127            | 596,000            | 988,700              | 988,700              | 988,700             |
| Sandy Library             | 3,136,562          | 3,250,000          | 3,373,841          | 3,412,051            | 3,412,051            | 3,412,051           |
| Police                    | 6,480,822          | 7,257,691          | 8,472,908          | 9,679,956            | 9,679,956            | 9,679,956           |
| Human Resources           | -                  | -                  | 426,550            | 425,600              | 425,600              | 425,600             |
| Recreation                | 647,613            | 806,567            | 1,110,909          | 1,173,773            | 1,173,773            | 1,173,773           |
| Seniors                   | 1,140,477          | 1,006,663          | 1,503,076          | 1,422,023            | 1,422,023            | 1,422,023           |
| Parks & Trails            | 856,787            | 972,143            | 1,666,085          | 1,682,471            | 1,682,471            | 1,682,471           |
| Planning                  | 756,455            | 1,142,151          | 1,421,043          | 1,503,099            | 1,503,099            | 1,503,099           |
| Building                  | 910,343            | 839,818            | 1,115,203          | 1,392,412            | 1,392,412            | 1,392,412           |
| Economic Development      | 220,657            | 237,275            | 299,204            | 149,634              | 149,634              | 149,634             |
| Non-Departmental          | 798,627            | 2,051,207          | 3,523,223          | 3,121,000            | 2,654,000            | 2,654,000           |
| Information Technology    | 584,399            | 483,515            | 782,050            | 798,800              | 798,800              | 798,800             |
| Hoodland Library          | -                  | -                  | 714,633            | 826,390              | 826,390              | 826,390             |
| Facilities Maintenance    | -                  | -                  | -                  | 505,000              | 505,000              | 505,000             |
| <b>Total Requirements</b> | <b>26,906,278</b>  | <b>33,424,429</b>  | <b>39,390,302</b>  | <b>42,967,911</b>    | <b>42,967,911</b>    | <b>42,967,911</b>   |



# Fund Balances

## Beginning Balances and Contingencies by Fund/Department

| Fund/Department                | Beginning Balance | Projected Ending Balance | % Change       | Reason for Changes Larger Than 10% of Fund Balance   |
|--------------------------------|-------------------|--------------------------|----------------|--|
| General Revenue                | 761,000           | -                        |                |  |
| Mayor & Council Administration | 212,702           | 669,467                  |                |  |
| Legal                          | -                 | 20,000                   |                |  |
| Municipal Court                | 12,000            | 12,000                   |                |  |
| Finance                        | 11,200            | 4,947                    |                |  |
| Sandy Library                  | 90,700            | 19,000                   |                |  |
| Police                         | 305,651           | 70,288                   |                |  |
| Human Resources                | 196,956           | 58,387                   |                |  |
| Recreation                     | 74,300            | 6,500                    |                |  |
| Senior Services                | 126,473           | 14,000                   |                |  |
| Parks, Buildings, & Grounds    | 245,023           | 13,340                   |                |  |
| Planning                       | 19,471            | 49,479                   |                |  |
| Building                       | 381,999           | 139,873                  |                |  |
| Economic Development           | 584,912           | 290,825                  |                |  |
| Non-Departmental               | 4,634             | 5,743                    |                |  |
| Information Technology         | 1,441,000         | 1,300,000                |                |  |
| Hoodland Library               | -                 | 15,200                   |                |  |
| Facilities Maintenance         | 120,840           | 23,400                   |                |  |
| <b>General Fund Total</b>      | <b>4,588,861</b>  | <b>2,721,449</b>         | <b>-40.69%</b> | Expiration of ARPA of funds has resulted in spend down in some general fund departments. One-time costs associated with creating new facilities department. One-time and ongoing costs associated with creating asset replacement set-asides |
| Streets                        | 2,563,293         | 2,662,627                | 3.88%          |  |
| Transit                        | 1,890,660         | 780,156                  | -58.74%        | Due to capital expenditures for new equipment.   |
| Aquatic/Recreation             | 28,000            | 367                      | -98.69%        | Due to spending down fund balance intentionally as aquatics have been discontinued.  |
| Parks Capital                  | 4,219,180         | 1,668,369                | -60.46%        | Due to spending related to capital construction costs for new park development.  |
| Full Faith & Credit            | -                 | -                        | 0.00%          |  |
| Water                          | 6,235,400         | 9,096,014                | 45.88%         | Due to building up reserves for future capital projects and related debt service.  |
| Wastewater                     | 4,994,204         | 7,720,821                | 54.60%         | Due to building up reserves for future capital projects and related debt service.  |
| Stormwater                     | 336,076           | 180,479                  | -46.30%        | Due to building up reserves for future capital projects and related debt service.  |
| SandyNet                       | 164,062           | 36,117                   | -77.99%        | Due to spending related to capital reinvestment in the network and equipment   |
| Operations Center              | 2,000             | 2,000                    | 0.00%          |  |
| Asset Replacement              | 235,370           | 385,370                  | 63.73%         | Due to building up reserves for future capital investment in City assets (buildings and vehicles)  |
| <b>Subtotal Other Funds</b>    | <b>20,668,245</b> | <b>22,532,320</b>        |                |  |
| <b>City Total</b>              | <b>25,257,106</b> | <b>25,253,769</b>        |                |  |

## BN 2025-27 Budget Notes

- General Revenue category reflects more revenue estimated to be received into the general fund than budgeted in the BN 23-25.
- The Non-Departmental contingency is the General Fund's reserves which is budgeted at 5% of the fund's operations.
- The increase in utility fund balances reflects anticipated spending on capital projects.

# General Revenue

## Overview

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

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

The allocation of general revenues is shown explicitly as transfers to specific direct service departments (City Council, Municipal Court, Library, Police, Recreation, Seniors, Parks & Trails, Planning, Economic Development, Facilities, and Non-Departmental).

## Budget Summary & Detail

|                            | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance          | 539,879            | 537,364            | 630,000            | 761,000              | 761,000              | 761,000             |
| Property Taxes             | 7,455,155          | 8,369,306          | 9,100,000          | 9,950,000            | 9,950,000            | 9,950,000           |
| Franchise Fees             | 1,248,543          | 1,496,953          | 1,575,000          | 1,765,000            | 1,765,000            | 1,765,000           |
| Fines, Fees, & Assessments | 237,870            | 247,654            | 256,000            | 392,000              | 392,000              | 392,000             |
| Intergovernmental          | 738,678            | 824,295            | 842,000            | 836,000              | 836,000              | 836,000             |
| Interest                   | 81,614             | 183,925            | 50,000             | 250,000              | 250,000              | 250,000             |
| Grants                     | -                  | 2,529,223          | -                  | -                    | -                    | -                   |
| Miscellaneous              | 26,625             | 17,334             | 10,000             | 10,000               | 10,000               | 10,000              |
| <b>Total Resources</b>     | <b>10,328,364</b>  | <b>14,206,055</b>  | <b>12,463,000</b>  | <b>13,964,000</b>    | <b>13,964,000</b>    | <b>13,964,000</b>   |

### General Revenue Distribution:

|                           |                  |                   |                   |                   |                   |                   |
|---------------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Council                   | 73,000           | 107,000           | 124,000           | 131,000           | 598,000           | 598,000           |
| Administration            | -                | 129,000           | 158,000           | 135,000           | 135,000           | 135,000           |
| Court                     | 100,000          | 93,000            | 135,000           | 213,000           | 213,000           | 213,000           |
| Sandy Library             | 339,000          | 339,000           | 206,000           | 206,000           | 206,000           | 206,000           |
| Police                    | 5,660,000        | 6,215,000         | 6,670,000         | 7,618,000         | 7,618,000         | 7,618,000         |
| Recreation                | 563,000          | 605,000           | 705,000           | 803,000           | 803,000           | 803,000           |
| Seniors                   | 740,000          | 760,000           | 735,000           | 850,000           | 850,000           | 850,000           |
| Parks & Trails            | 743,000          | 870,000           | 1,400,000         | 1,500,000         | 1,500,000         | 1,500,000         |
| Planning                  | 280,000          | 547,000           | 920,000           | 850,000           | 850,000           | 850,000           |
| Economic Development      | 242,000          | 224,000           | 200,000           | 145,000           | 145,000           | 145,000           |
| Non-Departmental          | 741,000          | 3,154,223         | 1,210,000         | 1,267,000         | 800,000           | 800,000           |
| Facilities Maintenance    | -                | -                 | -                 | 185,000           | 185,000           | 185,000           |
| SandyNet                  | 150,000          | 60,000            | -                 | -                 | -                 | -                 |
| Aquatic/Rec Center Fund   | 160,000          | 241,000           | -                 | 61,000            | 61,000            | 61,000            |
| Parks Capital Fund        | -                | -                 | -                 | -                 | -                 | -                 |
| <b>Total Requirements</b> | <b>9,791,000</b> | <b>13,344,223</b> | <b>12,463,000</b> | <b>13,964,000</b> | <b>13,964,000</b> | <b>13,964,000</b> |

# General Revenue

## BN 2025-27 Budget Notes

- Property tax revenue reflects a citywide assessed value growth of 4.0% in FY25-26 and 3.5% in FY26-27.
- Fines, Fees, & Assessments reflects an increase the Transient Lodging Tax from 3% to 6%.
- General Revenue distribution to Non-Departmental accounts for a portion of the City's overall operating contingency.

| Account Number            | Account Name                                   | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|--|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-000-401000            | Beginning Balance                              | 539,879            | 537,364            | 630,000            | 761,000              | 761,000              | 761,000             |
| 110-000-410100            | Current Year Property Tax                      | 7,339,332          | 8,224,051          | 9,000,000          | 9,850,000            | 9,850,000            | 9,850,000           |
| 110-000-410200            | Prior Years Property Tax                       | 115,823            | 145,256            | 100,000            | 100,000              | 100,000              | 100,000             |
| 110-000-411100            | Transient Room Tax                             | 82,737             | 116,128            | 100,000            | 225,000              | 225,000              | 225,000             |
| 110-000-431001            | Franchise Fee Electricity                      | 778,887            | 911,944            | 970,000            | 1,100,000            | 1,100,000            | 1,100,000           |
| 110-000-431002            | Franchise Fee Telephone                        | 36,349             | 33,156             | 30,000             | 30,000               | 30,000               | 30,000              |
| 110-000-431003            | Franchise Fee Garbage                          | 103,951            | 174,555            | 165,000            | 180,000              | 180,000              | 180,000             |
| 110-000-431004            | Franchise Fee Television                       | 56,057             | 56,467             | 40,000             | 30,000               | 30,000               | 30,000              |
| 110-000-431005            | Franchise Fee Gas                              | 273,300            | 320,830            | 370,000            | 425,000              | 425,000              | 425,000             |
| 110-000-431120            | Telephone ROW Privilege Tax                    | 5,167              | 6,621              | 6,000              | 9,000                | 9,000                | 9,000               |
| 110-000-432100            | Business Licenses                              | 106,804            | 91,926             | 120,000            | 140,000              | 140,000              | 140,000             |
| 110-000-432400            | Liquor Licenses                                | 3,790              | 5,689              | 4,000              | 4,000                | 4,000                | 4,000               |
| 110-000-434300            | School Excise Administration Fee               | 3,256              | 3,012              | 2,000              | 2,000                | 2,000                | 2,000               |
| 110-000-440300            | Federal Grants                                 | -                  | 2,529,223          | -                  | -                    | -                    | -                   |
| 110-000-441110            | State Shared - Liquor                          | 435,921            | 485,859            | 515,000            | 500,000              | 500,000              | 500,000             |
| 110-000-441120            | State Shared - Revenue Share                   | 279,914            | 319,073            | 310,000            | 320,000              | 320,000              | 320,000             |
| 110-000-441130            | State Shared - Cigarette Tax                   | 22,843             | 19,362             | 17,000             | 16,000               | 16,000               | 16,000              |
| 110-000-454400            | Erosion Control Plan Review Fee                | 215                | -                  | -                  | -                    | -                    | -                   |
| 110-000-454500            | City Administration Fee                        | 629                | -                  | -                  | -                    | -                    | -                   |
| 110-000-455100            | Lien Search Fee                                | 27,870             | 19,597             | 20,000             | 10,000               | 10,000               | 10,000              |
| 110-000-471100            | Interest                                       | 81,614             | 183,925            | 50,000             | 250,000              | 250,000              | 250,000             |
| 110-000-478000            | Miscellaneous                                  | 26,625             | 17,334             | 10,000             | 10,000               | 10,000               | 10,000              |
| 110-000-478150            | PEG Fees                                       | 7,189              | 4,396              | 4,000              | 2,000                | 2,000                | 2,000               |
| 110-000-478300            | Garage Sale Sign Revenue                       | 213                | 285                | -                  | -                    | -                    | -                   |
| 110-000-479000            | Surplus Property                               | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Total Resources</b>    |  | <b>10,328,364</b>  | <b>14,206,055</b>  | <b>12,463,000</b>  | <b>13,964,000</b>    | <b>13,964,000</b>    | <b>13,964,000</b>   |
| 110-000-911024            | Revenue Distribution - Council                 | 73,000             | 107,000            | 124,000            | 131,000              | 598,000              | 598,000             |
| 110-000-911025            | Revenue Distribution - Administration          | -                  | 129,000            | 158,000            | 135,000              | 135,000              | 135,000             |
| 110-000-911027            | Revenue Distribution - Court                   | 100,000            | 93,000             | 135,000            | 213,000              | 213,000              | 213,000             |
| 110-000-911029            | Revenue Distribution - Sandy Library           | 339,000            | 339,000            | 206,000            | 206,000              | 206,000              | 206,000             |
| 110-000-911030            | Revenue Distribution - Police                  | 5,660,000          | 6,215,000          | 6,670,000          | 7,618,000            | 7,618,000            | 7,618,000           |
| 110-000-911033            | Revenue Distribution - Recreation              | 563,000            | 605,000            | 705,000            | 803,000              | 803,000              | 803,000             |
| 110-000-911034            | Revenue Distribution - Seniors                 | 740,000            | 760,000            | 735,000            | 850,000              | 850,000              | 850,000             |
| 110-000-911035            | Revenue Distribution - Parks & Trails          | 743,000            | 870,000            | 1,400,000          | 1,500,000            | 1,500,000            | 1,500,000           |
| 110-000-911036            | Revenue Distribution - Planning                | 280,000            | 547,000            | 920,000            | 850,000              | 850,000              | 850,000             |
| 110-000-911038            | Revenue Distribution - Economic Development    | 242,000            | 224,000            | 200,000            | 145,000              | 145,000              | 145,000             |
| 110-000-911039            | Revenue Distribution - Non-Departmental        | 741,000            | 3,154,223          | 1,210,000          | 1,267,000            | 800,000              | 800,000             |
| 110-000-911042            | Revenue Distribution - Facilities Maintenance  | -                  | -                  | -                  | 185,000              | 185,000              | 185,000             |
| 110-000-911056            | Revenue Distribution - SandyNet                | 150,000            | 60,000             | -                  | -                    | -                    | -                   |
| 110-000-911280            | Revenue Distribution - Aquatic/Rec Center Fund | 160,000            | 241,000            | -                  | 61,000               | 61,000               | 61,000              |
| 110-000-911350            | Revenue Distribution - Parks Capital Fund      | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Total Requirements</b> |  | <b>9,791,000</b>   | <b>13,344,223</b>  | <b>12,463,000</b>  | <b>13,964,000</b>    | <b>13,964,000</b>    | <b>13,964,000</b>   |

# Mayor & Council

## Department Overview

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

## 2023-25 Accomplishments and Highlights

- Updated City Council Rules.
- Maintained financial sustainability of the City, however, this is an ongoing item that will continue to be addressed during the biennium.

## Goals

- See Council Goals listed earlier in this document.

## Performance Measures

|                              | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|------------------------------|------|------|------|------|------|------|
| Council Agenda Items         | 116  | 106  | 138  | 129  | 156  | 129  |
| Work Session Items           | 15   | 18   | 20   | 13   | 18   | 12   |
| Council Meeting Time (hours) | 78   | 68   | 99   | 64   | 59   | 54   |

## Budget Summary & Detail

|                           | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance         | 11,930             | 7,811              | 7,377              | 212,702              | 212,702              | 212,702             |
| Miscellaneous             | 1,167              | -                  | -                  | -                    | -                    | -                   |
| General Revenue           | 73,000             | 107,000            | 624,000            | 131,000              | 598,000              | 598,000             |
| Indirect Service Revenue  | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Total Resources</b>    | <b>86,097</b>      | <b>114,811</b>     | <b>631,377</b>     | <b>343,702</b>       | <b>810,702</b>       | <b>810,702</b>      |
| Materials & Services      | 48,304             | 52,389             | 73,700             | 70,500               | 70,500               | 70,500              |
| Capital Outlay            | 223                | 878                | -                  | -                    | -                    | -                   |
| Transfers                 | 29,759             | 54,357             | 54,629             | 70,735               | 70,735               | 70,735              |
| Contingency               | -                  | -                  | 503,048            | 202,467              | 669,467              | 669,467             |
| <b>Total Requirements</b> | <b>78,286</b>      | <b>107,624</b>     | <b>631,377</b>     | <b>343,702</b>       | <b>810,702</b>       | <b>810,702</b>      |

## BN 2025-27 Budget Notes

- Materials & Services include funding for Councilors to attend the League of Oregon cities conference, service fees for hybrid meetings, organizational fees, and Council meeting expenses.
- Contingency adjusted to 2% of the department's operating budget, plus the remaining \$200,000 from BN 23-25 as well as \$467,000 allocated for BN 25-27 which can be used at the discretion of the Council for one-time expenditures.

# Mayor & Council

| Account Number            | Account Name                        | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|-------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-024-401100            | Beginning Balance                   | 11,930             | 7,811              | 7,377              | 212,702              | 212,702              | 212,702             |
| 110-024-478200            | Reimbursement                       | 1,167              | -                  | -                  | -                    | -                    | -                   |
| 110-024-490139            | Transfer from Non-Dept.             | -                  | -                  | 500,000            | -                    | -                    | -                   |
| 110-024-491110            | General Revenue                     | 73,000             | 107,000            | 124,000            | 131,000              | 598,000              | 598,000             |
| 110-024-492110            | Indirect Service Revenue            | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Total Resources</b>    |                                     | <b>86,097</b>      | <b>114,811</b>     | <b>631,377</b>     | <b>343,702</b>       | <b>810,702</b>       | <b>810,702</b>      |
| 110-024-601100            | Supplies                            | 4,322              | 4,028              | 4,000              | 6,000                | 6,000                | 6,000               |
| 110-024-601200            | Postage                             | 2                  | -                  | -                  | -                    | -                    | -                   |
| 110-024-601300            | Printing                            | -                  | 169                | 200                | -                    | -                    | -                   |
| 110-024-601400            | Copier Charges                      | 42                 | -                  | -                  | -                    | -                    | -                   |
| 110-024-601401            | Branding & Marketing                | 130                | -                  | 1,000              | -                    | -                    | -                   |
| 110-024-601500            | Public Notices                      | 120                | 226                | 500                | 500                  | 500                  | 500                 |
| 110-024-601600            | Organizational Fees                 | 5,000              | 3,000              | 6,000              | 5,000                | 5,000                | 5,000               |
| 110-024-601700            | Memberships                         | 4,262              | 6,254              | 10,000             | 10,000               | 10,000               | 10,000              |
| 110-024-602200            | Conferences                         | 8,426              | 12,825             | 18,000             | 15,000               | 15,000               | 15,000              |
| 110-024-602300            | Training & Professional Advancement | -                  | 395                | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-024-602500            | Meetings & Meals                    | 366                | 4,622              | 4,500              | 4,500                | 4,500                | 4,500               |
| 110-024-603100            | Mileage Reimbursement               | 899                | 165                | 500                | 500                  | 500                  | 500                 |
| 110-024-604100            | Repairs & Maintenance               | 1,680              | 53                 | -                  | -                    | -                    | -                   |
| 110-024-605100            | Contractual Services                | 6,834              | 8,434              | 10,000             | 8,000                | 8,000                | 8,000               |
| 110-024-607100            | Utilities                           | 10,375             | 8,979              | 12,000             | 12,000               | 12,000               | 12,000              |
| 110-024-624100            | Clackamas Cities Dinners            | 1,686              | 2,243              | 3,500              | 3,000                | 3,000                | 3,000               |
| 110-024-624200            | Council Work Sessions               | 1,986              | 650                | -                  | -                    | -                    | -                   |
| 110-024-624300            | Mayor and Council Expense           | 1,571              | 347                | -                  | -                    | -                    | -                   |
| 110-024-624600            | Volunteer Recognition               | 603                | -                  | 2,500              | 5,000                | 5,000                | 5,000               |
| 110-024-740000            | Furniture & Office Equipment        | 223                | 878                | -                  | -                    | -                    | -                   |
| 110-024-910670            | Transfer to Op Center IS Fund       | 885                | 885                | -                  | -                    | -                    | -                   |
| 110-024-911110            | Indirect Support Cost               | 28,874             | 53,472             | 54,629             | 70,735               | 70,735               | 70,735              |
| 110-024-951000            | Contingency                         | -                  | -                  | 503,048            | 202,467              | 669,467              | 669,467             |
| <b>Total Requirements</b> |                                     | <b>78,286</b>      | <b>107,624</b>     | <b>631,377</b>     | <b>343,702</b>       | <b>810,702</b>       | <b>810,702</b>      |

# Administration

## Department Overview

The Administration Department includes the City Manager, Deputy City Manager, and a portion of the Communications Specialist position. 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.

## 2023-25 Accomplishments and Highlights

- Grew communications by pushing social media content, regular website updates, and important content in the Sandy Source Newsletter.
- Launched new initiative to leverage video and other media tools to increase public engagement.
- Implemented enhanced staff report development / agenda preparation process.
- Coordinated intergovernmental collaboration to secure funding for infrastructure projects.

## Goals

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

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 1.56  | 2.01  | 2.05  | 2.20  |

## Budget Summary & Detail

|                           | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance         | 12,937             | 26,071             | 73,319             | -                    | -                    | -                   |
| Miscellaneous Revenue     | 31,394             | 1,304              | -                  | -                    | -                    | -                   |
| General Revenue           | -                  | 129,000            | 158,000            | 135,000              | 135,000              | 135,000             |
| Indirect Service Revenue  | 480,000            | 567,000            | 635,881            | 893,100              | 893,100              | 893,100             |
| <b>Total Resources</b>    | <b>524,331</b>     | <b>723,375</b>     | <b>867,200</b>     | <b>1,028,100</b>     | <b>1,028,100</b>     | <b>1,028,100</b>    |
| Personnel Services        | 483,350            | 652,639            | 827,200            | 976,600              | 976,600              | 976,600             |
| Materials & Services      | 8,729              | 21,856             | 26,500             | 31,500               | 31,500               | 31,500              |
| Capital Outlay            | 6,182              | 94                 | -                  | -                    | -                    | -                   |
| Contingency               | -                  | -                  | 13,500             | 20,000               | 20,000               | 20,000              |
| <b>Total Requirements</b> | <b>498,260</b>     | <b>674,589</b>     | <b>867,200</b>     | <b>1,028,100</b>     | <b>1,028,100</b>     | <b>1,028,100</b>    |

## BN 2025-27 Budget Notes

- General Revenue accounts for 50% of the Communications Specialist.
- Contingency set at approximately 2% of the department's operating budget.



# Administration

| Account Number            | Account Name                        | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|-------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-025-401100            | Beginning Balance                   | 12,937             | 26,071             | 73,319             | -                    | -                    | -                   |
| 110-025-478000            | Miscellaneous Revenue               | 6,394              | 1,264              | -                  | -                    | -                    | -                   |
| 110-025-478200            | Reimbursement                       | 25,000             | 40                 | -                  | -                    | -                    | -                   |
| 110-025-491110            | General Revenue                     | -                  | 129,000            | 158,000            | 135,000              | 135,000              | 135,000             |
| 110-025-492110            | Indirect Service Revenue            | 480,000            | 567,000            | 635,881            | 893,100              | 893,100              | 893,100             |
| <b>Total Resources</b>    |                                     | <b>524,331</b>     | <b>723,375</b>     | <b>867,200</b>     | <b>1,028,100</b>     | <b>1,028,100</b>     | <b>1,028,100</b>    |
| 110-025-511100            | Salaries                            | 349,687            | 472,602            | 578,000            | 630,000              | 630,000              | 630,000             |
| 110-025-511200            | Overtime                            | 4,327              | 2,063              | -                  | -                    | -                    | -                   |
| 110-025-521100            | Insurance Benefits                  | 15,570             | 16,843             | 31,000             | 94,000               | 94,000               | 94,000              |
| 110-025-521200            | FICA Taxes                          | 27,689             | 35,318             | 45,000             | 50,000               | 50,000               | 50,000              |
| 110-025-521300            | PERS                                | 81,764             | 119,179            | 160,000            | 190,000              | 190,000              | 190,000             |
| 110-025-521360            | Other Benefits                      | 1,257              | -                  | -                  | -                    | -                    | -                   |
| 110-025-521500            | Workers' Benefit Fund               | 161                | 162                | 300                | 300                  | 300                  | 300                 |
| 110-025-521600            | Unemployment Insurance              | 362                | 718                | 2,500              | 1,300                | 1,300                | 1,300               |
| 110-025-521700            | Paid Leave Oregon Tax               | -                  | 521                | 2,500              | 3,000                | 3,000                | 3,000               |
| 110-025-521800            | Workers' Comp Insurance             | 361                | 2,420              | 4,400              | 4,000                | 4,000                | 4,000               |
| 110-025-521900            | Transit Tax                         | 2,172              | 2,812              | 3,500              | 4,000                | 4,000                | 4,000               |
| 110-025-601100            | Supplies                            | 791                | 2,487              | 5,000              | 5,000                | 5,000                | 5,000               |
| 110-025-601200            | Postage                             | 90                 | 768                | 500                | 500                  | 500                  | 500                 |
| 110-025-601300            | Printing                            | -                  | -                  | 500                | -                    | -                    | -                   |
| 110-025-601400            | Copier Charges                      | 87                 | -                  | -                  | -                    | -                    | -                   |
| 110-025-601401            | Branding & Marketing                | 399                | -                  | 2,000              | 1,000                | 1,000                | 1,000               |
| 110-025-601700            | Memberships                         | 2,986              | 2,012              | 3,000              | 4,000                | 4,000                | 4,000               |
| 110-025-601800            | Books and Subscriptions             | 181                | 318                | 500                | 500                  | 500                  | 500                 |
| 110-025-602100            | Employee Recruitment                | 10                 | 10,836             | -                  | 500                  | 500                  | 500                 |
| 110-025-602200            | Conferences                         | 1,427              | 3,685              | 12,000             | 10,000               | 10,000               | 10,000              |
| 110-025-602300            | Training & Professional Advancement | 150                | 271                | 1,000              | 5,000                | 5,000                | 5,000               |
| 110-025-602500            | Meetings & Meals                    | 1,308              | 354                | 1,000              | 2,500                | 2,500                | 2,500               |
| 110-025-603100            | Mileage Reimbursement               | 5                  | 149                | 500                | 1,500                | 1,500                | 1,500               |
| 110-025-605100            | Contractual Services                | 1,295              | 247                | -                  | -                    | -                    | -                   |
| 110-025-607100            | Utilities                           | -                  | -                  | 500                | 1,000                | 1,000                | 1,000               |
| 110-025-639100            | Program - Youth Council             | -                  | 728                | -                  | -                    | -                    | -                   |
| 110-025-740000            | Furniture & Office Equipment        | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-025-740100            | Computer Equipment                  | 6,182              | 94                 | -                  | -                    | -                    | -                   |
| 110-025-951000            | Contingency                         | -                  | -                  | 13,500             | 20,000               | 20,000               | 20,000              |
| <b>Total Requirements</b> |                                     | <b>498,260</b>     | <b>674,589</b>     | <b>867,200</b>     | <b>1,028,100</b>     | <b>1,028,100</b>     | <b>1,028,100</b>    |

# Legal

## Department Overview

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

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

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

## Budget Summary & Detail

|                           | BN 19-21       | BN 21-23       | BN 23-25       | BN 25-27       | BN 25-27       | BN 25-27       |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                           | Actual         | Actual         | Budget         | Proposed       | Approved       | Adopted        |
| Beginning Balance         | (4,304)        | 6,673          | 12,000         | 12,000         | 12,000         | 12,000         |
| Indirect Service Revenue  | 200,000        | 250,000        | 250,000        | 300,000        | 300,000        | 300,000        |
| <b>Total Resources</b>    | <b>195,696</b> | <b>256,673</b> | <b>262,000</b> | <b>312,000</b> | <b>312,000</b> | <b>312,000</b> |
| Materials & Services      | 241,608        | 250,000        | 250,000        | 300,000        | 300,000        | 300,000        |
| Contingency               | -              | -              | 12,000         | 12,000         | 12,000         | 12,000         |
| <b>Total Requirements</b> | <b>241,608</b> | <b>250,000</b> | <b>262,000</b> | <b>312,000</b> | <b>312,000</b> | <b>312,000</b> |

## BN 2025-27 Budget Notes

- The budget reflects an increase in expenditures of \$50,000 for legal fees, as well as a modest contingency for unanticipated expenses that may arise from any of the many large-scale projects and potential land use cases in this biennium.

| Account Number            | Account Name             | BN 19-21       | BN 21-23       | BN 23-25       | BN 25-27       | BN 25-27       | BN 25-27       |
|---------------------------|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                           |                          | Actual         | Actual         | Budget         | Proposed       | Approved       | Adopted        |
| 110-026-401100            | Beginning Balance        | (4,304)        | 6,673          | 12,000         | 12,000         | 12,000         | 12,000         |
| 110-026-492110            | Indirect Service Revenue | 200,000        | 250,000        | 250,000        | 300,000        | 300,000        | 300,000        |
| <b>Total Resources</b>    |                          | <b>195,696</b> | <b>256,673</b> | <b>262,000</b> | <b>312,000</b> | <b>312,000</b> | <b>312,000</b> |
| 110-026-608102            | City Attorneys           | 241,608        | 250,000        | 250,000        | 300,000        | 300,000        | 300,000        |
| 110-026-951000            | Contingency              | -              | -              | 12,000         | 12,000         | 12,000         | 12,000         |
| <b>Total Requirements</b> |                          | <b>241,608</b> | <b>250,000</b> | <b>262,000</b> | <b>312,000</b> | <b>312,000</b> | <b>312,000</b> |

# Municipal Court

## Department Overview

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

## 2023-25 Accomplishments and Highlights

- Continued to improve processes and become more efficient while also reducing the amount of paper documents.
- Implemented show-cause hearings to allow the Court to act on old cases where the defendant has not complied with the judgement of the Court.

## Goals

- Increase collection of past due citations with the help of the City's collection agency.

## Performance Measures

|                     | 2019  | 2020  | 2021 | 2022 | 2023  | 2024  |
|---------------------|-------|-------|------|------|-------|-------|
| Citations Processed | 1,358 | 1,324 | 830  | 889  | 1,600 | 1,508 |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 0.63  | 0.65  | 0.56  | 0.69  |

## Budget Summary & Detail

|                            | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance          | 91,376             | 71,702             | 17,000             | 11,200               | 11,200               | 11,200              |
| Fines, Fees, & Assessments | 13,530             | 11,653             | 10,000             | 15,000               | 15,000               | 15,000              |
| Miscellaneous Revenue      | 3,937              | -                  | -                  | -                    | -                    | -                   |
| General Revenue            | 100,000            | 93,000             | 135,000            | 213,000              | 213,000              | 213,000             |
| <b>Total Resources</b>     | <b>208,843</b>     | <b>176,355</b>     | <b>162,000</b>     | <b>239,200</b>       | <b>239,200</b>       | <b>239,200</b>      |
| Personnel Services         | 82,507             | 105,711            | 103,500            | 175,900              | 175,900              | 175,900             |
| Materials & Services       | 26,940             | 25,332             | 32,450             | 32,450               | 32,450               | 32,450              |
| Capital Outlay             | 2,745              | 252                | -                  | -                    | -                    | -                   |
| Transfers                  | 24,949             | 22,540             | 23,123             | 25,903               | 25,903               | 25,903              |
| Contingency                | -                  | -                  | 2,927              | 4,947                | 4,947                | 4,947               |
| <b>Total Requirements</b>  | <b>137,141</b>     | <b>153,835</b>     | <b>162,000</b>     | <b>239,200</b>       | <b>239,200</b>       | <b>239,200</b>      |

## BN 2025-27 Budget Notes

- Increase FTE by 0.22 to reflect a staffing level closer to pre-COVID levels.
- Fines, Fees, & Assessments includes revenue from payment plans and license suspensions.
- 37% of Materials & Services reflects the expenses associated with the Municipal Court Judge.
- Contingency set at 2% of the department's operating budget.

# Municipal Court

| Account Number            | Account Name                        | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|-------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-027-401100            | Beginning Balance                   | 91,376             | 71,702             | 17,000             | 11,200               | 11,200               | 11,200              |
| 110-027-477000            | Court Fees                          | 13,530             | 11,653             | 10,000             | 15,000               | 15,000               | 15,000              |
| 110-027-478000            | Miscellaneous Revenue               | 3,937              | -                  | -                  | -                    | -                    | -                   |
| 110-027-491110            | General Revenue                     | 100,000            | 93,000             | 135,000            | 213,000              | 213,000              | 213,000             |
| <b>Total Resources</b>    |                                     | <b>208,843</b>     | <b>176,355</b>     | <b>162,000</b>     | <b>239,200</b>       | <b>239,200</b>       | <b>239,200</b>      |
| 110-027-511100            | Salaries                            | 55,883             | 77,674             | 74,000             | 95,000               | 95,000               | 95,000              |
| 110-027-511200            | Overtime                            | 1,130              | 244                | -                  | -                    | -                    | -                   |
| 110-027-521100            | Insurance Benefits                  | 2,400              | 939                | 1,000              | 43,000               | 43,000               | 43,000              |
| 110-027-521200            | FICA Taxes                          | 4,360              | 5,895              | 6,000              | 7,500                | 7,500                | 7,500               |
| 110-027-521300            | PERS                                | 13,633             | 20,191             | 21,000             | 29,000               | 29,000               | 29,000              |
| 110-027-521360            | Other Benefits                      | 4,479              | -                  | -                  | -                    | -                    | -                   |
| 110-027-521500            | Workers' Benefit Fund               | 42                 | 55                 | 100                | 100                  | 100                  | 100                 |
| 110-027-521600            | Unemployment Insurance              | 57                 | 118                | 400                | 200                  | 200                  | 200                 |
| 110-027-521700            | Paid Leave Oregon Tax               | -                  | 81                 | 400                | 400                  | 400                  | 400                 |
| 110-027-521800            | Workers' Comp Insurance             | 181                | 51                 | 100                | 100                  | 100                  | 100                 |
| 110-027-521900            | Transit Tax                         | 342                | 463                | 500                | 600                  | 600                  | 600                 |
| 110-027-601100            | Supplies                            | 14,953             | 14,345             | 16,000             | 16,000               | 16,000               | 16,000              |
| 110-027-601200            | Postage                             | 1,550              | 1,502              | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-027-601300            | Printing                            | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-027-601400            | Copier Charges                      | 37                 | -                  | -                  | -                    | -                    | -                   |
| 110-027-601401            | Branding & Marketing                | -                  | -                  | 250                | 250                  | 250                  | 250                 |
| 110-027-601700            | Memberships                         | -                  | -                  | 250                | 250                  | 250                  | 250                 |
| 110-027-601800            | Books and Subscriptions             | -                  | -                  | 250                | 250                  | 250                  | 250                 |
| 110-027-602100            | Employee Recruitment                | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-027-602200            | Conferences                         | -                  | -                  | 500                | 500                  | 500                  | 500                 |
| 110-027-602300            | Training & Professional Advancement | -                  | -                  | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-027-602500            | Meetings & Meals                    | -                  | -                  | 100                | 100                  | 100                  | 100                 |
| 110-027-603100            | Mileage Reimbursement               | -                  | -                  | 100                | 100                  | 100                  | 100                 |
| 110-027-605100            | Contractual Services                | 1,450              | -                  | -                  | -                    | -                    | -                   |
| 110-027-608100            | Professional Services               | 100                | 260                | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-027-608300            | Municipal Court Judge               | 8,850              | 9,225              | 12,000             | 12,000               | 12,000               | 12,000              |
| 110-027-740000            | Furniture & Office Equipment        | 1,887              | -                  | -                  | -                    | -                    | -                   |
| 110-027-740100            | Computer Equipment                  | 858                | 252                | -                  | -                    | -                    | -                   |
| 110-027-911110            | Indirect Support Cost               | 24,949             | 22,540             | 23,123             | 25,903               | 25,903               | 25,903              |
| 110-027-951000            | Contingency                         | -                  | -                  | 2,927              | 4,947                | 4,947                | 4,947               |
| <b>Total Requirements</b> |                                     | <b>137,141</b>     | <b>153,835</b>     | <b>162,000</b>     | <b>239,200</b>       | <b>239,200</b>       | <b>239,200</b>      |

# Finance

## Department Overview

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

## 2023-25 Accomplishments & Highlights

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

## Goals

- Continue to find creative ways to increase transparency and understanding of the City's finances.
- Continue to work with departments to increase the overall financial stability of the City.
- Increase payment compliance on utility accounts.
- Evaluate current accounts payable processes and look for ways to modernize and improve efficiency.

## Performance Measures

|                  | 2019  | 2020  | 2021  | 2022  | 2023  | 2024  |
|------------------|-------|-------|-------|-------|-------|-------|
| Utility Accounts | 3,900 | 3,998 | 4,021 | 4,076 | 4,128 | 4,179 |
| Insurance Claims | 9     | 21    | 12    | 9     | 19    | 14    |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 2.55  | 2.67  | 1.30  | 2.55  |

## Budget Summary & Detail

|                           | BN 19-21       | BN 21-23       | BN 23-25       | BN 25-27       | BN 25-27       | BN 25-27       |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                           | Actual         | Actual         | Budget         | Proposed       | Approved       | Adopted        |
| Beginning Balance         | 102,411        | 89,124         | 14,150         | 90,700         | 90,700         | 90,700         |
| Miscellaneous Revenue     | 7,994          | 790            | 1,000          | 1,000          | 1,000          | 1,000          |
| Indirect Service Revenue  | 633,294        | 772,000        | 580,850        | 897,000        | 897,000        | 897,000        |
| <b>Total Resources</b>    | <b>743,699</b> | <b>861,914</b> | <b>596,000</b> | <b>988,700</b> | <b>988,700</b> | <b>988,700</b> |
| Personnel Services        | 497,000        | 710,818        | 425,800        | 787,700        | 787,700        | 787,700        |
| Materials & Services      | 120,465        | 132,509        | 160,000        | 176,000        | 176,000        | 176,000        |
| Capital Outlay            | 9,775          | 3,800          | -              | 6,000          | 6,000          | 6,000          |
| Contingency               | -              | -              | 10,200         | 19,000         | 19,000         | 19,000         |
| <b>Total Requirements</b> | <b>627,240</b> | <b>847,127</b> | <b>596,000</b> | <b>988,700</b> | <b>988,700</b> | <b>988,700</b> |

Human Resources moved to own department in BN 23-25

# Finance

## BN 2025-27 Budget Notes

- Increase in FTE to 2.55 to bring staffing back to an appropriate level.
- 71% of Materials & Services is directly related to the cost of conducting the annual audit.
- Contingency set to 2% of the department's operating budget.

| Account Number            | Account Name                      | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|-----------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-028-401100            | Beginning Balance                 | 102,411            | 89,124             | 14,150             | 90,700               | 90,700               | 90,700              |
| 110-028-478000            | Miscellaneous Revenue             | 7,994              | 790                | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-028-492110            | Indirect Service Revenue          | 633,294            | 772,000            | 580,850            | 897,000              | 897,000              | 897,000             |
| <b>Total Resources</b>    |                                   | <b>743,699</b>     | <b>861,914</b>     | <b>596,000</b>     | <b>988,700</b>       | <b>988,700</b>       | <b>988,700</b>      |
| 110-028-511100            | Salaries                          | 355,396            | 517,431            | 286,000            | 480,000              | 480,000              | 480,000             |
| 110-028-511200            | Overtime                          | 3,487              | 1,700              | -                  | -                    | -                    | -                   |
| 110-028-521100            | Insurance Benefits                | 1,999              | 14,954             | 34,000             | 118,000              | 118,000              | 118,000             |
| 110-028-521200            | FICA Taxes                        | 27,562             | 39,162             | 22,000             | 38,000               | 38,000               | 38,000              |
| 110-028-521300            | PERS                              | 70,641             | 132,564            | 79,000             | 145,000              | 145,000              | 145,000             |
| 110-028-521360            | Other Benefits                    | 34,869             | -                  | -                  | -                    | -                    | -                   |
| 110-028-521500            | Workers' Benefit Fund             | 236                | 215                | 200                | 200                  | 200                  | 200                 |
| 110-028-521600            | Unemployment Insurance            | 360                | 780                | 1,200              | 1,000                | 1,000                | 1,000               |
| 110-028-521700            | Paid Leave Oregon Tax             | -                  | 523                | 1,200              | 2,000                | 2,000                | 2,000               |
| 110-028-521800            | Workers' Comp Insurance           | 289                | 417                | 400                | 500                  | 500                  | 500                 |
| 110-028-521900            | Transit Tax                       | 2,162              | 3,072              | 1,800              | 3,000                | 3,000                | 3,000               |
| 110-028-601100            | Supplies                          | 18,037             | 14,747             | 15,000             | 20,000               | 20,000               | 20,000              |
| 110-028-601200            | Postage                           | 1,937              | 1,559              | 1,500              | 1,500                | 1,500                | 1,500               |
| 110-028-601300            | Printing                          | -                  | -                  | -                  | 1,000                | 1,000                | 1,000               |
| 110-028-601400            | Copier Charges                    | 646                | -                  | -                  | -                    | -                    | -                   |
| 110-028-601401            | Branding & Marketing              | 1,201              | -                  | 1,000              | 500                  | 500                  | 500                 |
| 110-028-601500            | Public Notices                    | 681                | 320                | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-028-601600            | Organizational Fees               | 3,200              | 2,120              | 2,500              | 2,500                | 2,500                | 2,500               |
| 110-028-601700            | Memberships                       | 809                | 3,064              | 5,000              | 5,000                | 5,000                | 5,000               |
| 110-028-601800            | Books and Subscriptions           | 1,552              | -                  | -                  | 500                  | 500                  | 500                 |
| 110-028-602100            | Employee Recruitment              | 10                 | -                  | -                  | 1,000                | 1,000                | 1,000               |
| 110-028-602200            | Conferences                       | 771                | 1,024              | 3,000              | 3,000                | 3,000                | 3,000               |
| 110-028-602300            | Training & Professional Advanceme | 1,962              | 629                | 5,000              | 8,000                | 8,000                | 8,000               |
| 110-028-602500            | Meetings & Meals                  | 183                | 104                | 500                | 1,000                | 1,000                | 1,000               |
| 110-028-603100            | Mileage Reimbursement             | 589                | 52                 | 500                | 500                  | 500                  | 500                 |
| 110-028-604100            | Repairs and Maint                 | -                  | -                  | -                  | 500                  | 500                  | 500                 |
| 110-028-605100            | Contractual Services              | 87,796             | 108,850            | 125,000            | 125,000              | 125,000              | 125,000             |
| 110-028-607100            | Utilities                         | 1,080              | 40                 | -                  | -                    | -                    | -                   |
| 110-028-628100            | Bank Charges                      | 10                 | -                  | -                  | 5,000                | 5,000                | 5,000               |
| 110-028-740000            | Furniture & Office Equipment      | 4,693              | 1,143              | -                  | 3,000                | 3,000                | 3,000               |
| 110-028-740100            | Computer Equipment                | 5,082              | 2,657              | -                  | 3,000                | 3,000                | 3,000               |
| 110-028-951000            | Contingency                       | -                  | -                  | 10,200             | 19,000               | 19,000               | 19,000              |
| <b>Total Requirements</b> |                                   | <b>627,240</b>     | <b>847,127</b>     | <b>596,000</b>     | <b>988,700</b>       | <b>988,700</b>       | <b>988,700</b>      |

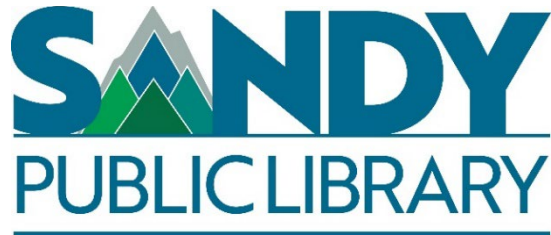


# Sandy Library

---

## Department Overview

The Sandy Library was founded in 1934 by the Sandy Woman's Club. Since 1977, when the first county-wide funding levy was approved by voters, Sandy has been one of the 12 public libraries in Clackamas County that have cooperated in an informal resource and revenue sharing network, named LINCC, which stands for "Libraries in Clackamas County". Over the past 36 years, LINCC



libraries have shared in the proceeds of a variety of county-wide funding mechanisms, which have culminated in the passage in November 2008 of a county-wide Library Service District with a permanent tax rate of \$0.3974 per thousand of assessed value. The Sandy Service Area extends from Boring to Wildcat Creek Road (Near Windells Ski Camp) and currently houses over 28,000 (city and unincorporated) residents. The Sandy Library resides in a city-owned facility of 11,620 square feet and will be open this coming year 56 hours per week.

The library supports the community in its endeavor to create lifelong readers. Support is provided to help residents learn to read and write, develop the ability to find accurate information, and connect to the online world. The department delivers on its mission by offering traditional library services including reference assistance and materials for entertainment and study, as well as high speed internet access, downloadable e-books and e-audiobooks, databases, the ability to receive and send information online (such as tax forms, job applications, and photos), and staff to assist customers in using technology. Community members enjoy library space to sit quietly and read or study. The library offers a seed library, library of things collection, and space for programs such as English language and reading tutoring, book clubs, story times, classes, musical performers, and community meetings. In addition to in-person programs, the library offers asynchronous story times, 'take & make' crafts for all ages, and virtual book groups.

## 2023-25 Accomplishments & Highlights

- Drafted all components of the strategic directive and currently seeking feedback from the community of their strategic goals.
- Advanced efforts to increase teamwork and training of staff.
- Updated department policies and procedures manual.
- Received \$150,000 from City Council to purchase a library outreach vehicle. Grants and community donations are being solicited to fund the remaining \$150,000.

## Goals

- Implement components of the LINCC Tactical Plan; Complete the Sandy Strategic Plan and begin implementation of the plan.
- Identify and secure the remaining funds needed to upfit the outreach vehicle.
- Create curriculum and implement classes for various computer and technology programs, including Excel and Canva.
- Train additional staff and update programs based on new principles; Present early literacy concepts to parents.



# Sandy Library

## Performance Measures

|                                  | 2019    | 2020    | 2021    | 2022    | 2023    | 2024    |
|----------------------------------|---------|---------|---------|---------|---------|---------|
| Circulation Count                | 348,818 | 274,270 | 169,821 | 271,103 | 270,293 | 278,769 |
| Items Added                      | 6,775   | 5,564   | 5,451   | 6,171   | 5,944   | 6,255   |
| Cardholders/Registered Borrowers | 14,565  | 13,814  | 12,104  | 11,390  | 10,733  | 10,913  |
| Information Questions            | 6,671   | 4,465   | 4,545   | 3,172   | 4,146   | 3,844   |
| Programs Offered                 | 593     | 431     | 90      | 315     | 488     | 688     |
| Participants in Programs         | 18,438  | 8,479   | 2,832   | 10,501  | 16,119  | 18,280  |
| Computer Sessions                | 16,003  | 10,710  | 1,101   | 5,820   | 6,531   | 6,473   |
| Wireless Sessions                | 25,267  | 27,329  | 9,044   | 23,176  | 25,417  | 21,907  |
| Visits                           | 164,993 | 122,400 | 5,258   | 72,620  | 138,944 | 146,008 |

## Staffing

|                  | 19-21        | 21-23        | 23-25        | 25-27        |
|------------------|--------------|--------------|--------------|--------------|
| <b>Total FTE</b> | <b>13.34</b> | <b>13.33</b> | <b>11.05</b> | <b>10.83</b> |

## Budget Summary & Detail

|                            | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance          | 87,579             | 200,819            | 331,989            | 305,651              | 305,651              | 305,651             |
| Intergovernmental          | 2,779,768          | 2,441,099          | 2,648,894          | 2,824,700            | 2,824,700            | 2,824,700           |
| Fines, Fees, & Assessments | 67,030             | 631,443            | 20,044             | 60,700               | 60,700               | 60,700              |
| Grants                     | 10,765             | 6,117              | 10,914             | 9,000                | 9,000                | 9,000               |
| Miscellaneous Revenue      | 53,239             | 19,342             | 6,000              | 6,000                | 6,000                | 6,000               |
| General Revenue            | 339,000            | 339,000            | 356,000            | 206,000              | 206,000              | 206,000             |
| <b>Total Resources</b>     | <b>3,337,382</b>   | <b>3,637,820</b>   | <b>3,373,841</b>   | <b>3,412,051</b>     | <b>3,412,051</b>     | <b>3,412,051</b>    |
| Personnel Services         | 2,230,671          | 2,403,052          | 2,440,500          | 2,400,200            | 2,400,200            | 2,400,200           |
| Materials & Services       | 450,113            | 450,150            | 308,250            | 372,100              | 372,100              | 372,100             |
| Capital Outlay             | 22,532             | 4,522              | 174,900            | 120,700              | 120,700              | 120,700             |
| Debt Service               | 91,874             | 90,292             | 90,292             | 90,332               | 90,332               | 90,332              |
| Transfers                  | 341,372            | 301,984            | 272,456            | 358,431              | 358,431              | 358,431             |
| Contingency                | -                  | -                  | 87,443             | 70,288               | 70,288               | 70,288              |
| <b>Total Requirements</b>  | <b>3,136,562</b>   | <b>3,250,000</b>   | <b>3,373,841</b>   | <b>3,412,051</b>     | <b>3,412,051</b>     | <b>3,412,051</b>    |

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

## BN 2025-27 Budget Notes

- Intergovernmental accounts for revenue from the Clackamas County Library District for the Sandy service area.
- Capital Outlay reflects the remaining expenditure related to the acquisition of the outreach vehicle (\$96,000).
- Debt Service reflects the principal and interest payments on the library construction loan.
- Sandy Library Program costs are separately funded by revenue from the Friends of Sandy Library Endowment Fund, which are held in a dedicated Trust Fund not identified within this budget document.

# Sandy Library

| Account Number         | Account Name                        | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|------------------------|-------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-029-401100         | Beginning Balance                   | 87,579             | 200,819            | 331,989            | 305,651              | 305,651              | 305,651             |
| 110-029-441210         | State Grants                        | 10,765             | 6,117              | 10,914             | 9,000                | 9,000                | 9,000               |
| 110-029-442400         | District Funding                    | 2,779,768          | 2,441,099          | 2,648,894          | 2,824,700            | 2,824,700            | 2,824,700           |
| 110-029-442500         | Other Agencies                      | -                  | 593,129            | -                  | -                    | -                    | -                   |
| 110-029-463100         | Fines                               | 17,232             | 24,179             | 14,000             | 5,400                | 5,400                | 5,400               |
| 110-029-475000         | Donations/Other                     | 45,636             | 8,971              | 1,400              | 51,000               | 51,000               | 51,000              |
| 110-029-477100         | Miscellaneous Revenue               | 53,239             | 19,342             | 6,000              | 6,000                | 6,000                | 6,000               |
| 110-029-477110         | Lost/Paid Fees                      | 2,671              | 5,164              | 4,644              | 4,300                | 4,300                | 4,300               |
| 110-029-477200         | Summer Reading Program              | -                  | (180)              | -                  | -                    | -                    | -                   |
| 110-029-478200         | Reimbursement                       | 1,491              | -                  | -                  | -                    | -                    | -                   |
| 110-029-490139         | Transfer from Non-Dept.             | -                  | -                  | 150,000            | -                    | -                    | -                   |
| 110-029-491110         | General Revenue - Operations        | 339,000            | 339,000            | 115,708            | 115,668              | 115,668              | 115,668             |
| 110-029-491111         | General Revenue - Debt              | -                  | -                  | 90,292             | 90,332               | 90,332               | 90,332              |
| <b>Total Resources</b> |                                     | <b>3,337,382</b>   | <b>3,637,640</b>   | <b>3,373,841</b>   | <b>3,412,051</b>     | <b>3,412,051</b>     | <b>3,412,051</b>    |
| 110-029-511100         | Salaries                            | 1,494,345          | 1,612,334          | 1,567,000          | 1,485,000            | 1,485,000            | 1,485,000           |
| 110-029-511200         | Overtime                            | 39                 | -                  | -                  | -                    | -                    | -                   |
| 110-029-521100         | Insurance Benefits                  | 198,506            | 219,844            | 298,000            | 335,000              | 335,000              | 335,000             |
| 110-029-521200         | FICA Taxes                          | 114,331            | 121,528            | 120,000            | 115,000              | 115,000              | 115,000             |
| 110-029-521300         | PERS                                | 384,824            | 433,177            | 430,000            | 445,000              | 445,000              | 445,000             |
| 110-029-521360         | Other Benefits                      | 23,717             | -                  | -                  | -                    | -                    | -                   |
| 110-029-521500         | Workers' Benefit Fund               | 1,093              | 972                | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-029-521600         | Unemployment Insurance              | 1,495              | 2,407              | 6,200              | 3,000                | 3,000                | 3,000               |
| 110-029-521700         | Paid Leave Oregon Tax               | -                  | 1,617              | 6,300              | 6,000                | 6,000                | 6,000               |
| 110-029-521800         | Workers' Comp Insurance             | 3,354              | 1,641              | 2,000              | 1,200                | 1,200                | 1,200               |
| 110-029-521900         | Transit Tax                         | 8,967              | 9,532              | 10,000             | 9,000                | 9,000                | 9,000               |
| 110-029-601100         | Supplies                            | 31,638             | 20,209             | 17,850             | 17,000               | 17,000               | 17,000              |
| 110-029-601200         | Postage                             | 133                | 108                | 400                | 100                  | 100                  | 100                 |
| 110-029-601300         | Printing                            | 545                | 522                | 500                | 400                  | 400                  | 400                 |
| 110-029-601400         | Copier Charges                      | 4,852              | 2,656              | -                  | -                    | -                    | -                   |
| 110-029-601401         | Branding & Marketing                | -                  | 1,236              | -                  | 2,000                | 2,000                | 2,000               |
| 110-029-601402         | Copier Charges - Hood               | 1,074              | 147                | 1,000              | -                    | -                    | -                   |
| 110-029-601600         | Organizational Fees                 | 75                 | -                  | -                  | -                    | -                    | -                   |
| 110-029-601700         | Memberships                         | 103                | 1,099              | 600                | 600                  | 600                  | 600                 |
| 110-029-601800         | Books and Subs. (NOT LIBR)          | 991                | 756                | 500                | 500                  | 500                  | 500                 |
| 110-029-602100         | Employee Recruitment                | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-029-602200         | Conferences                         | 479                | 1,000              | -                  | -                    | -                    | -                   |
| 110-029-602300         | Training & Professional Advancement | 1,669              | 1,068              | 3,000              | 5,000                | 5,000                | 5,000               |
| 110-029-602500         | Meetings & Meals                    | 364                | 592                | -                  | 1,100                | 1,100                | 1,100               |
| 110-029-603100         | Mileage Reimbursement               | -                  | 27                 | -                  | -                    | -                    | -                   |
| 110-029-604100         | Repairs & Maintenance               | 15,950             | 15,737             | 11,000             | 25,000               | 25,000               | 25,000              |
| 110-029-605100         | Contractual Services                | 49,060             | 46,850             | 36,500             | 40,000               | 40,000               | 40,000              |
| 110-029-605101         | Contractual Services - Hood         | -                  | 5,270              | -                  | -                    | -                    | -                   |
| 110-029-606120         | Building Rent - Hood                | 43,546             | 45,756             | -                  | -                    | -                    | -                   |
| 110-029-607100         | Utilities                           | 39,611             | 39,144             | 31,000             | 51,000               | 51,000               | 51,000              |

Requirements are continued on the following page

# Sandy Library

|                           |                                |                  |                  |                  |                  |                  |                  |
|---------------------------|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 110-029-607101            | Utilities - Hood               | -                | 11,281           | -                | -                | -                | -                |
| 110-029-608100            | Professional Services          | 4,889            | 7,069            | 7,500            | 8,500            | 8,500            | 8,500            |
| 110-029-609100            | Insurance                      | 17,867           | 13,499           | 15,000           | 24,000           | 24,000           | 24,000           |
| 110-029-629101            | Library Books                  | 81,256           | 73,526           | 81,000           | 81,000           | 81,000           | 81,000           |
| 110-029-629102            | Library Magazines              | 5,995            | 6,315            | 7,500            | 6,800            | 6,800            | 6,800            |
| 110-029-629103            | Videos/DVD's                   | 19,254           | 14,342           | 19,000           | 19,000           | 19,000           | 19,000           |
| 110-029-629104            | Acquisition Database           | 24,377           | 22,865           | 17,000           | 18,500           | 18,500           | 18,500           |
| 110-029-629105            | Video Games                    | 1,704            | 2,088            | 2,000            | 2,500            | 2,500            | 2,500            |
| 110-029-629106            | CD Music                       | 1,124            | 465              | 400              | 600              | 600              | 600              |
| 110-029-629107            | Audio Books                    | 6,942            | 7,702            | 7,400            | 7,400            | 7,400            | 7,400            |
| 110-029-629108            | Program Story Time             | 18               | -                | -                | -                | -                | -                |
| 110-029-629109            | Reference Databases            | 12,396           | 2,623            | 5,500            | 6,500            | 6,500            | 6,500            |
| 110-029-629110            | Digital                        | 25,279           | 31,330           | 30,000           | 45,600           | 45,600           | 45,600           |
| 110-029-629120            | Supplies-Hood                  | -                | 4,875            | -                | -                | -                | -                |
| 110-029-629121            | Library Books-Hood             | 12,847           | 14,007           | -                | -                | -                | -                |
| 110-029-629122            | Library Magazines-Hood         | 2,251            | 2,330            | -                | -                | -                | -                |
| 110-029-629123            | Videos/DVD's-Hood              | 10,141           | 9,990            | -                | -                | -                | -                |
| 110-029-629126            | CD Music-Hood                  | 1,899            | 829              | -                | -                | -                | -                |
| 110-029-629127            | Audio Books-Hood               | 2,580            | 2,746            | -                | -                | -                | -                |
| 110-029-629129            | Reference Databases-Hood       | 2,659            | 538              | -                | -                | -                | -                |
| 110-029-629130            | Digital-Hood                   | 5,233            | 6,684            | -                | -                | -                | -                |
| 110-029-629200            | Program - Child. State Library | 5,828            | 5,669            | 9,600            | 9,000            | 9,000            | 9,000            |
| 110-029-629300            | Program - Summer Reading       | 2,574            | 2,604            | 4,000            | -                | -                | -                |
| 110-029-629350            | Program - General              | 12,911           | 24,596           | -                | -                | -                | -                |
| 110-029-740000            | Furniture & Office Equipment   | 140              | 1,527            | 1,700            | 1,700            | 1,700            | 1,700            |
| 110-029-740100            | Computer Equipment             | 17,576           | 2,995            | 23,200           | 23,000           | 23,000           | 23,000           |
| 110-029-740200            | Library Equipment              | 4,816            | -                | 150,000          | 96,000           | 96,000           | 96,000           |
| 110-029-812100            | Loan Principal                 | 56,582           | 60,554           | 64,594           | 68,000           | 68,000           | 68,000           |
| 110-029-832903            | Loan Interest                  | 35,292           | 29,738           | 25,698           | 22,332           | 22,332           | 22,332           |
| 110-029-911110            | Indirect Support Cost          | 341,372          | 301,984          | 272,456          | 358,431          | 358,431          | 358,431          |
| 110-029-951000            | Contingency                    | -                | -                | 87,443           | 70,288           | 70,288           | 70,288           |
| <b>Total Requirements</b> |                                | <b>3,136,562</b> | <b>3,250,000</b> | <b>3,373,841</b> | <b>3,412,051</b> | <b>3,412,051</b> | <b>3,412,051</b> |

# Police

## Department Overview

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

## 2023-25 Accomplishments & Highlights

- Completing a staffing study and beginning the implementation of the results of the study.
- Purchased new safety equipment, including Kevlar helmets, tasers, and body worn cameras.
- Replaced aging vehicles.

## Goals

- Identify long-term, sustainable funding for additional patrol officers to meet the needs identified in the staffing study.
- Explore grant opportunities to offset the costs of new equipment.
- Explore grant opportunities to offset the costs of special missions (DUII enforcement and speed enforcement).
- Identify and implement improvements regarding homelessness issues and enforcement to ensure the City remains a clean, safe environment for all residents.

## Performance Measures

|                              | 2019       | 2020       | 2021       | 2022       | 2023       | 2024       |
|------------------------------|------------|------------|------------|------------|------------|------------|
| Calls for Service            | n/a        | n/a        | n/a        | 13,203     | 12,748     | 12,657     |
| Physical Arrests             | 411        | 421        | 458        | 649        | 734        | 591        |
| Citations Issued             | 1,358      | 1,324      | 830        | 889        | 1,933      | 2,106      |
| Sworn Officers               | 16         | 16         | 16         | 16         | 16         | 17         |
| Sworn Officers per Thousand  | 1.46       | 1.27       | 1.26       | 1.26       | 1.24       | 1.31       |
| Police Overtime Expenditures | \$ 131,674 | \$ 114,573 | \$ 112,898 | \$ 117,772 | \$ 118,356 | \$ 164,944 |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 19.31 | 19.88 | 20.00 | 22.00 |

# Police

## Budget Summary & Detail

|                            | BN 19-21         | BN 21-23         | BN 23-25         | BN 25-27         | BN 25-27         | BN 25-27         |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                            | Actual           | Actual           | Budget           | Proposed         | Approved         | Adopted          |
| Beginning Balance          | (44,426)         | 182,708          | 454,208          | 196,956          | 196,956          | 196,956          |
| Fines, Fees, & Assessments | 897,010          | 963,251          | 1,011,000        | 1,249,000        | 1,249,000        | 1,249,000        |
| Interest                   | 21,974           | 80,569           | 25,000           | 85,000           | 85,000           | 85,000           |
| Intergovernmental          | 179,817          | 227,228          | 282,700          | 521,000          | 521,000          | 521,000          |
| Grants                     | 28,058           | -                | -                | -                | -                | -                |
| Loan Proceeds              | -                | 140,440          | -                | -                | -                | -                |
| Miscellaneous Revenue      | -                | -                | -                | 10,000           | 10,000           | 10,000           |
| General Revenue            | 5,660,000        | 6,215,000        | 6,700,000        | 7,618,000        | 7,618,000        | 7,618,000        |
| <b>Total Resources</b>     | <b>6,742,433</b> | <b>7,809,196</b> | <b>8,472,908</b> | <b>9,679,956</b> | <b>9,679,956</b> | <b>9,679,956</b> |
| Personnel Services         | 4,969,212        | 5,350,324        | 6,251,000        | 7,517,100        | 7,517,100        | 7,517,100        |
| Materials & Services       | 694,640          | 979,465          | 921,000          | 1,176,500        | 1,176,500        | 1,176,500        |
| Capital Outlay             | 51,925           | 250,510          | 453,000          | 25,000           | 25,000           | 25,000           |
| Debt Service               | 185,797          | 141,354          | 161,994          | 131,100          | 131,100          | 131,100          |
| Transfers                  | 579,247          | 536,038          | 613,217          | 771,869          | 771,869          | 771,869          |
| Contingency                | -                | -                | 72,697           | 58,387           | 58,387           | 58,387           |
| <b>Total Requirements</b>  | <b>6,480,822</b> | <b>7,257,691</b> | <b>8,472,908</b> | <b>9,679,956</b> | <b>9,679,956</b> | <b>9,679,956</b> |

### BN 2025-27 Budget Notes

- Fines, Fees, & Assessments includes the Public Safety Fee.
- Intergovernmental includes revenue from Oregon Trail School District to provide School Resource Officer (SRO) functions.
- Grants includes the intergovernmental agreement with Clackamas County for the community services officer position that specializes in homelessness outreach and response.
- Personnel Services reflects the addition of one sworn officer and one community services officer.
- Capital Outlay includes \$25,000 for the purchase of computer equipment.
- Debt Service includes the interfund loan payment to the Transit Fund.

# Police

| Account Number         | Account Name                   | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|------------------------|--------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-030-401100         | Beginning Balance              | (44,426)           | 182,708            | 454,208            | 196,956              | 196,956              | 196,956             |
| 110-030-440300         | Federal Grants                 | 28,058             | -                  | -                  | -                    | -                    | -                   |
| 110-030-441160         | State Shared - Marijuana Tax   | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-030-441450         | County Grant                   | -                  | -                  | -                  | 205,000              | 205,000              | 205,000             |
| 110-030-442500         | Other Agencies                 | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-030-442701         | Oregon Trail SD SRO            | 179,817            | 227,228            | 282,700            | 316,000              | 316,000              | 316,000             |
| 110-030-443000         | Public Safety Fee              | 504,915            | 573,933            | 567,000            | 690,000              | 690,000              | 690,000             |
| 110-030-456100         | Police Reports                 | 5,512              | 7,511              | 6,000              | 7,000                | 7,000                | 7,000               |
| 110-030-456300         | Fingerprinting                 | 1,764              | 6,346              | 15,000             | 4,000                | 4,000                | 4,000               |
| 110-030-456400         | Vehicle Impound                | 4,750              | 3,600              | 1,000              | 14,000               | 14,000               | 14,000              |
| 110-030-456500         | Police Witness Fees            | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-030-456605         | Alarm Program                  | 22,865             | 25,923             | 30,000             | 30,000               | 30,000               | 30,000              |
| 110-030-456800         | Police Asset Forfeiture        | 2,258              | 2,554              | 2,000              | 4,000                | 4,000                | 4,000               |
| 110-030-466100         | Municipal Court Fines          | 320,862            | 308,664            | 350,000            | 460,000              | 460,000              | 460,000             |
| 110-030-466200         | Other Jurisdiction Court Fines | 34,085             | 34,720             | 40,000             | 40,000               | 40,000               | 40,000              |
| 110-030-471101         | Collection Interest            | 6,328              | 17,691             | 10,000             | 10,000               | 10,000               | 10,000              |
| 110-030-478030         | Miscellaneous Revenue          | 15,646             | 62,878             | 15,000             | 75,000               | 75,000               | 75,000              |
| 110-030-479030         | Surplus Property               | -                  | -                  | -                  | 10,000               | 10,000               | 10,000              |
| 110-030-490139         | Transfer from Non-Departmental | -                  | -                  | 30,000             | -                    | -                    | -                   |
| 110-030-491110         | General Revenue                | 5,660,000          | 6,215,000          | 6,670,000          | 7,618,000            | 7,618,000            | 7,618,000           |
| 110-030-495300         | Interfund Loan Proceeds        | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-030-495400         | Loan Proceeds                  | -                  | 140,440            | -                  | -                    | -                    | -                   |
| <b>Total Resources</b> |                                | <b>6,742,433</b>   | <b>7,809,196</b>   | <b>8,472,908</b>   | <b>9,679,956</b>     | <b>9,679,956</b>     | <b>9,679,956</b>    |
|                        |                                |                    |                    |                    |                      |                      |                     |
| 110-030-511100         | Salaries                       | 2,848,148          | 3,161,294          | 3,508,000          | 4,097,000            | 4,097,000            | 4,097,000           |
| 110-030-511200         | Overtime                       | 227,471            | 236,128            | 250,000            | 275,000              | 275,000              | 275,000             |
| 110-030-521100         | Insurance Benefits             | 534,286            | 553,830            | 795,000            | 1,065,000            | 1,065,000            | 1,065,000           |
| 110-030-521200         | FICA Taxes                     | 235,087            | 255,923            | 287,000            | 335,000              | 335,000              | 335,000             |
| 110-030-521300         | PERS                           | 878,745            | 1,005,556          | 1,212,000          | 1,540,000            | 1,540,000            | 1,540,000           |
| 110-030-521360         | Other Benefits                 | 79,769             | 27,141             | 42,000             | 53,000               | 53,000               | 53,000              |
| 110-030-521500         | Workers' Benefit Fund          | 1,679              | 1,657              | 2,000              | 2,100                | 2,100                | 2,100               |
| 110-030-521600         | Unemployment Insurance         | 3,042              | 5,059              | 15,000             | 9,000                | 9,000                | 9,000               |
| 110-030-521700         | Paid Leave Oregon Tax          | -                  | 3,563              | 15,000             | 18,000               | 18,000               | 18,000              |
| 110-030-521800         | Workers' Comp Insurance        | 142,532            | 80,085             | 102,000            | 96,000               | 96,000               | 96,000              |
| 110-030-521900         | Transit Tax                    | 18,454             | 20,088             | 23,000             | 27,000               | 27,000               | 27,000              |
| 110-030-601100         | Supplies                       | 11,345             | 20,158             | 17,000             | 17,000               | 17,000               | 17,000              |
| 110-030-601200         | Postage                        | 1,565              | 1,730              | 1,800              | 1,900                | 1,900                | 1,900               |
| 110-030-601300         | Printing                       | 564                | 962                | 1,000              | 2,000                | 2,000                | 2,000               |
| 110-030-601400         | Copier Charges                 | 306                | 251                | 600                | 700                  | 700                  | 700                 |
| 110-030-601401         | Branding & Marketing           | -                  | 166                | 400                | 400                  | 400                  | 400                 |
| 110-030-601700         | Memberships                    | 1,478              | 2,384              | 1,700              | 3,000                | 3,000                | 3,000               |
| 110-030-601800         | Books and Subscriptions        | -                  | 90                 | 500                | 1,000                | 1,000                | 1,000               |
| 110-030-601900         | Uniforms                       | 14,540             | 11,043             | 13,500             | 10,000               | 10,000               | 10,000              |
| 110-030-602000         | Uniform Cleaning               | 451                | 19                 | 200                | 200                  | 200                  | 200                 |
| 110-030-602100         | Employee Recruitment           | -                  | 1,160              | 1,500              | 2,000                | 2,000                | 2,000               |

Requirements are continued on the following page



# Police

|                           |                                     |                  |                  |                  |                  |                  |                  |
|---------------------------|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 110-030-602200            | Conferences                         | 711              | 180              | -                | 1,000            | 1,000            | 1,000            |
| 110-030-602300            | Training & Professional Advancement | 10,227           | 34,795           | 30,000           | 40,000           | 40,000           | 40,000           |
| 110-030-602500            | Meetings & Meals                    | 1,685            | 6,218            | 3,500            | 3,000            | 3,000            | 3,000            |
| 110-030-603100            | Mileage Reimbursement               | -                | 663              | 800              | 800              | 800              | 800              |
| 110-030-603200            | Vehicle Fuel                        | 54,006           | 84,386           | 75,000           | 80,000           | 80,000           | 80,000           |
| 110-030-603400            | Vehicle Reg/Licenses                | 10               | 35               | -                | 500              | 500              | 500              |
| 110-030-603500            | Vehicle Repair & Maintenance        | 34,335           | 53,581           | 40,000           | 50,000           | 50,000           | 50,000           |
| 110-030-604100            | Repairs & Maintenance               | 17,839           | 25,875           | 33,000           | 40,000           | 40,000           | 40,000           |
| 110-030-605100            | Contractual Services                | 26,352           | 47,514           | 50,000           | 100,000          | 100,000          | 100,000          |
| 110-030-606100            | Equipment Rental                    | -                | 39,260           | -                | 20,000           | 20,000           | 20,000           |
| 110-030-607100            | Utilities                           | 48,047           | 56,938           | 50,000           | 70,000           | 70,000           | 70,000           |
| 110-030-608100            | Professional Services               | 62,359           | 77,245           | 105,000          | 148,000          | 148,000          | 148,000          |
| 110-030-609100            | Insurance                           | 132,714          | 152,150          | 139,000          | 193,000          | 193,000          | 193,000          |
| 110-030-610200            | Fees                                | 4,856            | 1,827            | 2,500            | 2,000            | 2,000            | 2,000            |
| 110-030-630100            | Ammunition/Range Practice           | 6,259            | 10,045           | 12,000           | 20,000           | 20,000           | 20,000           |
| 110-030-630300            | Police County Dispatch              | 241,417          | 315,396          | 325,000          | 350,000          | 350,000          | 350,000          |
| 110-030-630350            | Equipment                           | 23,168           | 35,394           | 17,000           | 20,000           | 20,000           | 20,000           |
| 110-030-630750            | Police Detoxification               | 155              | -                | -                | -                | -                | -                |
| 110-030-630800            | Police Reserves                     | 250              | -                | -                | -                | -                | -                |
| 110-030-740000            | Furniture & Office Equipment        | -                | -                | -                | -                | -                | -                |
| 110-030-740100            | Computer Equipment                  | 3,497            | 78,073           | 73,000           | 25,000           | 25,000           | 25,000           |
| 110-030-740120            | 800 MHz Radio System                | 39,560           | -                | 100,000          | -                | -                | -                |
| 110-030-750000            | Vehicles                            | 8,868            | 172,437          | 280,000          | -                | -                | -                |
| 110-030-812100            | Loan Principal                      | 185,231          | 62,360           | 83,000           | 52,000           | 52,000           | 52,000           |
| 110-030-812200            | Interfund Loan Principal            | -                | 68,496           | 71,152           | 74,000           | 74,000           | 74,000           |
| 110-030-830001            | Interfund Loan Interest             | -                | 10,498           | 7,842            | 5,100            | 5,100            | 5,100            |
| 110-030-832903            | Loan Interest                       | 566              | -                | -                | -                | -                | -                |
| 110-030-910670            | Transfer to Op Center IS Fund       | 7,163            | 6,963            | 12,100           | 7,000            | 7,000            | 7,000            |
| 110-030-911110            | Indirect Support Cost               | 572,084          | 529,075          | 601,117          | 764,869          | 764,869          | 764,869          |
| 110-030-951000            | Contingency                         | -                | -                | 72,697           | 58,387           | 58,387           | 58,387           |
| <b>Total Requirements</b> |                                     | <b>6,480,822</b> | <b>7,257,691</b> | <b>8,472,908</b> | <b>9,679,956</b> | <b>9,679,956</b> | <b>9,679,956</b> |



# Human Resources

## Department Overview

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

## 2023-25 Accomplishments & Highlights

- Completed the recruitment for City Manager, Police Chief, and Public Works Director.
- Updated policies and procedures to ensure compliance with all federal and state laws.

## Goals

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

## Performance Measures

|                      | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|----------------------|------|------|------|------|------|------|
| Total Employee Count | 87   | 83   | 75   | 85   | 73   | 89   |
| Workers' Comp Claims | 10   | 5    | 7    | 3    | 6    | 2    |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | -     | -     | 1.20  | 1.20  |

## Budget Summary & Detail

|                           | BN 19-21 | BN 21-23 | BN 23-25       | BN 25-27       | BN 25-27       | BN 25-27       |
|---------------------------|----------|----------|----------------|----------------|----------------|----------------|
|                           | Actual   | Actual   | Budget         | Proposed       | Approved       | Adopted        |
| Beginning Balance         | -        | -        | -              | 74,300         | 74,300         | 74,300         |
| Indirect Service Revenue  | -        | -        | 426,550        | 351,300        | 351,300        | 351,300        |
| <b>Total Resources</b>    | -        | -        | <b>426,550</b> | <b>425,600</b> | <b>425,600</b> | <b>425,600</b> |
| Personnel Services        | -        | -        | 390,300        | 397,900        | 397,900        | 397,900        |
| Materials & Services      | -        | -        | 29,750         | 21,200         | 21,200         | 21,200         |
| Contingency               | -        | -        | 6,500          | 6,500          | 6,500          | 6,500          |
| <b>Total Requirements</b> | -        | -        | <b>426,550</b> | <b>425,600</b> | <b>425,600</b> | <b>425,600</b> |

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

# Human Resources

## BN 2025-27 Budget Notes

- 93% of the overall budget is directly related to the cost of staff to perform the required human resources functions.
- Staffing and related personnel costs reflect the Human Resources Director and 20% of the Accounting Specialist positions, which were previously in the Finance budget.
- Contingency set to 2% of the department's operating budget.

| Account Number            | Account Name                 | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-032-401100            | Beginning Balance            | -                  | -                  | -                  | 74,300               | 74,300               | 74,300              |
| 110-032-492110            | Indirect Service Revenue     | -                  | -                  | 426,550            | 351,300              | 351,300              | 351,300             |
| <b>Total Resources</b>    |                              | -                  | -                  | <b>426,550</b>     | <b>425,600</b>       | <b>425,600</b>       | <b>425,600</b>      |
| 110-032-511100            | Salaries                     | -                  | -                  | 251,000            | 282,000              | 282,000              | 282,000             |
| 110-032-511200            | Overtime                     | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-032-521100            | Insurance Benefits           | -                  | -                  | 45,000             | 5,000                | 5,000                | 5,000               |
| 110-032-521200            | FICA Taxes                   | -                  | -                  | 20,000             | 22,000               | 22,000               | 22,000              |
| 110-032-521300            | PERS                         | -                  | -                  | 70,000             | 85,000               | 85,000               | 85,000              |
| 110-032-521500            | Workers' Benefit Fund        | -                  | -                  | 200                | 200                  | 200                  | 200                 |
| 110-032-521600            | Unemployment Insurance       | -                  | -                  | 1,000              | 600                  | 600                  | 600                 |
| 110-032-521700            | Paid Leave Oregon Tax        | -                  | -                  | 1,200              | 1,200                | 1,200                | 1,200               |
| 110-032-521800            | Workers' Comp Insurance      | -                  | -                  | 400                | 200                  | 200                  | 200                 |
| 110-032-521900            | Transit Tax                  | -                  | -                  | 1,500              | 1,700                | 1,700                | 1,700               |
| 110-032-601100            | Supplies                     | -                  | -                  | 5,000              | 5,000                | 5,000                | 5,000               |
| 110-032-601200            | Postage                      | -                  | -                  | 250                | 200                  | 200                  | 200                 |
| 110-032-601401            | Branding & Marketing         | -                  | -                  | 2,500              | 2,000                | 2,000                | 2,000               |
| 110-032-601700            | Memberships                  | -                  | -                  | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-032-602100            | Employee Recruitment         | -                  | -                  | 7,000              | 5,000                | 5,000                | 5,000               |
| 110-032-602200            | Conferences                  | -                  | -                  | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-032-602500            | Meetings & Meals             | -                  | -                  | 500                | 500                  | 500                  | 500                 |
| 110-032-603100            | Mileage Reimbursement        | -                  | -                  | 500                | 500                  | 500                  | 500                 |
| 110-032-605100            | Contractual Services         | -                  | -                  | 12,000             | 6,000                | 6,000                | 6,000               |
| 110-032-740000            | Furniture & Office Equipment | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-032-740100            | Computer Equipment           | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-032-951000            | Contingency                  | -                  | -                  | 6,500              | 6,500                | 6,500                | 6,500               |
| <b>Total Requirements</b> |                              | -                  | -                  | <b>426,550</b>     | <b>425,600</b>       | <b>425,600</b>       | <b>425,600</b>      |

# Recreation

## Department Overview

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

Diverse program opportunities are displayed throughout the year in the Recreation Guide, and are marketed through electronic newsletters, social media, traditional media, and signage. Staff work with recreation providers throughout the area to provide programming and share resources, and partner with organizations and businesses on projects that can enhance community opportunities. For example, Mountain Storm Youth Basketball and the Adult co-ed softball league are made possible by utilizing the Oregon Trail School District facilities.

Special Events prove popular with locals and draw many visitors from out of town with events including Run with Pride, Noah's Quest, Silent Disco, and Winter Lights at Meinig. Events such as Sandy Summer Sounds & Starlight Cinema, Solv-it, Longest Day Parkway, Teen Flashlight Egg Hunt, and Mountain Festival Kids Parade ensure that all families, regardless of income, enjoy recreation and entertainment opportunities in a unique setting.

## 2023-25 Accomplishments & Highlights

- Connected Sandy residents with aquatic opportunities for water safety purposes.
- Established Winterfest and engaged with the community to offer a month-long celebration in Meinig Park.
- Create a recruitment, onboarding, and training process for volunteers in various areas of Parks and Recreation Services.
- Grew special events and the number of participants to 33 and nearly 29,000, respectively.

## Goals

- Improve partnership with Oregon Trail School District for use of facility space for youth programs.
- Continue to innovatively and strategically grow special events, programs, and services while meeting cost recovery goals.
- Continue to grow Winterfest, involve the community, expand partnerships, and work towards a sustainable long-term program.

## Performance Measures

|                                    | 2019  | 2020  | 2021 | 2022  | 2023   | 2024   |
|------------------------------------|-------|-------|------|-------|--------|--------|
| Special Events                     | 10    | 9     | 8    | 6     | 30     | 33     |
| Special Events Participants        | 2,933 | 1,337 | 116  | 3,015 | 17,204 | 20,860 |
| Adult Program Participants         | 1,694 | 1,117 | 485  | 476   | 3,740  | 4,596  |
| Children/Teen Program Participants | 1,676 | 615   | 26   | 190   | 1,632  | 1,628  |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 3.08  | 3.33  | 2.48  | 2.48  |

# Recreation

## Budget Summary & Detail

|                            | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance          | 257,996            | 249,789            | 187,909            | 126,473              | 126,473              | 126,473             |
| Fines, Fees, & Assessments | 68,552             | 150,441            | 203,000            | 244,300              | 244,300              | 244,300             |
| Miscellaneous Revenue      | 8,320              | -                  | -                  | -                    | -                    | -                   |
| General Revenue            | 563,000            | 605,000            | 720,000            | 803,000              | 803,000              | 803,000             |
| <b>Total Resources</b>     | <b>897,868</b>     | <b>1,005,230</b>   | <b>1,110,909</b>   | <b>1,173,773</b>     | <b>1,173,773</b>     | <b>1,173,773</b>    |
| Personnel Services         | 456,261            | 512,574            | 625,600            | 706,800              | 706,800              | 706,800             |
| Materials & Services       | 107,895            | 217,918            | 347,400            | 357,900              | 357,900              | 357,900             |
| Capital Outlay             | 8,432              | 229                | -                  | -                    | -                    | -                   |
| Transfers                  | 75,025             | 75,847             | 89,124             | 95,073               | 95,073               | 95,073              |
| Contingency                | -                  | -                  | 48,785             | 14,000               | 14,000               | 14,000              |
| <b>Total Requirements</b>  | <b>647,613</b>     | <b>806,567</b>     | <b>1,110,909</b>   | <b>1,173,773</b>     | <b>1,173,773</b>     | <b>1,173,773</b>    |

### BN 2025-27 Budget Notes

- Fines, Fees, & Assessments has increased due to additional program participation and a slight increase in program fees.
- Materials & Services has increased for the same reason noted above.

| Account Number         | Account Name                    | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|------------------------|---------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-033-401100         | Beginning Balance               | 257,996            | 249,789            | 187,909            | 126,473              | 126,473              | 126,473             |
| 110-033-436100         | Recreation Fees - In House      | 34,231             | 38,552             | 4,000              | 11,500               | 11,500               | 11,500              |
| 110-033-436101         | Recreation Fees - Contracted    | -                  | -                  | 60,000             | 40,000               | 40,000               | 40,000              |
| 110-033-436110         | Youth Basketball Fees           | 17,391             | 21,559             | 42,000             | 80,000               | 80,000               | 80,000              |
| 110-033-436120         | Special Events                  | 15,679             | 43,979             | 4,000              | 10,500               | 10,500               | 10,500              |
| 110-033-436130         | Adult Softball                  | -                  | 17,866             | 21,000             | 34,000               | 34,000               | 34,000              |
| 110-033-436140         | Pickleball                      | 115                | 2,096              | 500                | 300                  | 300                  | 300                 |
| 110-033-474000         | Community Garden Rental         | 1,509              | 3,189              | 2,500              | 6,000                | 6,000                | 6,000               |
| 110-033-475000         | Event and Community Sponsorship | -                  | -                  | 67,000             | 60,000               | 60,000               | 60,000              |
| 110-033-475601         | Concert Revenue                 | (373)              | 23,200             | 2,000              | 2,000                | 2,000                | 2,000               |
| 110-033-478000         | Miscellaneous Revenue           | 8,320              | -                  | -                  | -                    | -                    | -                   |
| 110-033-490139         | Transfer from Non-Dept.         | -                  | -                  | 15,000             | -                    | -                    | -                   |
| 110-033-491110         | General Revenue                 | 563,000            | 605,000            | 705,000            | 803,000              | 803,000              | 803,000             |
| <b>Total Resources</b> |                                 | <b>897,868</b>     | <b>1,005,230</b>   | <b>1,110,909</b>   | <b>1,173,773</b>     | <b>1,173,773</b>     | <b>1,173,773</b>    |
| 110-033-511100         | Salaries                        | 297,281            | 335,323            | 400,000            | 442,000              | 442,000              | 442,000             |
| 110-033-511101         | Salaries - Seasonal/On-Call     | 4,268              | -                  | -                  | -                    | -                    | -                   |
| 110-033-511200         | Overtime                        | 1,331              | 415                | -                  | -                    | -                    | -                   |
| 110-033-521100         | Insurance Benefits              | 31,456             | 60,734             | 69,000             | 83,300               | 83,300               | 83,300              |
| 110-033-521200         | FICA Taxes                      | 23,128             | 25,305             | 31,000             | 34,000               | 34,000               | 34,000              |
| 110-033-521300         | PERS                            | 77,117             | 84,766             | 115,000            | 138,000              | 138,000              | 138,000             |
| 110-033-521360         | Other Benefits                  | 7,433              | -                  | -                  | -                    | -                    | -                   |
| 110-033-521500         | Workers' Benefit Fund           | 166                | 170                | 500                | 300                  | 300                  | 300                 |
| 110-033-521600         | Unemployment Insurance          | 303                | 508                | 1,600              | 900                  | 900                  | 900                 |
| 110-033-521700         | Paid Leave Oregon Tax           | -                  | 395                | 1,600              | 1,800                | 1,800                | 1,800               |
| 110-033-521800         | Workers' Comp Insurance         | 11,965             | 2,973              | 4,500              | 3,800                | 3,800                | 3,800               |
| 110-033-521900         | Transit Tax                     | 1,814              | 1,985              | 2,400              | 2,700                | 2,700                | 2,700               |

Requirements are continued on the following page

# Recreation

|                           |                                     |                |                |                  |                  |                  |                  |
|---------------------------|-------------------------------------|----------------|----------------|------------------|------------------|------------------|------------------|
| 110-033-601100            | Supplies                            | 3,373          | 4,149          | 7,500            | 5,000            | 5,000            | 5,000            |
| 110-033-601200            | Postage                             | 309            | 281            | 1,000            | 300              | 300              | 300              |
| 110-033-601300            | Printing                            | 2,889          | 1,243          | 4,300            | 3,000            | 3,000            | 3,000            |
| 110-033-601400            | Copier Charges                      | 1,018          | 187            | 1,700            | 1,200            | 1,200            | 1,200            |
| 110-033-601401            | Branding & Marketing                | 399            | 10,228         | 10,000           | 12,000           | 12,000           | 12,000           |
| 110-033-601401            | Memberships                         | -              | -              | -                | 10,000           | 10,000           | 10,000           |
| 110-033-601700            | Books and Subscriptions             | 1,079          | 3,875          | 9,000            | 5,000            | 5,000            | 5,000            |
| 110-033-601900            | Uniforms                            | 56             | -              | 2,800            | 900              | 900              | 900              |
| 110-033-602100            | Employee Recruitment                | -              | 496            | -                | -                | -                | -                |
| 110-033-602200            | Conferences                         | 1,926          | 30             | 4,000            | 2,000            | 2,000            | 2,000            |
| 110-033-602300            | Training & Professional Advancement | 285            | 1,002          | 2,000            | 1,000            | 1,000            | 1,000            |
| 110-033-602500            | Meetings & Meals                    | 251            | 1,310          | 600              | 1,000            | 1,000            | 1,000            |
| 110-033-603100            | Mileage Reimbursement               | 476            | 858            | 1,000            | 500              | 500              | 500              |
| 110-033-603200            | Vehicle - Fuel                      | 83             | 162            | -                | -                | -                | -                |
| 110-033-603500            | Vehicle Repair & Maintenance        | 279            | -              | -                | -                | -                | -                |
| 110-033-604100            | Repairs & Maintenance               | 2,787          | 6,698          | 6,000            | 5,000            | 5,000            | 5,000            |
| 110-033-604110            | Elevator Maintenance                | 916            | 2,390          | 1,500            | 1,500            | 1,500            | 1,500            |
| 110-033-605100            | Contractual Services                | 12,046         | 23,753         | 20,000           | 25,000           | 25,000           | 25,000           |
| 110-033-607100            | Utilities                           | 13,851         | 13,471         | 15,000           | 17,000           | 17,000           | 17,000           |
| 110-033-609100            | Insurance                           | 8,769          | 8,217          | 4,500            | 8,000            | 8,000            | 8,000            |
| 110-033-633100            | Program - Recreation - In House     | 20,112         | 75,451         | 2,000            | 2,500            | 2,500            | 2,500            |
| 110-033-633110            | Program - Recreation - Contracted   | -              | 981            | 63,000           | 45,000           | 45,000           | 45,000           |
| 110-033-633200            | Program - Youth Basketball          | 2,586          | 14,388         | 30,000           | 50,000           | 50,000           | 50,000           |
| 110-033-633300            | Program - Adult Softball            | 8,417          | 5,995          | 10,000           | 34,000           | 34,000           | 34,000           |
| 110-033-633400            | Program - Concerts in Park          | 4,418          | 13,315         | 30,000           | 25,000           | 25,000           | 25,000           |
| 110-033-633500            | Program - Movies in Park            | 9,699          | 4,345          | 10,000           | 10,000           | 10,000           | 10,000           |
| 110-033-633700            | Program - Special Events            | 11,554         | 20,499         | 15,000           | 27,000           | 27,000           | 27,000           |
| 110-033-633800            | Program - Pickleball                | 314            | 528            | 500              | -                | -                | -                |
| 110-033-633900            | Program - Community Garden          | -              | 4,066          | 5,000            | 6,000            | 6,000            | 6,000            |
| 110-033-633910            | Program - Community Events          | -              | -              | 50,000           | 30,000           | 30,000           | 30,000           |
| 110-033-633920            | Program - Mountain Festival         | -              | -              | 15,000           | -                | -                | -                |
| 110-033-633930            | Program - Fireworks Display         | -              | -              | 26,000           | 30,000           | 30,000           | 30,000           |
| 110-033-639100            | Cash Over/Short                     | 1              | -              | -                | -                | -                | -                |
| 110-033-715000            | Building Improvements               | 4,881          | -              | -                | -                | -                | -                |
| 110-033-740000            | Furniture & Office Equipment        | 606            | -              | -                | -                | -                | -                |
| 110-033-740100            | Computer Equipment                  | 60             | 229            | -                | -                | -                | -                |
| 110-033-740101            | Software                            | 2,886          | -              | -                | -                | -                | -                |
| 110-033-911110            | Indirect Support Cost               | 75,025         | 75,847         | 89,124           | 95,073           | 95,073           | 95,073           |
| 110-033-951000            | Contingency                         | -              | -              | 48,785           | 14,000           | 14,000           | 14,000           |
| <b>Total Requirements</b> |                                     | <b>647,613</b> | <b>806,567</b> | <b>1,110,909</b> | <b>1,173,773</b> | <b>1,173,773</b> | <b>1,173,773</b> |

# Senior Services

## Department Overview

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

Increased issues surrounding the isolation of seniors in rural areas, nutritional risk, access to online resources, socialization and the need for mental health services are a priority. Many clients request aid for personal issues, and assistance for adult children is needed to navigate the complex system of care for their aging parents.

Various community groups use the facility on an ongoing basis, including AA, VFW, scout groups, sports teams/groups, and fundraising committees. The building is often rented after regular hours of operations and weekends to private individuals for birthday parties, weddings, baptisms, showers, and funeral gatherings.

## 2023-25 Accomplishments & Highlights

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

## Goals

- Continue to advocate for additional funding from outside agencies to support the mission of the department.
- Prioritize a sustainable funding model for senior services to ensure adequate services into the future.

## Performance Measures

|                     | 2019   | 2020   | 2021   | 2022   | 2023   | 2024   |
|---------------------|--------|--------|--------|--------|--------|--------|
| Senior Meals Served | 26,661 | 23,776 | 20,693 | 15,785 | 13,271 | 13,047 |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 4.78  | 4.96  | 4.31  | 4.31  |

# Senior Services

## Budget Summary & Detail

|                            | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance          | 257,070            | 240,519            | 354,847            | 245,023              | 245,023              | 245,023             |
| Fines, Fees, & Assessments | 87,253             | 92,977             | 144,000            | 155,000              | 155,000              | 155,000             |
| Grants                     | 256,807            | 325,629            | 269,229            | 172,000              | 172,000              | 172,000             |
| Miscellaneous Revenue      | 39,866             | 71                 | -                  | -                    | -                    | -                   |
| General Revenue            | 740,000            | 760,000            | 735,000            | 850,000              | 850,000              | 850,000             |
| <b>Total Resources</b>     | <b>1,380,997</b>   | <b>1,419,196</b>   | <b>1,503,076</b>   | <b>1,422,023</b>     | <b>1,422,023</b>     | <b>1,422,023</b>    |
| Personnel Services         | 809,169            | 592,825            | 977,200            | 1,113,700            | 1,113,700            | 1,113,700           |
| Materials & Services       | 213,155            | 276,672            | 313,800            | 150,000              | 150,000              | 150,000             |
| Capital Outlay             | 16,503             | 26,482             | -                  | 2,000                | 2,000                | 2,000               |
| Transfers                  | 101,650            | 110,684            | 127,264            | 142,983              | 142,983              | 142,983             |
| Contingency                | -                  | -                  | 84,812             | 13,340               | 13,340               | 13,340              |
| <b>Total Requirements</b>  | <b>1,140,477</b>   | <b>1,006,663</b>   | <b>1,503,076</b>   | <b>1,422,023</b>     | <b>1,422,023</b>     | <b>1,422,023</b>    |

### BN 2025-27 Budget Notes

- Grants include both federal and state funds received on a reimbursement basis from Clackamas County to aid in the cost of delivering services.
- Materials & Services has been decreased due to the reallocation of transportation services to the Transit Department.

| Account Number         | Account Name                 | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|------------------------|------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-034-401100         | Beginning Balance            | 257,070            | 240,519            | 354,847            | 245,023              | 245,023              | 245,023             |
| 110-034-437100         | Class & Activity Revenue     | 4,355              | 8,888              | 5,000              | 7,500                | 7,500                | 7,500               |
| 110-034-437101         | Trip Revenue                 | 4,800              | 2,404              | 13,000             | 17,500               | 17,500               | 17,500              |
| 110-034-440300         | Federal Grants               | 193,151            | 167,153            | 143,737            | 82,000               | 82,000               | 82,000              |
| 110-034-441450         | State Grants                 | 63,581             | 158,476            | 125,492            | 90,000               | 90,000               | 90,000              |
| 110-034-442200         | County Senior Citizens Grant | 75                 | -                  | -                  | -                    | -                    | -                   |
| 110-034-474200         | Building Rent                | 6,682              | 20,249             | 56,000             | 50,000               | 50,000               | 50,000              |
| 110-034-475100         | Nutrition Program            | 71,417             | 61,436             | 70,000             | 80,000               | 80,000               | 80,000              |
| 110-034-478000         | Miscellaneous Revenue        | 39,866             | 71                 | -                  | -                    | -                    | -                   |
| 110-034-491110         | General Revenue              | 740,000            | 760,000            | 735,000            | 850,000              | 850,000              | 850,000             |
| <b>Total Resources</b> |                              | <b>1,380,997</b>   | <b>1,419,196</b>   | <b>1,503,076</b>   | <b>1,422,023</b>     | <b>1,422,023</b>     | <b>1,422,023</b>    |

Requirements are listed on the following page



# Senior Services

|                           |                                     |                  |                  |                  |                  |                  |                  |
|---------------------------|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 110-034-511100            | Salaries                            | 451,742          | 408,105          | 604,000          | 676,000          | 676,000          | 676,000          |
| 110-034-511103            | Salary - Nutrition                  | 50,226           | 590              | -                | -                | -                | -                |
| 110-034-511104            | Salary - Alzh                       | 18,559           | -                | -                | -                | -                | -                |
| 110-034-511200            | Overtime                            | 12,334           | 415              | -                | -                | -                | -                |
| 110-034-521100            | Insurance Benefits                  | 78,240           | 59,796           | 138,000          | 161,000          | 161,000          | 161,000          |
| 110-034-521200            | FICA Taxes                          | 41,008           | 30,743           | 47,000           | 52,000           | 52,000           | 52,000           |
| 110-034-521300            | PERS                                | 136,214          | 85,195           | 172,000          | 210,000          | 210,000          | 210,000          |
| 110-034-521360            | Other Benefits                      | 5,337            | -                | -                | -                | -                | -                |
| 110-034-521500            | Workers' Benefit Fund               | 372              | 253              | 500              | 400              | 400              | 400              |
| 110-034-521600            | Unemployment Insurance              | 536              | 679              | 2,500            | 1,400            | 1,400            | 1,400            |
| 110-034-521700            | Paid Leave Oregon Tax               | -                | 574              | 2,500            | 2,800            | 2,800            | 2,800            |
| 110-034-521800            | Workers' Comp Insurance             | 11,385           | 4,064            | 7,000            | 6,000            | 6,000            | 6,000            |
| 110-034-521900            | Transit Tax                         | 3,216            | 2,411            | 3,700            | 4,100            | 4,100            | 4,100            |
| 110-034-601100            | Supplies                            | 6,385            | 7,256            | 12,000           | 8,000            | 8,000            | 8,000            |
| 110-034-601200            | Postage                             | 1,049            | 1,019            | 1,000            | 1,500            | 1,500            | 1,500            |
| 110-034-601300            | Printing                            | 86               | 1,173            | 4,000            | 1,500            | 1,500            | 1,500            |
| 110-034-601400            | Copier Charges                      | 1,105            | 541              | 1,000            | 1,000            | 1,000            | 1,000            |
| 110-034-601401            | Branding & Marketing                | -                | 1,246            | 3,000            | 4,000            | 4,000            | 4,000            |
| 110-034-601700            | Memberships                         | 1,310            | 945              | 1,500            | 1,000            | 1,000            | 1,000            |
| 110-034-601800            | Books and Subscriptions             | 29               | 770              | 5,000            | 3,000            | 3,000            | 3,000            |
| 110-034-601900            | Uniforms                            | -                | -                | 1,200            | -                | -                | -                |
| 110-034-602100            | Employee Recruitment                | -                | 76               | -                | -                | -                | -                |
| 110-034-602200            | Conferences                         | 1,943            | 1,808            | 2,000            | 2,000            | 2,000            | 2,000            |
| 110-034-602300            | Training & Professional Advancement | 371              | 1,975            | 2,500            | 2,000            | 2,000            | 2,000            |
| 110-034-602500            | Meetings & Meals                    | 335              | 1,802            | 1,000            | 1,000            | 1,000            | 1,000            |
| 110-034-603100            | Mileage Reimbursement               | 673              | 743              | 1,500            | 1,000            | 1,000            | 1,000            |
| 110-034-603200            | Vehicle -Fuel                       | 5,515            | 6,287            | 9,600            | 10,000           | 10,000           | 10,000           |
| 110-034-603500            | Vehicle Repair & Maintenance        | 11,039           | 10,801           | 15,000           | 11,000           | 11,000           | 11,000           |
| 110-034-604100            | Repairs & Maintenance               | 10,718           | 12,248           | 13,500           | 13,500           | 13,500           | 13,500           |
| 110-034-604110            | Elevator Maintenance                | 1,529            | 4,780            | 5,000            | 3,000            | 3,000            | 3,000            |
| 110-034-605100            | Contractual Services                | 15,923           | 35,990           | 18,000           | 25,000           | 25,000           | 25,000           |
| 110-034-607100            | Utilities                           | 13,851           | 14,815           | 15,000           | 20,000           | 20,000           | 20,000           |
| 110-034-609100            | Insurance                           | 8,769            | 8,217            | 4,500            | 6,000            | 6,000            | 6,000            |
| 110-034-610200            | Fees                                | 187              | 300              | 500              | -                | -                | -                |
| 110-034-634100            | Program - Senior Activities         | 8,467            | 7,152            | 6,000            | 10,000           | 10,000           | 10,000           |
| 110-034-634200            | Program - Alzheimer's               | 299              | 124              | 1,500            | -                | -                | -                |
| 110-034-634400            | Program - Nutrition                 | 49,521           | 5,787            | 30,000           | 20,000           | 20,000           | 20,000           |
| 110-034-634500            | Program - Trips                     | 1,144            | 2,022            | 3,500            | 5,500            | 5,500            | 5,500            |
| 110-034-634600            | Program - Transportation            | 72,906           | 148,795          | 156,000          | -                | -                | -                |
| 110-034-715000            | Improvements                        | 9,047            | 21,695           | -                | -                | -                | -                |
| 110-034-720000            | Buildings                           | 1,769            | -                | -                | -                | -                | -                |
| 110-034-740000            | Furniture & Office Equipment        | 2,405            | 2,122            | -                | -                | -                | -                |
| 110-034-740100            | Computer Equipment                  | 487              | 2,194            | -                | -                | -                | -                |
| 110-034-740101            | Software                            | 2,796            | 471              | -                | 2,000            | 2,000            | 2,000            |
| 110-034-911110            | Indirect Support Cost               | 101,650          | 110,684          | 127,264          | 142,983          | 142,983          | 142,983          |
| 110-034-951000            | Contingency                         | -                | -                | 84,812           | 13,340           | 13,340           | 13,340           |
| <b>Total Requirements</b> |                                     | <b>1,140,477</b> | <b>1,006,663</b> | <b>1,503,076</b> | <b>1,422,023</b> | <b>1,422,023</b> | <b>1,422,023</b> |

# Parks & Trails

## Department Overview

The Parks & Trails Department maintains and makes minor improvements to the City’s parks, open spaces, public spaces, and public buildings. These activities are funded primarily out of the General Fund. Three full time employees and a seasonal worker are responsible for nine city buildings and one rental dwelling; nineteen developed parks and public spaces totaling approximately 40.25 acres; 242.37 acres of natural and open space; 10.33 miles of trails including the popular Tickle Creek Trail; as well as various pedestrian paths, stairways, walkways, and trails. This program also utilizes local landscape contractors to perform regular maintenance at certain city facilities and public areas.

## 2023-25 Accomplishments & Highlights

- Completed the construction of Cedar Park and Base Camp; completed improvements at Tupper Park.
- Continued to grow Winterfest.
- Continued to maintain parks and open spaces to keep them operational, limiting hazards, and extending the life of assets as much as physically possible.

## Goals

- Construct Deer Point Park.
- Renovate Meinig Park for better accessibility and use for community events.
- Restore sections of Tickle Creek Trail.
- Improve partnerships with Oregon Trail School District for use of facility space for youth programs.
- Continue to expand Winterfest and engage the community.

## Performance Measures

|                     | 2019 | 2020 | 2021 | 2022   | 2023 | 2024   |
|---------------------|------|------|------|--------|------|--------|
| Total Parks Acreage | 212  | 212  | 212  | 279.89 |      | 282.62 |
| Total Trail Miles   | n/a  | n/a  | n/a  | 9.58   | n/a  | 10.33  |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 3.13  | 3.18  | 3.87  | 4.24  |

# Parks & Trails

## Budget Summary & Detail

|                            | BN 19-21       | BN 21-23         | BN 23-25         | BN 25-27         | BN 25-27         | BN 25-27         |
|----------------------------|----------------|------------------|------------------|------------------|------------------|------------------|
|                            | Actual         | Actual           | Budget           | Proposed         | Approved         | Adopted          |
| Beginning Balance          | 72,674         | 50,667           | 44,985           | 19,471           | 19,471           | 19,471           |
| Fines, Fees, & Assessments | 46,843         | 62,039           | 94,500           | 113,000          | 113,000          | 113,000          |
| Miscellaneous Revenue      | 23,767         | 18,586           | 11,600           | -                | -                | -                |
| Transfers                  | -              | -                | 115,000          | 50,000           | 50,000           | 50,000           |
| General Revenue            | 743,000        | 870,000          | 1,400,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| <b>Total Resources</b>     | <b>886,284</b> | <b>1,001,292</b> | <b>1,666,085</b> | <b>1,682,471</b> | <b>1,682,471</b> | <b>1,682,471</b> |
| Personnel Services         | 545,371        | 628,657          | 951,400          | 1,017,500        | 1,017,500        | 1,017,500        |
| Materials & Services       | 204,950        | 244,122          | 376,000          | 409,050          | 409,050          | 409,050          |
| Capital Outlay             | 32,305         | 8,910            | 200,000          | 45,000           | 45,000           | 45,000           |
| Debt Service               | 809            | 8,092            | 8,100            | -                | -                | -                |
| Transfers                  | 73,351         | 82,362           | 109,878          | 161,442          | 161,442          | 161,442          |
| Contingency                | -              | -                | 20,707           | 49,479           | 49,479           | 49,479           |
| <b>Total Requirements</b>  | <b>856,787</b> | <b>972,143</b>   | <b>1,666,085</b> | <b>1,682,471</b> | <b>1,682,471</b> | <b>1,682,471</b> |

### BN 2025-27 Budget Notes

- Fines, Fees, & Assessments includes revenue from both the rental property in Bornstedt Park and fees to reserve the various facilities within the parks.
- Materials & Services reflects a reduction in utility costs in alignment with the Council Goal of reducing the expense of operating the splash pad as well as reducing the cost of irrigation in City parks; Includes an addition of \$50,000 for the expansion of Winterfest.

| Account Number         | Account Name            | BN 19-21       | BN 21-23         | BN 23-25         | BN 25-27         | BN 25-27         | BN 25-27         |
|------------------------|-------------------------|----------------|------------------|------------------|------------------|------------------|------------------|
|                        |                         | Actual         | Actual           | Budget           | Proposed         | Approved         | Adopted          |
| 110-035-401100         | Beginning Balance       | 72,674         | 50,667           | 44,985           | 19,471           | 19,471           | 19,471           |
| 110-035-474000         | Property Rental Revenue | 44,143         | 52,989           | 62,000           | 65,000           | 65,000           | 65,000           |
| 110-035-475010         | Gazebo Rental Revenue   | 2,700          | -                | 30,500           | 28,000           | 28,000           | 28,000           |
| 110-035-475000         | Community Sponsorship   | -              | 9,050            | 2,000            | 20,000           | 20,000           | 20,000           |
| 110-035-478000         | Miscellaneous Revenue   | 23,767         | 18,586           | 1,600            | -                | -                | -                |
| 110-035-479030         | Surplus Property        | -              | -                | 10,000           | -                | -                | -                |
| 110-035-490139         | Transfer from Non-Dept. | -              | -                | 115,000          | 50,000           | 50,000           | 50,000           |
| 110-035-491110         | General Revenue         | 743,000        | 870,000          | 1,400,000        | 1,500,000        | 1,500,000        | 1,500,000        |
| <b>Total Resources</b> |                         | <b>886,284</b> | <b>1,001,292</b> | <b>1,666,085</b> | <b>1,682,471</b> | <b>1,682,471</b> | <b>1,682,471</b> |

Requirements are listed on the following page

# Parks & Trails

|                           |                                     |                |                |                  |                  |                  |                  |
|---------------------------|-------------------------------------|----------------|----------------|------------------|------------------|------------------|------------------|
| 110-035-511100            | Salaries                            | 324,953        | 382,567        | 538,000          | 589,000          | 589,000          | 589,000          |
| 110-035-511200            | Overtime                            | 1,183          | 3,252          | -                | 2,500            | 2,500            | 2,500            |
| 110-035-521100            | Insurance Benefits                  | 86,907         | 99,850         | 198,000          | 182,000          | 182,000          | 182,000          |
| 110-035-521200            | FICA Taxes                          | 24,949         | 28,954         | 42,000           | 45,000           | 45,000           | 45,000           |
| 110-035-521300            | PERS                                | 89,686         | 98,697         | 148,000          | 178,000          | 178,000          | 178,000          |
| 110-035-521360            | Other Benefits                      | 448            | -              | -                | -                | -                | -                |
| 110-035-521500            | Workers' Benefit Fund               | 236            | 259            | 500              | 400              | 400              | 400              |
| 110-035-521600            | Unemployment Insurance              | 326            | 565            | 2,200            | 1,400            | 1,400            | 1,400            |
| 110-035-521700            | Paid Leave Oregon Tax               | -              | 371            | 2,200            | 2,600            | 2,600            | 2,600            |
| 110-035-521800            | Workers' Comp Insurance             | 14,726         | 11,871         | 17,000           | 13,000           | 13,000           | 13,000           |
| 110-035-521900            | Transit Tax                         | 1,957          | 2,271          | 3,500            | 3,600            | 3,600            | 3,600            |
| 110-035-601100            | Supplies                            | 13,024         | 12,388         | 15,000           | 15,000           | 15,000           | 15,000           |
| 110-035-601200            | Postage                             | 6              | 42             | 100              | 100              | 100              | 100              |
| 110-035-601400            | Copier Charges                      | -              | -              | -                | -                | -                | -                |
| 110-035-601700            | Memberships                         | 600            | 1,089          | 500              | 500              | 500              | 500              |
| 110-035-601800            | Books and Subscriptions             | -              | -              | 700              | 3,150            | 3,150            | 3,150            |
| 110-035-601900            | Uniforms                            | 1,730          | 2,728          | 3,500            | 3,300            | 3,300            | 3,300            |
| 110-035-602100            | Employee Recruitment                | 43             | 757            | 500              | 700              | 700              | 700              |
| 110-035-602300            | Training & Professional Advancement | 530            | 1,700          | 11,000           | 10,000           | 10,000           | 10,000           |
| 110-035-602500            | Meetings & Meals                    | -              | -              | -                | 1,000            | 1,000            | 1,000            |
| 110-035-603100            | Mileage Reimbursement               | 100            | 178            | 200              | 500              | 500              | 500              |
| 110-035-603200            | Vehicle - Fuel                      | 10,505         | 29,381         | 29,000           | 30,000           | 30,000           | 30,000           |
| 110-035-603500            | Vehicle Repair & Maintenance        | 4,916          | 6,640          | -                | 10,000           | 10,000           | 10,000           |
| 110-035-604100            | Repairs & Maintenance               | 43,041         | 50,214         | 95,000           | 90,000           | 90,000           | 90,000           |
| 110-035-605100            | Contractual Services                | 14,633         | 1,203          | 11,000           | 30,000           | 30,000           | 30,000           |
| 110-035-606100            | Equipment Rental                    | 17,544         | 2,538          | 10,000           | 3,000            | 3,000            | 3,000            |
| 110-035-606150            | Winterfest Improvements             | -              | -              | -                | 50,000           | 50,000           | 50,000           |
| 110-035-607100            | Utilities                           | 41,992         | 105,386        | 150,000          | 110,000          | 110,000          | 110,000          |
| 110-035-608100            | Professional Services               | 38,428         | 7,577          | 25,000           | 20,000           | 20,000           | 20,000           |
| 110-035-609100            | Insurance                           | 13,284         | 18,060         | 19,000           | 27,000           | 27,000           | 27,000           |
| 110-035-610200            | Fees                                | 4,126          | 3,741          | 5,000            | 3,800            | 3,800            | 3,800            |
| 110-035-650300            | Regulatory Fees                     | 448            | 500            | 500              | 1,000            | 1,000            | 1,000            |
| 110-035-715000            | Improvements                        | 5,993          | 5,000          | 100,000          | 45,000           | 45,000           | 45,000           |
| 110-035-715010            | Meinig Park                         | 3,000          | -              | -                | -                | -                | -                |
| 110-035-740000            | Furniture & Office Equipment        | -              | 3,557          | -                | -                | -                | -                |
| 110-035-760000            | Machinery & Equipment               | 23,313         | 353            | 100,000          | -                | -                | -                |
| 110-035-812100            | Loan Principal                      | 809            | 8,092          | 8,100            | -                | -                | -                |
| 110-035-910670            | Transfer to Op Center IS Fund       | 8,075          | 8,075          | 17,300           | 12,250           | 12,250           | 12,250           |
| 110-035-911110            | Indirect Support Cost               | 65,276         | 74,287         | 92,578           | 149,192          | 149,192          | 149,192          |
| 110-035-951000            | Contingency                         | -              | -              | 20,707           | 49,479           | 49,479           | 49,479           |
| <b>Total Requirements</b> |                                     | <b>856,787</b> | <b>972,143</b> | <b>1,666,085</b> | <b>1,682,471</b> | <b>1,682,471</b> | <b>1,682,471</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 such as the Comprehensive Plan. The department is committed to serving existing and future residents with wide-ranging planning services in the belief that a growing community can remain livable and meet the needs of all community members through thoughtful and inclusive community involved planning.

## 2023-25 Accomplishments & Highlights

- Increased fees to align more closely with cost recovery efforts for the Planning Department.
- Completed Envision Sandy 2050, adopting the first Comprehensive Plan since 1997.
- Completed the clear and objective audit of the Sandy Development Code.
- Completed the Transportation System Plan (TSP) and adopted a revised System Development Charge (SDC) methodology.
- Adopted a revised violation schedule for the Sandy Municipal Code.
- Created the Code Enforcement Specialist position and coordinated roles/responsibilities with the Sandy Police Department.
- Helped establish Moratorium 2.0 and Moratorium 3.0, administered the Equivalent Residential Unit (ERU) allocation program for projects that are already approved, and completed detailed communication with property owners and the development community.
- Worked with developers and Public Works to play two subdivisions.
- Processed several large development projects and pre-application meetings.

## Goals

- Continue to pursue operations for cost recovery.
- Develop a clear policy for ERU allocation that is strategically aligned with the City's interests.
- Review and formally adopt the Economic Development Strategic Plan as a Comprehensive Plan background document.
- Take action to update the City's zoning map.
- Revisit the Pleasant Street Master Plan with minimal reliance on consulting services.
- Develop short-term rental regulations.
- Study options for updating the City's regulations on outdoor burning.
- Continue to improve and refine code language, policies, and practices related to code enforcement.
- Complete the Housing Production Strategy in accordance with House Bill 2003.
- Work with the Planning Commission to modify municipal code Chapter 17.102, Urban Forestry, so that tree retention and protection measures adequately protect trees while also mitigating impacts to private and public property.
- Work with developers to plat subdivisions, construct apartments, and successfully open several new commercial facilities while navigating the constraints of the moratorium.

# Planning

## Performance Measures

|                                    | 2019      | 2020      | 2021      | 2022      | 2023      | 2024      |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Total Land Use Applications</b> |           |           |           |           |           |           |
| Type I                             | 47        | 39        | 32        | 42        | 26        | 20        |
| Type II                            | 14        | 18        | 9         | 8         | 9         | 10        |
| Type III                           | 2         | 1         | 5         | 7         | 6         | 11        |
| Type IV                            | 3         | 3         | 5         | 7         | 10        | 7         |
| <b>TOTAL:</b>                      | <b>66</b> | <b>61</b> | <b>51</b> | <b>64</b> | <b>51</b> | <b>48</b> |
| <b>Additional Land Use Info</b>    |           |           |           |           |           |           |
| Annexations:                       | 0         | 0         | 0         | 2         | 1         | 0         |
| Subdivisions:                      | 0         | 0         | 1         | 5         | 1         | 3         |
| Pre-Application Meetings           | 10        | 8         | 19        | 30        | 27        | 22        |

## Staffing

|                  | 19-21       | 21-23       | 23-25       | 25-27       |
|------------------|-------------|-------------|-------------|-------------|
| <b>Total FTE</b> | <b>2.86</b> | <b>2.76</b> | <b>3.22</b> | <b>3.12</b> |

## Budget Summary & Detail

|                            | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance          | 201,710            | 286,029            | 95,043             | 381,999              | 381,999              | 381,999             |
| Fines, Fees, & Assessments | 426,965            | 379,541            | 287,000            | 267,100              | 267,100              | 267,100             |
| Grants                     | 1,000              | 53,000             | 64,000             | 1,000                | 1,000                | 1,000               |
| Miscellaneous Revenue      | 2,291              | 12,154             | 5,000              | 3,000                | 3,000                | 3,000               |
| General Revenue            | 280,000            | 547,000            | 970,000            | 850,000              | 850,000              | 850,000             |
| <b>Total Resources</b>     | <b>911,966</b>     | <b>1,277,724</b>   | <b>1,421,043</b>   | <b>1,503,099</b>     | <b>1,503,099</b>     | <b>1,503,099</b>    |
| Personnel Services         | 533,121            | 656,002            | 908,500            | 970,300              | 970,300              | 970,300             |
| Materials & Services       | 132,592            | 314,203            | 300,500            | 147,700              | 147,700              | 147,700             |
| Capital Outlay             | 6,336              | 14,918             | 15,000             | 9,000                | 9,000                | 9,000               |
| Transfers                  | 84,406             | 157,028            | 166,231            | 236,226              | 236,226              | 236,226             |
| Contingency                | -                  | -                  | 30,812             | 139,873              | 139,873              | 139,873             |
| <b>Total Requirements</b>  | <b>756,455</b>     | <b>1,142,151</b>   | <b>1,421,043</b>   | <b>1,503,099</b>     | <b>1,503,099</b>     | <b>1,503,099</b>    |

## BN 2025-27 Budget Notes

- Revenue reflects conservative estimates for planning and related fees due to the potential impacts of the moratorium.
- General revenue decreased as a result of a high beginning balance.
- Contractual Services reflects \$100,000 in expenses related to the Housing Production Strategy, zoning map amendments, and other consultant obligations, such as the Pleasant Street Master Plan.
- Indirect Support Costs increased as a result of increased attorney fees related to the moratorium and review of code revisions.



# Planning

| Account Number            | Account Name                        | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|-------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-036-401100            | Beginning Balance                   | 201,710            | 286,029            | 95,043             | 381,999              | 381,999              | 381,999             |
| 110-036-434200            | Permit Administration Fee           | 83,815             | 115,550            | 100,000            | 90,000               | 90,000               | 90,000              |
| 110-036-441200            | State Grants                        | -                  | 50,000             | 63,000             | -                    | -                    | -                   |
| 110-036-454100            | Planning & Sign Fees                | 264,645            | 199,593            | 120,000            | 120,000              | 120,000              | 120,000             |
| 110-036-454200            | EC Permit 1&2 Family                | 30,367             | 27,045             | 30,000             | 20,000               | 20,000               | 20,000              |
| 110-036-454300            | Zoning Administration Fee           | 31,232             | 22,807             | 25,000             | 20,000               | 20,000               | 20,000              |
| 110-036-454400            | EC Plan Check                       | 15,298             | 13,946             | 12,000             | 12,000               | 12,000               | 12,000              |
| 110-036-454500            | Urban Forest Fees/Grants            | 1,000              | 3,000              | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-036-458005            | Plaza Rent Revenue                  | 1,540              | 600                | -                  | -                    | -                    | -                   |
| 110-036-466100            | Refunds                             | -                  | -                  | -                  | 5,000                | 5,000                | 5,000               |
| 110-036-478000            | Miscellaneous Revenue               | 2,291              | 12,154             | 5,000              | 3,000                | 3,000                | 3,000               |
| 110-036-478100            | Document/Copy Fees                  | 68                 | -                  | -                  | 100                  | 100                  | 100                 |
| 110-036-490139            | Transfer from Non-Dept.             | -                  | -                  | 50,000             | -                    | -                    | -                   |
| 110-036-491110            | General Revenue                     | 280,000            | 547,000            | 920,000            | 850,000              | 850,000              | 850,000             |
| <b>Total Resources</b>    |                                     | <b>911,966</b>     | <b>1,277,724</b>   | <b>1,421,043</b>   | <b>1,503,099</b>     | <b>1,503,099</b>     | <b>1,503,099</b>    |
| 110-036-511100            | Salaries                            | 367,037            | 432,129            | 547,000            | 590,000              | 590,000              | 590,000             |
| 110-036-511200            | Overtime                            | 2,789              | 5,482              | -                  | 5,000                | 5,000                | 5,000               |
| 110-036-521100            | Insurance Benefits                  | 37,506             | 69,911             | 156,000            | 140,000              | 140,000              | 140,000             |
| 110-036-521200            | FICA Taxes                          | 26,474             | 33,233             | 42,000             | 46,000               | 46,000               | 46,000              |
| 110-036-521300            | PERS                                | 83,284             | 109,478            | 151,000            | 178,000              | 178,000              | 178,000             |
| 110-036-521360            | Other Benefits                      | 7,822              | 224                | -                  | -                    | -                    | -                   |
| 110-036-521500            | Workers' Benefit Fund               | 222                | 216                | 300                | 300                  | 300                  | 300                 |
| 110-036-521600            | Unemployment Insurance              | 346                | 651                | 2,200              | 1,200                | 1,200                | 1,200               |
| 110-036-521700            | Paid Leave Oregon Tax               | -                  | 418                | 2,300              | 2,400                | 2,400                | 2,400               |
| 110-036-521800            | Workers' Comp Insurance             | 5,564              | 1,653              | 4,400              | 3,800                | 3,800                | 3,800               |
| 110-036-521900            | Transit Tax                         | 2,077              | 2,607              | 3,300              | 3,600                | 3,600                | 3,600               |
| 110-036-601100            | Supplies                            | 3,915              | 4,477              | 6,500              | 6,000                | 6,000                | 6,000               |
| 110-036-601200            | Postage                             | 2,909              | 1,828              | 2,000              | 2,500                | 2,500                | 2,500               |
| 110-036-601300            | Printing                            | 706                | 816                | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-036-601400            | Copier Charges                      | 1,801              | 2,411              | 2,500              | 2,000                | 2,000                | 2,000               |
| 110-036-601401            | Branding & Marketing                | -                  | 374                | 500                | 3,000                | 3,000                | 3,000               |
| 110-036-601500            | Public Notices                      | 3,700              | 2,947              | 3,000              | 1,500                | 1,500                | 1,500               |
| 110-036-601700            | Memberships                         | 339                | 1,414              | 2,000              | 1,000                | 1,000                | 1,000               |
| 110-036-601800            | Books and Subscriptions             | 138                | 1,882              | 2,000              | 3,000                | 3,000                | 3,000               |
| 110-036-602100            | Employee Recruitment                | 202                | 270                | -                  | -                    | -                    | -                   |
| 110-036-602200            | Conferences                         | 3,003              | 1,106              | 6,000              | 4,000                | 4,000                | 4,000               |
| 110-036-602500            | Meetings & Meals                    | 191                | 288                | 500                | 500                  | 500                  | 500                 |
| 110-036-603100            | Mileage Reimbursement               | 7                  | 247                | 500                | 500                  | 500                  | 500                 |
| 110-036-603200            | Vehicle - Fuel                      | -                  | -                  | -                  | 2,000                | 2,000                | 2,000               |
| 110-036-603500            | Vehicle - Repairs and Maint         | -                  | -                  | -                  | 5,000                | 5,000                | 5,000               |
| 110-036-604100            | Repairs & Maintenance               | 97                 | -                  | -                  | 500                  | 500                  | 500                 |
| 110-036-605100            | Contractual Services                | -                  | 105                | -                  | -                    | -                    | -                   |
| 110-036-607100            | Utilities                           | 780                | 1,346              | 1,000              | 1,200                | 1,200                | 1,200               |
| 110-036-608200            | Professional Services - Engineering | 20,473             | 24,523             | 25,000             | 10,000               | 10,000               | 10,000              |
| 110-036-608500            | Contract Services - Planning        | 93,548             | 267,973            | 243,000            | 100,000              | 100,000              | 100,000             |
| 110-036-637100            | Planning Commission                 | 723                | 1,696              | 2,000              | 2,000                | 2,000                | 2,000               |
| 110-036-639610            | Tree City USA                       | 59                 | 500                | 3,000              | 2,000                | 2,000                | 2,000               |
| 110-036-740000            | Furniture & Office Equipment        | 1,645              | 308                | -                  | 1,000                | 1,000                | 1,000               |
| 110-036-740100            | Computer Equipment                  | 4,691              | 14,610             | 15,000             | 8,000                | 8,000                | 8,000               |
| 110-036-911110            | Indirect Support Cost               | 84,406             | 157,028            | 166,231            | 236,226              | 236,226              | 236,226             |
| 110-036-951000            | Contingency                         | -                  | -                  | 30,812             | 139,873              | 139,873              | 139,873             |
| <b>Total Requirements</b> |                                     | <b>756,455</b>     | <b>1,142,151</b>   | <b>1,421,043</b>   | <b>1,503,099</b>     | <b>1,503,099</b>     | <b>1,503,099</b>    |



# Building

## Department Overview

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

## 2023-25 Accomplishments & Highlights

- Increased fees to increase cost recovery for the Building Division.
- Implemented electronic plan review in accordance with House Bill 2415.
- Created a handout for childcare facilities, a handout for opening new food and beverage establishments, and a webpage for plumbing permits.
- Completed a request for proposals process to identify a consultant to assist the Building Official with electronic plan review.
- Inspected and approved occupancy for numerous development projects.

## Goals

- Continue to pursue options for cost recovery.
- Create a post disaster response program for conducting rapid assessments of damaged buildings and essential facilities.
- Adopt an addressing code to standardize and codify our processes.
- Adopt a property maintenance code to assist code enforcement.

## Performance Measures

|                                   | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-----------------------------------|------|------|------|------|------|------|
| <b>Total Trade Permits Issued</b> |      |      |      |      |      |      |
| Single Family                     | 57   | 81   | 61   | 67   | 22   | 45   |
| Multi Family Buildings            | 5    | 2    | 6    | -    | -    | 14   |
| MFR # of units                    | 50   | 4    | 69   | -    | -    | 102  |
| Commercial                        | 91   | 47   | 76   | 77   | 74   | 157  |

## Staffing

|                  | 19-21 | 21-23 | 23-25 | 25-27 |
|------------------|-------|-------|-------|-------|
| <b>Total FTE</b> | 3.03  | 2.50  | 2.25  | 2.35  |

# Building

## Budget Summary & Detail

|                            | BN 19-21         | BN 21-23         | BN 23-25         | BN 25-27         | BN 25-27         | BN 25-27         |
|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                            | Actual           | Actual           | Budget           | Proposed         | Approved         | Adopted          |
| Beginning Balance          | 567,903          | 405,471          | 405,203          | 584,912          | 584,912          | 584,912          |
| Fines, Fees, & Assessments | 744,291          | 827,032          | 710,000          | 807,500          | 807,500          | 807,500          |
| <b>Total Resources</b>     | <b>1,312,194</b> | <b>1,232,503</b> | <b>1,115,203</b> | <b>1,392,412</b> | <b>1,392,412</b> | <b>1,392,412</b> |
| Personnel Services         | 703,796          | 611,406          | 649,000          | 771,200          | 771,200          | 771,200          |
| Materials & Services       | 78,812           | 105,898          | 103,100          | 194,300          | 194,300          | 194,300          |
| Capital Outlay             | 4,438            | 9,409            | 15,000           | 11,000           | 11,000           | 11,000           |
| Transfers                  | 123,297          | 113,105          | 101,961          | 125,087          | 125,087          | 125,087          |
| Contingency                | -                | -                | 246,142          | 290,825          | 290,825          | 290,825          |
| <b>Total Requirements</b>  | <b>910,343</b>   | <b>839,818</b>   | <b>1,115,203</b> | <b>1,392,412</b> | <b>1,392,412</b> | <b>1,392,412</b> |

### BN 2025-27 Budget Notes

- The department is fully funded through permit fees and receives no general revenue funding.
- Contractual Services reflects \$100,000 in expenses related to electronic plan review services from SAFEbuilt, LLC who was selected as the City's third-party plan review contractor for electronic plan review.

| Account Number         | Account Name                 | BN 19-21         | BN 21-23         | BN 23-25         | BN 25-27         | BN 25-27         | BN 25-27         |
|------------------------|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                        |                              | Actual           | Actual           | Budget           | Proposed         | Approved         | Adopted          |
| 110-037-401100         | Beginning Balance            | 567,903          | 405,471          | 405,203          | 584,912          | 584,912          | 584,912          |
| 110-037-433110         | Permits - Building           | 331,455          | 375,941          | 320,000          | 320,000          | 320,000          | 320,000          |
| 110-037-433120         | Permits - Plumbing           | 110,979          | 118,263          | 110,000          | 110,000          | 110,000          | 110,000          |
| 110-037-433130         | Permits - Mechanical         | 48,163           | 60,336           | 50,000           | 60,000           | 60,000           | 60,000           |
| 110-037-433140         | Permits - Fire Life & Safety | 5,563            | 15,808           | 10,000           | 20,000           | 20,000           | 20,000           |
| 110-037-433400         | Permits - Other Building     | 12,814           | 35,535           | 20,000           | 20,000           | 20,000           | 20,000           |
| 110-037-433910         | Permits - State %            | 53,867           | 66,740           | 60,000           | 60,000           | 60,000           | 60,000           |
| 110-037-434100         | Plan Check Fee               | 179,242          | 154,409          | 140,000          | 200,000          | 200,000          | 200,000          |
| 110-037-434150         | Building Administration Fee  | 2,209            | -                | -                | -                | -                | -                |
| 110-037-454600         | Technology Fee               | -                | -                | -                | 17,000           | 17,000           | 17,000           |
| 110-037-478000         | Miscellaneous Revenue        | -                | -                | -                | 500              | 500              | 500              |
| 110-037-491110         | General Revenue              | -                | -                | -                | -                | -                | -                |
| <b>Total Resources</b> |                              | <b>1,312,194</b> | <b>1,232,503</b> | <b>1,115,203</b> | <b>1,392,412</b> | <b>1,392,412</b> | <b>1,392,412</b> |

Requirements are listed on the following page

# Building

|                           |                                     |                |                |                  |                  |                  |                  |
|---------------------------|-------------------------------------|----------------|----------------|------------------|------------------|------------------|------------------|
| 110-037-511100            | Salaries                            | 458,430        | 401,389        | 401,000          | 462,000          | 462,000          | 462,000          |
| 110-037-511200            | Overtime                            | 5,527          | 4,179          | -                | 5,000            | 5,000            | 5,000            |
| 110-037-521100            | Insurance Benefits                  | 75,814         | 64,354         | 96,000           | 118,000          | 118,000          | 118,000          |
| 110-037-521200            | FICA Taxes                          | 36,197         | 30,670         | 31,000           | 36,000           | 36,000           | 36,000           |
| 110-037-521300            | PERS                                | 112,159        | 104,419        | 111,000          | 140,000          | 140,000          | 140,000          |
| 110-037-521360            | Other Benefits                      | 4,030          | 153            | -                | -                | -                | -                |
| 110-037-521500            | Workers' Benefit Fund               | 281            | 189            | 300              | 300              | 300              | 300              |
| 110-037-521600            | Unemployment Insurance              | 473            | 587            | 1,700            | 1,000            | 1,000            | 1,000            |
| 110-037-521700            | Paid Leave Oregon Tax               | -              | 365            | 1,700            | 2,000            | 2,000            | 2,000            |
| 110-037-521800            | Workers' Comp Insurance             | 8,046          | 2,696          | 3,800            | 4,000            | 4,000            | 4,000            |
| 110-037-521900            | Transit Tax                         | 2,839          | 2,405          | 2,500            | 2,900            | 2,900            | 2,900            |
| 110-037-601100            | Supplies                            | 3,999          | 4,684          | 8,000            | 6,000            | 6,000            | 6,000            |
| 110-037-601200            | Postage                             | 219            | 153            | 300              | 3,000            | 3,000            | 3,000            |
| 110-037-601300            | Printing                            | 598            | 678            | 1,000            | 1,000            | 1,000            | 1,000            |
| 110-037-601400            | Copier Charges                      | 1,220          | 1,449          | 1,500            | 1,000            | 1,000            | 1,000            |
| 110-037-601401            | Branding & Marketing                | -              | 194            | 500              | 3,000            | 3,000            | 3,000            |
| 110-037-601700            | Memberships                         | 1,565          | 1,709          | 1,800            | 1,600            | 1,600            | 1,600            |
| 110-037-601800            | Books and Subscriptions             | 1,662          | 4,096          | 3,500            | 4,000            | 4,000            | 4,000            |
| 110-037-601900            | Uniforms                            | 195            | 231            | 1,000            | 1,000            | 1,000            | 1,000            |
| 110-037-602200            | Conferences                         | -              | 195            | 3,000            | 4,000            | 4,000            | 4,000            |
| 110-037-602300            | Training & Professional Advancement | 225            | -              | -                | -                | -                | -                |
| 110-037-602500            | Meetings & Meals                    | 40             | 98             | 500              | 500              | 500              | 500              |
| 110-037-603100            | Mileage Reimbursement               | -              | -              | -                | 200              | 200              | 200              |
| 110-037-605100            | Contractual Services                | 2,218          | 12,688         | 10,000           | 100,000          | 100,000          | 100,000          |
| 110-037-605101            | Contractual Services - Planning     | 470            | -              | -                | -                | -                | -                |
| 110-037-605103            | Contractual Services - Plumbing     | 3,150          | -              | -                | -                | -                | -                |
| 110-037-607100            | Utilities                           | 780            | 1,307          | 1,000            | 1,000            | 1,000            | 1,000            |
| 110-037-608200            | Professional Services - Engineering | -              | -              | 1,000            | -                | -                | -                |
| 110-037-628200            | Credit Card Merchant Fee            | 6,419          | 9,057          | 10,000           | 8,000            | 8,000            | 8,000            |
| 110-037-637200            | State Bldg Fee Surcharge            | 56,051         | 69,359         | 60,000           | 60,000           | 60,000           | 60,000           |
| 110-037-740000            | Furniture & Office Equipment        | 1,801          | 323            | -                | 1,000            | 1,000            | 1,000            |
| 110-037-740100            | Computer Equipment                  | 2,637          | 9,086          | 15,000           | 10,000           | 10,000           | 10,000           |
| 110-037-911110            | Indirect Support Cost               | 123,297        | 113,105        | 101,961          | 125,087          | 125,087          | 125,087          |
| 110-037-951000            | Contingency                         | -              | -              | 246,142          | 290,825          | 290,825          | 290,825          |
| <b>Total Requirements</b> |                                     | <b>910,343</b> | <b>839,818</b> | <b>1,115,203</b> | <b>1,392,412</b> | <b>1,392,412</b> | <b>1,392,412</b> |

# Economic Development

## Department Overview

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

## 2023-25 Accomplishments & Highlights

- Managed 11 urban renewal-funded business incentive grants, totaling over \$375,000.
- Managed the downtown maintenance program to address encampments and public right-of-way maintenance.

## Goals

- Implement the Economic Development Strategic Plan with the assistance of a consultant specializing in economic development activities.
- Attract new businesses to fill vacant storefronts in the downtown area.

## Performance Measures

|                                    | 2019       | 2020       | 2021       | 2022       | 2023       | 2024       |
|------------------------------------|------------|------------|------------|------------|------------|------------|
| Business Licenses Issued/Renewed   | 904        | 836        | 820        | 769        | 556        | 702        |
| Incentive Grants                   |            |            |            |            |            |            |
| Number of grant projects completed | 23         | 33         | 17         | 10         | 5          | 6          |
| Net project cost - City only       | \$ 293,924 | \$ 360,110 | \$ 287,987 | \$ 405,020 | \$ 173,543 | \$ 202,156 |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 0.50  | 0.58  | 0.40  | -     |

## Budget Summary & Detail

|                           | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance         | 29,595             | 58,957             | 44,204             | 4,634                | 4,634                | 4,634               |
| Miscellaneous Revenue     | 8,020              | 322                | -                  | -                    | -                    | -                   |
| General Revenue           | 242,000            | 224,000            | 255,000            | 145,000              | 145,000              | 145,000             |
| <b>Total Resources</b>    | <b>279,614</b>     | <b>283,279</b>     | <b>299,204</b>     | <b>149,634</b>       | <b>149,634</b>       | <b>149,634</b>      |
| Personnel Services        | 100,642            | 138,071            | 107,600            | -                    | -                    | -                   |
| Materials & Services      | 78,519             | 74,595             | 153,750            | 117,200              | 117,200              | 117,200             |
| Capital Outlay            | 2,498              | 99                 | -                  | -                    | -                    | -                   |
| Transfers                 | 38,997             | 24,510             | 27,202             | 26,691               | 26,691               | 26,691              |
| Contingency               | -                  | -                  | 10,652             | 5,743                | 5,743                | 5,743               |
| <b>Total Requirements</b> | <b>220,657</b>     | <b>237,275</b>     | <b>299,204</b>     | <b>149,634</b>       | <b>149,634</b>       | <b>149,634</b>      |

# Economic Development

## BN 2025-27 Budget Notes

- Due to the moratorium and limited potential for economic development opportunities, the staff member assigned to this role was laid off in 2024. A consultant has been retained to aid with economic development during the biennium. As a result, the overall budget has decreased compared to prior years.
- Materials & Services includes \$85,000 in various grant programs, including SSCP and Tenant Improvement (TI), and \$30,000 for consultant work.

| Account Number            | Account Name                        | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|-------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-038-401100            | Beginning Balance                   | 29,595             | 58,957             | 44,204             | 4,634                | 4,634                | 4,634               |
| 110-038-478000            | Miscellaneous Revenue               | 8,020              | 322                | -                  | -                    | -                    | -                   |
| 110-038-490139            | Transfer from Non-Dept.             | -                  | -                  | 55,000             | -                    | -                    | -                   |
| 110-038-491110            | General Revenue                     | 242,000            | 224,000            | 200,000            | 145,000              | 145,000              | 145,000             |
| <b>Total Resources</b>    |                                     | <b>279,614</b>     | <b>283,279</b>     | <b>299,204</b>     | <b>149,634</b>       | <b>149,634</b>       | <b>149,634</b>      |
| 110-038-511100            | Salaries                            | 69,233             | 94,405             | 72,000             | -                    | -                    | -                   |
| 110-038-511200            | Overtime                            | 119                | 362                | -                  | -                    | -                    | -                   |
| 110-038-521100            | Insurance Benefits                  | 7,766              | 10,461             | 8,000              | -                    | -                    | -                   |
| 110-038-521200            | FICA Taxes                          | 5,347              | 7,215              | 6,000              | -                    | -                    | -                   |
| 110-038-521300            | PERS                                | 16,285             | 24,587             | 20,000             | -                    | -                    | -                   |
| 110-038-521360            | Other Benefits                      | 1,217              | 3                  | -                  | -                    | -                    | -                   |
| 110-038-521500            | Workers' Benefit Fund               | 42                 | 49                 | 100                | -                    | -                    | -                   |
| 110-038-521600            | Unemployment Insurance              | 70                 | 141                | 400                | -                    | -                    | -                   |
| 110-038-521700            | Paid Leave Oregon Tax               | -                  | 94                 | 400                | -                    | -                    | -                   |
| 110-038-521800            | Workers' Comp Insurance             | 144                | 187                | 200                | -                    | -                    | -                   |
| 110-038-521900            | Transit Tax                         | 419                | 567                | 500                | -                    | -                    | -                   |
| 110-038-601100            | Supplies                            | 766                | 1,596              | 2,750              | 500                  | 500                  | 500                 |
| 110-038-601200            | Postage                             | 8                  | 73                 | 100                | 100                  | 100                  | 100                 |
| 110-038-601300            | Printing                            | -                  | 473                | -                  | 100                  | 100                  | 100                 |
| 110-038-601400            | Copier Charges                      | 303                | -                  | -                  | -                    | -                    | -                   |
| 110-038-601401            | Branding & Marketing                | 206                | 118                | 1,000              | 500                  | 500                  | 500                 |
| 110-038-601700            | Memberships                         | 1,415              | 725                | 2,000              | 1,000                | 1,000                | 1,000               |
| 110-038-601800            | Books and Subscriptions             | 10                 | 42                 | 100                | -                    | -                    | -                   |
| 110-038-602200            | Conferences                         | -                  | -                  | 3,000              | -                    | -                    | -                   |
| 110-038-602300            | Training & Professional Advancement | 949                | 1,868              | 300                | -                    | -                    | -                   |
| 110-038-602500            | Meetings & Meals                    | 753                | 46                 | 500                | -                    | -                    | -                   |
| 110-038-603100            | Mileage Reimbursement               | 107                | 444                | 1,000              | -                    | -                    | -                   |
| 110-038-604100            | Repairs & Maintenance               | 365                | -                  | -                  | -                    | -                    | -                   |
| 110-038-605100            | Contractual Services                | 44                 | 9,210              | 3,000              | 30,000               | 30,000               | 30,000              |
| 110-038-606120            | Building Rent                       | 732                | -                  | -                  | -                    | -                    | -                   |
| 110-038-639608            | Program - Contributions SSCP        | 46,442             | 60,000             | 60,000             | 60,000               | 60,000               | 60,000              |
| 110-038-639609            | Program - Tenant Improvements       | 5,415              | -                  | 25,000             | 25,000               | 25,000               | 25,000              |
| 110-038-639610            | Program - County Grants             | 10,005             | -                  | -                  | -                    | -                    | -                   |
| 110-038-639619            | Program - Business Grants           | 11,000             | -                  | 55,000             | -                    | -                    | -                   |
| 110-038-740000            | Furniture & Office Equipment        | 2,498              | 99                 | -                  | -                    | -                    | -                   |
| 110-038-911110            | Indirect Support Cost               | 38,997             | 24,510             | 27,202             | 26,691               | 26,691               | 26,691              |
| 110-038-951000            | Contingency                         | -                  | -                  | 10,652             | 5,743                | 5,743                | 5,743               |
| <b>Total Requirements</b> |                                     | <b>220,657</b>     | <b>237,275</b>     | <b>299,204</b>     | <b>149,634</b>       | <b>149,634</b>       | <b>149,634</b>      |

# Non-Departmental

## Department Overview

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

## 2023-25 Accomplishments & Highlights

- Funded two business grants to construct structures for outdoor dining at local restaurants.
- Held contingency to 5% of City operations.

## Goals

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

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | -     | -     | -     | -     |

## Budget Summary & Detail

|                           | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance         | 130,004            | 523,605            | 2,032,223          | 1,441,000            | 1,441,000            | 1,441,000           |
| Miscellaneous Revenue     | 192,149            | 99,143             | -                  | 85,000               | 85,000               | 85,000              |
| Indirect Service Revenue  | 259,000            | 261,997            | 281,000            | 328,000              | 328,000              | 328,000             |
| General Revenue           | 741,000            | 3,154,223          | 1,210,000          | 1,267,000            | 800,000              | 800,000             |
| <b>Total Resources</b>    | <b>1,322,153</b>   | <b>4,038,969</b>   | <b>3,523,223</b>   | <b>3,121,000</b>     | <b>2,654,000</b>     | <b>2,654,000</b>    |
| Materials & Services      | 619,344            | 954,621            | 678,000            | 954,000              | 954,000              | 954,000             |
| Capital Outlay            | 10,278             | 77,708             | 15,000             | -                    | -                    | -                   |
| Debt Service              | 9,005              | 4,878              | -                  | -                    | -                    | -                   |
| Transfers                 | 160,000            | 1,014,000          | 1,680,000          | 400,000              | 400,000              | 400,000             |
| Contingency               | -                  | -                  | 1,150,223          | 1,767,000            | 1,300,000            | 1,300,000           |
| <b>Total Requirements</b> | <b>798,627</b>     | <b>2,051,207</b>   | <b>3,523,223</b>   | <b>3,121,000</b>     | <b>2,654,000</b>     | <b>2,654,000</b>    |

## BN 2025-27 Budget Notes

- Materials & Services reflects the creation of a \$50,000 abatement program to remediate nuisance properties.
  - Transfers include \$50,000 to continue Winterfest expansion, \$50,000 for the purchase of a vehicle for the newly created Facilities Maintenance department, \$150,000 for capital repairs and replacement for City buildings (an increase from the prior practice of \$85,000 per biennium), and \$150,000 to set up a vehicle replacement fund for vehicles used by General Fund departments (Police and Parks & Trails).
- Contingency maintained at 5% of general fund operating costs (\$1,300,000).



# Non-Departmental

| Account Number         | Account Name                        | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|------------------------|-------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-039-401100         | Beginning Balance                   | 130,004            | 523,605            | 2,032,223          | 1,441,000            | 1,441,000            | 1,441,000           |
| 110-039-477000         | Merchandise                         | 128                | -                  | -                  | -                    | -                    | -                   |
| 110-039-478000         | Miscellaneous Revenue               | 182,521            | 41,391             | -                  | 35,000               | 35,000               | 35,000              |
| 110-039-478200         | Reimbursement                       | 9,500              | 57,752             | -                  | 50,000               | 50,000               | 50,000              |
| 110-039-490280         | Transfer from Aquatics              | -                  | -                  | 36,000             | -                    | -                    | -                   |
| 110-039-491110         | General Revenue                     | 741,000            | 3,154,223          | 1,210,000          | 1,267,000            | 800,000              | 800,000             |
| 110-039-492110         | Indirect Service Revenue            | 259,000            | 261,997            | 245,000            | 328,000              | 328,000              | 328,000             |
| <b>Total Resources</b> |                                     | <b>1,322,153</b>   | <b>4,038,969</b>   | <b>3,523,223</b>   | <b>3,121,000</b>     | <b>2,654,000</b>     | <b>2,654,000</b>    |
| 110-039-601100         | Supplies                            | 35,311             | 39,716             | 45,000             | 50,000               | 50,000               | 50,000              |
| 110-039-601200         | Postage                             | 2,602              | 3,518              | 4,000              | 5,000                | 5,000                | 5,000               |
| 110-039-601300         | Printing                            | 83                 | 665                | 1,000              | -                    | -                    | -                   |
| 110-039-601400         | Copier Charges                      | 2,458              | 2,436              | 2,000              | 1,000                | 1,000                | 1,000               |
| 110-039-601401         | Branding & Marketing                | 5,177              | 2,302              | 2,000              | 2,000                | 2,000                | 2,000               |
| 110-039-601500         | Public Notices                      | 653                | 67                 | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-039-601600         | Organizational Fees                 | 41,837             | 127,311            | 84,000             | 70,000               | 70,000               | 70,000              |
| 110-039-601700         | Memberships                         | 1,719              | 2,105              | 3,000              | 5,000                | 5,000                | 5,000               |
| 110-039-601800         | Books and Subscriptions             | 699                | 19,997             | 15,000             | 25,000               | 25,000               | 25,000              |
| 110-039-602300         | Training & Professional Advancement | -                  | 206                | -                  | -                    | -                    | -                   |
| 110-039-603200         | Vehicle - Fuel                      | 275                | 380                | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-039-603500         | Vehicle Repair & Maintenance        | 168                | 5,448              | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-039-604100         | Repairs & Maintenance               | 19,953             | 19,985             | 10,000             | 25,000               | 25,000               | 25,000              |
| 110-039-605100         | Contractual Services                | 77,886             | 100,891            | 100,000            | 150,000              | 150,000              | 150,000             |
| 110-039-607100         | Utilities                           | 55,490             | 54,026             | 75,000             | 80,000               | 80,000               | 80,000              |
| 110-039-608100         | Professional Services               | 38,238             | 86,805             | 20,000             | 125,000              | 125,000              | 125,000             |
| 110-039-609100         | Insurance                           | 74,820             | 173,987            | 248,000            | 275,000              | 275,000              | 275,000             |
| 110-039-610200         | Fees                                | 10,248             | 4,942              | 5,000              | 3,000                | 3,000                | 3,000               |
| 110-039-628200         | Credit Card Merchant Fee            | 7,502              | 9,463              | 9,000              | 25,000               | 25,000               | 25,000              |
| 110-039-639100         | Cash Over/Short                     | (281)              | 776                | -                  | -                    | -                    | -                   |
| 110-039-639201         | Cable Programming                   | 28,684             | 17,097             | 22,000             | 25,000               | 25,000               | 25,000              |
| 110-039-639202         | Program - Web Site                  | 20,617             | 15,256             | 10,000             | 10,000               | 10,000               | 10,000              |
| 110-039-639301         | Program - Mountain Festival         | 9,116              | 6,702              | -                  | -                    | -                    | -                   |
| 110-039-639401         | Program - Employee Recognition      | 5,178              | 13,253             | 20,000             | 25,000               | 25,000               | 25,000              |
| 110-039-639403         | Program - Gym Fees                  | 4,069              | -                  | -                  | -                    | -                    | -                   |
| 110-039-639500         | Program - Community Events          | -                  | 3,886              | -                  | -                    | -                    | -                   |
| 110-039-639604         | Program -Tourism Promotion          | 80                 | -                  | -                  | -                    | -                    | -                   |
| 110-039-639619         | Program - Business Grants           | 161,006            | 219,398            | -                  | -                    | -                    | -                   |
| 110-039-639703         | Program - Fireworks Display         | 14,500             | 24,004             | -                  | -                    | -                    | -                   |
| 110-039-639810         | Program - Arts Commission           | 1,259              | -                  | -                  | -                    | -                    | -                   |
| 110-039-639900         | Program - Nuisance Abatement        | -                  | -                  | -                  | 50,000               | 50,000               | 50,000              |
| 110-039-740000         | Furniture & Office Equipment        | -                  | 1,733              | 10,000             | -                    | -                    | -                   |
| 110-039-740100         | Computer Equipment                  | -                  | 7,715              | -                  | -                    | -                    | -                   |
| 110-039-740101         | Archive Equipment/Software          | 10,278             | 15                 | -                  | -                    | -                    | -                   |
| 110-039-760000         | Machinery & Equipment               | -                  | 68,244             | 5,000              | -                    | -                    | -                   |
| 110-039-812100         | Principal                           | 9,005              | 4,878              | -                  | -                    | -                    | -                   |

Requirements are continued on the following page



# Non-Departmental

|                           |                                    |                |                  |                  |                  |                  |                  |
|---------------------------|------------------------------------|----------------|------------------|------------------|------------------|------------------|------------------|
| 110-039-910124            | Transfer to Council                | -              | -                | 500,000          | -                | -                | -                |
| 110-039-910125            | Transfer to Administration         | 25,000         | -                | -                | -                | -                | -                |
| 110-039-910126            | Transfer to Legal                  | 50,000         | -                | -                | -                | -                | -                |
| 110-039-910129            | Transfer to Library                | -              | -                | 150,000          | -                | -                | -                |
| 110-039-910130            | Transfer to Police                 | -              | -                | 30,000           | -                | -                | -                |
| 110-039-910133            | Transfer to Recreation             | -              | -                | 15,000           | -                | -                | -                |
| 110-039-910135            | Transfer to Parks & Trails         | -              | -                | 115,000          | 50,000           | 50,000           | 50,000           |
| 110-039-910136            | Transfer to Planning               | -              | -                | 50,000           | -                | -                | -                |
| 110-039-910138            | Transfer to Economic Development   | -              | -                | 55,000           | -                | -                | -                |
| 110-039-910140            | Transfer to IT                     | -              | -                | 30,000           | -                | -                | -                |
| 110-039-910142            | Transfer to Facilities Maint. Dept | -              | -                | -                | 50,000           | 50,000           | 50,000           |
| 110-039-910240            | Transfer to Street Fund            | -              | -                | 600,000          | -                | -                | -                |
| 110-039-910560            | Transfer to SandyNet Fund          | -              | 489,000          | 50,000           | -                | -                | -                |
| 110-039-910670            | Transfer to Asset Replacement      | 85,000         | 85,000           | 85,000           | 300,000          | 300,000          | 300,000          |
| 110-039-910720            | Transfer to URA Fund               | -              | 440,000          | -                | -                | -                | -                |
| 110-039-955000            | Contingency                        | -              | -                | 1,150,223        | 1,767,000        | 1,300,000        | 1,300,000        |
| <b>Total Requirements</b> |                                    | <b>798,627</b> | <b>2,051,207</b> | <b>3,523,223</b> | <b>3,121,000</b> | <b>2,654,000</b> | <b>2,654,000</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.

## 2023-25 Accomplishments & Highlights

- Replaced aging technology equipment to meet the overall needs of each department.
- Implemented security enhancements to prevent security breaches.

## Goals

- Continue to focus on securing systems and information to prevent security breaches.

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 1.30  | 1.30  | 1.30  | 1.30  |

## Budget Summary & Detail

|                           | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance         | 104,152            | 5,037              | 50,016             | -                    | -                    | -                   |
| Miscellaneous Revenue     | 10,284             | -                  | -                  | -                    | -                    | -                   |
| Indirect Service Revenue  | 475,000            | 508,000            | 732,034            | 798,800              | 798,800              | 798,800             |
| <b>Total Resources</b>    | <b>589,436</b>     | <b>513,037</b>     | <b>782,050</b>     | <b>798,800</b>       | <b>798,800</b>       | <b>798,800</b>      |
| Personnel Services        | 257,611            | 288,573            | 346,500            | 383,600              | 383,600              | 383,600             |
| Materials & Services      | 276,093            | 171,730            | 198,050            | 254,000              | 254,000              | 254,000             |
| Capital Outlay            | 50,696             | 23,212             | 225,000            | 71,000               | 71,000               | 71,000              |
| Transfers                 | -                  | -                  | -                  | 75,000               | 75,000               | 75,000              |
| Contingency               | -                  | -                  | 12,500             | 15,200               | 15,200               | 15,200              |
| <b>Total Requirements</b> | <b>584,399</b>     | <b>483,515</b>     | <b>782,050</b>     | <b>798,800</b>       | <b>798,800</b>       | <b>798,800</b>      |

## BN 2025-27 Budget Notes

- Capital Outlay decreased significantly as a result of completed necessary system refreshes in the 2023-25 Biennium.
- Created a transfer to the Asset Replacement Fund to begin setting aside funds for needed equipment upgrades in the future.
- Contingency is approximately 2% of the operating budget for the department.

# Information Technology

| Account Number            | Account Name                        | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|-------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-040-401100            | Beginning Balance                   | 104,152            | 5,037              | 50,016             | -                    | -                    | -                   |
| 110-040-478000            | Miscellaneous Revenue               | 10,284             | -                  | -                  | -                    | -                    | -                   |
| 110-040-490139            | Transfer from Non-Dept.             | -                  | -                  | 30,000             | -                    | -                    | -                   |
| 110-040-492110            | Indirect Service Revenue            | 475,000            | 508,000            | 702,034            | 798,800              | 798,800              | 798,800             |
| <b>Total Resources</b>    |                                     | <b>589,436</b>     | <b>513,037</b>     | <b>782,050</b>     | <b>798,800</b>       | <b>798,800</b>       | <b>798,800</b>      |
| 110-040-511100            | Salaries                            | 185,451            | 198,970            | 225,000            | 244,000              | 244,000              | 244,000             |
| 110-040-511200            | Overtime                            | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-040-521100            | Insurance Benefits                  | 20,991             | 25,766             | 35,000             | 40,000               | 40,000               | 40,000              |
| 110-040-521200            | FICA Taxes                          | 14,164             | 14,974             | 18,000             | 20,000               | 20,000               | 20,000              |
| 110-040-521300            | PERS                                | 33,607             | 42,793             | 62,000             | 74,000               | 74,000               | 74,000              |
| 110-040-521360            | Other Benefits                      | 1,748              | -                  | -                  | -                    | -                    | -                   |
| 110-040-521500            | Workers' Benefit Fund               | 147                | 115                | 200                | 200                  | 200                  | 200                 |
| 110-040-521600            | Unemployment Insurance              | 185                | 295                | 1,000              | 600                  | 600                  | 600                 |
| 110-040-521700            | Paid Leave Oregon Tax               | -                  | 196                | 1,000              | 1,000                | 1,000                | 1,000               |
| 110-040-521800            | Workers' Comp Insurance             | 208                | 4,290              | 2,800              | 2,300                | 2,300                | 2,300               |
| 110-040-521900            | Transit Tax                         | 1,111              | 1,174              | 1,500              | 1,500                | 1,500                | 1,500               |
| 110-040-601100            | Supplies                            | 1,120              | 11,248             | 10,000             | 5,000                | 5,000                | 5,000               |
| 110-040-601200            | Postage                             | 225                | -                  | -                  | -                    | -                    | -                   |
| 110-040-602100            | Employee Recruitment                | 349                | 63                 | 500                | -                    | -                    | -                   |
| 110-040-602200            | Conferences                         | -                  | 805                | 3,000              | -                    | -                    | -                   |
| 110-040-602300            | Training & Professional Advancement | -                  | -                  | 2,000              | 2,000                | 2,000                | 2,000               |
| 110-040-602500            | Meetings & Meals                    | 104                | 277                | 350                | -                    | -                    | -                   |
| 110-040-603100            | Mileage Reimbursement               | -                  | -                  | 200                | -                    | -                    | -                   |
| 110-040-604100            | Repairs & Maintenance               | 265                | -                  | 10,000             | 2,000                | 2,000                | 2,000               |
| 110-040-605100            | Contractual Services                | 271,609            | 158,367            | 170,000            | 240,000              | 240,000              | 240,000             |
| 110-040-607100            | Utilities                           | 920                | 970                | 2,000              | 5,000                | 5,000                | 5,000               |
| 110-040-639202            | Web Site                            | 1,500              | -                  | -                  | -                    | -                    | -                   |
| 110-040-740000            | Furniture & Office Equipment        | 31,104             | 362                | -                  | 3,000                | 3,000                | 3,000               |
| 110-040-740100            | Computer Equipment                  | 19,591             | 22,205             | 225,000            | 66,000               | 66,000               | 66,000              |
| 110-040-740201            | Phone Equipment                     | -                  | 645                | -                  | 2,000                | 2,000                | 2,000               |
| 110-040-910680            | Transfer to IT Set Aside            | -                  | -                  | -                  | 75,000               | 75,000               | 75,000              |
| 110-040-951000            | Contingency                         | -                  | -                  | 12,500             | 15,200               | 15,200               | 15,200              |
| <b>Total Requirements</b> |                                     | <b>584,399</b>     | <b>483,515</b>     | <b>782,050</b>     | <b>798,800</b>       | <b>798,800</b>       | <b>798,800</b>      |

# Hoodland Library

## Department Overview

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

Like the Sandy Library, the Hoodland Library supports the community in its endeavors to create lifelong readers. Support is provided to help residents learn to read and write, develop the ability to find accurate information, and connect to the online world. The department delivers on its mission by offering traditional library services including reference assistance and materials for entertainment and study, as well as high speed internet access, downloadable e-books and e-audiobooks, databases, the ability to receive and send information online (such as tax forms, job applications, and photos), and staff to assist customers in using technology. Community members enjoy library space to sit quietly and read or study.

## 2023-25 Accomplishments & Highlights

- Advanced efforts to increase teamwork and training of staff.
- Updated department policies and procedures manual.

## Goals

- Identify and secure the remaining funds needed to upfit the outreach vehicle.
- Create curriculum and implement classes for various computer and technology programs, including Excel and Canva.
- Train additional staff and update programs based on new principles; Present early literacy concepts to parents.

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | -     | -     | 2.65  | 2.65  |

# Hoodland Library

## Budget Summary & Detail

|                           | BN 19-21 | BN 21-23 | BN 23-25       | BN 25-27       | BN 25-27       | BN 25-27       |
|---------------------------|----------|----------|----------------|----------------|----------------|----------------|
|                           | Actual   | Actual   | Budget         | Proposed       | Approved       | Adopted        |
| Beginning Balance         | -        | -        | 55,333         | 120,840        | 120,840        | 120,840        |
| Intergovernmental         | -        | -        | 652,000        | 700,000        | 700,000        | 700,000        |
| Fines, Fees, & Assessment | -        | -        | 3,500          | 1,750          | 1,750          | 1,750          |
| Grants                    | -        | -        | 1,300          | 1,300          | 1,300          | 1,300          |
| Miscellaneous Revenue     | -        | -        | 2,500          | 2,500          | 2,500          | 2,500          |
| <b>Total Resources</b>    | -        | -        | <b>714,633</b> | <b>826,390</b> | <b>826,390</b> | <b>826,390</b> |
| Personnel Services        | -        | -        | 493,500        | 500,500        | 500,500        | 500,500        |
| Materials & Services      | -        | -        | 134,200        | 160,106        | 160,106        | 160,106        |
| Capital Outlay            | -        | -        | 8,000          | 60,500         | 60,500         | 60,500         |
| Transfers                 | -        | -        | 68,114         | 81,884         | 81,884         | 81,884         |
| Contingency               | -        | -        | 10,819         | 23,400         | 23,400         | 23,400         |
| <b>Total Requirements</b> | -        | -        | <b>714,633</b> | <b>826,390</b> | <b>826,390</b> | <b>826,390</b> |

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

### BN 2025-27 Budget Notes

- Intergovernmental accounts for revenue from the Clackamas County Library District for the Sandy service area.
- Capital Outlay reflects the remaining expenditure related to the acquisition of the outreach vehicle (\$54,000).

| Account Number         | Account Name            | BN 19-21 | BN 21-23 | BN 23-25       | BN 25-27       | BN 25-27       | BN 25-27       |
|------------------------|-------------------------|----------|----------|----------------|----------------|----------------|----------------|
|                        |                         | Actual   | Actual   | Budget         | Proposed       | Approved       | Adopted        |
| 110-041-401100         | Beginning Balance       | -        | -        | 55,333.00      | 120,840        | 120,840        | 120,840        |
| 110-041-441210         | State Grants            | -        | -        | 1,300.00       | 1,300          | 1,300          | 1,300          |
| 110-041-442400         | District Funding        | -        | -        | 652,000.00     | 700,000        | 700,000        | 700,000        |
| 110-041-463100         | Fines                   | -        | -        | 2,500.00       | 1,050          | 1,050          | 1,050          |
| 110-041-477100         | Miscellaneous           | -        | -        | 2,500.00       | 2,500          | 2,500          | 2,500          |
| 110-041-477110         | Lost/Paid Fees          | -        | -        | 1,000.00       | 700            | 700            | 700            |
| <b>Total Resources</b> |                         | -        | -        | <b>714,633</b> | <b>826,390</b> | <b>826,390</b> | <b>826,390</b> |
| 110-041-511100         | Salaries                | -        | -        | 321,000        | 312,000        | 312,000        | 312,000        |
| 110-041-511200         | Overtime                | -        | -        | -              | -              | -              | -              |
| 110-041-521100         | Insurance Benefits      | -        | -        | 43,000         | 64,000         | 64,000         | 64,000         |
| 110-041-521200         | FICA Taxes              | -        | -        | 25,000         | 24,000         | 24,000         | 24,000         |
| 110-041-521300         | PERS                    | -        | -        | 99,000         | 96,000         | 96,000         | 96,000         |
| 110-041-521500         | Workers' Benefit Fund   | -        | -        | 300            | 300            | 300            | 300            |
| 110-041-521600         | Unemployment Insurance  | -        | -        | 1,400          | 700            | 700            | 700            |
| 110-041-521700         | Paid Leave Oregon Tax   | -        | -        | 1,400          | 1,300          | 1,300          | 1,300          |
| 110-041-521800         | Workers' Comp Insurance | -        | -        | 400            | 300            | 300            | 300            |
| 110-041-521900         | Transit Tax             | -        | -        | 2,000          | 1,900          | 1,900          | 1,900          |

*Requirements are continued on the following page*

# Hoodland Library

|                           |                              |   |   |                |                |                |                |
|---------------------------|------------------------------|---|---|----------------|----------------|----------------|----------------|
| 110-041-601100            | Supplies                     | - | - | 3,200          | 3,200          | 3,200          | 3,200          |
| 110-041-601200            | Postage                      | - | - | 100            | 330            | 330            | 330            |
| 110-041-601401            | Branding & Marketing         | - | - | 300            | 300            | 300            | 300            |
| 110-041-601700            | Memberships                  | - | - | 100            | 100            | 100            | 100            |
| 110-041-602200            | Conferences                  | - | - | 500            | 500            | 500            | 500            |
| 110-041-604100            | Repairs & Maintenance        | - | - | 2,000          | 3,000          | 3,000          | 3,000          |
| 110-041-605100            | Contractual Services         | - | - | 21,000         | 21,000         | 21,000         | 21,000         |
| 110-041-606100            | Building Rent                | - | - | 48,500         | 52,476         | 52,476         | 52,476         |
| 110-041-607100            | Utilities                    | - | - | 7,000          | 14,500         | 14,500         | 14,500         |
| 110-041-608100            | Professional Services        | - | - | 1,500          | 5,000          | 5,000          | 5,000          |
| 110-041-609100            | Insurance                    | - | - | 4,000          | 5,000          | 5,000          | 5,000          |
| 110-041-629101            | Library Books                | - | - | 15,000         | 15,000         | 15,000         | 15,000         |
| 110-041-629102            | Library Magazines            | - | - | 2,500          | 2,600          | 2,600          | 2,600          |
| 110-041-629103            | Videos/DVDs                  | - | - | 10,000         | 10,000         | 10,000         | 10,000         |
| 110-041-629104            | Acquisition Database         | - | - | 4,500          | 5,400          | 5,400          | 5,400          |
| 110-041-629105            | Video Games                  | - | - | 1,000          | -              | -              | -              |
| 110-041-629106            | CD Music                     | - | - | 3,000          | 1,000          | 1,000          | 1,000          |
| 110-041-629107            | Audio Books                  | - | - | 1,500          | 3,000          | 3,000          | 3,000          |
| 110-041-629108            | Reference Database           | - | - | 6,000          | 1,400          | 1,400          | 1,400          |
| 110-041-629109            | Digital                      | - | - | 1,500          | 10,000         | 10,000         | 10,000         |
| 110-041-629200            | Programs                     | - | - | 1,000          | 1,300          | 1,300          | 1,300          |
| 110-041-629300            | Programs - Other             | - | - | -              | 5,000          | 5,000          | 5,000          |
| 110-041-740000            | Furniture & Office Equipment | - | - | 500            | 500            | 500            | 500            |
| 110-041-740100            | Computer Equipment           | - | - | 7,500          | 6,000          | 6,000          | 6,000          |
| 110-041-740200            | Library Equipment            | - | - | -              | 54,000         | 54,000         | 54,000         |
| 110-041-911110            | Indirect Support Cost        | - | - | 68,114         | 81,884         | 81,884         | 81,884         |
| 110-041-951000            | Contingency                  | - | - | 10,819         | 23,400         | 23,400         | 23,400         |
| <b>Total Requirements</b> |                              | - | - | <b>714,633</b> | <b>826,390</b> | <b>826,390</b> | <b>826,390</b> |

# Facilities Maintenance

## Department Overview

The Facilities Maintenance Department accounts for repairs and maintenance of City owned properties and assets. This Department is newly created in BN 2025-27 to meet the ongoing need of the City to have a centralized Department focused on maintaining City properties.

## Goals

- Proactively maintain and respond to issues at City facilities to preserve and extend the useful life of City assets.

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | -     | -     | -     | 1.30  |

## Budget Summary & Detail

|                           | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance         | -                  | -                  | -                  | -                    | -                    | -                   |
| Miscellaneous Revenue     | -                  | -                  | -                  | -                    | -                    | -                   |
| Transfers                 | -                  | -                  | -                  | 50,000               | 50,000               | 50,000              |
| General Revenue           | -                  | -                  | -                  | 185,000              | 185,000              | 185,000             |
| Indirect Service Revenue  | -                  | -                  | -                  | 270,000              | 270,000              | 270,000             |
| <b>Total Resources</b>    | -                  | -                  | -                  | <b>505,000</b>       | <b>505,000</b>       | <b>505,000</b>      |
| Personnel Services        | -                  | -                  | -                  | 367,700              | 367,700              | 367,700             |
| Materials & Services      | -                  | -                  | -                  | 76,300               | 76,300               | 76,300              |
| Capital Outlay            | -                  | -                  | -                  | 52,000               | 52,000               | 52,000              |
| Contingency               | -                  | -                  | -                  | 9,000                | 9,000                | 9,000               |
| <b>Total Requirements</b> | -                  | -                  | -                  | <b>505,000</b>       | <b>505,000</b>       | <b>505,000</b>      |

## BN 2025-27 Budget Notes

- The Facilities Maintenance Department is included in the Indirect Service Revenue Model and receives indirect funding from other departments.
- Transfers from Non-Departmental are intended to fund the purchase of a vehicle to support this newly created department and new Facilities Maintenance Lead Position.
- Capital Outlay includes the purchase of the new vehicle.



# Facilities Maintenance

| Account Number            | Account Name                         | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|--------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 110-042-401100            | Beginning Balance                    | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-042-478000            | Miscellaneous Revenue                | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-042-490139            | Transfer from Non Dept               | -                  | -                  | -                  | 50,000               | 50,000               | 50,000              |
| 110-042-491110            | General Revenue                      | -                  | -                  | -                  | 185,000              | 185,000              | 185,000             |
| 110-042-492110            | Indirect Service Revenue             | -                  | -                  | -                  | 270,000              | 270,000              | 270,000             |
| <b>Total Resources</b>    |                                      | -                  | -                  | -                  | <b>505,000</b>       | <b>505,000</b>       | <b>505,000</b>      |
| 110-042-511100            | Salaries                             | -                  | -                  | -                  | 205,000              | 205,000              | 205,000             |
| 110-042-511200            | Overtime                             | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-042-521100            | Insurance Benefits                   | -                  | -                  | -                  | 76,000               | 76,000               | 76,000              |
| 110-042-521200            | FICA Taxes                           | -                  | -                  | -                  | 16,000               | 16,000               | 16,000              |
| 110-042-521300            | PERS                                 | -                  | -                  | -                  | 62,000               | 62,000               | 62,000              |
| 110-042-521500            | Workers' Benefit Fund                | -                  | -                  | -                  | 200                  | 200                  | 200                 |
| 110-042-521600            | Unemployment Insurance               | -                  | -                  | -                  | 500                  | 500                  | 500                 |
| 110-042-521700            | Oregon Paid Leave Tax                | -                  | -                  | -                  | 1,000                | 1,000                | 1,000               |
| 110-042-521800            | Workers' Comp Insurance              | -                  | -                  | -                  | 5,500                | 5,500                | 5,500               |
| 110-042-521900            | Transit Tax                          | -                  | -                  | -                  | 1,500                | 1,500                | 1,500               |
| 110-042-601100            | Supplies                             | -                  | -                  | -                  | 5,000                | 5,000                | 5,000               |
| 110-042-601200            | Postage                              | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-042-601300            | Printing                             | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-042-601400            | Copier Charges                       | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-042-601700            | Memberships                          | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-042-601800            | Books, Subscriptions, etc.           | -                  | -                  | -                  | 3,200                | 3,200                | 3,200               |
| 110-042-601900            | Uniforms                             | -                  | -                  | -                  | 500                  | 500                  | 500                 |
| 110-042-602100            | Employee Recruitment                 | -                  | -                  | -                  | 1,000                | 1,000                | 1,000               |
| 110-042-602300            | Training & Professional Advancement  | -                  | -                  | -                  | 1,000                | 1,000                | 1,000               |
| 110-042-602500            | Meetings & Meals                     | -                  | -                  | -                  | 500                  | 500                  | 500                 |
| 110-042-603100            | Mileage Reimbursement                | -                  | -                  | -                  | 100                  | 100                  | 100                 |
| 110-042-603200            | Vehicle - Fuel                       | -                  | -                  | -                  | 4,000                | 4,000                | 4,000               |
| 110-042-603500            | Vehicle Repair & Maintenance         | -                  | -                  | -                  | 1,000                | 1,000                | 1,000               |
| 110-042-604100            | Repairs & Maintenance                | -                  | -                  | -                  | 9,000                | 9,000                | 9,000               |
| 110-042-605100            | Contractual Services                 | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-042-606100            | Equipment Rental                     | -                  | -                  | -                  | 1,000                | 1,000                | 1,000               |
| 110-042-607100            | Utilities                            | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-042-608100            | Professional Services                | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-042-608101            | Professional Services Tree Abatement | -                  | -                  | -                  | 50,000               | 50,000               | 50,000              |
| 110-042-609100            | Insurance                            | -                  | -                  | -                  | -                    | -                    | -                   |
| 110-042-740000            | Furniture & Office Equipment         | -                  | -                  | -                  | 2,000                | 2,000                | 2,000               |
| 110-042-760000            | Machinery & Equipment                | -                  | -                  | -                  | 50,000               | 50,000               | 50,000              |
| 110-042-951000            | Contingency                          | -                  | -                  | -                  | 9,000                | 9,000                | 9,000               |
| <b>Total Requirements</b> |                                      | -                  | -                  | -                  | <b>505,000</b>       | <b>505,000</b>       | <b>505,000</b>      |

# Street Fund

---

## Fund Overview

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

### Operations

The Street Fund repairs and maintains more than 46.11 centerline miles of streets within the city limits. Street operating costs include power costs for street lighting and traffic signals (although ODOT is responsible for managing and maintaining traffic signals). Major maintenance activities in Street Operations include traffic line painting (by contract) and parking lot stall striping, traffic control sign repair and installation, weed control in rights-of-way, snow and ice control, pothole patching, and street sweeping. In addition, Street Operations manages the City's traffic calming program, provides transportation-related comments on land use applications, and reviews street improvement plans for new development. Funding comes primarily from federal, state, and local fuel taxes.

The City uses Pavement Management System software to prioritize street maintenance projects based on a condition survey performed every five years. Using Local Option Fuel Tax revenue, the City strives to complete approximately \$250,000 to \$300,000 worth of street maintenance (asphalt overlays and surface treatments) projects annually. The annual amount of pavement maintenance work, (in miles or square feet for example) is difficult to quantify because some years may involve more costly maintenance over a smaller number of street sections, while other years may include relatively inexpensive treatments covering many streets. The goal of the program is to keep the Pavement Condition Index (PCI) at 80 or better.

### Capital Improvements

New streets, street widening, intersection improvements, and other street capital projects are funded through system development charges (SDCs) from new development, cash contributions from developers, state and federal fuel taxes, loans, and grants. The Transportation System Plan (TSP), adopted in the 2023-25 biennium, identifies the long-term project needs for motor vehicles, bicycles, and pedestrians.

### Equipment Replacement

This newly created department within the Fund is intended to build up the required funds to replace equipment and vehicles in the future. This is part of an overall City goal to develop thoughtful asset replacement schedules and identify funding prior to an emergency asset replacement being needed.

## 2023-25 Accomplishments & Accomplishments

- Completed the Bell Street / 362<sup>nd</sup> Avenue extension project.
- Completed the 2023 pavement management project.
- Completed major crack sealing projects.
- Purchased the street sweeper to reduce street cleaning costs by eliminating the need for a contractor.
- Replaced sander; deployed excavator with mower to improve right-of-way maintenance activities.

# Street Fund

## Goals

- Complete the pavement management plan as recommended to maintain the PCI.
- Design and complete ADA ramps along Highway 211 as required by jurisdictional transfer agreement.
- Complete initial improvements at Highway 211 and Dubarko Road to improve the safety of the intersection.

## Performance Measures

|                                   | 2019    | 2020      | 2021    | 2022    | 2023    | 2024    |
|-----------------------------------|---------|-----------|---------|---------|---------|---------|
| Square Feet of Streets Resurfaced | -       | 1,039,752 | 367,400 | -       | 375,000 | -       |
| Miles of Streets                  | 37      | 37        | 43      | 43      | 45.4    | 46.11   |
| Pavement Condition Index          | n/a     | 80        | 80      | 78      | 78      | 77      |
| Local Gas Tax Revenue Collected   | 316,235 | 268,539   | 250,009 | 318,302 | 327,929 | 311,795 |
| Streetlights Maintained           | -       | -         | 1,020   | 1,100   | 1,130   | 1,156   |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 2.51  | 2.79  | 2.92  | 3.61  |

# Street Fund

## Budget Summary & Detail

|                                | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|--------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>               |                    |                    |                    |                      |                      |                     |
| Beginning Balance              | 1,428,568          | 1,985,240          | 2,327,412          | 2,563,293            | 2,563,293            | 2,563,293           |
| Fines, Fees, & Assessments     | 2,665,546          | 2,752,748          | 2,405,000          | 2,440,000            | 2,440,000            | 2,440,000           |
| Interest                       | 140,112            | 226,825            | 50,000             | 120,000              | 120,000              | 120,000             |
| Loan Proceeds                  | 34,267             | -                  | -                  | -                    | -                    | -                   |
| Miscellaneous                  | 179,710            | 8,281              | 5,000              | 10,000               | 10,000               | 10,000              |
| <b>Operations Total</b>        | <b>4,448,203</b>   | <b>4,973,094</b>   | <b>4,787,412</b>   | <b>5,133,293</b>     | <b>5,133,293</b>     | <b>5,133,293</b>    |
| Beginning Balance              | 3,587,337          | 9,788,012          | -                  | -                    | -                    | -                   |
| Fines, Fees, & Assessments     | 1,736,975          | 1,388,421          | 1,819,000          | 2,575,000            | 2,575,000            | 2,575,000           |
| Interest                       | 174                | -                  | -                  | -                    | -                    | -                   |
| Transfers                      | -                  | -                  | 600,000            | -                    | -                    | -                   |
| Loan Proceeds                  | 6,643,898          | -                  | -                  | -                    | -                    | -                   |
| <b>Capital Total</b>           | <b>11,968,384</b>  | <b>11,176,433</b>  | <b>2,419,000</b>   | <b>2,575,000</b>     | <b>2,575,000</b>     | <b>2,575,000</b>    |
| Transfer From Operations       | -                  | -                  | -                  | 142,500              | 142,500              | 142,500             |
| <b>Vehicle Set Aside Total</b> | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>142,500</b>       | <b>142,500</b>       | <b>142,500</b>      |
| <b>Total Resources</b>         | <b>16,416,587</b>  | <b>16,149,527</b>  | <b>7,206,412</b>   | <b>7,850,793</b>     | <b>7,850,793</b>     | <b>7,850,793</b>    |
| <b>REQUIREMENTS</b>            |                    |                    |                    |                      |                      |                     |
| Personnel Services             | 528,062            | 619,943            | 773,500            | 1,002,200            | 1,002,200            | 1,002,200           |
| Materials & Services           | 1,630,103          | 812,688            | 1,959,300          | 1,363,500            | 1,363,500            | 1,363,500           |
| Capital Outlay                 | 179,968            | 25,744             | 167,000            | 315,000              | 315,000              | 315,000             |
| Debt Service                   | 7,473              | 17,813             | 13,400             | 10,100               | 10,100               | 10,100              |
| Transfers                      | 117,357            | 118,723            | 179,299            | 360,632              | 360,632              | 360,632             |
| Contingency                    | -                  | -                  | 297,000            | 2,020,127            | 2,020,127            | 2,020,127           |
| <b>Operations Total</b>        | <b>2,462,963</b>   | <b>1,594,911</b>   | <b>3,389,499</b>   | <b>5,071,559</b>     | <b>5,071,559</b>     | <b>5,071,559</b>    |
| Capital Outlay                 | 871,694            | 10,469,133         | 2,505,000          | 1,320,000            | 1,320,000            | 1,320,000           |
| Debt Service                   | 162,018            | 814,088            | 813,834            | 816,734              | 816,734              | 816,734             |
| Contingency                    | -                  | -                  | 498,079            | 500,000              | 500,000              | 500,000             |
| <b>Capital Total</b>           | <b>1,033,712</b>   | <b>11,283,221</b>  | <b>3,816,913</b>   | <b>2,636,734</b>     | <b>2,636,734</b>     | <b>2,636,734</b>    |
| Contingency                    | -                  | -                  | -                  | 142,500              | 142,500              | 142,500             |
| <b>Vehicle Set Aside Total</b> | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>142,500</b>       | <b>142,500</b>       | <b>142,500</b>      |
| <b>Total Requirements</b>      | <b>3,496,675</b>   | <b>12,878,132</b>  | <b>7,206,412</b>   | <b>7,850,793</b>     | <b>7,850,793</b>     | <b>7,850,793</b>    |

### BN 2025-27 Budget Notes

- Fines, Fees, & Assessments (Operations) includes both state and local gas tax revenue.
- Capital Outlay includes \$400,000 for general improvements and ADA ramps along Highway 211, \$150,000 for intersection evaluation and improvements at Dubarko Rd / Highway 211, and \$750,000 for Gunderson Rd / Highway 211 improvements.
- Vehicle Set Aside accounts for setting aside funds for future equipment purchases.

# Street Fund

| Account Number                 | Account Name                            | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|--------------------------------|---|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>               |   |                    |                    |                    |                      |                      |                     |
| 240-054-401000                 | Beginning Balance                       | 1,428,568          | 1,985,240          | 2,327,412          | 2,563,293            | 2,563,293            | 2,563,293           |
| 240-054-441150                 | State Shared - Gas Tax                  | 1,604,882          | 2,065,120          | 1,800,000          | 1,800,000            | 1,800,000            | 1,800,000           |
| 240-054-441190                 | City Gas Tax                            | 518,548            | 646,232            | 600,000            | 600,000              | 600,000              | 600,000             |
| 240-054-442500                 | Other Agencies                          | 500,000            | -                  | -                  | -                    | -                    | -                   |
| 240-054-457100                 | Engineering Fees                        | 31,458             | 41,396             | 5,000              | 40,000               | 40,000               | 40,000              |
| 240-054-471100                 | Interest                                | 140,112            | 226,825            | 50,000             | 120,000              | 120,000              | 120,000             |
| 240-054-471104                 | Res. Sidewalk Repair                    | 10,657             | -                  | -                  | -                    | -                    | -                   |
| 240-054-478000                 | Miscellaneous Revenue                   | 178,710            | 8,281              | 5,000              | 10,000               | 10,000               | 10,000              |
| 240-054-479030                 | Surplus Property                        | 1,000              | -                  | -                  | -                    | -                    | -                   |
| 240-054-495400                 | Loan Proceeds                           | 34,267             | -                  | -                  | -                    | -                    | -                   |
| <b>Operations Total</b>        |   | <b>4,448,203</b>   | <b>4,973,094</b>   | <b>4,787,412</b>   | <b>5,133,293</b>     | <b>5,133,293</b>     | <b>5,133,293</b>    |
| 240-154-401000                 | Beginning Balance                       | 3,587,337          | 9,788,012          | -                  | -                    | -                    | -                   |
| 240-154-423000                 | AFRD Reimbursement                      | 79,002             | 84,906             | 4,000              | 50,000               | 50,000               | 50,000              |
| 240-154-433540                 | Streets SDC                             | 909,468            | 457,572            | 1,390,000          | 1,785,000            | 1,785,000            | 1,785,000           |
| 240-154-441140                 | VRF Funds                               | 254,073            | 497,877            | 425,000            | 440,000              | 440,000              | 440,000             |
| 240-154-441434                 | ODOT STP Funds                          | -                  | 302,073            | -                  | 300,000              | 300,000              | 300,000             |
| 240-154-459001                 | Payment In Lieu Street Improvement Fees | 494,432            | -                  | -                  | -                    | -                    | -                   |
| 240-154-471100                 | Interest                                | 174                | -                  | -                  | -                    | -                    | -                   |
| 240-154-478000                 | Miscellaneous Revenue                   | -                  | 45,993             | -                  | -                    | -                    | -                   |
| 240-154-491000                 | Transfer from General Fund              | -                  | -                  | 600,000            | -                    | -                    | -                   |
| 240-154-495400                 | Loan Proceeds                           | 6,643,898          | -                  | -                  | -                    | -                    | -                   |
| <b>Capital Total</b>           |   | <b>11,968,384</b>  | <b>11,176,433</b>  | <b>2,419,000</b>   | <b>2,575,000</b>     | <b>2,575,000</b>     | <b>2,575,000</b>    |
| 240-254-490240                 | Transfer Streets Operations Department  | -                  | -                  | -                  | 142,500              | 142,500              | 142,500             |
| <b>Vehicle Set Aside Total</b> |   | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>142,500</b>       | <b>142,500</b>       | <b>142,500</b>      |
| <b>Total Resources</b>         |   | <b>16,416,587</b>  | <b>16,149,527</b>  | <b>7,206,412</b>   | <b>7,850,793</b>     | <b>7,850,793</b>     | <b>7,850,793</b>    |
| <b>REQUIREMENTS</b>            |   |                    |                    |                    |                      |                      |                     |
| 240-054-511100                 | Salaries                                | 303,391            | 384,980            | 456,000            | 590,000              | 590,000              | 590,000             |
| 240-054-511200                 | Overtime                                | 11,029             | 14,972             | 16,000             | 18,000               | 18,000               | 18,000              |
| 240-054-521100                 | Insurance Benefits                      | 50,296             | 68,581             | 104,000            | 133,000              | 133,000              | 133,000             |
| 240-054-521200                 | FICA Taxes                              | 24,048             | 30,154             | 37,000             | 48,000               | 48,000               | 48,000              |
| 240-054-521300                 | PERS                                    | 83,810             | 103,559            | 138,000            | 190,000              | 190,000              | 190,000             |
| 240-054-521360                 | Other Benefits                          | 4,327              | -                  | -                  | -                    | -                    | -                   |
| 240-054-521500                 | Workers' Benefit Fund                   | 184                | 198                | 500                | 400                  | 400                  | 400                 |
| 240-054-521600                 | Unemployment Insurance                  | 316                | 608                | 2,000              | 1,300                | 1,300                | 1,300               |
| 240-054-521700                 | Paid Leave Oregon Tax                   | -                  | 414                | 2,000              | 2,500                | 2,500                | 2,500               |
| 240-054-521800                 | Workers' Comp Insurance                 | 48,774             | 14,111             | 15,000             | 15,000               | 15,000               | 15,000              |
| 240-054-521900                 | Transit Tax                             | 1,887              | 2,366              | 3,000              | 4,000                | 4,000                | 4,000               |
| 240-054-601100                 | Supplies                                | 65,170             | -                  | 70,000             | 60,000               | 60,000               | 60,000              |
| 240-054-601200                 | Postage                                 | 113                | 49,061             | 100                | 200                  | 200                  | 200                 |
| 240-054-601300                 | Printing                                | -                  | 20                 | 100                | 250                  | 250                  | 250                 |
| 240-054-601400                 | Copier Charges                          | 15                 | 106                | 100                | 200                  | 200                  | 200                 |
| 240-054-601401                 | Branding & Marketing                    | -                  | 19                 | -                  | -                    | -                    | -                   |
| 240-054-601500                 | Public Notices                          | 194                | -                  | -                  | 200                  | 200                  | 200                 |
| 240-054-601600                 | Organizational Fees                     | -                  | 92                 | 200                | 200                  | 200                  | 200                 |
| 240-054-601700                 | Memberships                             | -                  | 1,200              | 600                | 1,000                | 1,000                | 1,000               |
| 240-054-601800                 | Books and Subscriptions                 | 55                 | 389                | 600                | 1,000                | 1,000                | 1,000               |
| 240-054-601900                 | Uniforms                                | 1,954              | 1,482              | 2,300              | 3,500                | 3,500                | 3,500               |

Requirements are continued on the following page

# Street Fund

|                                |                                       |                  |                   |                  |                  |                  |                  |
|--------------------------------|---------------------------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
| 240-054-602100                 | Employee Recruitment                  | 76               | 4,968             | 5,000            | 5,000            | 5,000            | 5,000            |
| 240-054-602200                 | Conferences                           | -                | 781               | 10,000           | 5,000            | 5,000            | 5,000            |
| 240-054-602300                 | Training & Professional Advancement   | 7                | 819               | 5,000            | 5,500            | 5,500            | 5,500            |
| 240-054-602500                 | Meetings & Meals                      | 131              | 383               | 700              | 1,250            | 1,250            | 1,250            |
| 240-054-603100                 | Mileage Reimbursement                 | 2                | 2                 | 100              | 200              | 200              | 200              |
| 240-054-603200                 | Vehicle - Fuel                        | 7,995            | 12,154            | 15,000           | 12,500           | 12,500           | 12,500           |
| 240-054-603400                 | Vehicle Reg/Licenses                  | -                | -                 | 500              | 500              | 500              | 500              |
| 240-054-603500                 | Vehicle Repair & Maintenance          | 17,303           | 10,210            | 30,000           | 40,000           | 40,000           | 40,000           |
| 240-054-604100                 | Repairs & Maintenance                 | 59,795           | 50,426            | 75,000           | 70,000           | 70,000           | 70,000           |
| 240-054-604500                 | Street Maintenance Program            | 790,413          | 15,089            | 600,000          | 600,000          | 600,000          | 600,000          |
| 240-054-605100                 | Contractual Services                  | 342,730          | 431,213           | 805,000          | 150,000          | 150,000          | 150,000          |
| 240-054-606100                 | Equipment Rental                      | 19,258           | 15,197            | 20,000           | 10,000           | 10,000           | 10,000           |
| 240-054-607100                 | Utilities                             | 230,227          | 165,719           | 190,000          | 195,000          | 195,000          | 195,000          |
| 240-054-608100                 | Professional Services                 | 5,179            | 12,137            | 20,000           | 75,000           | 75,000           | 75,000           |
| 240-054-608200                 | Professional Services - Engineering   | 79,003           | 26,756            | 90,000           | 100,000          | 100,000          | 100,000          |
| 240-054-609100                 | Insurance                             | 9,572            | 14,051            | 18,000           | 26,000           | 26,000           | 26,000           |
| 240-054-610200                 | Fees                                  | 914              | 414               | 1,000            | 1,000            | 1,000            | 1,000            |
| 240-054-734000                 | Improvements                          | 56,400           | 19,347            | -                | -                | -                | -                |
| 240-054-734800                 | Sidewalk/Bike Path Improvements       | 2,170            | -                 | 10,000           | 50,000           | 50,000           | 50,000           |
| 240-054-740000                 | Furniture & Office Equipment          | 113              | 536               | 5,000            | 5,000            | 5,000            | 5,000            |
| 240-054-740100                 | Computer Equipment                    | 928              | 4,215             | 12,000           | 10,000           | 10,000           | 10,000           |
| 240-054-760000                 | Machinery & Equipment                 | 51,011           | 146               | 70,000           | 200,000          | 200,000          | 200,000          |
| 240-054-770000                 | Major Repairs & Maintenance           | 69,347           | 1,500             | 70,000           | 50,000           | 50,000           | 50,000           |
| 240-054-812100                 | Loan Principal                        | 7,473            | 17,813            | 13,400           | 10,100           | 10,100           | 10,100           |
| 240-054-910110                 | Transfer to General Fund              | 100,219          | 101,585           | 152,199          | 200,057          | 200,057          | 200,057          |
| 240-054-910254                 | Transfer to Streets Vehicle Set Aside | -                | -                 | -                | 142,500          | 142,500          | 142,500          |
| 240-054-910370                 | Transfer to Asset Replacement IS Fund | 3,200            | 3,200             | 3,200            | 3,200            | 3,200            | 3,200            |
| 240-054-910670                 | Transfer to Op Ctr ISF                | 13,938           | 13,938            | 23,900           | 14,875           | 14,875           | 14,875           |
| 240-054-950000                 | Contingency                           | -                | -                 | 297,000          | 2,020,127        | 2,020,127        | 2,020,127        |
| <b>Operations Total</b>        |                                       | <b>2,462,963</b> | <b>1,594,911</b>  | <b>3,389,499</b> | <b>5,071,559</b> | <b>5,071,559</b> | <b>5,071,559</b> |
| 240-154-734000                 | Improvements                          | 791,886          | 399,719           | 850,000          | 400,000          | 400,000          | 400,000          |
| 240-154-734010                 | 362nd Ave/Bell St Extension           | -                | 9,991,792         | 1,505,000        | -                | -                | -                |
| 240-154-734507                 | LED Streetlight Conversion            | -                | 51,288            | -                | -                | -                | -                |
| 240-154-734508                 | Dubarko & Hwy 211 Improvements        | -                | -                 | 150,000          | 150,000          | 150,000          | 150,000          |
| 240-154-734509                 | Gunderson & HWY 211                   | -                | -                 | -                | 750,000          | 750,000          | 750,000          |
| 240-154-785117                 | AFRD Reimbursement                    | 79,808           | 26,334            | -                | 20,000           | 20,000           | 20,000           |
| 240-154-812903                 | Bond Principal                        | 59,485           | 430,000           | 465,000          | 500,000          | 500,000          | 500,000          |
| 240-154-832902                 | Bond Interest                         | 1,171            | 382,912           | 347,634          | 315,234          | 315,234          | 315,234          |
| 250-154-870000                 | Paying Agent Fees                     | 101,361          | 1,176             | 1,200            | 1,500            | 1,500            | 1,500            |
| 240-154-950000                 | Contingency                           | -                | -                 | 498,079          | 500,000          | 500,000          | 500,000          |
| <b>Capital Total</b>           |                                       | <b>1,033,712</b> | <b>11,283,221</b> | <b>3,816,913</b> | <b>2,636,734</b> | <b>2,636,734</b> | <b>2,636,734</b> |
| 240-254-950000                 | Contingency                           | -                | -                 | -                | 142,500          | 142,500          | 142,500          |
| <b>Vehicle Set Aside Total</b> |                                       | <b>-</b>         | <b>-</b>          | <b>-</b>         | <b>142,500</b>   | <b>142,500</b>   | <b>142,500</b>   |
| <b>Total Requirements</b>      |                                       | <b>3,496,675</b> | <b>12,878,132</b> | <b>7,206,412</b> | <b>7,850,793</b> | <b>7,850,793</b> | <b>7,850,793</b> |



# Transit Fund

---

## Fund Overview

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



## Operations

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

## Capital Improvements

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

## County Contracts

The County Contracts Department is newly created in Biennium 2025-27 to better present and track the revenue and expenditures associated with providing services in conjunction with Clackamas County.

## 2023-25 Accomplishments & Highlights

- Increased marketing and advertising to promote public transportation.
- Increased shopper shuttle runs and Saturday shopper shuttle due to local requests for weekend service.
- Implemented new technology for real time bus information, and partnered with Clackamas County providers to create and maintain a new website for the promotion of transit services within Clackamas County.
- Improved cost recovery on contracts with Clackamas County.



# Transit Fund

## Goals

- Continue to promote transit as a safe, efficient mode of transportation; Continue to increase ridership.
- Implement infrastructure improvements, including the Operations Center expansion, bus stops along the Clackamas Town Center route, and other improvements within the City.
- Advocate at the state level for improvements in statewide transportation funding, including STIF distribution to small/rural agencies.
- Identify funding and procure alternative fuel vehicles.

## Performance Measures

|                              | 2019    | 2020    | 2021    | 2022    | 2023    | 2024    |
|------------------------------|---------|---------|---------|---------|---------|---------|
| Ridership                    | 123,245 | 111,714 | 76,642  | 77,603  | 84,350  | 87,567  |
| Percent Elderly and Disabled | 23      | 22      | 21      | 19      | 22      | 23      |
| Routes/Programs              | 5       | 5       | 5       | 5       | 5       | 6       |
| Special Events               | 2       | 5       | 5       | 5       | 8       | 10      |
| Revenue Service Hours        | 16,292  | 16,990  | 13,808  | 16,639  | 16,041  | 18,918  |
| Revenue Service Miles        | 356,411 | 342,866 | 337,675 | 317,429 | 305,703 | 358,920 |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 3.00  | 2.80  | 2.80  | 4.80  |

# Transit Fund

## Budget Summary & Detail

|                              | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>             |                    |                    |                    |                      |                      |                     |
| Beginning Balance            | 1,890,443          | 1,583,465          | 2,058,598          | 1,890,660            | 1,890,660            | 1,890,660           |
| Fines, Fees, & Assessments   | 2,364,644          | 2,491,954          | 4,101,971          | 3,589,000            | 3,589,000            | 3,589,000           |
| Interest                     | 96,025             | 80,130             | 19,000             | 178,000              | 178,000              | 178,000             |
| Grants                       | 1,804,175          | 2,267,498          | 1,810,392          | 1,660,000            | 1,660,000            | 1,660,000           |
| Miscellaneous                | 195,566            | 253,551            | 172,924            | 182,500              | 182,500              | 182,500             |
| Transfers                    | -                  | -                  | -                  | 401,171              | 401,171              | 401,171             |
| <b>Operations Total</b>      | <b>6,350,853</b>   | <b>6,676,598</b>   | <b>8,162,885</b>   | <b>7,901,331</b>     | <b>7,901,331</b>     | <b>7,901,331</b>    |
| Beginning Balance            | (44,787)           | -                  | -                  | -                    | -                    | -                   |
| Grants                       | 1,583,202          | 355,001            | 2,956,728          | 1,315,000            | 1,315,000            | 1,315,000           |
| Miscellaneous                | 4,203              | 18,539             | -                  | -                    | -                    | -                   |
| <b>Capital Total</b>         | <b>1,542,618</b>   | <b>373,540</b>     | <b>2,956,728</b>   | <b>1,315,000</b>     | <b>1,315,000</b>     | <b>1,315,000</b>    |
| Contract Grants              | -                  | -                  | -                  | 3,128,100            | 3,128,100            | 3,128,100           |
| Fines, Fees, & Assessments   | -                  | -                  | -                  | 155,000              | 155,000              | 155,000             |
| <b>County Contract Total</b> | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>3,283,100</b>     | <b>3,283,100</b>     | <b>3,283,100</b>    |
| <b>Total Resources</b>       | <b>7,893,471</b>   | <b>7,050,138</b>   | <b>11,119,613</b>  | <b>12,499,431</b>    | <b>12,499,431</b>    | <b>12,499,431</b>   |
| <b>REQUIREMENTS</b>          |                    |                    |                    |                      |                      |                     |
| Personnel Services           | 1,060,181          | 688,443            | 787,800            | 1,205,600            | 1,205,600            | 1,205,600           |
| Materials & Services         | 2,556,848          | 3,385,283          | 5,504,399          | 5,396,700            | 5,396,700            | 5,396,700           |
| Capital Outlay               | 31,975             | 3,263              | -                  | 5,000                | 5,000                | 5,000               |
| Debt Service                 | -                  | -                  | -                  | -                    | -                    | -                   |
| Transfers                    | 192,933            | 215,923            | 326,951            | 403,904              | 403,904              | 403,904             |
| Contingency                  | -                  | -                  | 546,977            | 730,127              | 730,127              | 730,127             |
| <b>Operations Total</b>      | <b>3,841,936</b>   | <b>4,292,912</b>   | <b>7,166,127</b>   | <b>7,741,331</b>     | <b>7,741,331</b>     | <b>7,741,331</b>    |
| Capital Outlay               | 2,468,069          | 763,208            | 3,953,486          | 1,475,000            | 1,475,000            | 1,475,000           |
| <b>Capital Total</b>         | <b>2,468,069</b>   | <b>763,208</b>     | <b>3,953,486</b>   | <b>1,475,000</b>     | <b>1,475,000</b>     | <b>1,475,000</b>    |
| Materials & Services         | -                  | -                  | -                  | 2,831,900            | 2,831,900            | 2,831,900           |
| Transfers                    | -                  | -                  | -                  | 401,171              | 401,171              | 401,171             |
| Contingency                  | -                  | -                  | -                  | 50,029               | 50,029               | 50,029              |
| <b>County Contract Total</b> | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>3,283,100</b>     | <b>3,283,100</b>     | <b>3,283,100</b>    |
| <b>Total Requirements</b>    | <b>6,310,005</b>   | <b>5,056,120</b>   | <b>11,119,613</b>  | <b>12,499,431</b>    | <b>12,499,431</b>    | <b>12,499,431</b>   |

### BN 2025-27 Budget Notes

- Fines, Fees, & Assessments includes the 0.06% tax for all business operating within city limits.
- Grants includes federal and state grant proceeds to assist in the operations and capital expenses associated with providing transit services.
- The increase in FTE reflects two additional employees, expected to be hired in the second year of the biennium.
- Capital Outlay includes expansion of the Operations Center and other capacity improvements.

# Transit Fund

- County Contracts Departments established to better track and present the cost of services provided by City of Sandy but paid for by Clackamas County.

| Account Number               | Account Name            | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|------------------------------|-------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>             |                         |                    |                    |                    |                      |                      |                     |
| 270-070-401000               | Beginning Balance       | 1,890,443          | 1,583,465          | 2,058,598          | 1,890,660            | 1,890,660            | 1,890,660           |
| 270-070-411300               | Employer Transit Tax    | 1,521,172          | 1,795,705          | 1,796,586          | 1,950,000            | 1,950,000            | 1,950,000           |
| 270-070-440300               | Federal Grants          | 1,526,680          | 1,957,340          | 1,338,456          | 1,660,000            | 1,660,000            | 1,660,000           |
| 270-070-441450               | State Grants            | 277,495            | 310,158            | 471,936            | -                    | -                    | -                   |
| 270-070-441470               | STIF Revenue            | 205,576            | 322,790            | 1,731,037          | 1,244,000            | 1,244,000            | 1,244,000           |
| 270-070-442500               | Other Agencies          | 482,227            | 51,324             | 247,778            | 10,000               | 10,000               | 10,000              |
| 270-070-445000               | Admin Overhead Revenue  | -                  | -                  | -                  | 401,171              | 401,171              | 401,171             |
| 270-070-445010               | Vehicle Maint Revenue   | -                  | -                  | -                  | 260,000              | 260,000              | 260,000             |
| 270-070-459100               | Farebox - SAM           | 102,777            | 77,753             | 89,000             | 97,000               | 97,000               | 97,000              |
| 270-070-459101               | Fare Media - SAM        | 19,710             | 22,523             | 20,000             | 28,000               | 28,000               | 28,000              |
| 270-070-459110               | Revenue Other Districts | -                  | 5,000              | 10,000             | -                    | -                    | -                   |
| 270-070-459200               | Farebox - MHX           | -                  | 139,158            | 125,000            | -                    | -                    | -                   |
| 270-070-459201               | Fare Media - MHX        | -                  | 29,012             | 30,000             | -                    | -                    | -                   |
| 270-070-471100               | Interest                | 70,896             | 79,618             | 17,000             | 160,000              | 160,000              | 160,000             |
| 270-070-471101               | Interest - STIF         | 25,129             | 512                | 2,000              | 18,000               | 18,000               | 18,000              |
| 270-070-474200               | Facility & Vehicle Fees | 33,181             | 48,689             | 52,570             | -                    | -                    | -                   |
| 270-070-478040               | Miscellaneous Revenue   | 13,378             | 570                | -                  | 2,500                | 2,500                | 2,500               |
| 270-070-478200               | Reimbursements          | 21,931             | 86,510             | -                  | -                    | -                    | -                   |
| 270-070-495355               | Interfund Loan Payments | 160,257            | 166,471            | 172,924            | 180,000              | 180,000              | 180,000             |
| <b>Operations Total</b>      |                         | <b>6,350,853</b>   | <b>6,676,598</b>   | <b>8,162,885</b>   | <b>7,901,331</b>     | <b>7,901,331</b>     | <b>7,901,331</b>    |
| 270-170-401000               | Beginning Balance       | (44,787)           | -                  | -                  | -                    | -                    | -                   |
| 270-170-440300               | Federal Grants          | 1,583,202          | 355,001            | 2,956,728          | 415,000              | 415,000              | 415,000             |
| 270-170-440400               | State Revenue           | -                  | -                  | -                  | 900,000              | 900,000              | 900,000             |
| 270-170-479000               | Surplus Property        | 4,203              | 18,539             | -                  | -                    | -                    | -                   |
| <b>Capital Total</b>         |                         | <b>1,542,618</b>   | <b>373,540</b>     | <b>2,956,728</b>   | <b>1,315,000</b>     | <b>1,315,000</b>     | <b>1,315,000</b>    |
| 270-270-441480               | County Grants           | -                  | -                  | -                  | 3,128,100            | 3,128,100            | 3,128,100           |
| 270-270-459200               | Farebox                 | -                  | -                  | -                  | 125,000              | 125,000              | 125,000             |
| 270-270-459201               | Faremedia               | -                  | -                  | -                  | 30,000               | 30,000               | 30,000              |
| <b>County Contract Total</b> |                         | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>3,283,100</b>     | <b>3,283,100</b>     | <b>3,283,100</b>    |
| <b>Total Resources</b>       |                         | <b>7,893,471</b>   | <b>7,050,138</b>   | <b>11,119,613</b>  | <b>12,499,431</b>    | <b>12,499,431</b>    | <b>12,499,431</b>   |

Requirements are listed on the following page

# Transit Fund

## REQUIREMENTS

|                |                                       |           |           |           |           |           |           |
|----------------|---------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| 270-070-511100 | Salaries                              | 793,731   | 471,891   | 524,000   | 720,000   | 720,000   | 720,000   |
| 270-070-511200 | Overtime                              | 31,121    | -         | -         | -         | -         | -         |
| 270-070-521100 | Insurance Benefits                    | 55,663    | 57,944    | 70,000    | 195,000   | 195,000   | 195,000   |
| 270-070-521200 | FICA Taxes                            | 63,111    | 35,602    | 40,000    | 60,000    | 60,000    | 60,000    |
| 270-070-521300 | PERS                                  | 107,998   | 118,376   | 145,000   | 220,000   | 220,000   | 220,000   |
| 270-070-521360 | Other Benefits                        | 1,804     | 110       | -         | -         | -         | -         |
| 270-070-521500 | Workers' Benefit Fund                 | 691       | 608       | 400       | 400       | 400       | 400       |
| 270-070-521600 | Unemployment Insurance                | 825       | 702       | 2,200     | 1,500     | 1,500     | 1,500     |
| 270-070-521700 | Paid Leave Oregon Tax                 | -         | -         | 2,200     | 3,000     | 3,000     | 3,000     |
| 270-070-521800 | Workers' Comp Insurance               | 287       | 418       | 800       | 700       | 700       | 700       |
| 270-070-521900 | Transit Tax                           | 4,950     | 2,792     | 3,200     | 5,000     | 5,000     | 5,000     |
| 270-070-601100 | Supplies                              | 10,075    | 5,091     | 9,500     | 5,000     | 5,000     | 5,000     |
| 270-070-601200 | Postage                               | 5,504     | 4,682     | 4,000     | 4,000     | 4,000     | 4,000     |
| 270-070-601300 | Printing                              | 4,690     | 1,534     | 10,000    | 7,000     | 7,000     | 7,000     |
| 270-070-601400 | Copier Charges                        | 146       | -         | -         | 200       | 200       | 200       |
| 270-070-601401 | Branding & Marketing                  | 11,810    | 18,047    | 30,000    | 30,000    | 30,000    | 30,000    |
| 270-070-601500 | Public Notices                        | 229       | 577       | 500       | 500       | 500       | 500       |
| 270-070-601700 | Memberships                           | 3,348     | 3,227     | 4,000     | 3,000     | 3,000     | 3,000     |
| 270-070-602100 | Employee Recruitment                  | 3,308     | -         | 1,000     | -         | -         | -         |
| 270-070-602200 | Conferences                           | 1,735     | 12,261    | 15,000    | 20,000    | 20,000    | 20,000    |
| 270-070-602300 | Training & Professional Advancement   | -         | 2,536     | 20,000    | 20,000    | 20,000    | 20,000    |
| 270-070-602500 | Meetings & Meals                      | 1,177     | 1,639     | 3,500     | 3,500     | 3,500     | 3,500     |
| 270-070-603100 | Mileage Reimbursement                 | 725       | 797       | 2,000     | 1,500     | 1,500     | 1,500     |
| 270-070-603200 | Vehicle - Fuel                        | 205,611   | 364,053   | 400,000   | 450,000   | 450,000   | 450,000   |
| 270-070-603400 | Vehicle Reg/Licenses                  | 350       | 1,630     | 1,500     | 1,500     | 1,500     | 1,500     |
| 270-070-603500 | Vehicle Repair & Maintenance          | 322,168   | 324,070   | 375,000   | 475,000   | 475,000   | 475,000   |
| 270-070-603510 | Vehicle Repair & Maintenance - MHX    | 104,896   | 115,184   | 140,000   | -         | -         | -         |
| 270-070-604100 | Vehicle Accessory Equipment           | 11,162    | 179       | -         | 25,000    | 25,000    | 25,000    |
| 270-070-604200 | Bus Shelter Maintenance               | 11,584    | 20,385    | 30,000    | 40,000    | 40,000    | 40,000    |
| 270-070-604300 | Building Repairs & Maintenance        | -         | 568       | -         | -         | -         | -         |
| 270-070-605100 | Contractual Services                  | 1,495,687 | 1,731,217 | 3,866,854 | 3,220,000 | 3,220,000 | 3,220,000 |
| 270-070-605110 | Contractual Services - MHX            | 123,125   | -         | -         | -         | -         | -         |
| 270-070-605300 | Administrative Contracts              | 5,162     | 5,600     | 50,000    | 74,000    | 74,000    | 74,000    |
| 270-070-607100 | Utilities                             | 3,952     | 34,781    | 20,000    | 100,000   | 100,000   | 100,000   |
| 270-070-608200 | Bus Shelters                          | 648       | 2,166     | 12,000    | -         | -         | -         |
| 270-070-609100 | Insurance                             | 99,302    | 12,916    | 38,000    | 49,000    | 49,000    | 49,000    |
| 270-070-610200 | Fees                                  | 440       | 933       | 1,000     | 1,500     | 1,500     | 1,500     |
| 270-070-636100 | Program - E&D                         | 130,012   | 566,408   | 315,545   | 866,000   | 866,000   | 866,000   |
| 270-070-637100 | Fare Reimbursement - MHX              | -         | 154,803   | 155,000   | -         | -         | -         |
| 270-070-639100 | Cash Over/Short                       | -         | -         | -         | -         | -         | -         |
| 270-070-740000 | Furniture & Office Equipment          | 602       | 1,014     | -         | 3,000     | 3,000     | 3,000     |
| 270-070-740100 | Computer Equipment                    | 31,270    | 2,249     | -         | 2,000     | 2,000     | 2,000     |
| 270-070-750000 | Transportation Equipment              | 102       | -         | -         | -         | -         | -         |
| 270-070-910110 | Transfers to General Fund             | 127,608   | 150,598   | 189,751   | 295,454   | 295,454   | 295,454   |
| 270-070-910370 | Transfer to Asset Replacement IS Fund | 12,200    | 12,200    | 12,200    | 12,200    | 12,200    | 12,200    |

Requirements are continued on the following page.

# Transit Fund

|                              |  |                  |                  |                   |                   |                   |                   |
|------------------------------|--|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| 270-070-910560               | Transfer to Telecom Fund                   | -                | -                | -                 | -                 | -                 | -                 |
| 270-070-910670               | Transfer to Op Ctr ISF                     | 53,125           | 53,125           | 125,000           | 96,250            | 96,250            | 96,250            |
| 270-070-950000               | Contingency                                | -                | -                | 546,977           | 730,127           | 730,127           | 730,127           |
| <b>Operations Total</b>      |  | <b>3,841,936</b> | <b>4,292,912</b> | <b>7,166,127</b>  | <b>7,741,331</b>  | <b>7,741,331</b>  | <b>7,741,331</b>  |
| 270-170-723400               | Transit Center                             | -                | -                | 460,000           | 498,000           | 498,000           | 498,000           |
| 270-170-734600               | Bus Barn                                   | 1,085,438        | -                | -                 | -                 | -                 | -                 |
| 270-170-735000               | Capacity Improvements                      | -                | -                | 248,486           | 900,000           | 900,000           | 900,000           |
| 270-170-750000               | Transportation Equipment                   | 1,375,288        | 763,208          | 3,245,000         | 30,000            | 30,000            | 30,000            |
| 270-170-750100               | Bus Shelters                               | 7,343            | -                | -                 | 47,000            | 47,000            | 47,000            |
| <b>Capital Total</b>         |  | <b>2,468,069</b> | <b>763,208</b>   | <b>3,953,486</b>  | <b>1,475,000</b>  | <b>1,475,000</b>  | <b>1,475,000</b>  |
| 270-270-601100               | Supplies                                   | -                | -                | -                 | 4,000             | 4,000             | 4,000             |
| 270-270-603120               | Fare Reimbursement                         | -                | -                | -                 | 155,000           | 155,000           | 155,000           |
| 270-270-603200               | Vehicle - Fuel                             | -                | -                | -                 | 90,000            | 90,000            | 90,000            |
| 270-270-603400               | Vehicle Reg/Licenses                       | -                | -                | -                 | -                 | -                 | -                 |
| 270-270-603510               | Vehicle Repair & Maintenance - MHX         | -                | -                | -                 | 260,000           | 260,000           | 260,000           |
| 270-270-604100               | Vehicle Accessory Equipment                | -                | -                | -                 | -                 | -                 | -                 |
| 270-270-604200               | Bus Shelter Maintenance                    | -                | -                | -                 | -                 | -                 | -                 |
| 270-270-604300               | Building Repairs & Maintenance             | -                | -                | -                 | -                 | -                 | -                 |
| 270-270-605300               | Administrative Contracts                   | -                | -                | -                 | 2,170,900         | 2,170,900         | 2,170,900         |
| 270-270-607100               | Utilities                                  | -                | -                | -                 | 152,000           | 152,000           | 152,000           |
| 270-270-608200               | Bus Shelters                               | -                | -                | -                 | -                 | -                 | -                 |
| 270-270-609100               | Insurance                                  | -                | -                | -                 | -                 | -                 | -                 |
| 270-270-910070               | Admin Overhead - Transfer to City Operatio | -                | -                | -                 | 401,171           | 401,171           | 401,171           |
| 270-270-950000               | Contingency                                | -                | -                | -                 | 50,029            | 50,029            | 50,029            |
| <b>County Contract Total</b> |  | <b>-</b>         | <b>-</b>         | <b>-</b>          | <b>3,283,100</b>  | <b>3,283,100</b>  | <b>3,283,100</b>  |
| <b>Total Requirements</b>    |  | <b>6,310,005</b> | <b>5,056,120</b> | <b>11,119,613</b> | <b>12,499,431</b> | <b>12,499,431</b> | <b>12,499,431</b> |

# Cedar Park Campus Fund

## Fund Overview

The Cedar Park Campus Fund reflects costs associated with the old Cedar Ridge Middle School, previously owned by the Oregon Trail School District. The City purchased the property from the District in March 2017 for \$3 million. Urban renewal funds were used to purchase the property. The Olin Bignal Aquatic Center began renovations in March 2018, and the pool opened under City management on July 7, 2018. The pool closed on May 31, 2019, and ultimately demolished in Spring 2024. This Fund also accounts for the utility and building maintenance expenses related to the other buildings on the property.

## 2023-25 Accomplishments & Highlights

- Demolished the derelict buildings on the site and constructed Cedar Park on the back half of the property.

## Goals

- Develop and execute a path forward for the front half of the site, which is currently unimproved and contains the old annex building of Cedar Ridge Middle School.

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 0.30  | 0.25  | -     | -     |

## Budget Summary & Detail

|                            | BN 19-21       | BN 21-23       | BN 23-25       | BN 25-27      | BN 25-27      | BN 25-27      |
|----------------------------|----------------|----------------|----------------|---------------|---------------|---------------|
|                            | Actual         | Actual         | Budget         | Proposed      | Approved      | Adopted       |
| Beginning Balance          | 114,011        | 112,560        | 157,000        | 28,000        | 28,000        | 28,000        |
| Fines, Fees, & Assessments | 75             | 300            | -              | -             | -             | -             |
| Interest                   | 2,807          | 3,758          | 1,000          | 2,500         | 2,500         | 2,500         |
| Transfers                  | -              | -              | -              | -             | -             | -             |
| General Revenue            | 160,000        | 241,000        | -              | 61,000        | 61,000        | 61,000        |
| <b>Total Resources</b>     | <b>276,893</b> | <b>357,618</b> | <b>158,000</b> | <b>91,500</b> | <b>91,500</b> | <b>91,500</b> |
| Personnel Services         | 37,341         | 31,456         | -              | -             | -             | -             |
| Materials & Services       | 127,039        | 154,487        | 91,000         | 57,000        | 57,000        | 57,000        |
| Capital Outlay             | -              | -              | -              | -             | -             | -             |
| Transfers                  | -              | 12,951         | 48,599         | 34,133        | 34,133        | 34,133        |
| Contingency                | -              | -              | 18,401         | 367           | 367           | 367           |
| <b>Total Requirements</b>  | <b>164,381</b> | <b>198,894</b> | <b>158,000</b> | <b>91,500</b> | <b>91,500</b> | <b>91,500</b> |

## BN 2025-27 Budget Notes

- 62% of the overall budget is utilities and insurance costs.

# Cedar Park Campus Fund

| Account Number            | Account Name                        | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|-------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 280-000-401000            | Beginning Balance                   | 114,011            | 112,560            | 157,000            | 28,000               | 28,000               | 28,000              |
| 280-000-451000            | Building Rental                     | 40                 | 300                | -                  | -                    | -                    | -                   |
| 280-000-451100            | Memberships                         | (2,315)            | -                  | -                  | -                    | -                    | -                   |
| 280-000-451200            | Aquatic Facility Rentals            | 2,350              | -                  | -                  | -                    | -                    | -                   |
| 280-000-451300            | Merchandise                         | -                  | -                  | -                  | -                    | -                    | -                   |
| 280-000-451400            | Swimming Lessons                    | -                  | -                  | -                  | -                    | -                    | -                   |
| 280-000-451500            | Water Exercise                      | -                  | -                  | -                  | -                    | -                    | -                   |
| 280-000-451600            | Open Recreation                     | -                  | -                  | -                  | -                    | -                    | -                   |
| 280-000-471100            | Interest                            | 2,807              | 3,758              | 1,000              | 2,500                | 2,500                | 2,500               |
| 280-000-478000            | Miscellaneous Revenue               | 47                 | 2,427              | -                  | -                    | -                    | -                   |
| 280-000-491000            | Transfer from Non-Departmental      | -                  | -                  | -                  | -                    | -                    | -                   |
| 280-000-491110            | General Revenue                     | 160,000            | 241,000            | -                  | 61,000               | 61,000               | 61,000              |
| <b>Total Resources</b>    |                                     | <b>276,940</b>     | <b>360,045</b>     | <b>158,000</b>     | <b>91,500</b>        | <b>91,500</b>        | <b>91,500</b>       |
| 280-000-511100            | Salaries                            | 22,520             | 18,694             | -                  | -                    | -                    | -                   |
| 280-000-511200            | Overtime                            | -                  | 57                 | -                  | -                    | -                    | -                   |
| 280-000-521100            | Insurance Benefits                  | 6,094              | 5,886              | -                  | -                    | -                    | -                   |
| 280-000-521200            | FICA Taxes                          | 1,723              | 1,433              | -                  | -                    | -                    | -                   |
| 280-000-521300            | PERS                                | 4,861              | 4,625              | -                  | -                    | -                    | -                   |
| 280-000-521360            | Other Benefits                      | 23                 | -                  | -                  | -                    | -                    | -                   |
| 280-000-521500            | Workers' Benefit Fund               | 16                 | 12                 | -                  | -                    | -                    | -                   |
| 280-000-521600            | Unemployment Insurance              | 22                 | 24                 | -                  | -                    | -                    | -                   |
| 280-000-521800            | Workers' Comp Insurance             | 1,949              | 613                | -                  | -                    | -                    | -                   |
| 280-000-521900            | Transit Tax                         | 135                | 112                | -                  | -                    | -                    | -                   |
| 280-000-601100            | Supplies                            | 169                | -                  | 1,000              | -                    | -                    | -                   |
| 280-000-601101            | Supplies - Pool Chemicals           | 2,467              | 478                | -                  | -                    | -                    | -                   |
| 280-000-602300            | Training & Professional Advancement | 299                | -                  | -                  | -                    | -                    | -                   |
| 280-000-602500            | Meetings & Meals                    | -                  | -                  | -                  | -                    | -                    | -                   |
| 280-000-603100            | Mileage Reimbursement               | 3                  | -                  | -                  | -                    | -                    | -                   |
| 280-000-604100            | Repairs & Maintenance               | 1,447              | -                  | -                  | -                    | -                    | -                   |
| 280-000-605100            | Contractual Services                | -                  | 40,150             | -                  | -                    | -                    | -                   |
| 280-000-606100            | Equipment Rental                    | 3,404              | 2,332              | -                  | -                    | -                    | -                   |
| 280-000-607100            | Utilities                           | 99,882             | 53,318             | 60,000             | 30,000               | 30,000               | 30,000              |
| 280-000-609100            | Insurance                           | 18,292             | 57,974             | 30,000             | 27,000               | 27,000               | 27,000              |
| 280-000-610200            | Fees                                | 1,075              | 235                | -                  | -                    | -                    | -                   |
| 280-000-639100            | Cash Over/Short                     | -                  | -                  | -                  | -                    | -                    | -                   |
| 280-000-740100            | Computer Equipment                  | -                  | -                  | -                  | -                    | -                    | -                   |
| 280-000-760000            | Machinery & Equipment               | -                  | -                  | -                  | -                    | -                    | -                   |
| 280-000-910110            | Transfer to General Fund            | -                  | 12,951             | 48,599             | 34,133               | 34,133               | 34,133              |
| 280-000-951000            | Contingency                         | -                  | -                  | 18,401             | 367                  | 367                  | 367                 |
| <b>Total Requirements</b> |                                     | <b>164,381</b>     | <b>198,894</b>     | <b>158,000</b>     | <b>91,500</b>        | <b>91,500</b>        | <b>91,500</b>       |



# Parks Capital Projects Fund

---

## Fund Overview

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

## Land

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

## Operations

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

## System Development Charges (SDC)

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

## 2023-25 Accomplishments & Highlights

- Completed the development of Cedar Park at the site formally known as the Community Campus.
- Completed the connector trail from Cedar Park to Sandy River Park.
- Began the initial design work for Deer Pointe Park and the redevelopment work that is needed at Meinig Park.

## Goals

- Complete the construction of Deer Pointe Park.
- Complete the first phase of Meinig Park improvements, including ADA trails, parking lot improvements, and upgrades to shelters.
- Research and act of the purchase of parkland for future park facilities and/or natural area and open space preservation.

# Parks Capital Projects Fund

## Budget Summary & Detail

|                            | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>           |                    |                    |                    |                      |                      |                     |
| Beginning Balance          | 789,431            | 1,101,765          | 1,221,957          | 2,303,794            | 2,303,794            | 2,303,794           |
| Fines, Fees, & Assessments | 295,293            | 130,607            | 400,000            | 200,000              | 200,000              | 200,000             |
| Interest                   | 27,041             | 6,101              | 25,000             | 100,000              | 100,000              | 100,000             |
| <b>Land Total</b>          | <b>1,111,765</b>   | <b>1,238,473</b>   | <b>1,646,957</b>   | <b>2,603,794</b>     | <b>2,603,794</b>     | <b>2,603,794</b>    |
| Beginning Balance          | 49,433             | 49,101             | -                  | -                    | -                    | -                   |
| Fines, Fees, & Assessments | -                  | -                  | -                  | -                    | -                    | -                   |
| Interest                   | -                  | 89,359             | -                  | -                    | -                    | -                   |
| Transfers                  | -                  | -                  | -                  | -                    | -                    | -                   |
| General Revenue            | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Operations Total</b>    | <b>49,433</b>      | <b>138,460</b>     | <b>-</b>           | <b>-</b>             | <b>-</b>             | <b>-</b>            |
| Beginning Balance          | 1,015,364          | 1,383,709          | 1,757,681          | 1,915,386            | 1,915,386            | 1,915,386           |
| Fines, Fees, & Assessments | 539,952            | 684,272            | 1,800,000          | 2,200,000            | 2,200,000            | 2,200,000           |
| Grants                     | -                  | 6,485              | -                  | 700,000              | 700,000              | 700,000             |
| Interest                   | 35,271             | 9,542              | 25,000             | 90,000               | 90,000               | 90,000              |
| <b>SDC Total</b>           | <b>1,590,586</b>   | <b>2,084,008</b>   | <b>3,582,681</b>   | <b>4,905,386</b>     | <b>4,905,386</b>     | <b>4,905,386</b>    |
| <b>Total Resources</b>     | <b>2,751,785</b>   | <b>3,460,941</b>   | <b>5,229,638</b>   | <b>7,509,180</b>     | <b>7,509,180</b>     | <b>7,509,180</b>    |
| <b>REQUIREMENTS</b>        |                    |                    |                    |                      |                      |                     |
| Capital Outlay             | 10,000             | 26,736             | 1,500,000          | 2,000,000            | 2,000,000            | 2,000,000           |
| Contingency                | -                  | -                  | 146,957            | 603,794              | 603,794              | 603,794             |
| <b>Land Total</b>          | <b>10,000</b>      | <b>26,736</b>      | <b>1,646,957</b>   | <b>2,603,794</b>     | <b>2,603,794</b>     | <b>2,603,794</b>    |
| Personnel Services         | -                  | -                  | -                  | -                    | -                    | -                   |
| Materials & Services       | -                  | 49,055             | -                  | -                    | -                    | -                   |
| Capital Outlay             | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Operations Total</b>    | <b>-</b>           | <b>49,055</b>      | <b>-</b>           | <b>-</b>             | <b>-</b>             | <b>-</b>            |
| Materials & Services       | 147,130            | 121,600            | -                  | 160,000              | 160,000              | 160,000             |
| Capital Outlay             | 59,747             | 296,768            | 3,500,000          | 3,680,811            | 3,680,811            | 3,680,811           |
| Contingency                | -                  | -                  | 82,681             | 1,064,575            | 1,064,575            | 1,064,575           |
| <b>SDC Total</b>           | <b>206,877</b>     | <b>418,368</b>     | <b>3,582,681</b>   | <b>4,905,386</b>     | <b>4,905,386</b>     | <b>4,905,386</b>    |
| <b>Total Requirements</b>  | <b>216,877</b>     | <b>494,159</b>     | <b>5,229,638</b>   | <b>7,509,180</b>     | <b>7,509,180</b>     | <b>7,509,180</b>    |

### BN 2025-27 Budget Notes

- Capital Outlay in the Land division is for the possible purchase of future athletic fields or natural areas and open space preservation per the City Council's goal.
- Capital Outlay in the SDC department is for the construction of various parks, including \$1.9 million for Deer Pointe Park and \$1.7 million for Meinig Park.

# Parks Capital Projects Fund

| Account Number            | Account Name                | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|-----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>          |                             |                    |                    |                    |                      |                      |                     |
| 350-000-401000            | Beginning Balance           | 789,431            | 1,101,765          | 1,221,957          | 2,303,794            | 2,303,794            | 2,303,794           |
| 350-000-433420            | Park Payment In Lieu of Lan | 295,293            | 130,607            | 400,000            | 200,000              | 200,000              | 200,000             |
| 350-000-471100            | Interest                    | 27,041             | 6,101              | 25,000             | 100,000              | 100,000              | 100,000             |
| <b>Land Total</b>         |                             | <b>1,111,765</b>   | <b>1,238,473</b>   | <b>1,646,957</b>   | <b>2,603,794</b>     | <b>2,603,794</b>     | <b>2,603,794</b>    |
| 350-099-401000            | Beginning Balance           | 49,433             | 49,101             | -                  | -                    | -                    | -                   |
| 350-099-471100            | Interest                    | -                  | 89,359             | -                  | -                    | -                    | -                   |
| 350-099-475010            | Gazebo Rental Revenue       | -                  | -                  | -                  | -                    | -                    | -                   |
| 350-099-490139            | Transfer from Non-Dept.     | -                  | -                  | -                  | -                    | -                    | -                   |
| 350-099-491110            | General Revenue             | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Operations Total</b>   |                             | <b>49,433</b>      | <b>138,460</b>     | <b>-</b>           | <b>-</b>             | <b>-</b>             | <b>-</b>            |
| 350-135-401000            | Beginning Balance           | 1,015,364          | 1,383,709          | 1,757,681          | 1,915,386            | 1,915,386            | 1,915,386           |
| 350-135-433510            | Park SDCs                   | 539,952            | 684,272            | 1,800,000          | 2,200,000            | 2,200,000            | 2,200,000           |
| 350-135-440990            | Grants                      | -                  | 6,485              | -                  | 700,000              | 700,000              | 700,000             |
| 350-135-471100            | Interest                    | 35,271             | 9,542              | 25,000             | 90,000               | 90,000               | 90,000              |
| <b>SDC Total</b>          |                             | <b>1,590,586</b>   | <b>2,084,008</b>   | <b>3,582,681</b>   | <b>4,905,386</b>     | <b>4,905,386</b>     | <b>4,905,386</b>    |
| <b>Total Resources</b>    |                             | <b>2,751,785</b>   | <b>3,460,941</b>   | <b>5,229,638</b>   | <b>7,509,180</b>     | <b>7,509,180</b>     | <b>7,509,180</b>    |
| <b>REQUIREMENTS</b>       |                             |                    |                    |                    |                      |                      |                     |
| 350-000-715008            | Land                        | 10,000             | 26,736             | 1,500,000          | 2,000,000            | 2,000,000            | 2,000,000           |
| 350-000-950000            | Contingency                 | -                  | -                  | 146,957            | 603,794              | 603,794              | 603,794             |
| <b>Land Total</b>         |                             | <b>10,000</b>      | <b>26,736</b>      | <b>1,646,957</b>   | <b>2,603,794</b>     | <b>2,603,794</b>     | <b>2,603,794</b>    |
| 350-099-511100            | Salaries                    | -                  | -                  | -                  | -                    | -                    | -                   |
| 350-099-601100            | Supplies                    | -                  | -                  | -                  | -                    | -                    | -                   |
| 350-099-608100            | Professional Services       | -                  | 49,055             | -                  | -                    | -                    | -                   |
| 350-099-628200            | Credit Card Merchant Fee    | -                  | -                  | -                  | -                    | -                    | -                   |
| 350-099-715900            | Future Parks Projects       | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Operations Total</b>   |                             | <b>-</b>           | <b>49,055</b>      | <b>-</b>           | <b>-</b>             | <b>-</b>             | <b>-</b>            |
| 350-135-608100            | Professional Services       | 147,130            | 121,600            | -                  | 160,000              | 160,000              | 160,000             |
| 350-135-715090            | Bornstedt Park              | 59,747             | -                  | -                  | -                    | -                    | -                   |
| 350-135-715092            | Deer Point Park             | -                  | -                  | -                  | 1,880,811            | 1,880,811            | 1,880,811           |
| 350-135-715093            | Meinig Park                 | -                  | -                  | -                  | 1,700,000            | 1,700,000            | 1,700,000           |
| 350-135-715900            | Future Parks Projects       | -                  | 296,768            | 3,500,000          | 100,000              | 100,000              | 100,000             |
| 350-135-950000            | Contingency                 | -                  | -                  | 82,681             | 1,064,575            | 1,064,575            | 1,064,575           |
| <b>SDC Total</b>          |                             | <b>206,877</b>     | <b>418,368</b>     | <b>3,582,681</b>   | <b>4,905,386</b>     | <b>4,905,386</b>     | <b>4,905,386</b>    |
| <b>Total Requirements</b> |                             | <b>216,877</b>     | <b>494,159</b>     | <b>5,229,638</b>   | <b>7,509,180</b>     | <b>7,509,180</b>     | <b>7,509,180</b>    |

# Sewer Bond Reserve Fund

## Fund Overview

The Sewer Bond Reserve Fund is a debt service reserve fund. The fund was created to retire the debt from the existing wastewater treatment plant which was financed with a 40-year USDA Rural Development loan. The USDA debt was retired in August 2021.

## Budget Summary & Detail

|                                | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|--------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| Beginning Balance              | 1,632,437          | 1,890,219          | -                  | -                    | -                    | -                   |
| Interest                       | 53,780             | (14,262)           | -                  | -                    | -                    | -                   |
| Transfers                      | 203,999            | -                  | -                  | -                    | -                    | -                   |
| <b>Total Resources</b>         | <b>1,890,217</b>   | <b>1,875,957</b>   | -                  | -                    | -                    | -                   |
| Transfers                      | -                  | 1,875,957          | -                  | -                    | -                    | -                   |
| Reserve for Future Expenditure | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Total Requirements</b>      | <b>-</b>           | <b>1,875,957</b>   | -                  | -                    | -                    | -                   |

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

## BN 2025-27 Budget Notes

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

| Account Number            | Account Name               | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---------------------------|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| 440-000-401000            | Beginning Balance          | 1,632,437          | 1,890,219          | -                  | -                    | -                    | -                   |
| 440-000-471100            | Interest                   | 53,780             | (14,262)           | -                  | -                    | -                    | -                   |
| 440-000-490440            | Transfer From Sewer Fund   | 100,000            | -                  | -                  | -                    | -                    | -                   |
| 440-000-495355            | Interfund Loan Payments    | 103,999            | -                  | -                  | -                    | -                    | -                   |
| <b>Total Resources</b>    |                            | <b>1,890,217</b>   | <b>1,875,957</b>   | -                  | -                    | -                    | -                   |
| 440-098-910570            | Loan to Telecom Fund       | -                  | -                  | -                  | -                    | -                    | -                   |
| 440-098-910530            | Transfer to Sewer Fund     | -                  | 1,875,957          | -                  | -                    | -                    | -                   |
| 440-098-980100            | Reserve for Future Payment | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Total Requirements</b> |                            | <b>-</b>           | <b>1,875,957</b>   | -                  | -                    | -                    | -                   |

# Full Faith & Credit Fund

## Fund Overview

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

## Budget Summary & Detail

|                           | BN 19-21         | BN 21-23         | BN 23-25         | BN 25-27         | BN 25-27         | BN 25-27         |
|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                           | Actual           | Actual           | Budget           | Proposed         | Approved         | Adopted          |
| Transfers                 | 1,775,634        | 1,775,634        | 1,775,634        | 1,775,634        | 1,775,634        | 1,775,634        |
| <b>Total Resources</b>    | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> |
| Debt Service              | 1,775,634        | 1,775,633        | 1,775,634        | 1,775,634        | 1,775,634        | 1,775,634        |
| <b>Total Requirements</b> | <b>1,775,634</b> | <b>1,775,633</b> | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> |

## BN 2025-27 Budget Notes

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

| Account Number            | Account Name      | BN 19-21         | BN 21-23         | BN 23-25         | BN 25-27         | BN 25-27         | BN 25-27         |
|---------------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                           |                   | Actual           | Actual           | Budget           | Proposed         | Approved         | Adopted          |
| 450-000-490272            | Transfer from URA | 1,775,634        | 1,775,634        | 1,775,634        | 1,775,634        | 1,775,634        | 1,775,634        |
| <b>Total Resources</b>    |                   | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> |
| 450-000-814100            | Bond Principal    | 1,345,813        | 1,412,290        | 1,482,052        | 1,555,257        | 1,555,257        | 1,555,257        |
| 450-000-834100            | Bond Interest     | 429,821          | 363,343          | 293,582          | 220,377          | 220,377          | 220,377          |
| <b>Total Requirements</b> |                   | <b>1,775,634</b> | <b>1,775,633</b> | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> | <b>1,775,634</b> |

# Water Fund

---

## Fund Overview

The Water Fund accounts for all activities related to supplying residents with clean and safe water for domestic use and fire protection. The fund is split into three departments: operations, capital, and equipment replacement.

### Operations

The Water Fund operates, maintains, and improves the water treatment, transmission, and distribution systems. These functions include everything from water treatment to meter reading and billing. The treatment system consists of a 2.6 million gallons per day (MGD) rapid sand filtration plant at Alder Creek, and a spring source rated at 0.5 MGD. In addition to these sources, the City purchases 500,000 gallons of water per day from the Portland Water Bureau (with capacity to deliver up to 3 MGD from this source). The City contracts for operations, maintenance, and management of the treatment plant, springs source, and pump stations with Veolia Water.

The transmission and storage system consists of three finished water pumping stations, five reservoirs (totaling 4.75 million gallons of storage) and twelve miles of 16" through 24" pipe. The distribution system contains more than 67 miles of 4" through 12" pipe, more than 4,100 customer meters, twelve pressure regulating stations, and over 420 fire hydrants. The utility also serves over 105 residences and businesses outside the City and three wholesale customers located along the transmission lines.

### Capital Improvements

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

### Equipment Replacement

This newly created department within the Fund is intended to build up the required funds to replace equipment and vehicles in the future. This is part of an overall City goal to develop thoughtful asset replacement schedules and identify funding prior to an emergency asset replacement being needed.

## 2023-25 Accomplishments & Highlights

- Over 413 million gallons of water were produced and delivered to over 4,200 residential, commercial, and industrial accounts and three wholesale customers.
- Completed lead and copper service inventory project.
- Completed near-term improvement project at Alder Creek Treatment Plant.
- Negotiated new operations contract with Veolia.
- Negotiated new 30-year wholesale water rates with Portland Water Bureau.
- Completed full inspection of Vista Loop steel reservoir.
- Completed one emergency curtailment exercise.
- Tracked 1,216 backflow assemblies for irrigation purposes; tested 856.
- Cleaned two reservoirs.

# Water Fund

## Goals

- Complete Water Management and Conservation Plan (scheduled for November 2025).
- Complete Intergovernmental Agreement and amendment related to connecting to the Bull Run Filtration Facility.
- Complete vital construction and improvement projects, including:
  - Sandy to Portland Water Transmission System to connect to the new Bull Run Filtration Facility and the Columbia Wellfields.
  - Alder Creek Member Filtration upgrade project.
  - Terra Fern pumpstation upgrades.
  - Brownell Treatment Facility upgrades.
- Begin design for Vista Loop pumpstation improvements.
- Continue to expand pressure monitoring/leak detection program.
- Continue operational improvements of distribution system.

## Performance Measures

|                                      | 2019        | 2020        | 2021        | 2022        | 2023        | 2024       |
|--------------------------------------|-------------|-------------|-------------|-------------|-------------|------------|
| Miles of Water Pipeline              | 66          | 67          | 70          | 72          | 72          | 73         |
| Gallons of Water Treated (Daily Avg) | 956,000     | 1,177,000   | 1,306,000   | 1,309,505   | 900,539     | 865,821    |
| Gallons of Water Purchased           | 182,940,593 | 186,493,092 | 185,509,403 | 166,012,925 | 103,769,715 | 92,272,566 |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 2.65  | 2.91  | 5.32  | 5.36  |



# Water Fund

## Budget Summary & Detail

|                                | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|--------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>               |                    |                    |                    |                      |                      |                     |
| Beginning Balance              | 4,851,183          | 1,636,091          | 2,445,615          | 6,235,400            | 6,235,400            | 6,235,400           |
| Fines, Fees, & Assessments     | 3,345,378          | 5,001,606          | 9,840,000          | 10,543,790           | 10,543,790           | 10,543,790          |
| Interest                       | 74,355             | 4,454              | 25,000             | 200,000              | 200,000              | 200,000             |
| Loan Proceeds                  | 25,048             | -                  | -                  | -                    | -                    | -                   |
| Miscellaneous                  | 87,494             | 127,791            | 25,000             | 45,000               | 45,000               | 45,000              |
| <b>Operations Total</b>        | <b>8,383,458</b>   | <b>6,769,942</b>   | <b>12,335,615</b>  | <b>17,024,190</b>    | <b>17,024,190</b>    | <b>17,024,190</b>   |
| Beginning Balance              | (2,447,120)        | -                  | -                  | 20,056,354           | 20,056,354           | 20,056,354          |
| Fines, Fees, & Assessments     | 580,723            | 531,908            | 820,000            | 1,032,000            | 1,032,000            | 1,032,000           |
| Interest                       | (2,494)            | 7,430              | -                  | 1,000,000            | 1,000,000            | 1,000,000           |
| Loan Proceeds                  | -                  | 265,403            | 11,000,000         | 17,500,000           | 17,500,000           | 17,500,000          |
| Miscellaneous                  | -                  | 13,397             | -                  | -                    | -                    | -                   |
| <b>Capital Total</b>           | <b>(1,868,891)</b> | <b>818,138</b>     | <b>11,820,000</b>  | <b>39,588,354</b>    | <b>39,588,354</b>    | <b>39,588,354</b>   |
| Transfer From Operations       | -                  | -                  | -                  | 142,500              | 142,500              | 142,500             |
| <b>Vehicle Set Aside Total</b> | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>142,500</b>       | <b>142,500</b>       | <b>142,500</b>      |
| <b>Total Resources</b>         | <b>6,514,567</b>   | <b>7,588,080</b>   | <b>24,155,615</b>  | <b>56,755,044</b>    | <b>56,755,044</b>    | <b>56,755,044</b>   |
| <b>REQUIREMENTS</b>            |                    |                    |                    |                      |                      |                     |
| Personnel Services             | 527,240            | 742,997            | 1,469,000          | 1,491,800            | 1,491,800            | 1,491,800           |
| Materials & Services           | 1,405,014          | 1,839,490          | 2,297,000          | 2,493,400            | 2,493,400            | 2,493,400           |
| Capital Outlay                 | 1,544,643          | 326,850            | 794,000            | 632,500              | 632,500              | 632,500             |
| Debt Service                   | 7,113              | 12,859             | 9,800              | 7,200                | 7,200                | 7,200               |
| Transfers                      | 133,025            | 176,307            | 208,454            | 470,929              | 470,929              | 470,929             |
| Contingency                    | -                  | -                  | 794,500            | 8,953,514            | 8,953,514            | 8,953,514           |
| <b>Operations Total</b>        | <b>3,617,035</b>   | <b>3,098,503</b>   | <b>5,572,754</b>   | <b>14,049,343</b>    | <b>14,049,343</b>    | <b>14,049,343</b>   |
| Materials & Services           | -                  | -                  | -                  | -                    | -                    | -                   |
| Capital Outlay                 | 62,751             | 1,027,033          | 10,836,000         | 38,103,000           | 38,103,000           | 38,103,000          |
| Debt Service                   | 1,198,894          | 1,068,543          | 1,011,081          | 4,460,201            | 4,460,201            | 4,460,201           |
| Contingency                    | -                  | -                  | 6,735,780          | -                    | -                    | -                   |
| <b>Capital Total</b>           | <b>1,261,645</b>   | <b>2,095,576</b>   | <b>18,582,861</b>  | <b>42,563,201</b>    | <b>42,563,201</b>    | <b>42,563,201</b>   |
| Contingency                    | -                  | -                  | -                  | 142,500              | 142,500              | 142,500             |
| <b>Vehicle Set Aside Total</b> | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>142,500</b>       | <b>142,500</b>       | <b>142,500</b>      |
| <b>Total Requirements</b>      | <b>4,878,680</b>   | <b>5,194,079</b>   | <b>24,155,615</b>  | <b>56,755,044</b>    | <b>56,755,044</b>    | <b>56,755,044</b>   |

### BN 2025-27 Budget Notes

- Fines, Fees, & Assessments includes a 11.5% rate increase in year one, and an 11% rate increase in year two.
- Materials & Services includes expense associated with contracting for treatment plant services from Veolia Water.
- Capital Outlay is for the Water System Reinvestment project which includes the new pipeline to the Portland Filtration Plant and investments in the City's Alder Creek Treatment Plant.

# Water Fund

| Account Number                 | Account Name                           | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|--------------------------------|--|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>               |  |                    |                    |                    |                      |                      |                     |
| 520-052-401000                 | Beginning Balance                      | 4,851,183          | 1,636,091          | 2,445,615          | 6,235,400            | 6,235,400            | 6,235,400           |
| 520-052-451100                 | Water Charges                          | 3,313,854          | 4,961,239          | 9,800,000          | 10,503,790           | 10,503,790           | 10,503,790          |
| 520-052-457100                 | Engineering Fees                       | 31,525             | 40,367             | 40,000             | 40,000               | 40,000               | 40,000              |
| 520-052-471100                 | Interest                               | 74,355             | 4,454              | 25,000             | 200,000              | 200,000              | 200,000             |
| 520-052-478000                 | Miscellaneous Revenue                  | 87,494             | 127,791            | 25,000             | 45,000               | 45,000               | 45,000              |
| 520-052-479030                 | Surplus Property                       | -                  | -                  | -                  | -                    | -                    | -                   |
| 520-052-495400                 | Loan Proceeds                          | 25,048             | -                  | -                  | -                    | -                    | -                   |
| <b>Operations Total</b>        |  | <b>8,383,458</b>   | <b>6,769,942</b>   | <b>12,335,615</b>  | <b>17,024,190</b>    | <b>17,024,190</b>    | <b>17,024,190</b>   |
| 520-152-401000                 | Beginning Balance                      | (2,447,120)        | -                  | -                  | 20,056,354           | 20,056,354           | 20,056,354          |
| 520-152-423000                 | AFRD Reimbursement                     | -                  | 9,539              | -                  | -                    | -                    | -                   |
| 520-152-433520                 | Water SDC                              | 580,723            | 522,369            | 820,000            | 1,032,000            | 1,032,000            | 1,032,000           |
| 520-152-459001                 | Payment in Lieu Water Improvement Fees | -                  | -                  | -                  | -                    | -                    | -                   |
| 520-152-471100                 | Interest                               | (2,494)            | 7,430              | -                  | 1,000,000            | 1,000,000            | 1,000,000           |
| 520-152-478000                 | Miscellaneous Revenue                  | -                  | 13,397             | -                  | -                    | -                    | -                   |
| 520-152-495400                 | Loan Proceeds                          | -                  | 265,403            | 11,000,000         | 17,500,000           | 17,500,000           | 17,500,000          |
| <b>Capital Total</b>           |  | <b>(1,868,891)</b> | <b>818,138</b>     | <b>11,820,000</b>  | <b>39,588,354</b>    | <b>39,588,354</b>    | <b>39,588,354</b>   |
| 520-252-490520                 | Transfer from Water Operations         | -                  | -                  | -                  | 142,500              | 142,500              | 142,500             |
| <b>Vehicle Set Aside Total</b> |  | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>142,500</b>       | <b>142,500</b>       | <b>142,500</b>      |
| <b>Total Resources</b>         |  | <b>6,514,567</b>   | <b>7,588,080</b>   | <b>24,155,615</b>  | <b>56,755,044</b>    | <b>56,755,044</b>    | <b>56,755,044</b>   |

Requirements are listed on the following page

# Water Fund

## REQUIREMENTS

|                |  |           |         |         |         |         |         |
|----------------|--|-----------|---------|---------|---------|---------|---------|
| 520-052-511100 | Salaries                               | 324,859   | 459,084 | 855,000 | 880,000 | 880,000 | 880,000 |
| 520-052-511200 | Overtime                               | 11,382    | 21,103  | 20,000  | 22,000  | 22,000  | 22,000  |
| 520-052-521100 | Insurance Benefits                     | 55,206    | 85,576  | 239,000 | 203,000 | 203,000 | 203,000 |
| 520-052-521200 | FICA Taxes                             | 25,720    | 36,091  | 68,000  | 70,000  | 70,000  | 70,000  |
| 520-052-521300 | PERS                                   | 88,965    | 127,169 | 250,000 | 280,000 | 280,000 | 280,000 |
| 520-052-521360 | Other Benefits                         | 5,232     | -       | -       | -       | -       | -       |
| 520-052-521500 | Workers' Benefit Fund                  | 195       | 231     | 500     | 500     | 500     | 500     |
| 520-052-521600 | Unemployment Insurance                 | 338       | 766     | 3,500   | 1,900   | 1,900   | 1,900   |
| 520-052-521700 | Paid Leave Oregon Tax                  | -         | 578     | 3,500   | 3,900   | 3,900   | 3,900   |
| 520-052-521800 | Workers' Comp Insurance                | 13,325    | 9,567   | 24,000  | 25,000  | 25,000  | 25,000  |
| 520-052-521900 | Transit Tax                            | 2,019     | 2,832   | 5,500   | 5,500   | 5,500   | 5,500   |
| 520-052-601100 | Supplies                               | 132,131   | 169,436 | 182,000 | 150,000 | 150,000 | 150,000 |
| 520-052-601200 | Postage                                | 2,604     | 2,707   | 2,000   | 2,000   | 2,000   | 2,000   |
| 520-052-601300 | Printing                               | (96)      | 206     | 500     | 500     | 500     | 500     |
| 520-052-601400 | Copier Charges                         | 102       | 19      | 200     | 200     | 200     | 200     |
| 520-052-601401 | Branding & Marketing                   | -         | -       | -       | -       | -       | -       |
| 520-052-601500 | Public Notices                         | 1,892     | 1,045   | 1,000   | 2,000   | 2,000   | 2,000   |
| 520-052-601600 | Organizational Fees                    | 15,838    | 16,431  | 30,000  | 25,000  | 25,000  | 25,000  |
| 520-052-601700 | Memberships                            | 550       | 2,655   | 1,500   | 2,500   | 2,500   | 2,500   |
| 520-052-601800 | Books and Subscriptions                | 55        | 180     | 200     | 200     | 200     | 200     |
| 520-052-601900 | Uniforms                               | 1,944     | 1,482   | 3,000   | 4,000   | 4,000   | 4,000   |
| 520-052-602100 | Employee Recruitment                   | 76        | 4,968   | 15,000  | 15,000  | 15,000  | 15,000  |
| 520-052-602200 | Conferences                            | 315       | 621     | 15,000  | 7,500   | 7,500   | 7,500   |
| 520-052-602300 | Training & Professional Advancement    | 2,762     | 4,048   | 8,000   | 5,000   | 5,000   | 5,000   |
| 520-052-602500 | Meetings & Meals                       | 244       | 383     | 600     | 1,250   | 1,250   | 1,250   |
| 520-052-603100 | Mileage Reimbursement                  | 71        | 242     | 300     | 500     | 500     | 500     |
| 520-052-603200 | Vehicle -Fuel                          | 7,573     | 12,155  | 13,000  | 15,000  | 15,000  | 15,000  |
| 520-052-603400 | Vehicle Reg/Licenses                   | -         | -       | 200     | 1,250   | 1,250   | 1,250   |
| 520-052-603500 | Vehicle Repair & Maintenance           | 12,297    | 8,437   | 7,000   | 12,500  | 12,500  | 12,500  |
| 520-052-604100 | Repairs & Maintenance                  | 77,488    | 109,282 | 100,000 | 150,000 | 150,000 | 150,000 |
| 520-052-605100 | Contractual Services                   | 17,745    | 43,163  | 40,000  | 60,000  | 60,000  | 60,000  |
| 520-052-605300 | Contractual Services - Water           | 399,047   | 568,717 | 540,000 | 525,000 | 525,000 | 525,000 |
| 520-052-605350 | Contractual Services - Utility Billing | 10,976    | 10,838  | 12,000  | 14,500  | 14,500  | 14,500  |
| 520-052-606100 | Equipment Rental                       | 1,884     | 12,922  | 65,000  | 15,000  | 15,000  | 15,000  |
| 520-052-607100 | Utilities                              | 228,226   | 269,610 | 285,000 | 350,000 | 350,000 | 350,000 |
| 520-052-608100 | Professional Services                  | 15,136    | 29,314  | 40,000  | 60,000  | 60,000  | 60,000  |
| 520-052-608200 | Professional Services - Engineering    | 7,221     | 5,862   | 40,000  | 60,000  | 60,000  | 60,000  |
| 520-052-609100 | Insurance                              | 50,081    | 45,457  | 66,000  | 92,000  | 92,000  | 92,000  |
| 520-052-610200 | Fees                                   | 13,622    | 17,555  | 11,500  | 30,000  | 30,000  | 30,000  |
| 520-052-628200 | Credit Card Merchant Fee               | 35,462    | 67,746  | 68,000  | 357,500 | 357,500 | 357,500 |
| 520-052-650100 | Chemicals                              | -         | -       | 10,000  | 50,000  | 50,000  | 50,000  |
| 520-052-650201 | Program - Water Conservation           | 463       | 1,627   | 4,000   | 45,000  | 45,000  | 45,000  |
| 520-052-650300 | Regulatory Fees                        | 8,876     | 8,705   | 11,000  | 17,500  | 17,500  | 17,500  |
| 520-052-650500 | Water Testing                          | 14,505    | 16,164  | 20,000  | 22,500  | 22,500  | 22,500  |
| 520-052-650505 | Purchased Water                        | 345,927   | 407,513 | 705,000 | 400,000 | 400,000 | 400,000 |
| 520-052-655000 | AFRD Reimbursement                     | -         | -       | -       | 7,500   | 7,500   | 7,500   |
| 520-052-732000 | Water System Improvements              | 32,270    | 173,489 | 300,000 | 175,000 | 175,000 | 175,000 |
| 520-052-732003 | Water Automated Meter Reader           | 1,478,168 | 131,739 | 25,000  | 30,000  | 30,000  | 30,000  |

Requirements are continued on the following page.

# Water Fund

|                                |                                       |                  |                  |                   |                   |                   |                   |
|--------------------------------|---------------------------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| 520-052-740000                 | Furniture & Office Equipment          | 113              | 609              | 74,000            | 5,000             | 5,000             | 5,000             |
| 520-052-740100                 | Computer Equipment                    | 928              | 6,094            | 15,000            | 15,000            | 15,000            | 15,000            |
| 520-052-760000                 | Machinery & Equipment                 | 33,164           | 14,919           | 80,000            | 200,000           | 200,000           | 200,000           |
| 520-052-772000                 | Major Repairs Water System            | -                | -                | 300,000           | 200,000           | 200,000           | 200,000           |
| 520-052-812100                 | Loan Principal                        | 7,113            | 12,859           | 9,800             | 7,200             | 7,200             | 7,200             |
| 520-052-910110                 | Transfer to General Fund              | 115,887          | 159,169          | 181,354           | 310,354           | 310,354           | 310,354           |
| 520-052-910255                 | Transfer to Vehicle Set Aside         | -                | -                | -                 | 142,500           | 142,500           | 142,500           |
| 520-052-910370                 | Transfer to Asset Replacement IS Fund | 3,200            | 3,200            | 3,200             | 3,200             | 3,200             | 3,200             |
| 520-052-910670                 | Transfer to Op Ctr ISF                | 13,938           | 13,938           | 23,900            | 14,875            | 14,875            | 14,875            |
| 520-052-950000                 | Contingency                           | -                | -                | 794,500           | 8,953,514         | 8,953,514         | 8,953,514         |
| <b>Operations Total</b>        |                                       | <b>3,617,035</b> | <b>3,098,503</b> | <b>5,572,754</b>  | <b>14,049,343</b> | <b>14,049,343</b> | <b>14,049,343</b> |
| 520-152-608100                 | Professional Services                 | -                | -                | -                 | -                 | -                 | -                 |
| 520-152-732000                 | Water System Improvements             | 62,751           | 1,027,033        | 150,000           | -                 | -                 | -                 |
| 520-152-732100                 | Portland Pipeline Project             | -                | -                | 8,686,000         | 21,993,000        | 21,993,000        | 21,993,000        |
| 520-152-732200                 | Aldercreek Improvements               | -                | -                | 2,000,000         | 16,110,000        | 16,110,000        | 16,110,000        |
| 520-152-812150                 | Loan Principal                        | 614,987          | 649,529          | 686,011           | -                 | -                 | -                 |
| 520-152-812303                 | State Revolving Loan Principal        | 248,097          | 127,002          | -                 | -                 | -                 | -                 |
| 520-152-812304                 | Business Oregon Loan Principal        | -                | -                | 35,098            | 1,788,178         | 1,788,178         | 1,788,178         |
| 520-152-832303                 | State Revolving Loan Interest         | 11,607           | 2,350            | -                 | -                 | -                 | -                 |
| 520-152-832304                 | Business Oregon Loan Interest         | -                | -                | 36,792            | 323,442           | 323,442           | 323,442           |
| 520-152-832305                 | FFC Loan Interest                     | -                | -                | -                 | 2,348,581         | 2,348,581         | 2,348,581         |
| 520-152-832910                 | Loan Interest                         | 324,204          | 289,662          | 253,180           | -                 | -                 | -                 |
| 520-152-950000                 | Contingency                           | -                | -                | 6,735,780         | -                 | -                 | -                 |
| <b>Capital Total</b>           |                                       | <b>1,261,645</b> | <b>2,095,576</b> | <b>18,582,861</b> | <b>42,563,201</b> | <b>42,563,201</b> | <b>42,563,201</b> |
| 520-252-950000                 | Contingency                           | -                | -                | -                 | 142,500           | 142,500           | 142,500           |
| <b>Vehicle Set Aside Total</b> |                                       | <b>-</b>         | <b>-</b>         | <b>-</b>          | <b>142,500</b>    | <b>142,500</b>    | <b>142,500</b>    |
| <b>Total Requirements</b>      |                                       | <b>4,878,680</b> | <b>5,194,079</b> | <b>24,155,615</b> | <b>56,755,044</b> | <b>56,755,044</b> | <b>56,755,044</b> |

# Wastewater Fund

---

## Department Overview

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

### Operations

The Wastewater Fund operates, maintains, and improves the wastewater collection, conveyance, and pumping and treatment systems. The treatment system consists of a 1.25 million gallons per day (MGD) advanced tertiary treatment plant. The City contracts with Veolia Water for operation and maintenance services at the treatment plant. Ultraviolet disinfection is used on the treated effluent to eliminate any risk of chlorinated discharges to Tickle Creek. The City runs an innovative and award-winning Class B recycled water program partnering with a local nursery during May through October, eliminating the need to discharge to Tickle Creek during low flow months.

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

### Capital Improvements

Historic reinvestment is occurring with regard to capital improvement projects for the existing wastewater treatment plant and collection system. These projects, collectively referred to as Phase 1A of the Sandy Clean Waters Program, concluded in the 2023-25 biennium. Additional capital expenditures include work on subsequent phases of the wastewater system improvement program, including permitting and design work for the treatment plant expansion and pipeline to City of Gresham Wastewater Treatment Facility.

### Equipment Replacement

This newly created department within the Fund is intended to build up the required funds to replace equipment and vehicles in the future. This is part of an overall City goal to develop thoughtful asset replacement schedules and identify funding prior to an emergency asset replacement being needed.

## 2023-25 Accomplishments & Highlights

- Completed collection system design and construction, and private lateral rehabilitation, for Basins 6 and 7.
- Completed design and construction of Phase 1A Immediate Needs Improvement Project at the Wastewater Treatment Plant.
- Completed first phase of manhole grouting project to reduce inflow and infiltration.
- Continued work at the treatment plant to spend the \$14.7 million American Rescue Plan Act award. This includes design and bid for the equalization basin expansion project that will facilitate additional sewer capacity.
- Continued compliance with the Consent Decree.
- Completed smoke testing and CCTV inspections of the entire collection system.
- Upgraded communications at the Northside Pumpstation.

# Wastewater Fund

## Goals

- Complete all Capacity Assurance projects to unlock more capacity while under the Consent Decree.
- Complete and adopt the Wastewater Facilities Plan Amendment.
- Continue to progress the long-term treatment alternative program.
- Bid and construct first phase of rehabilitation work for Category 4 and 5 defects in the collection system.
- Identify and seek funding for long-term treatment projects.
- Continue to execute programs identified in the Consent Decree.
- Complete various capital projects including:
  - Equalization Basin upgrades
  - UV upgrades and year round UV disinfection project
  - Effluent pumpstation upgrades
  - Near-term process improvements
- Acquire EPA and DEQ approval of Capacity Assurance Project.
- Complete Northside and Sleepy Hollow pumpstation improvements.
- Clear 10,000 feet of sewer mains annually.
- Renew NPDES permit for Tickle Creek outfall.

## Performance Measures

|                                       | 2019      | 2020      | 2021      | 2022      | 2023      | 2024      |
|---------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Gallons of Wastewater Treated (Daily) | 1,400,000 | 1,202,000 | 1,324,000 | 1,328,000 | 1,330,000 | 1,380,000 |

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 3.15  | 3.41  | 5.28  | 5.52  |

# Wastewater Fund

## Budget Summary & Detail

|                                | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|--------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>               |                    |                    |                    |                      |                      |                     |
| Beginning Balance              | 557,884            | 1,661,244          | 4,951,070          | 4,994,204            | 4,994,204            | 4,994,204           |
| Fines, Fees, & Assessments     | 5,183,092          | 7,342,655          | 10,145,000         | 9,824,852            | 9,824,852            | 9,824,852           |
| Interest                       | 25,964             | 27,850             | 30,000             | 200,000              | 200,000              | 200,000             |
| Loan Proceeds                  | 15,828             | -                  | 74,638             | 77,300               | 77,300               | 77,300              |
| Miscellaneous                  | 11,584             | 100,295            | -                  | 20,000               | 20,000               | 20,000              |
| <b>Operations Total</b>        | <b>5,794,351</b>   | <b>9,132,044</b>   | <b>15,200,708</b>  | <b>15,116,356</b>    | <b>15,116,356</b>    | <b>15,116,356</b>   |
| Beginning Balance              | (143,587)          | -                  | -                  | 94,504               | 94,504               | 94,504              |
| Fines, Fees, & Assessments     | 549,860            | 978,899            | 1,360,000          | 1,872,000            | 1,872,000            | 1,872,000           |
| Grants                         | -                  | 5,935,002          | 6,460,687          | 6,000,000            | 6,000,000            | 6,000,000           |
| Interest                       | 1,646              | -                  | -                  | -                    | -                    | -                   |
| Transfers                      | -                  | 1,875,957          | -                  | -                    | -                    | -                   |
| Loan Proceeds                  | 2,865,665          | 17,381,879         | 7,891,250          | 26,095,000           | 26,095,000           | 26,095,000          |
| <b>Capital Total</b>           | <b>3,273,584</b>   | <b>26,171,737</b>  | <b>15,711,937</b>  | <b>34,061,504</b>    | <b>34,061,504</b>    | <b>34,061,504</b>   |
| Transfer From Operations       | -                  | -                  | -                  | 142,500              | 142,500              | 142,500             |
| <b>Vehicle Set Aside Total</b> | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>142,500</b>       | <b>142,500</b>       | <b>142,500</b>      |
| <b>Total Resources</b>         | <b>9,067,936</b>   | <b>35,303,781</b>  | <b>30,912,645</b>  | <b>49,320,360</b>    | <b>49,320,360</b>    | <b>49,320,360</b>   |
| <b>REQUIREMENTS</b>            |                    |                    |                    |                      |                      |                     |
| Personnel Services             | 598,728            | 772,454            | 1,443,000          | 1,531,200            | 1,531,200            | 1,531,200           |
| Materials & Services           | 2,443,334          | 2,474,942          | 3,603,800          | 4,484,250            | 4,484,250            | 4,484,250           |
| Capital Outlay                 | 1,342,193          | 500,949            | 454,500            | 275,000              | 275,000              | 275,000             |
| Debt Service                   | 6,603              | 8,864              | 6,200              | 4,300                | 4,300                | 4,300               |
| Transfers                      | 140,808            | 570,979            | 331,512            | 569,789              | 569,789              | 569,789             |
| Contingency                    | -                  | -                  | 2,609,900          | 7,578,321            | 7,578,321            | 7,578,321           |
| <b>Operations Total</b>        | <b>4,531,666</b>   | <b>4,328,188</b>   | <b>8,448,912</b>   | <b>14,442,860</b>    | <b>14,442,860</b>    | <b>14,442,860</b>   |
| Capital Outlay                 | 2,646,794          | -                  | -                  | -                    | -                    | -                   |
| Debt Service                   | 334,422            | 2,529,736          | 1,745,052          | 2,640,000            | 2,640,000            | 2,640,000           |
| Transfers                      | 100,000            | -                  | -                  | -                    | -                    | -                   |
| Contingency                    | -                  | -                  | 10,737,117         | -                    | -                    | -                   |
| <b>Capital Total</b>           | <b>3,081,216</b>   | <b>2,529,736</b>   | <b>12,482,169</b>  | <b>2,640,000</b>     | <b>2,640,000</b>     | <b>2,640,000</b>    |
| Capital Outlay                 | -                  | 26,386,550         | 9,981,564          | 32,095,000           | 32,095,000           | 32,095,000          |
| <b>WWSI Project Total</b>      | <b>-</b>           | <b>26,386,550</b>  | <b>9,981,564</b>   | <b>32,095,000</b>    | <b>32,095,000</b>    | <b>32,095,000</b>   |
| Contingency                    | -                  | -                  | -                  | 142,500              | 142,500              | 142,500             |
| <b>Vehicle Set Aside Total</b> | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>142,500</b>       | <b>142,500</b>       | <b>142,500</b>      |
| <b>Total Requirements</b>      | <b>7,612,882</b>   | <b>33,244,474</b>  | <b>30,912,645</b>  | <b>49,320,360</b>    | <b>49,320,360</b>    | <b>49,320,360</b>   |

### BN 2025-27 Budget Notes

- Fines, Fees, & Assessments includes rate increases of 15% (year one) and 14% (years two).
- Grants reflects the remaining \$6 million in ARPA funds for wastewater system improvements.
- Loan proceeds includes the Water Infrastructure Finance and Innovation Act (WIFIA) loan.
- Materials & Services includes expenses associated with contracting for treatment plant services from Veolia Water.



# Wastewater Fund

- Fund Balances reflect the building up of funds for future capital and maintaining minimum debt coverage ratios.

| Account Number                 | Account Name                          | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|--------------------------------|---------------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>               |                                       |                    |                    |                    |                      |                      |                     |
| 530-053-401000                 | Beginning Balance                     | 557,884            | 1,661,244          | 4,951,070          | 4,994,204            | 4,994,204            | 4,994,204           |
| 530-053-452100                 | Wastewater Charges                    | 5,156,504          | 7,288,684          | 10,070,000         | 9,779,852            | 9,779,852            | 9,779,852           |
| 530-053-457100                 | Engineering Fees                      | 26,588             | 53,971             | 75,000             | 45,000               | 45,000               | 45,000              |
| 530-053-471100                 | Interest                              | 25,964             | 27,850             | 30,000             | 200,000              | 200,000              | 200,000             |
| 530-053-478000                 | Miscellaneous Revenue                 | 11,584             | 100,295            | -                  | 20,000               | 20,000               | 20,000              |
| 530-053-479030                 | Surplus Property                      | -                  | -                  | -                  | -                    | -                    | -                   |
| 530-053-495355                 | Interfund Loan Receipts               | -                  | -                  | 74,638             | 77,300               | 77,300               | 77,300              |
| 530-053-495400                 | Loan Proceeds                         | 15,828             | -                  | -                  | -                    | -                    | -                   |
| <b>Operations Total</b>        |                                       | <b>5,794,351</b>   | <b>9,132,044</b>   | <b>15,200,708</b>  | <b>15,116,356</b>    | <b>15,116,356</b>    | <b>15,116,356</b>   |
| 530-153-401000                 | Beginning Balance                     | (143,587)          | -                  | -                  | 94,504               | 94,504               | 94,504              |
| 530-153-428303                 | AFRD Due CoS Bluff Est I              | -                  | 6,513              | -                  | -                    | -                    | -                   |
| 530-153-433530                 | Wastewater SDC                        | 549,860            | 3,256              | 1,360,000          | 1,872,000            | 1,872,000            | 1,872,000           |
| 530-153-433535                 | North Bluff Sewer SDCs                | -                  | 969,130            | -                  | -                    | -                    | -                   |
| 530-153-440300                 | Federal Grants                        | -                  | 5,935,002          | 6,460,687          | 6,000,000            | 6,000,000            | 6,000,000           |
| 530-153-471100                 | Interest                              | 1,646              | -                  | -                  | -                    | -                    | -                   |
| 530-153-490440                 | Transfer from Sewer Bond Reserve Fund | -                  | 1,875,957          | -                  | -                    | -                    | -                   |
| 530-153-495100                 | WIFIA Loan Proceeds                   | -                  | -                  | 3,638,828          | 21,000,000           | 21,000,000           | 21,000,000          |
| 530-153-495200                 | Bond Proceeds                         | -                  | -                  | -                  | -                    | -                    | -                   |
| 530-153-495400                 | Loan Proceeds                         | 2,865,665          | 17,381,879         | 4,252,422          | 5,095,000            | 5,095,000            | 5,095,000           |
| <b>Capital Total</b>           |                                       | <b>3,273,584</b>   | <b>26,171,737</b>  | <b>15,711,937</b>  | <b>34,061,504</b>    | <b>34,061,504</b>    | <b>34,061,504</b>   |
| 530-253-490530                 | Transfer from Wastewater Operations   | -                  | -                  | -                  | 142,500              | 142,500              | 142,500             |
| <b>Vehicle Set Aside Total</b> |                                       | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>142,500</b>       | <b>142,500</b>       | <b>142,500</b>      |
| <b>Total Resources</b>         |                                       | <b>9,067,936</b>   | <b>35,303,781</b>  | <b>30,912,645</b>  | <b>49,320,360</b>    | <b>49,320,360</b>    | <b>49,320,360</b>   |

Requirements are listed on the following page

# Wastewater Fund

## REQUIREMENTS

|                |  |           |           |           |           |           |           |
|----------------|--|-----------|-----------|-----------|-----------|-----------|-----------|
| 530-053-511100 | Salaries                               | 374,292   | 487,657   | 852,000   | 920,000   | 920,000   | 920,000   |
| 530-053-511200 | Overtime                               | 14,875    | 20,081    | 20,000    | 22,000    | 22,000    | 22,000    |
| 530-053-521100 | Insurance Benefits                     | 59,382    | 75,616    | 217,000   | 190,000   | 190,000   | 190,000   |
| 530-053-521200 | FICA Taxes                             | 29,792    | 38,260    | 68,000    | 73,000    | 73,000    | 73,000    |
| 530-053-521300 | PERS                                   | 101,656   | 134,916   | 249,000   | 290,000   | 290,000   | 290,000   |
| 530-053-521360 | Other Benefits                         | 6,034     | -         | -         | -         | -         | -         |
| 530-053-521500 | Workers' Benefit Fund                  | 230       | 252       | 500       | 600       | 600       | 600       |
| 530-053-521600 | Unemployment Insurance                 | 391       | 772       | 3,500     | 1,900     | 1,900     | 1,900     |
| 530-053-521700 | Paid Leave Oregon Tax                  | -         | 536       | 3,500     | 3,900     | 3,900     | 3,900     |
| 530-053-521800 | Workers' Comp Insurance                | 9,738     | 11,362    | 24,000    | 24,000    | 24,000    | 24,000    |
| 530-053-521900 | Transit Tax                            | 2,338     | 3,002     | 5,500     | 5,800     | 5,800     | 5,800     |
| 530-053-601100 | Supplies                               | 46,951    | 60,875    | 59,000    | 65,000    | 65,000    | 65,000    |
| 530-053-601200 | Postage                                | 1,824     | 1,963     | 1,000     | 1,000     | 1,000     | 1,000     |
| 530-053-601300 | Printing                               | -         | 1,303     | 1,500     | 350       | 350       | 350       |
| 530-053-601400 | Copier Charges                         | 10,706    | 19        | 1,000     | 400       | 400       | 400       |
| 530-053-601401 | Branding & Marketing                   | 1,604     | -         | -         | -         | -         | -         |
| 530-053-601500 | Public Notices                         | 2,694     | (199)     | 3,000     | 1,000     | 1,000     | 1,000     |
| 530-053-601600 | Organizational Fees                    | 385       | 2,665     | 4,000     | 2,500     | 2,500     | 2,500     |
| 530-053-601700 | Memberships                            | 1,320     | 646       | 1,000     | 1,500     | 1,500     | 1,500     |
| 530-053-601800 | Books and Subscriptions                | 5,988     | 575       | 500       | 500       | 500       | 500       |
| 530-053-601900 | Uniforms                               | 2,021     | 1,637     | 6,000     | 4,000     | 4,000     | 4,000     |
| 530-053-602100 | Employee Recruitment                   | 75        | 4,968     | 15,000    | 15,000    | 15,000    | 15,000    |
| 530-053-602200 | Conferences                            | 700       | 1,555     | 20,000    | 7,500     | 7,500     | 7,500     |
| 530-053-602300 | Training & Professional Advancement    | 1,725     | 1,349     | 8,000     | 5,000     | 5,000     | 5,000     |
| 530-053-602500 | Meetings & Meals                       | 31        | 562       | 600       | 1,250     | 1,250     | 1,250     |
| 530-053-603100 | Mileage Reimbursement                  | 2         | 101       | 200       | 500       | 500       | 500       |
| 530-053-603200 | Vehicle - Fuel                         | 7,995     | 12,154    | 13,000    | 1,250     | 1,250     | 1,250     |
| 530-053-603400 | Vehicle Registration/License           | -         | -         | -         | 1,500     | 1,500     | 1,500     |
| 530-053-603500 | Vehicle Repair & Maintenance           | 15,617    | 8,594     | 8,000     | 12,500    | 12,500    | 12,500    |
| 530-053-604100 | Repairs & Maintenance                  | 485,285   | 261,651   | 300,000   | 275,000   | 275,000   | 275,000   |
| 530-053-605100 | Contractual Services                   | 30,876    | 19,426    | 250,000   | 125,000   | 125,000   | 125,000   |
| 530-053-605300 | Contractual Services - Wastewater      | 1,345,949 | 1,525,769 | 1,350,000 | 2,250,000 | 2,250,000 | 2,250,000 |
| 530-053-605350 | Contractual Services - Utility Billing | 10,976    | 10,838    | 13,000    | 13,000    | 13,000    | 13,000    |
| 530-053-605360 | Contractual Services - Waste Hauling   | -         | -         | 336,000   | 300,000   | 300,000   | 300,000   |
| 530-053-606100 | Equipment Rental                       | 37,156    | 48,886    | 30,000    | 25,000    | 25,000    | 25,000    |
| 530-053-607100 | Utilities                              | 239,913   | 295,558   | 298,000   | 300,000   | 300,000   | 300,000   |
| 530-053-608100 | Professional Services                  | 32,473    | 18,939    | 12,000    | 15,000    | 15,000    | 15,000    |
| 530-053-608200 | Professional Services - Engineering    | 13,520    | 6,040     | 30,000    | 30,000    | 30,000    | 30,000    |
| 530-053-609100 | Insurance                              | 85,056    | 33,416    | 76,000    | 105,000   | 105,000   | 105,000   |
| 530-053-610200 | Fees                                   | 13,527    | 14,030    | 15,000    | 17,500    | 17,500    | 17,500    |
| 530-053-628200 | Credit Card Merchant Fee               | 35,462    | 67,746    | 69,000    | 413,000   | 413,000   | 413,000   |
| 530-053-639000 | Grant Programs                         | -         | -         | -         | 20,000    | 20,000    | 20,000    |
| 530-053-650100 | Chemicals                              | -         | 59,830    | 668,000   | 450,000   | 450,000   | 450,000   |
| 530-053-650300 | Regulatory Fees                        | 13,505    | 14,046    | 15,000    | 25,000    | 25,000    | 25,000    |

Requirements are continued on the following page.

# Wastewater Fund

|  |  |                  |                   |                   |                   |                   |                   |
|--|--|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 530-053-732003                                     | Wastewater Automated Meter Reader        | 748,475          | -                 | -                 | 30,000            | 30,000            | 30,000            |
| 530-053-733000                                     | Wastewater System Improvements           | 249,746          | 76,694            | 300,000           | 50,000            | 50,000            | 50,000            |
| 530-053-740000                                     | Furniture & Office Equipment             | 136              | 535               | 2,000             | 5,000             | 5,000             | 5,000             |
| 530-053-740100                                     | Computer Equipment                       | 1,721            | 6,129             | 12,500            | 15,000            | 15,000            | 15,000            |
| 530-053-760000                                     | Machinery & Equipment                    | 53,617           | 19,842            | 80,000            | 175,000           | 175,000           | 175,000           |
| 530-053-773000                                     | Major Repairs - Wastewater               | 10,000           | 19,306            | 60,000            | -                 | -                 | -                 |
| 530-053-780000                                     | Oversizing/Special Proj.                 | 278,497          | 378,443           | -                 | -                 | -                 | -                 |
| 530-053-812100                                     | Loan Principal                           | 6,603            | 8,864             | 6,200             | 4,300             | 4,300             | 4,300             |
| 530-053-910110                                     | Transfers to General Fund                | 123,670          | 153,841           | 304,412           | 409,214           | 409,214           | 409,214           |
| 530-053-910370                                     | Transfer to Asset Replacement IS Fund    | 3,200            | 3,200             | 3,200             | 3,200             | 3,200             | 3,200             |
| 530-053-910253                                     | Transfer to Wastewater Vehicle Set Aside | -                | -                 | -                 | 142,500           | 142,500           | 142,500           |
| 530-053-910550                                     | Transfer to Stormwater Fund              | -                | 400,000           | -                 | -                 | -                 | -                 |
| 530-053-910670                                     | Transfer to Op Ctr ISF                   | 13,938           | 13,938            | 23,900            | 14,875            | 14,875            | 14,875            |
| 530-053-950000                                     | Contingency                              | -                | -                 | 2,609,900         | 7,578,321         | 7,578,321         | 7,578,321         |
| <b>Operations Total</b>                            |  | <b>4,531,666</b> | <b>4,328,188</b>  | <b>8,448,912</b>  | <b>14,442,860</b> | <b>14,442,860</b> | <b>14,442,860</b> |
| 530-153-733000                                     | Sewer System Improvements                | 2,645,789        | -                 | -                 | -                 | -                 | -                 |
| 530-153-773020                                     | North Bluff Sewer SDC Reim               | 1,005            | -                 | -                 | -                 | -                 | -                 |
| 530-153-773025                                     | AFRD Reimbursement                       | -                | -                 | -                 | -                 | -                 | -                 |
| 530-153-812302                                     | USDA Principal                           | 135,379          | 1,990,913         | -                 | -                 | -                 | -                 |
| 530-153-812303                                     | DEQ Principal                            | -                | 262,775           | 816,456           | 1,390,000         | 1,390,000         | 1,390,000         |
| 530-153-812803                                     | Full Faith & Credit Principal            | -                | 120,000           | 135,000           | 140,000           | 140,000           | 140,000           |
| 530-153-812903                                     | Bond Principal                           | -                | -                 | -                 | -                 | -                 | -                 |
| 530-153-832302                                     | USDA Interest                            | 199,043          | 20,468            | -                 | -                 | -                 | -                 |
| 530-153-832303                                     | DEQ Interest                             | -                | 20,472            | 687,996           | 817,000           | 817,000           | 817,000           |
| 530-153-832802                                     | Full Faith & Credit Interest             | -                | 114,924           | 103,600           | 93,000            | 93,000            | 93,000            |
| 530-153-832902                                     | Bond Interest                            | -                | -                 | -                 | -                 | -                 | -                 |
| 530-153-870000                                     | Paying Agent Fees                        | -                | 184               | 2,000             | 2,000             | 2,000             | 2,000             |
| 530-153-870010                                     | DEQ Annual Loan Fee                      | -                | -                 | -                 | 198,000           | 198,000           | 198,000           |
| 530-153-910440                                     | Transfer to Bond Reserve Fund            | 100,000          | -                 | -                 | -                 | -                 | -                 |
| 530-153-960000                                     | Contingency                              | -                | -                 | 10,737,117        | -                 | -                 | -                 |
| <b>Capital Total</b>                               |  | <b>3,081,216</b> | <b>2,529,736</b>  | <b>12,482,169</b> | <b>2,640,000</b>  | <b>2,640,000</b>  | <b>2,640,000</b>  |
| 530-353-733000                                     | Wastewater System Improvement Project    | -                | 26,386,550        | 9,981,564         | 32,095,000        | 32,095,000.00     | 32,095,000.00     |
| <b>Wastewater System Improvement Project Total</b> |  | <b>-</b>         | <b>26,386,550</b> | <b>9,981,564</b>  | <b>32,095,000</b> | <b>32,095,000</b> | <b>32,095,000</b> |
| 530-253-950000                                     | Contingency                              | -                | -                 | -                 | 142,500           | 142,500           | 142,500           |
| <b>Vehicle Set Aside Total</b>                     |  | <b>-</b>         | <b>-</b>          | <b>-</b>          | <b>142,500</b>    | <b>142,500</b>    | <b>142,500</b>    |
| <b>Total Requirements</b>                          |  | <b>7,612,882</b> | <b>33,244,474</b> | <b>30,912,645</b> | <b>49,320,360</b> | <b>49,320,360</b> | <b>49,320,360</b> |

# Stormwater Fund

---

## Fund Overview

The Stormwater Fund accounts for expenses related to operations and maintenance of the City's stormwater system. The fund is split into three departments: operations, capital, and equipment replacement. In order to balance the stormwater budget for the upcoming biennium a \$1.00 per month increase in the stormwater rate per ERU is assumed. The monthly charge per Equivalent Residential Unit (2,750 sq. ft. of impervious surface roughly equal to the impervious surface on a typical single-family dwelling site) would increase from \$10.00 per month to \$11.00 per month. This is necessary to pay off new debt service required for the Strawbridge Parkway emergency repair that occurred in June 2022, and to structurally stabilize the fund.

### Operations

The Stormwater Fund operates and maintains the stormwater system which consists of catch basins, manholes, pipes, culverts, ponds, swales, and open channels. As 'soft path' stormwater management techniques become more common, stormwater facility maintenance becomes more labor-intensive. Swales, detention ponds and basins are now elaborately landscaped - for aesthetics and for stormwater treatment. Regular site visits and semi-annual pruning and weeding of these facilities are required.

### Capital Improvements

The City does not have a System Development Charge (SDC) for Stormwater. Since all new development must detain and treat any runoff greater than the pre-development condition, nearly all stormwater improvements are intended to deal with runoff from property developed prior to detention and treatment requirements. SDCs may not be used for repairs to existing facilities or to address issues related to existing development. The City intends to draft a Stormwater Master Plan this biennium that would identify deficiencies, needs, and a capital improvement plan.

### Equipment Replacement

This newly created department within the Fund is intended to build up the required funds to replace equipment and vehicles in the future. This is part of an overall City goal to develop thoughtful asset replacement schedules and identify funding prior to an emergency asset replacement being needed.

## 2023-25 Accomplishments & Highlights

- Completed the five-year update of Sandy River and Willamette River Total Maximum Daily Load Implementation Plan.
- Removed overgrowth in stormwater detention ponds and cleaned catch basins.
- Updated the 1200 Z permit for the wastewater treatment plant.
- Lined culvert under Tupper Road to avoid failures leading to sinkholes.

## Goals

- Develop a Stormwater Master Plan; conduct a stormwater rate study.
- Replace 25% of Contech filters biannually.
- Continue to clean all catch basins, filters, and treatment structures every two years.
- Continue to manage vegetation in stormwater treatment facilities.

# Stormwater Fund

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 2.37  | 2.35  | 2.18  | 2.89  |

## Budget Summary & Detail

|                            | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>           |                    |                    |                    |                      |                      |                     |
| Beginning Balance          | 866,794            | 283,820            | 32,942             | 336,076              | 336,076              | 336,076             |
| Fines, Fees, & Assessments | 522,213            | 733,396            | 1,410,000          | 1,560,000            | 1,560,000            | 1,560,000           |
| Grants                     | -                  | -                  | -                  | 50,000               | 50,000               | -                   |
| Interest                   | 12,336             | 1,324              | 500                | 3,000                | 3,000                | 3,000               |
| Loan Proceeds              | 6,609              | 400,000            | 100,000            | -                    | -                    | -                   |
| Miscellaneous              | 4,761              | 80                 | 10,000             | 10,000               | 10,000               | 60,000              |
| Operations Total           | 1,412,713          | 1,418,620          | 1,553,442          | 1,959,076            | 1,959,076            | 1,959,076           |
| Beginning Balance          | (375,427)          | 5,899              | -                  | -                    | -                    | -                   |
| Capital Total              | (375,427)          | 5,899              | -                  | -                    | -                    | -                   |
| Transfer From Operations   | -                  | -                  | -                  | 22,500               | 22,500               | 22,500              |
| Vehicle Set Aside Total    | -                  | -                  | -                  | 22,500               | 22,500               | 22,500              |
| <b>Total Resources</b>     | <b>1,037,286</b>   | <b>1,424,519</b>   | <b>1,553,442</b>   | <b>1,981,576</b>     | <b>1,981,576</b>     | <b>1,981,576</b>    |
| <b>REQUIREMENTS</b>        |                    |                    |                    |                      |                      |                     |
| Personnel Services         | 423,814            | 535,610            | 566,000            | 773,800              | 773,800              | 773,800             |
| Materials & Services       | 143,397            | 192,544            | 374,700            | 513,300              | 513,300              | 513,300             |
| Capital Outlay             | 12,453             | 458,448            | 76,000             | 61,500               | 61,500               | 61,500              |
| Debt Service               | 6,544              | 4,185              | 2,000              | 2,700                | 2,700                | 2,700               |
| Transfers                  | 47,578             | 81,234             | 102,675            | 140,897              | 140,897              | 140,897             |
| Contingency                | -                  | -                  | 16,310             | 57,979               | 57,979               | 57,979              |
| Operations Total           | 633,786            | 1,272,021          | 1,137,685          | 1,550,176            | 1,550,176            | 1,550,176           |
| Capital Outlay             | -                  | -                  | 100,000            | 100,000              | 100,000              | 100,000             |
| Debt Service               | 119,680            | 119,245            | 215,757            | 208,900              | 208,900              | 208,900             |
| Contingency                | -                  | -                  | 100,000            | 100,000              | 100,000              | 100,000             |
| Capital Total              | 119,680            | 119,245            | 415,757            | 408,900              | 408,900              | 408,900             |
| Contingency                | -                  | -                  | -                  | 22,500               | 22,500               | 22,500              |
| Vehicle Set Aside Total    | -                  | -                  | -                  | 22,500               | 22,500               | 22,500              |
| <b>Total Requirements</b>  | <b>753,466</b>     | <b>1,391,266</b>   | <b>1,553,442</b>   | <b>1,981,576</b>     | <b>1,981,576</b>     | <b>1,981,576</b>    |

### BN 2025-27 Budget Notes

- Fines, Fees, & Assessments reflects a \$1.00 per month rate increase in January 2026 to provide the needed resources to carry out the objectives of the Stormwater Fund.
- Debt service includes the annual payments to the Wastewater Fund for a \$400,000 interfund loan issued in fiscal year 2023 for the Tupper Park and Strawbridge Parkway emergency repairs.
- \$22,500 is proposed to be set aside for future vehicle replacement.

# Stormwater Fund

| Account Number                 | Account Name                   | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|--------------------------------|--------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>               |                                |                    |                    |                    |                      |                      |                     |
| 550-055-401000                 | Beginning Balance              | 866,794            | 283,820            | 32,942             | 336,076              | 336,076              | 336,076             |
| 550-055-441100                 | State Grants                   | -                  | -                  | -                  | 50,000               | 50,000               | 50,000              |
| 550-055-452500                 | Stormwater Charges             | 496,972            | 693,029            | 1,400,000          | 1,550,000            | 1,550,000            | 1,550,000           |
| 550-055-457100                 | Engineering Fees               | 25,241             | 40,367             | 10,000             | 10,000               | 10,000               | 10,000              |
| 550-055-471100                 | Interest                       | 12,336             | 1,324              | 500                | 3,000                | 3,000                | 3,000               |
| 550-055-478000                 | Miscellaneous Revenue          | 4,761              | 80                 | 10,000             | 10,000               | 10,000               | 10,000              |
| 550-055-479030                 | Surplus Property               | -                  | -                  | -                  | -                    | -                    | -                   |
| 550-055-495400                 | Loan Proceeds                  | 6,609              | 400,000            | 100,000            | -                    | -                    | -                   |
| <b>Operations Total</b>        |                                | <b>1,412,713</b>   | <b>1,418,620</b>   | <b>1,553,442</b>   | <b>1,959,076</b>     | <b>1,959,076</b>     | <b>1,959,076</b>    |
| 550-155-401000                 | Beginning Balance              | (375,427)          | 5,899              | -                  | -                    | -                    | -                   |
| <b>Capital Total</b>           |                                | <b>(375,427)</b>   | <b>5,899</b>       | <b>-</b>           | <b>-</b>             | <b>-</b>             | <b>-</b>            |
| 550-255-490550                 | Transfer from Water Operations | -                  | -                  | -                  | 22,500               | 22,500               | 22,500              |
| <b>Vehicle Set Aside Total</b> |                                | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>22,500</b>        | <b>22,500</b>        | <b>22,500</b>       |
| <b>Total Resources</b>         |                                | <b>1,037,286</b>   | <b>1,424,519</b>   | <b>1,553,442</b>   | <b>1,981,576</b>     | <b>1,981,576</b>     | <b>1,981,576</b>    |

*Requirements are listed on the following page.*

# Stormwater Fund

## REQUIREMENTS

|                |  |         |         |         |         |         |         |
|----------------|--|---------|---------|---------|---------|---------|---------|
| 550-055-511100 | Salaries                               | 263,530 | 332,489 | 327,000 | 456,000 | 456,000 | 456,000 |
| 550-055-511200 | Overtime                               | 11,332  | 14,859  | 16,000  | 10,800  | 10,800  | 10,800  |
| 550-055-521100 | Insurance Benefits                     | 46,905  | 61,131  | 82,000  | 109,000 | 109,000 | 109,000 |
| 550-055-521200 | FICA Taxes                             | 21,011  | 26,251  | 26,000  | 36,000  | 36,000  | 36,000  |
| 550-055-521300 | PERS                                   | 69,507  | 92,414  | 98,000  | 145,000 | 145,000 | 145,000 |
| 550-055-521360 | Other Benefits                         | 5,231   | -       | -       | -       | -       | -       |
| 550-055-521500 | Workers' Benefit Fund                  | 166     | 176     | 500     | 300     | 300     | 300     |
| 550-055-521600 | Unemployment Insurance                 | 270     | 532     | 1,500   | 1,000   | 1,000   | 1,000   |
| 550-055-521700 | Paid Leave Oregon Tax                  | -       | 385     | 1,500   | 1,900   | 1,900   | 1,900   |
| 550-055-521800 | Workers' Comp Insurance                | 4,220   | 5,318   | 11,000  | 11,000  | 11,000  | 11,000  |
| 550-055-521900 | Transit Tax                            | 1,644   | 2,055   | 2,500   | 2,800   | 2,800   | 2,800   |
| 550-055-522100 | Other- Drug Test                       | -       | -       | -       | 11,000  | 11,000  | 11,000  |
| 550-055-601100 | Supplies                               | 29,345  | 37,422  | 40,000  | 45,000  | 45,000  | 45,000  |
| 550-055-601200 | Postage                                | 1,282   | 1,286   | 1,000   | 1,000   | 1,000   | 1,000   |
| 550-055-601400 | Copier Charges                         | 0       | 19      | 100     | 200     | 200     | 200     |
| 550-055-601401 | Branding & Marketing                   | -       | -       | -       | 150     | 150     | 150     |
| 550-055-601600 | Organizational Fees                    | 385     | 1,065   | 1,000   | 750     | 750     | 750     |
| 550-055-601700 | Memberships                            | -       | 66      | 500     | 250     | 250     | 250     |
| 550-055-601800 | Books and Subscriptions                | 55      | 527     | 1,000   | 500     | 500     | 500     |
| 550-055-601900 | Uniforms                               | 1,948   | 1,481   | 4,000   | 4,500   | 4,500   | 4,500   |
| 550-055-602100 | Employee Recruitment                   | 76      | 4,968   | 5,000   | 2,500   | 2,500   | 2,500   |
| 550-055-602200 | Conferences                            | -       | -       | 8,000   | 2,000   | 2,000   | 2,000   |
| 550-055-602300 | Training & Professional Advancement    | 7       | 244     | 4,000   | 4,000   | 4,000   | 4,000   |
| 550-055-602500 | Meetings & Meals                       | 4       | 353     | 1,000   | 1,250   | 1,250   | 1,250   |
| 550-055-603100 | Mileage Reimbursement                  | 2       | 1       | 500     | 250     | 250     | 250     |
| 550-055-603200 | Vehicle - Fuel                         | 7,617   | 12,154  | 14,000  | 15,000  | 15,000  | 15,000  |
| 550-055-603400 | Vehicle Reg/License                    | -       | -       | 100     | 250     | 250     | 250     |
| 550-055-603500 | Vehicle Repair & Maintenance           | 13,539  | 7,826   | 7,000   | 15,000  | 15,000  | 15,000  |
| 550-055-604100 | Repairs & Maintenance                  | 16,328  | 14,393  | 40,000  | 35,000  | 35,000  | 35,000  |
| 550-055-605100 | Contractual Services                   | 740     | 6,798   | 9,000   | 10,000  | 10,000  | 10,000  |
| 550-055-605350 | Contractual Services - Utility Billing | 10,827  | 10,828  | 11,000  | 11,000  | 11,000  | 11,000  |
| 550-055-606100 | Equipment Rental                       | 858     | 8,162   | 1,000   | 5,000   | 5,000   | 5,000   |
| 550-055-607100 | Utilities                              | 2,728   | 5,306   | 8,000   | 15,000  | 15,000  | 15,000  |
| 550-055-608100 | Professional Services                  | 774     | 1,770   | 25,000  | 20,000  | 20,000  | 20,000  |
| 550-055-608200 | Professional Services - Engineering    | 8,777   | 6,302   | 120,000 | 240,000 | 240,000 | 240,000 |
| 550-055-610200 | Fees                                   | 13,957  | 6,335   | 7,000   | 7,500   | 7,500   | 7,500   |
| 550-055-628200 | Credit Card Merchant Fee               | 34,148  | 65,238  | 65,000  | 63,700  | 63,700  | 63,700  |
| 550-055-650300 | Regulatory Fees                        | -       | -       | 1,500   | 2,500   | 2,500   | 2,500   |
| 550-055-655000 | AFRD Reimbursement                     | -       | -       | -       | 7,500   | 7,500   | 7,500   |
| 550-055-732000 | Improvements                           | -       | 438,743 | 20,000  | 20,000  | 20,000  | 20,000  |
| 550-055-740000 | Furniture & Office Equipment           | 112     | 536     | -       | 1,500   | 1,500   | 1,500   |
| 550-055-740100 | Computer Equipment                     | 1,057   | 4,251   | 12,000  | 2,500   | 2,500   | 2,500   |
| 550-055-760000 | Machinery & Equipment                  | 11,284  | 14,918  | 44,000  | 30,000  | 30,000  | 30,000  |
| 550-055-812100 | Loan Principal                         | 6,544   | 4,185   | 2,000   | 2,700   | 2,700   | 2,700   |

Requirements are continued on the following page.



# Stormwater Fund

|                                |  |                |                  |                  |                  |                  |                  |
|--------------------------------|--|----------------|------------------|------------------|------------------|------------------|------------------|
| 550-055-910110                 | Transfer to General Fund                 | 30,440         | 64,096           | 75,575           | 100,322          | 100,322          | 100,322          |
| 550-055-910255                 | Transfer To Stormwater Vehicle Set Aside | -              | -                | -                | 22,500           | 22,500           | 22,500           |
| 550-055-910370                 | Transfer to Asset Replacement IS Fund    | 3,200          | 3,200            | 3,200            | 3,200            | 3,200            | 3,200            |
| 550-055-910670                 | Transfer to Op Ctr ISF                   | 13,938         | 13,938           | 23,900           | 14,875           | 14,875           | 14,875           |
| 550-055-950000                 | Contingency                              | -              | -                | 16,310           | 57,979           | 57,979           | 57,979           |
| <b>Operations Total</b>        |  | <b>633,786</b> | <b>1,272,021</b> | <b>1,137,685</b> | <b>1,550,176</b> | <b>1,550,176</b> | <b>1,550,176</b> |
| 550-155-732000                 | Improvements                             | -              | -                | 100,000          | 100,000          | 100,000          | 100,000          |
| 550-155-812200                 | Interfund Loan Principal                 | -              | -                | 74,638           | 95,000           | 95,000           | 95,000           |
| 550-155-812300                 | Bond Principal                           | 75,000         | 80,000           | 95,000           | 77,300           | 77,300           | 77,300           |
| 550-155-830001                 | Interfund Loan Interest                  | -              | -                | 13,124           | 26,000           | 26,000           | 26,000           |
| 550-155-836900                 | Bond Interest                            | 44,680         | 39,245           | 32,995           | 10,600           | 10,600           | 10,600           |
| 550-155-950000                 | Contingency                              | -              | -                | 100,000          | 100,000          | 100,000          | 100,000          |
| <b>Capital Total</b>           |  | <b>119,680</b> | <b>119,245</b>   | <b>415,757</b>   | <b>408,900</b>   | <b>408,900</b>   | <b>408,900</b>   |
| 550-255-950000                 | Contingency                              | -              | -                | -                | 22,500           | 22,500           | 22,500           |
| <b>Vehicle Set Aside Total</b> |  | <b>-</b>       | <b>-</b>         | <b>-</b>         | <b>22,500</b>    | <b>22,500</b>    | <b>22,500</b>    |
| <b>Total Requirements</b>      |  | <b>753,466</b> | <b>1,391,266</b> | <b>1,553,442</b> | <b>1,981,576</b> | <b>1,981,576</b> | <b>1,981,576</b> |

# SandyNet Fund

## Fund Overview

The SandyNet Fund accounts for the operating and maintaining of the City’s internet service provider utility, which includes the fiber-to-the-home (FTTH) network. The fund is split into two departments: operations and capital.



### Operations

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

### Capital

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

## 2023-25 Accomplishments & Highlights

- Drafting and presenting the SandyNet Master Plan to Council.
- Reducing the digital divide with expansion of the fiber network to underserved areas with the help of American Rescue Plan Act (ARPA) funds.
- Upgrading equipment and electronic components to the overall system.
- Further developing public-public partnerships with Clackamas County Broadband Exchange to build out and serve areas within rural Clackamas County.

## Goals

- Implement the SandyNet Master Plan.
- Continue to phase in new technology and implement an improved asset management system to ensure timely replacement and available funding.
- Continue to work with other entities to eliminate the digital divide.
- Improve partnership with Clackamas County to proactively grown the FTTH network in areas where it makes the most sense (number of customers, ease of construction, future buildable lands).

## Performance Measures

|                                  | 2019 | 2020 | 2021 | 2022 | 2023  | 2024  |
|----------------------------------|------|------|------|------|-------|-------|
| Residential Customers            | n/a  | n/a  | n/a  | n/a  | 3,980 | 4,129 |
| Commercial Customers             | n/a  | n/a  | n/a  | n/a  | 189   | 202   |
| Households with SandyNet Service | 74%  | 75%  | 79%  | 80%  | 78%   | 78%   |

# SandyNet Fund

## Staffing

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 6.09  | 7.00  | 7.50  | 8.81  |

## Budget Summary & Detail

|                            | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>           |                    |                    |                    |                      |                      |                     |
| Beginning Balance          | 2,636,996          | (26,220)           | 139,843            | 164,062              | 164,062              | 164,062             |
| Fines, Fees, & Assessments | 3,801,579          | 4,703,435          | 5,082,000          | 6,247,620            | 6,247,620            | 6,247,620           |
| Interest                   | -                  | 1,206              | -                  | -                    | -                    | -                   |
| Miscellaneous Revenue      | 103,873            | 42,954             | 15,000             | 15,000               | 15,000               | 15,000              |
| General Revenue            | 150,000            | 549,000            | 50,000             | -                    | -                    | -                   |
| <b>Operations Total</b>    | <b>6,692,448</b>   | <b>5,270,375</b>   | <b>5,286,843</b>   | <b>6,426,682</b>     | <b>6,426,682</b>     | <b>6,426,682</b>    |
| Beginning Balance          | (2,956,473)        | -                  | -                  | -                    | -                    | -                   |
| Fines, Fees, & Assessments | 65,736             | 55,800             | 60,000             | 50,000               | 50,000               | 50,000              |
| Interest                   | 343                | -                  | -                  | -                    | -                    | -                   |
| Loan Proceeds              | 38,334             | -                  | 50,000             | -                    | -                    | -                   |
| <b>Capital Total</b>       | <b>(2,852,060)</b> | <b>55,800</b>      | <b>110,000</b>     | <b>50,000</b>        | <b>50,000</b>        | <b>50,000</b>       |
| <b>Total Resources</b>     | <b>3,840,388</b>   | <b>5,326,175</b>   | <b>5,396,843</b>   | <b>6,476,682</b>     | <b>6,476,682</b>     | <b>6,476,682</b>    |
| <b>REQUIREMENTS</b>        |                    |                    |                    |                      |                      |                     |
| Personnel Services         | 1,191,839          | 1,538,087          | 2,021,300          | 2,551,100            | 2,551,100            | 2,551,100           |
| Materials & Services       | 557,048            | 845,863            | 988,950            | 1,169,600            | 1,169,600            | 1,169,600           |
| Capital Outlay             | 10,659             | 2,838              | 10,000             | 10,000               | 10,000               | 10,000              |
| Transfers                  | 112,326            | 205,662            | 247,063            | 326,039              | 326,039              | 326,039             |
| Contingency                | -                  | -                  | 51,819             | 36,117               | 36,117               | 36,117              |
| <b>Operations Total</b>    | <b>1,871,871</b>   | <b>2,592,450</b>   | <b>3,319,132</b>   | <b>4,092,856</b>     | <b>4,092,856</b>     | <b>4,092,856</b>    |
| Capital Outlay             | 566,164            | 542,284            | 747,000            | 1,030,265            | 1,030,265            | 1,030,265           |
| Debt Service               | 1,428,575          | 1,277,987          | 1,330,711          | 1,353,561            | 1,353,561            | 1,353,561           |
| <b>Capital Total</b>       | <b>1,994,738</b>   | <b>1,820,271</b>   | <b>2,077,711</b>   | <b>2,383,826</b>     | <b>2,383,826</b>     | <b>2,383,826</b>    |
| <b>Total Requirements</b>  | <b>3,866,610</b>   | <b>4,412,721</b>   | <b>5,396,843</b>   | <b>6,476,682</b>     | <b>6,476,682</b>     | <b>6,476,682</b>    |

## BN 2025-27 Budget Notes

- Operations Fines, Fees, & Assessments includes charges for SandyNet services (WiFi, fiber, Voice, etc.), and reflects a \$7 per month rate increase for services.
- Capital Fines, Fees, & Assessments includes installation charges for new customers.
- Debt Service includes the original construction bond and principal and interest payments for the interfund loan from the Transit Fund.

# SandyNet Fund

| Account Number          | Account Name               | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|-------------------------|----------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>        |                            |                    |                    |                    |                      |                      |                     |
| 560-056-401000          | Beginning Balance          | 2,636,996          | (26,220)           | 139,843            | 164,062              | 164,062              | 164,062             |
| 560-056-451500          | FTTH Charges               | 3,058,334          | 3,795,609          | 4,000,000          | 5,015,000            | 5,015,000            | 5,015,000           |
| 560-056-451510          | Voice Charges              | 112,734            | 146,168            | 156,000            | 199,300              | 199,300              | 199,300             |
| 560-056-451520          | Video Charges              | 1,701              | 956                | -                  | -                    | -                    | -                   |
| 560-056-451530          | Rural Fiber                | 7,726              | 33,240             | 146,000            | 197,920              | 197,920              | 197,920             |
| 560-056-451700          | Wireless Charges           | 89,555             | 114,487            | 100,000            | 6,400                | 6,400                | 6,400               |
| 560-056-451800          | Business Charges           | 383,739            | 474,217            | 540,000            | 575,000              | 575,000              | 575,000             |
| 560-056-451810          | Business Charges - CBX     | -                  | -                  | 40,000             | 54,000               | 54,000               | 54,000              |
| 560-056-451900          | BIP Rural Charges          | 140,789            | 138,758            | 100,000            | 200,000              | 200,000              | 200,000             |
| 560-056-457200          | Software Licensing Fees    | 7,000              | -                  | -                  | -                    | -                    | -                   |
| 560-056-471100          | Interest                   | -                  | 1,206              | -                  | -                    | -                    | -                   |
| 560-056-478000          | Miscellaneous Revenue      | 103,873            | 42,954             | 15,000             | 15,000               | 15,000               | 15,000              |
| 560-056-490139          | Transfer from Non-Dept.    | -                  | 489,000            | 50,000             | -                    | -                    | -                   |
| 560-056-490110          | General Revenue            | 150,000            | 60,000             | -                  | -                    | -                    | -                   |
| <b>Operations Total</b> |                            | <b>6,692,448</b>   | <b>5,270,375</b>   | <b>5,286,843</b>   | <b>6,426,682</b>     | <b>6,426,682</b>     | <b>6,426,682</b>    |
| 560-156-401000          | Beginning Balance          | (2,956,473)        | -                  | -                  | -                    | -                    | -                   |
| 560-156-451530          | Fiber Installation Charges | 65,736             | 55,800             | 60,000             | 50,000               | 50,000               | 50,000              |
| 560-156-471100          | Interest                   | 343                | -                  | -                  | -                    | -                    | -                   |
| 560-156-495300          | Loan Proceeds              | 38,334             | -                  | 50,000             | -                    | -                    | -                   |
| 560-156-495644          | Interfund Loan Proceeds    | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Capital Total</b>    |                            | <b>(2,852,060)</b> | <b>55,800</b>      | <b>110,000</b>     | <b>50,000</b>        | <b>50,000</b>        | <b>50,000</b>       |
| <b>Total Resources</b>  |                            | <b>3,840,388</b>   | <b>5,326,175</b>   | <b>5,396,843</b>   | <b>6,476,682</b>     | <b>6,476,682</b>     | <b>6,476,682</b>    |

Requirements are listed on the following page

# SandyNet Fund

## REQUIREMENTS

|                         |  |                  |                  |                  |                  |                  |                  |
|-------------------------|--|------------------|------------------|------------------|------------------|------------------|------------------|
| 560-056-511100          | Salaries                               | 744,983          | 971,723          | 1,185,000        | 1,485,000        | 1,485,000        | 1,485,000        |
| 560-056-511200          | Overtime                               | 9,473            | 26,317           | 20,000           | 20,000           | 20,000           | 20,000           |
| 560-056-521100          | Insurance Benefits                     | 172,365          | 186,744          | 336,000          | 412,000          | 412,000          | 412,000          |
| 560-056-521200          | FICA Taxes                             | 57,747           | 75,050           | 92,000           | 115,000          | 115,000          | 115,000          |
| 560-056-521300          | PERS                                   | 178,223          | 246,614          | 332,000          | 455,000          | 455,000          | 455,000          |
| 560-056-521360          | Other Benefits                         | 2,169            | -                | -                | -                | -                | -                |
| 560-056-521500          | Workers' Benefit Fund                  | 449              | 512              | 800              | 900              | 900              | 900              |
| 560-056-521600          | Unemployment Insurance                 | 755              | 1,508            | 5,000            | 3,000            | 3,000            | 3,000            |
| 560-056-521700          | Paid Leave Oregon Tax                  | -                | 1,047            | 5,000            | 6,100            | 6,100            | 6,100            |
| 560-056-521800          | Workers' Comp Insurance                | 21,146           | 22,686           | 38,000           | 45,000           | 45,000           | 45,000           |
| 560-056-521900          | Transit Tax                            | 4,529            | 5,886            | 7,500            | 9,100            | 9,100            | 9,100            |
| 560-056-601100          | Supplies                               | 50,858           | 70,298           | 50,000           | 70,000           | 70,000           | 70,000           |
| 560-056-601200          | Postage                                | 1,173            | 775              | 800              | 1,000            | 1,000            | 1,000            |
| 560-056-601300          | Printing                               | 70               | -                | 150              | 200              | 200              | 200              |
| 560-056-601400          | Copier Charges                         | -                | 75               | -                | -                | -                | -                |
| 560-056-601401          | Branding & Marketing                   | 989              | 257              | -                | -                | -                | -                |
| 560-056-601600          | Organizational Fees                    | 508              | -                | -                | 200              | 200              | 200              |
| 560-056-601800          | Books and Subscriptions                | 1,055            | 324              | 2,500            | 1,000            | 1,000            | 1,000            |
| 560-056-601900          | Uniforms                               | 719              | 3,844            | 5,000            | 8,500            | 8,500            | 8,500            |
| 560-056-602100          | Employee Recruitment                   | 98               | 804              | 2,000            | 500              | 500              | 500              |
| 560-056-602200          | Conferences                            | 3,848            | 4,742            | 10,000           | 8,000            | 8,000            | 8,000            |
| 560-056-602300          | Training & Professional Advancement    | 5,982            | 3,702            | 5,000            | 8,000            | 8,000            | 8,000            |
| 560-056-602500          | Meetings & Meals                       | 1,551            | 1,511            | 2,000            | 2,200            | 2,200            | 2,200            |
| 560-056-603100          | Mileage Reimbursement                  | -                | 206              | -                | -                | -                | -                |
| 560-056-603200          | Vehicle - Fuel                         | 8,394            | 18,129           | 16,500           | 18,000           | 18,000           | 18,000           |
| 560-056-603500          | Vehicle Repair & Maintenance           | 4,129            | 15,047           | 10,000           | 10,000           | 10,000           | 10,000           |
| 560-056-604100          | Repairs & Maintenance                  | 26,593           | 31,189           | 50,000           | 18,000           | 18,000           | 18,000           |
| 560-056-605100          | Contractual Services                   | 110,220          | 221,600          | 320,000          | 380,000          | 380,000          | 380,000          |
| 560-056-605350          | Contractual Services - Utility Billing | 8,610            | 8,756            | 9,000            | 12,000           | 12,000           | 12,000           |
| 560-056-606100          | Equipment Rental                       | 1,733            | 2,539            | 3,000            | 3,000            | 3,000            | 3,000            |
| 560-056-606120          | Building Rent                          | 590              | -                | -                | -                | -                | -                |
| 560-056-606210          | Internet Access Fees                   | 164,918          | 259,874          | 255,000          | 210,000          | 210,000          | 210,000          |
| 560-056-607100          | Utilities                              | 20,452           | 17,721           | 20,000           | 20,000           | 20,000           | 20,000           |
| 560-056-607170          | Hosted Voice Charges                   | 89,472           | 85,283           | 100,000          | 100,000          | 100,000          | 100,000          |
| 560-056-609100          | Insurance                              | 6,234            | 22,467           | 28,000           | 39,000           | 39,000           | 39,000           |
| 560-056-609200          | Advertising                            | -                | 17,361           | 30,000           | 30,000           | 30,000           | 30,000           |
| 560-056-610200          | Fees                                   | 12,585           | 4,212            | 5,000            | 5,000            | 5,000            | 5,000            |
| 560-056-628200          | Credit Card Merchant Fee               | 26,268           | 50,183           | 60,000           | 220,000          | 220,000          | 220,000          |
| 560-056-650300          | Regulatory Fees                        | 10,000           | 4,964            | 5,000            | 5,000            | 5,000            | 5,000            |
| 560-056-740100          | Computer Equipment                     | 178              | 336              | -                | -                | -                | -                |
| 560-056-740202          | FTTH Equipment                         | 10,481           | 2,502            | 10,000           | 10,000           | 10,000           | 10,000           |
| 560-056-910110          | Transfer to General Fund               | 112,326          | 205,662          | 247,063          | 326,039          | 326,039          | 326,039          |
| 560-056-950000          | Contingency                            | -                | -                | 51,819           | 36,117           | 36,117           | 36,117           |
| <b>Operations Total</b> |  | <b>1,871,871</b> | <b>2,592,450</b> | <b>3,319,132</b> | <b>4,092,856</b> | <b>4,092,856</b> | <b>4,092,856</b> |

Requirements are continued on the following page

# SandyNet Fund

|                           |                          |                  |                  |                  |                  |                  |                  |
|---------------------------|--------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 560-156-740100            | Computer Equipment       | 5,716            | 11,218           | 12,000           | 12,000           | 12,000           | 12,000           |
| 560-156-740200            | Telecom Equipment        | 8,050            | 57,735           | 160,000          | 40,000           | 40,000           | 40,000           |
| 560-156-740202            | FTTH Equipment           | 309,802          | 222,773          | 300,000          | 506,265          | 506,265          | 506,265          |
| 560-156-740300            | Wireless Network         | 21,434           | 23,671           | 25,000           | 12,000           | 12,000           | 12,000           |
| 560-156-750000            | Vehicles                 | 41,419           | 5,414            | 50,000           | 210,000          | 210,000          | 210,000          |
| 560-156-780120            | Fiber Project            | 179,744          | 221,473          | 200,000          | 150,000          | 150,000          | 150,000          |
| 560-156-790100            | Building Replacement     | -                | -                | -                | 100,000          | 100,000          | 100,000          |
| 560-156-812100            | Loan Principal           | 167,754          | 74,561           | 30,600           | -                | -                | -                |
| 560-156-812200            | Interfund Loan Principal | 198,317          | 97,974           | 101,773          | 105,718          | 105,718          | 105,718          |
| 560-156-816005            | Revenue Bond Principal   | 485,000          | 575,000          | 720,000          | 830,000          | 830,000          | 830,000          |
| 560-156-830001            | Interfund Loan Interest  | 18,623           | 12,887           | 9,088            | 5,143            | 5,143            | 5,143            |
| 560-156-832903            | Loan Interest            | 2,130            | 190              | -                | -                | -                | -                |
| 560-156-836902            | Revenue Bond Interest    | 555,650          | 515,050          | 467,050          | 410,200          | 410,200          | 410,200          |
| 560-156-870000            | Paying Agent Fees        | 1,100            | 2,325            | 2,200            | 2,500            | 2,500            | 2,500            |
| <b>Capital Total</b>      |                          | <b>1,994,738</b> | <b>1,820,271</b> | <b>2,077,711</b> | <b>2,383,826</b> | <b>2,383,826</b> | <b>2,383,826</b> |
| <b>Total Requirements</b> |                          | <b>3,866,610</b> | <b>4,412,721</b> | <b>5,396,843</b> | <b>6,476,682</b> | <b>6,476,682</b> | <b>6,476,682</b> |

# Operations Center Internal Service Fund

## Fund Overview

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

## Budget Summary & Detail

|                           | BN 19-21       | BN 21-23       | BN 23-25       | BN 25-27       | BN 25-27       | BN 25-27       |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                           | Actual         | Actual         | Budget         | Proposed       | Approved       | Adopted        |
| <b>RESOURCES</b>          |                |                |                |                |                |                |
| Beginning Balance         | -              | 3,139          | 1,000          | 2,000          | 2,000          | 2,000          |
| Interest                  | 7              | 3              | -              | -              | -              | -              |
| Grants                    | 4,133          | -              | -              | -              | -              | -              |
| Transfers                 | 122,000        | 125,000        | 250,000        | 175,000        | 175,000        | 175,000        |
| <b>Total Resources</b>    | <b>126,140</b> | <b>128,142</b> | <b>251,000</b> | <b>177,000</b> | <b>177,000</b> | <b>177,000</b> |
| <b>REQUIREMENTS</b>       |                |                |                |                |                |                |
| Materials & Services      | 121,104        | 125,000        | 151,000        | 175,000        | 175,000        | 175,000        |
| Capital Outlay            | 4,896          | -              | 100,000        | -              | -              | -              |
| Contingency               | -              | -              | -              | 2,000          | 2,000          | 2,000          |
| <b>Total Requirements</b> | <b>126,000</b> | <b>125,000</b> | <b>251,000</b> | <b>177,000</b> | <b>177,000</b> | <b>177,000</b> |

## BN 2025-27 Budget Notes

- Materials & Services reflects all costs associated with the operations center building.



# Operations Center Internal Service Fund

| Account Number         | Account Name                              | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|------------------------|---|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>       |   |                    |                    |                    |                      |                      |                     |
| 670-000-401000         | Beginning Balance                         | -                  | 3,139              | 1,000              | 2,000                | 2,000                | 2,000               |
| 670-000-442500         | Other Agencies                            | 4,133              | -                  | -                  | -                    | -                    | -                   |
| 670-000-471100         | Interest                                  | 7                  | 3                  | -                  | -                    | -                    | -                   |
| 670-000-490024         | Transfer from GF City Council             | 885                | 885                | -                  | -                    | -                    | -                   |
| 670-000-490035         | Transfer from GF Parks, Building & Ground | 7,163              | 7,163              | 17,300             | 12,250               | 12,250               | 12,250              |
| 670-000-490110         | Transfer from GF Police                   | 8,075              | 8,075              | 12,100             | 7,000                | 7,000                | 7,000               |
| 670-000-490240         | Transfer from Street Fund                 | 13,938             | 13,938             | 23,900             | 14,875               | 14,875               | 14,875              |
| 670-000-490270         | Transfer from Transit Fund                | 53,125             | 53,125             | 125,000            | 96,250               | 96,250               | 96,250              |
| 670-000-490520         | Transfer from Water Fund                  | 13,938             | 13,938             | 23,900             | 14,875               | 14,875               | 14,875              |
| 670-000-490530         | Transfer from Sewer Fund                  | 13,938             | 13,938             | 23,900             | 14,875               | 14,875               | 14,875              |
| 670-000-490550         | Transfer from Stormwater Fund             | 10,938             | 13,938             | 23,900             | 14,875               | 14,875               | 14,875              |
| 670-000-490560         | Transfer from SandyNet                    | -                  | -                  | -                  | -                    | -                    | -                   |
| <b>Total Resources</b> |   | <b>126,140</b>     | <b>128,142</b>     | <b>251,000</b>     | <b>177,000</b>       | <b>177,000</b>       | <b>177,000</b>      |
| <b>REQUIREMENTS</b>    |   |                    |                    |                    |                      |                      |                     |
| 670-099-601100         | Supplies                                  | 2,036              | 6,366              | 9,000              | 10,000               | 10,000               | 10,000              |
| 670-099-604100         | Repairs & Maintenance                     | 13,833             | 22,184             | 25,000             | 35,000               | 35,000               | 35,000              |
| 670-099-605100         | Contractual Services                      | 35,065             | 23,990             | 50,000             | 65,000               | 65,000               | 65,000              |
| 670-099-607100         | Utilities                                 | 56,674             | 68,011             | 60,000             | 55,000               | 55,000               | 55,000              |
| 670-099-609100         | Insurance                                 | 13,495             | 4,449              | 7,000              | 10,000               | 10,000               | 10,000              |
| 670-099-760000         | Machinery & Equipment                     | 4,896              | -                  | -                  | -                    | -                    | -                   |
| 670-099-770000         | Major Repairs & Maintenance               | -                  | -                  | 100,000            | -                    | -                    | -                   |
| 670-099-950000         | Contingency                               | -                  | -                  | -                  | 2,000                | 2,000                | 2,000               |
| <b>Total Resources</b> |   | <b>126,000</b>     | <b>125,000</b>     | <b>251,000</b>     | <b>177,000</b>       | <b>177,000</b>       | <b>177,000</b>      |

# Asset Replacement Internal Service Fund

## Fund Overview

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

## Budget Summary & Detail

|   | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>                            |                    |                    |                    |                      |                      |                     |
| Beginning Balance                           | 330,000            | 347,016            | 395,566            | 235,370              | 235,370              | 235,370             |
| Transfers                                   | 110,000            | 110,000            | 110,000            | 175,000              | 175,000              | 175,000             |
| <b>Total Building Replacement</b>           | <b>440,000</b>     | <b>457,016</b>     | <b>505,566</b>     | <b>410,370</b>       | <b>410,370</b>       | <b>410,370</b>      |
| Transfer from IT Dept                       | -                  | -                  | -                  | 75,000               | 75,000               | 75,000              |
| <b>Total IT Equipment Set Aside</b>         | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>75,000</b>        | <b>75,000</b>        | <b>75,000</b>       |
| Transfer from Non Departmental              | -                  | -                  | -                  | 150,000              | 150,000              | 150,000             |
| <b>Total General Fund Vehicle Set Aside</b> | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>150,000</b>       | <b>150,000</b>       | <b>150,000</b>      |
| <b>Total Resources</b>                      | <b>440,000</b>     | <b>457,016</b>     | <b>505,566</b>     | <b>635,370</b>       | <b>635,370</b>       | <b>635,370</b>      |
| <b>REQUIREMENTS</b>                         |                    |                    |                    |                      |                      |                     |
| Materials & Services                        | 92,984             | 69,379             | -                  | 50,000               | 50,000               | 50,000              |
| Capital Outlay                              | -                  | -                  | 300,000            | 200,000              | 200,000              | 200,000             |
| Contingency                                 | -                  | -                  | 205,566            | 160,370              | 160,370              | 160,370             |
| <b>Total Building Replacement</b>           | <b>92,984</b>      | <b>69,379</b>      | <b>505,566</b>     | <b>410,370</b>       | <b>410,370</b>       | <b>410,370</b>      |
| Contingency                                 | -                  | -                  | -                  | 75,000               | 75,000               | 75,000              |
| <b>Total IT Equipment Set Aside</b>         | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>75,000</b>        | <b>75,000</b>        | <b>75,000</b>       |
| Contingency                                 | -                  | -                  | -                  | 150,000              | 150,000              | 150,000             |
| <b>Total General Fund Vehicle Set Aside</b> | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>150,000</b>       | <b>150,000</b>       | <b>150,000</b>      |
| <b>Total Requirements</b>                   | <b>92,984</b>      | <b>69,379</b>      | <b>505,566</b>     | <b>635,370</b>       | <b>635,370</b>       | <b>635,370</b>      |

## BN 2025-27 Budget Notes

- Capital Outlay includes major repairs and maintenance of various City facilities, including new front doors at the Sandy Library and a contribution to the needed capacity upgrades at the Operations Center.
- New departments within this Fund have been created to reflect setting aside funds for future asset replacements. This includes future server and other IT related upgrades, as well as vehicle acquisition costs for the General Fund.

# Asset Replacement Internal Service Fund

| Account Number                              | Account Name                  | BN 19-21<br>Actual | BN 21-23<br>Actual | BN 23-25<br>Budget | BN 25-27<br>Proposed | BN 25-27<br>Approved | BN 25-27<br>Adopted |
|---|-------------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|---------------------|
| <b>RESOURCES</b>                            |                               |                    |                    |                    |                      |                      |                     |
| 680-068-401000                              | Beginning Balance             | 330,000.00         | 347,016            | 395,566            | 235,370              | 235,370              | 235,370             |
| 680-068-490110                              | Transfer from General Fund    | 85,000.00          | 85,000             | 85,000             | 150,000              | 150,000              | 150,000             |
| 680-068-490240                              | Transfer from Street Fund     | 3,200.00           | 3,200              | 3,200              | 3,200                | 3,200                | 3,200               |
| 680-068-490270                              | Transfer from Transit Fund    | 12,200.00          | 12,200             | 12,200             | 12,200               | 12,200               | 12,200              |
| 680-068-490520                              | Transfer from Water Fund      | 3,200.00           | 3,200              | 3,200              | 3,200                | 3,200                | 3,200               |
| 680-068-490530                              | Transfer from Sewer Fund      | 3,200.00           | 3,200              | 3,200              | 3,200                | 3,200                | 3,200               |
| 680-068-490550                              | Transfer from Stormwater Fund | 3,200.00           | 3,200              | 3,200              | 3,200                | 3,200                | 3,200               |
| <b>Total Building Replacement</b>           |                               | <b>440,000</b>     | <b>457,016</b>     | <b>505,566</b>     | <b>410,370</b>       | <b>410,370</b>       | <b>410,370</b>      |
| 680-168-490040                              | Transfer from IT Dept         | -                  | -                  | -                  | 75,000               | 75,000               | 75,000              |
| <b>Total IT Equipment Set Aside</b>         |                               | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>75,000</b>        | <b>75,000</b>        | <b>75,000</b>       |
| 680-268-490039                              | Transfer from Non Department: | -                  | -                  | -                  | 150,000              | 150,000              | 150,000             |
| <b>Total GF Vehicle Set Aside</b>           |                               | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>150,000</b>       | <b>150,000</b>       | <b>150,000</b>      |
| <b>Total Resources</b>                      |                               | <b>440,000</b>     | <b>457,016</b>     | <b>505,566</b>     | <b>635,370</b>       | <b>635,370</b>       | <b>635,370</b>      |
| <b>REQUIREMENTS</b>                         |                               |                    |                    |                    |                      |                      |                     |
| 680-068-605100                              | Contractual Services          | 92,984             | 69,379             | -                  | 50,000               | 50,000               | 50,000              |
| 680-068-732000                              | Improvements                  | -                  | -                  | 300,000            | 200,000              | 200,000              | 200,000             |
| 680-068-950000                              | Contingency                   | -                  | -                  | 205,566            | 160,370              | 160,370              | 160,370             |
| <b>Total Building Replacement</b>           |                               |                    |                    |                    | <b>410,370</b>       | <b>410,370</b>       | <b>410,370</b>      |
| 680-168-950000                              | Contingency                   | -                  | -                  | -                  | 75,000               | 75,000               | 75,000              |
| <b>Total IT Equipment Set Aside</b>         |                               | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>75,000</b>        | <b>75,000</b>        | <b>75,000</b>       |
| 680-268-950000                              | Contingency                   | -                  | -                  | -                  | 150,000              | 150,000              | 150,000             |
| <b>Total General Fund Vehicle Set Aside</b> |                               | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>150,000</b>       | <b>150,000</b>       | <b>150,000</b>      |
| <b>Total Requirements</b>                   |                               | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>635,370</b>       | <b>635,370</b>       | <b>635,370</b>      |

# Capital Improvement Projects

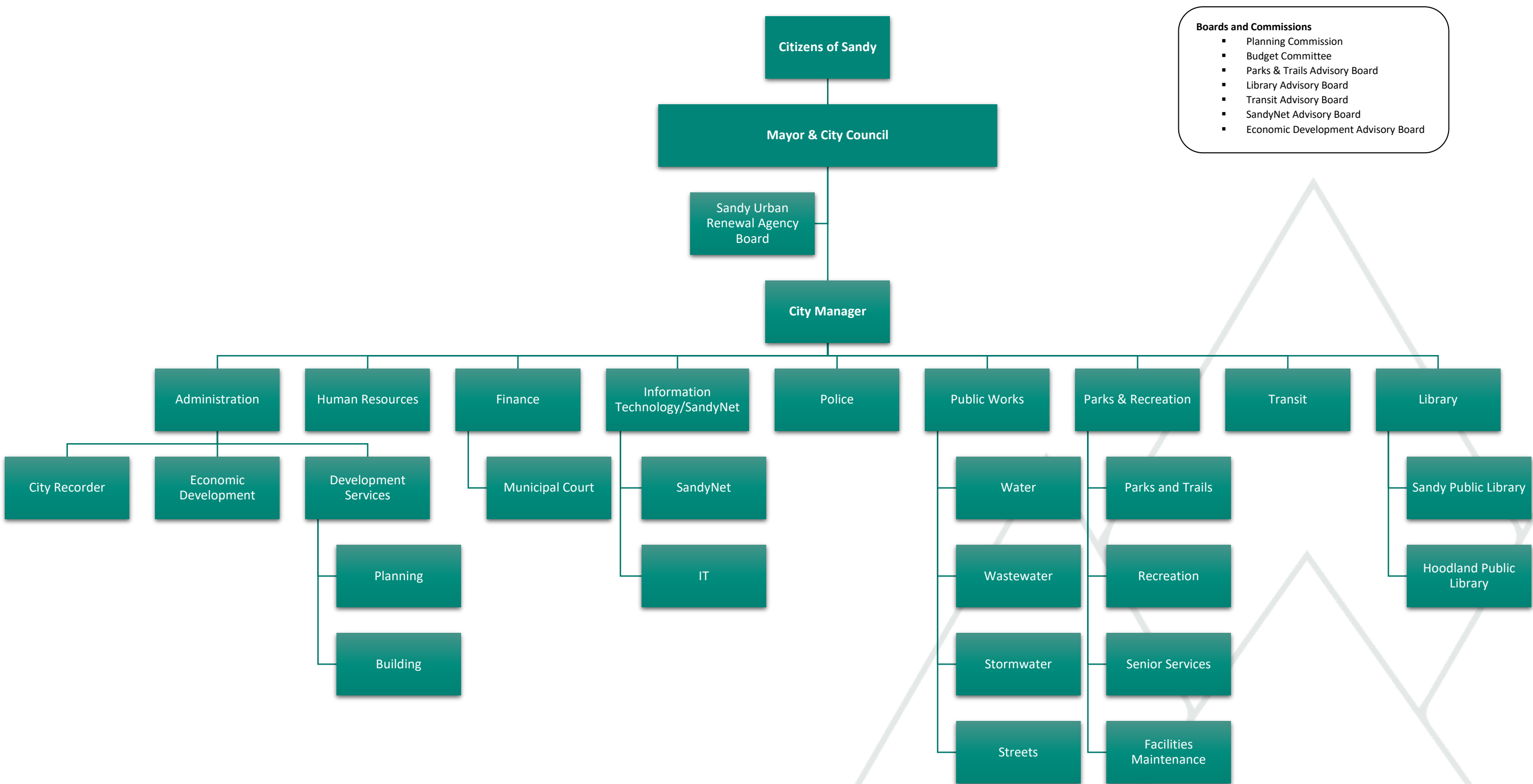
## 2025-27 Budgeted Capital Improvement Projects

The city's budgeted capital improvement projects for the 2025-27 biennium are listed below. The total for the biennium is approximately \$81.7M. Capital expenditures are defined as assets with an initial, individual cost of \$5,000 or more, and have a useful life extending beyond a single reporting period.

The five-year capital plan incorporates the capital improvement plans from the City's utility master plans. The Transportation System Plan was recently updates, as well as the Water Master Plan. The SandyNet Master Plan is nearing completion, which will drive reinvestment and development of a new data center. The Wastewater System Facilities Plan will be amended this year with anticipated changes to the forecasted project cost and preferred alternative for the system expansion and new discharge.

| Five Year Capital Improvement Plan                 |  |                             |                   |                   |                   |                   |                   |
|--|--|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Fund   | Project  | Funding Source              | FY 2026           | FY 2027           | FY 2028           | FY 2029           | FY 2030           |
| General  | Computer and office equipment                          | General revenue             | 131,200           | 71,000            | -                 | -                 | -                 |
|  | Vehicles   | General revenue             | 200,000           | -                 | -                 | -                 | -                 |
| Street   | General street improvements                            | Local gas tax               | 200,000           | 200,000           | 100,000           | 100,000           | 150,000           |
|  | Machinery, equipment, and vehicles                     | Local gas tax               | 135,000           | 200,000           | -                 | 60,000            | 50,000            |
|  | Dubarko Rd / Highway 211 Improvements                  | SDC                         | 50,000            | 100,000           | -                 | -                 | -                 |
|  | Gunderson Rd / Highway 211 connection                  | Developer contribution/SDC  | 250,000           | 500,000           | -                 | -                 | -                 |
| Transit  | Transportation equipment                               | Grants/local transit tax    | 30,000            | 47,000            | 500,000           | 500,000           | 1,000,000         |
|  | Facility and equipment capacity improvements           | Grants/local transit tax    | 500,000           | 898,000           | -                 | -                 | -                 |
|  | Computer and office equipment                          | Grants/local transit tax    | 5,000             | -                 | -                 | -                 | -                 |
| Parks Capital Projects                             | Land purchase (tbd)                                    | Payment in lieu of land     | -                 | 2,000,000         | -                 | -                 | -                 |
|  | Deer Pointe Park                                       | SDC                         | 1,880,881         | -                 | -                 | -                 | -                 |
|  | Meinig Park  | Grants/SDC                  | 500,000           | 1,200,000         | -                 | -                 | -                 |
|  | Parks and Trails development                           | SDC                         | 50,000            | 50,000            | -                 | -                 | -                 |
| Water  | System updates and maintenance                         | Service charges             | 175,000           | 237,500           | 100,000           | 100,000           | 100,000           |
|  | Portland Pipeline project                              | Loans/service charges       | 12,136,958        | 9,856,042         | 3,000,000         | -                 | -                 |
|  | Aldercreek improvements                                | Loans/service charges       | 4,120,920         | 11,989,080        | 2,000,000         | -                 | -                 |
|  | Equipment and vehicles                                 | Loans/service charges       | 220,000           | -                 | 150,000           | -                 | 150,000           |
| Wastewater   | General system maintenance                             | Service charges             | 125,000           | 150,000           | -                 | -                 | -                 |
|  | Equipment and vehicles                                 | Service charges             | -                 | -                 | 150,000           | -                 | -                 |
|  | Treatment plant improvements/expansion                 | Loans/bonds/service charges | 9,000,000         | 6,000,000         | -                 | -                 | -                 |
|  | Pipeline to City of Gresham                            | Loans/bonds/service charges | 8,000,000         | 9,095,000         | 15,000,000        | 38,000,000        | 40,000,000        |
| Stormwater   | System updates and maintenance                         | Service charges             | 57,500            | 70,000            | 100,000           | 100,000           | 150,000           |
|  | Equipment and vehicles                                 | Loans/service charges       | 34,000            | -                 | -                 | -                 | 50,000            |
| SandyNet   | Fiber installations and equipment                      | Service charges             | 430,265           | 300,000           | 250,000           | 250,000           | 250,000           |
|  | Equipment and vehicles                                 | Service charges             | 200,000           | 110,000           | -                 | -                 | -                 |
| Asset Replacement                                  | Facility repairs (roof repairs, door replacement, etc) | Transfer from other funds   | 120,000           | 80,000            | -                 | -                 | -                 |
| <b>Total Cost of Capital Improvements Projects</b> |  |                             | <b>38,551,724</b> | <b>43,153,622</b> | <b>21,350,000</b> | <b>39,110,000</b> | <b>41,900,000</b> |

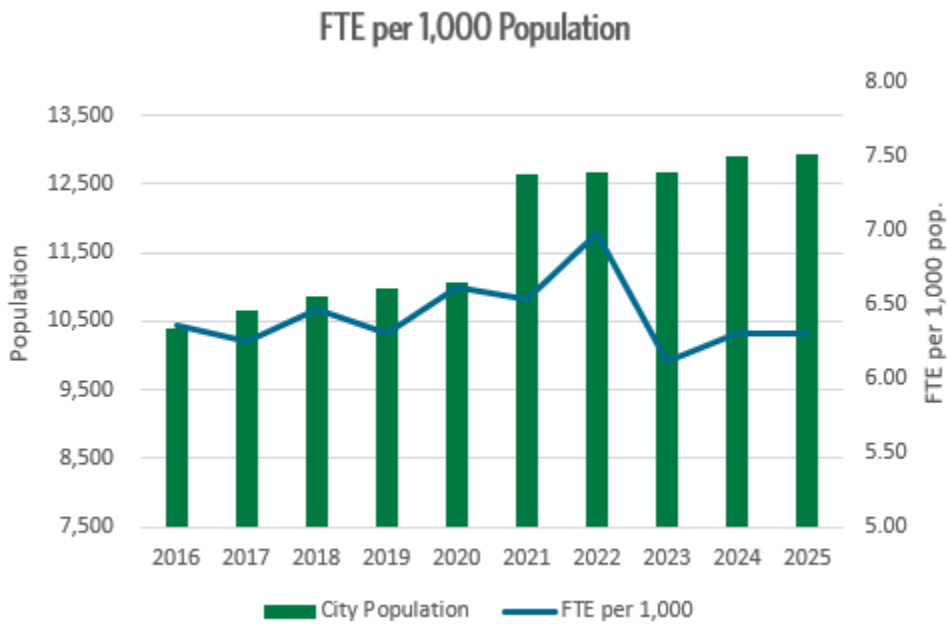
Estimated amounts above for fiscal years 2026 - 2030 are based on today's dollars and are not increased for inflation.



# FTE Summary

The city’s total full-time equivalent (FTE) for the 2025-27 biennium is 92.76. A summary of the changes is included on the following page.

|           | 19-21 | 21-23 | 23-25 | 25-27 |
|-----------|-------|-------|-------|-------|
| Total FTE | 77.25 | 79.87 | 83.69 | 92.76 |



# FTE Summary

## Summary of Changes

The City's total FTE has increased by 9.07 FTE over the prior budget. This reflects changes in FTE during the prior biennium, as well as proposed increase in the 2025-27 biennium. Changes are identified below:

| Full Time Equivalent (FTE) Changes |                  |
|------------------------------------|------------------|
| Position                           | BN 25-27 Changes |
| Administrative Specialist **       | 1.00             |
| Communications Specialist          | 1.00             |
| Community Services Officer *       | 1.00             |
| Court Clerk                        | 0.38             |
| Economic Development Manager       | (1.00)           |
| Facilities Lead                    | 1.00             |
| Junior Network Engineer *          | 1.00             |
| Library Staff                      | (0.23)           |
| Mechanic **                        | 1.00             |
| Parks Maintenance Worker *         | 0.67             |
| Patrol Officer *                   | 1.00             |
| Public Works Utility Worker        | 1.00             |
| Senior Accountant **               | 1.00             |
| Telecom Utility Worker             | 0.25             |
| <b>Total Changes</b>               | <b>9.07</b>      |

\* Position added during the 2023-25 biennium (3.67 FTE)

\*\* Position anticipated to start in year two of the biennium (3.0 FTE)



# FTE Summary

| Title                                    | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|--|------|------|-----------------|-------------|-------------|-------------|-------------|
| City Manager                             | 110  | 25   | Administration  | 0.90        | 0.90        | 0.90        | 0.85        |
| Deputy City Manager                      | 110  | 25   | Administration  | -           | -           | -           | 0.85        |
| Communications Specialist                | 110  | 25   | Administration  | -           | -           | -           | 0.50        |
| Deputy City Manager/Finance Director     | 110  | 25   | Administration  | -           | -           | 0.25        | -           |
| Director of Policy & Community Relations | 110  | 25   | Administration  | -           | -           | 0.90        | -           |
| Assistant to City Manager/City Recorder  | 110  | 25   | Administration  | -           | 0.90        | -           | -           |
| Accounting Clerk                         | 110  | 25   | Administration  | 0.40        | -           | -           | -           |
| Permit Technician I                      | 110  | 25   | Administration  | 0.10        | 0.15        | -           | -           |
| Planning Assistant                       | 110  | 25   | Administration  | 0.10        | -           | -           | -           |
| Administrative Assistant                 | 110  | 25   | Administration  | 0.06        | 0.06        | -           | -           |
| <b>Total</b>                             |      |      |                 | <b>1.56</b> | <b>2.01</b> | <b>2.05</b> | <b>2.20</b> |

| Title                    | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|--------------------------|------|------|-----------------|-------------|-------------|-------------|-------------|
| Court Clerk              | 110  | 27   | Municipal Court | 0.50        | 0.50        | 0.50        | 0.63        |
| Code Enforcement Officer | 110  | 27   | Municipal Court | 0.04        | -           | -           | -           |
| Accounting Specialist II | 110  | 27   | Municipal Court | 0.04        | 0.10        | 0.03        | 0.03        |
| Utility Specialist II    | 110  | 27   | Municipal Court | 0.05        | 0.05        | 0.03        | 0.03        |
| <b>Total</b>             |      |      |                 | <b>0.63</b> | <b>0.65</b> | <b>0.56</b> | <b>0.69</b> |

| Title                                   | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|---|------|------|-----------------|-------------|-------------|-------------|-------------|
| Deputy City Manager/Finance Director    | 110  | 28   | Finance         | -           | 0.90        | 0.65        | -           |
| Finance Director                        | 110  | 28   | Finance         | 1.00        | -           | -           | 0.90        |
| Assistant to City Manager/City Recorder | 110  | 28   | Finance         | -           | 0.10        | -           | -           |
| Human Resources Manager                 | 110  | 28   | Finance         | 1.00        | 1.00        | -           | -           |
| Senior Accountant                       | 110  | 28   | Finance         | -           | -           | -           | 1.00        |
| Accounting Specialist                   | 110  | 28   | Finance         | 0.40        | 0.62        | 0.65        | 0.65        |
| Utility Specialist                      | 110  | 28   | Finance         | 0.15        | 0.05        | -           | -           |
| <b>Total</b>                            |      |      |                 | <b>2.55</b> | <b>2.67</b> | <b>1.30</b> | <b>2.55</b> |

| Title                      | Fund | Dept | Department Name | 19-21        | 21-23        | 23-25        | 25-27        |
|----------------------------|------|------|-----------------|--------------|--------------|--------------|--------------|
| Library Director           | 110  | 29   | Sandy Library   | 1.00         | 1.00         | 0.90         | 0.90         |
| Assistant Library Director | 110  | 29   | Sandy Library   | 1.00         | 1.00         | 0.90         | -            |
| Circulation Supervisor     | 110  | 29   | Sandy Library   | -            | -            | -            | 1.00         |
| Librarian                  | 110  | 29   | Sandy Library   | 2.75         | 2.75         | 2.78         | 2.85         |
| Library Clerk              | 110  | 29   | Sandy Library   | 3.94         | 4.65         | 3.32         | 3.40         |
| Library Assistant          | 110  | 29   | Sandy Library   | 3.83         | 3.83         | 2.63         | 2.15         |
| Shelver                    | 110  | 29   | Sandy Library   | 0.82         | 0.10         | 0.53         | 0.53         |
| Aide                       | 110  | 29   | Sandy Library   | -            | -            | -            | -            |
| <b>Total</b>               |      |      |                 | <b>13.34</b> | <b>13.33</b> | <b>11.05</b> | <b>10.83</b> |

| Title                                    | Fund | Dept | Department Name | 19-21        | 21-23        | 23-25        | 25-27        |
|--|------|------|-----------------|--------------|--------------|--------------|--------------|
| Police Chief                             | 110  | 30   | Police          | 1.00         | 1.00         | 1.00         | 1.00         |
| Lieutenant                               | 110  | 30   | Police          | 0.50         | 1.00         | 1.00         | 1.00         |
| Sergeant                                 | 110  | 30   | Police          | 2.00         | 2.00         | 2.00         | 3.00         |
| Officer                                  | 110  | 30   | Police          | 12.00        | 12.00        | 12.00        | 12.00        |
| Community Services Officer               | 110  | 30   | Police          | 0.81         | 0.88         | 1.00         | 2.00         |
| Records Manager                          | 110  | 30   | Police          | 1.00         | 1.00         | 1.00         | 1.00         |
| Records Specialist / Evidence Technician | 110  | 30   | Police          | -            | -            | -            | 1.00         |
| Records Specialist                       | 110  | 30   | Police          | 2.00         | 2.00         | 2.00         | 1.00         |
| <b>Total</b>                             |      |      |                 | <b>19.31</b> | <b>19.88</b> | <b>20.00</b> | <b>22.00</b> |

| Title                    | Fund | Dept | Department Name | 19-21    | 21-23    | 23-25       | 25-27       |
|--------------------------|------|------|-----------------|----------|----------|-------------|-------------|
| HR Director              | 110  | 32   | Human Resources | -        | -        | 1.00        | 1.00        |
| Accounting Specialist II | 110  | 32   | Human Resources | -        | -        | 0.20        | 0.20        |
| <b>Total</b>             |      |      |                 | <b>-</b> | <b>-</b> | <b>1.20</b> | <b>1.20</b> |

# FTE Summary

| Title                           | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|---------------------------------|------|------|-----------------|-------------|-------------|-------------|-------------|
| Parks & Recreation Director     | 110  | 33   | Recreation      | 0.45        | 0.48        | 0.33        | 0.33        |
| Senior/Community Center Manager | 110  | 33   | Recreation      | -           | -           | 0.50        | 0.50        |
| Recreation Manager              | 110  | 33   | Recreation      | 1.00        | 0.95        | -           | -           |
| Administrative Assistant        | 110  | 33   | Recreation      | 0.50        | 0.50        | -           | -           |
| Executive Assistant             | 110  | 33   | Recreation      | -           | -           | 0.50        | 0.40        |
| Events Coordinator              | 110  | 33   | Recreation      | 0.63        | -           | -           | -           |
| Recreation Coordinator          | 110  | 33   | Recreation      | -           | 0.90        | 0.90        | 1.00        |
| Transportation Coordinator      | 110  | 33   | Recreation      | -           | -           | 0.25        | 0.25        |
| Summer Program                  | 110  | 33   | Recreation      | 0.50        | 0.50        | -           | -           |
| <b>Total</b>                    |      |      |                 | <b>3.08</b> | <b>3.33</b> | <b>2.48</b> | <b>2.48</b> |

| Title                           | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|---------------------------------|------|------|-----------------|-------------|-------------|-------------|-------------|
| Parks & Recreation Director     | 110  | 34   | Senior Services | 0.45        | 0.48        | 0.33        | 0.33        |
| Recreation Manager              | 110  | 34   | Senior Services | -           | -           | -           | -           |
| Senior/Community Center Manager | 110  | 34   | Senior Services | 1.00        | 1.00        | 0.50        | 0.50        |
| Client Services Coordinator     | 110  | 34   | Senior Services | 1.00        | 1.00        | 1.00        | 1.00        |
| Administrative Assistant        | 110  | 34   | Senior Services | 0.50        | 0.50        | -           | -           |
| Executive Assistant             | 110  | 34   | Senior Services | -           | -           | 0.50        | 0.40        |
| Food Services Coordinator       | 110  | 34   | Senior Services | 0.63        | 0.55        | -           | -           |
| Custodian/Driver                | 110  | 34   | Senior Services | -           | -           | -           | -           |
| Driver                          | 110  | 34   | Senior Services | 0.50        | 0.80        | -           | -           |
| Transportation Coordinator      | 110  | 34   | Senior Services | -           | -           | 0.75        | 0.75        |
| Respite Program Coordinator     | 110  | 34   | Senior Services | 0.20        | 0.20        | -           | -           |
| Recreation Coordinator          | 110  | 34   | Senior Services | -           | 0.10        | 0.90        | 1.00        |
| Building Monitors               | 110  | 34   | Senior Services | 0.50        | 0.33        | 0.33        | 0.33        |
| <b>Total</b>                    |      |      |                 | <b>4.78</b> | <b>4.96</b> | <b>4.31</b> | <b>4.31</b> |

| Title                       | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|-----------------------------|------|------|-----------------|-------------|-------------|-------------|-------------|
| Parks & Recreation Director | 110  | 35   | Parks & Trails  | 0.05        | -           | 0.34        | 0.34        |
| Parks & Facilities Manager  | 110  | 35   | Parks & Trails  | 1.00        | 1.00        | 1.00        | 0.70        |
| Parks Maintenance Worker    | 110  | 35   | Parks & Trails  | 1.00        | 1.80        | 2.00        | 3.00        |
| Executive Assistant         | 110  | 35   | Parks & Trails  | -           | -           | -           | 0.20        |
| Maintenance Technician      | 110  | 35   | Parks & Trails  | 0.75        | -           | -           | -           |
| Recreation Coordinator      | 110  | 35   | Parks & Trails  | -           | -           | 0.20        | -           |
| Parks Seasonal              | 110  | 35   | Parks & Trails  | 0.33        | 0.33        | 0.33        | -           |
| Recreation Manager          | 110  | 35   | Parks & Trails  | -           | 0.05        | -           | -           |
| <b>Total</b>                |      |      |                 | <b>3.13</b> | <b>3.18</b> | <b>3.87</b> | <b>4.24</b> |

| Title                         | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|-------------------------------|------|------|-----------------|-------------|-------------|-------------|-------------|
| Development Services Director | 110  | 36   | Planning        | 0.50        | 0.55        | 0.65        | 0.65        |
| Associate Planner             | 110  | 36   | Planning        | 1.40        | 0.85        | -           | -           |
| Senior Planner                | 110  | 36   | Planning        | -           | 0.75        | 0.90        | 0.90        |
| Planning Assistant            | 110  | 36   | Planning        | 0.36        | -           | -           | -           |
| Engineering Technician        | 110  | 36   | Planning        | 0.20        | 0.10        | 0.10        | 0.10        |
| Economic Development Manager  | 110  | 36   | Planning        | 0.05        | -           | -           | -           |
| Code Enforcement Specialist   | 110  | 36   | Planning        | 0.06        | 0.06        | 1.00        | 0.90        |
| Permit Technician I           | 110  | 36   | Planning        | 0.10        | 0.26        | 0.23        | 0.23        |
| Administrative Assistant      | 110  | 36   | Planning        | 0.19        | 0.19        | 0.34        | 0.34        |
| <b>Total</b>                  |      |      |                 | <b>2.86</b> | <b>2.76</b> | <b>3.22</b> | <b>3.12</b> |

# FTE Summary

| Title                         | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|-------------------------------|------|------|-----------------|-------------|-------------|-------------|-------------|
| Development Services Director | 110  | 37   | Building        | 0.25        | 0.20        | 0.20        | 0.20        |
| Building Official             | 110  | 37   | Building        | 1.00        | 1.00        | 1.00        | 1.00        |
| Associate Planner             | 110  | 37   | Building        | 0.40        | 0.05        | -           | -           |
| Senior Planner                | 110  | 37   | Building        | -           | 0.10        | 0.10        | 0.10        |
| Permit Technician I           | 110  | 37   | Building        | -           | 0.89        | 0.65        | 0.65        |
| Permit Technician II          | 110  | 37   | Building        | 0.74        | -           | -           | -           |
| Planning Assistant            | 110  | 37   | Building        | 0.20        | -           | -           | -           |
| Code Enforcement Specialist   | 110  | 37   | Building        | 0.06        | 0.03        | -           | 0.10        |
| Administrative Assistant      | 110  | 37   | Building        | 0.38        | 0.23        | 0.30        | 0.30        |
| <b>Total</b>                  |      |      |                 | <b>3.03</b> | <b>2.50</b> | <b>2.25</b> | <b>2.35</b> |

| Title                         | Fund | Dept | Department Name      | 19-21       | 21-23       | 23-25       | 25-27    |
|-------------------------------|------|------|----------------------|-------------|-------------|-------------|----------|
| Economic Development Manager  | 110  | 38   | Economic Development | 0.40        | 0.45        | 0.40        | -        |
| Development Services Director | 110  | 38   | Economic Development | 0.05        | 0.05        | -           | -        |
| Associate Planner             | 110  | 38   | Economic Development | 0.05        | -           | -           | -        |
| Senior Planner                | 110  | 38   | Economic Development | -           | 0.05        | -           | -        |
| Administrative Assistant      | 110  | 38   | Economic Development | -           | 0.03        | -           | -        |
| <b>Total</b>                  |      |      |                      | <b>0.50</b> | <b>0.58</b> | <b>0.40</b> | <b>-</b> |

| Title        | Fund | Dept | Department Name  | 19-21    | 21-23    | 23-25    | 25-27    |
|--------------|------|------|------------------|----------|----------|----------|----------|
| Intern       | 110  | 39   | Non-Departmental | -        | -        | -        | -        |
| <b>Total</b> |      |      |                  | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

| Title                                | Fund | Dept | Department Name        | 19-21       | 21-23       | 23-25       | 25-27       |
|--------------------------------------|------|------|------------------------|-------------|-------------|-------------|-------------|
| IT Director/SandyNet General Manager | 110  | 40   | Information Technology | 0.20        | 0.20        | 0.20        | 0.15        |
| Systems Administrator                | 110  | 40   | Information Technology | 1.00        | 1.00        | 1.00        | 1.00        |
| Senior Network Engineer              | 110  | 40   | Information Technology | -           | -           | -           | 0.05        |
| Junior Network Engineer              | 110  | 40   | Information Technology | -           | -           | -           | 0.10        |
| Network Engineer                     | 110  | 40   | Information Technology | 0.10        | 0.10        | 0.10        | -           |
| <b>Total</b>                         |      |      |                        | <b>1.30</b> | <b>1.30</b> | <b>1.30</b> | <b>1.30</b> |

| Title                      | Fund | Dept | Department Name  | 19-21    | 21-23    | 23-25       | 25-27       |
|----------------------------|------|------|------------------|----------|----------|-------------|-------------|
| Library Director           | 110  | 41   | Hoodland Library | -        | -        | 0.10        | 0.10        |
| Assistant Library Director | 110  | 41   | Hoodland Library | -        | -        | 0.10        | -           |
| Librarian                  | 110  | 41   | Hoodland Library | -        | -        | 0.10        | 0.15        |
| Library Clerk              | 110  | 41   | Hoodland Library | -        | -        | 1.48        | 1.80        |
| Library Assistant          | 110  | 41   | Hoodland Library | -        | -        | 0.88        | 0.60        |
| <b>Total</b>               |      |      |                  | <b>-</b> | <b>-</b> | <b>2.65</b> | <b>2.65</b> |

| Title                      | Fund | Dept | Department Name | 19-21    | 21-23    | 23-25    | 25-27       |
|----------------------------|------|------|-----------------|----------|----------|----------|-------------|
| Parks & Facilities Manager | 110  | 42   | Facilities      | -        | -        | -        | 0.30        |
| Facilities Lead            | 110  | 42   | Facilities      | -        | -        | -        | 1.00        |
| <b>Total</b>               |      |      |                 | <b>-</b> | <b>-</b> | <b>-</b> | <b>1.30</b> |

# FTE Summary

| Title  | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|--|------|------|-----------------|-------------|-------------|-------------|-------------|
| Public Works Director                        | 240  | 54   | Streets         | 0.31        | 0.31        | 0.31        | 0.31        |
| Assitant Public Works Director/City Engineer | 240  | 54   | Streets         | -           | 0.31        | 0.15        | 0.15        |
| Public Works Superintendent                  | 240  | 54   | Streets         | -           | -           | 0.30        | 0.30        |
| Public Works Project Manager                 | 240  | 54   | Streets         | -           | -           | -           | 0.40        |
| Public Works Maintenance Supervisor          | 240  | 54   | Streets         | 0.25        | 0.25        | 0.25        | 0.25        |
| Public Works Utility Worker                  | 240  | 54   | Streets         | 1.38        | 1.25        | 1.00        | 1.25        |
| Collection Specialist                        | 240  | 54   | Streets         | -           | 0.13        | 0.05        | -           |
| Wastewater Supervisor                        | 240  | 54   | Streets         | -           | -           | -           | 0.05        |
| Water Specialist                             | 240  | 54   | Streets         | -           | -           | 0.05        | 0.05        |
| Engineering Technician                       | 240  | 54   | Streets         | 0.20        | 0.23        | 0.30        | 0.30        |
| Public Works - Seasonal                      | 240  | 54   | Streets         | 0.25        | 0.25        | 0.33        | 0.33        |
| Transit Administrative Assistant             | 240  | 54   | Streets         | 0.06        | 0.05        | 0.10        | 0.10        |
| Administrative Assistant                     | 240  | 54   | Streets         | -           | 0.02        | 0.08        | 0.08        |
| Permit Technician                            | 240  | 54   | Streets         | -           | -           | -           | 0.04        |
| Planning Assistant                           | 240  | 54   | Streets         | 0.06        | -           | -           | -           |
| <b>Total</b>                                 |      |      |                 | <b>2.51</b> | <b>2.79</b> | <b>2.92</b> | <b>3.61</b> |

| Title                             | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|-----------------------------------|------|------|-----------------|-------------|-------------|-------------|-------------|
| Transit Director                  | 270  | 70   | Transit         | 1.00        | 1.00        | 1.00        | 1.00        |
| Transit Manager                   | 270  | 70   | Transit         | -           | -           | -           | 1.00        |
| Transit Program Administrator     | 270  | 70   | Transit         | 1.00        | 1.00        | 1.00        | -           |
| Transit Administrative Assistant  | 270  | 70   | Transit         | 1.00        | 0.80        | 0.80        | 0.80        |
| Transit Administrative Specialist | 270  | 70   | Transit         | -           | -           | -           | 1.00        |
| Transit Mechanic                  | 270  | 70   | Transit         | -           | -           | -           | 1.00        |
| <b>Total</b>                      |      |      |                 | <b>3.00</b> | <b>2.80</b> | <b>2.80</b> | <b>4.80</b> |

| Title                       | Fund | Dept | Department Name    | 19-21       | 21-23       | 23-25    | 25-27    |
|-----------------------------|------|------|--------------------|-------------|-------------|----------|----------|
| Community Services Director | 280  | 0    | Aquatic/Recreation | 0.05        | 0.05        | -        | -        |
| Parks Maintenance Worker    | 280  | 0    | Aquatic/Recreation | -           | 0.20        | -        | -        |
| Maintenance Technician      | 280  | 0    | Aquatic/Recreation | 0.25        | -           | -        | -        |
| <b>Total</b>                |      |      |                    | <b>0.30</b> | <b>0.25</b> | <b>-</b> | <b>-</b> |

| Title  | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|--|------|------|-----------------|-------------|-------------|-------------|-------------|
| Public Works Director                        | 520  | 52   | Water           | 0.31        | 0.31        | 0.31        | 0.31        |
| Assitant Public Works Director/City Engineer | 520  | 52   | Water           | -           | 0.31        | 0.30        | 0.30        |
| Project Manager                              | 520  | 52   | Water           | -           | -           | 0.50        | 0.10        |
| Public Works Superintendent                  | 520  | 52   | Water           | -           | -           | 0.30        | 0.30        |
| Public Works Maintenance Supervisor          | 520  | 52   | Water           | 0.25        | 0.25        | 0.25        | 0.25        |
| Public Works Utility Worker                  | 520  | 52   | Water           | 1.38        | 1.25        | 2.00        | 2.25        |
| Wastewater Supervisor                        | 520  | 52   | Water           | -           | -           | -           | -           |
| Collection Specialist                        | 520  | 52   | Water           | -           | 0.13        | 0.05        | 0.05        |
| Water Supervisor                             | 520  | 52   | Water           | -           | -           | -           | 0.85        |
| Water Specialist                             | 520  | 52   | Water           | -           | -           | 0.85        | -           |
| Engineering Technician                       | 520  | 52   | Water           | 0.20        | 0.23        | 0.15        | 0.15        |
| Communications Specialist                    | 520  | 52   | Water           | -           | -           | -           | 0.15        |
| Utility Specialist II                        | 520  | 52   | Water           | 0.20        | 0.23        | 0.30        | 0.30        |
| Court Clerk                                  | 520  | 52   | Water           | 0.12        | -           | -           | 0.06        |
| Administrative Assistant                     | 520  | 52   | Water           | -           | 0.02        | 0.12        | 0.12        |
| Planning Assistant                           | 520  | 52   | Water           | 0.06        | -           | -           | -           |
| Accounting Specialist II                     | 520  | 52   | Water           | 0.04        | 0.07        | 0.03        | 0.03        |
| Transit Administrative Assistant             | 520  | 52   | Water           | 0.06        | 0.05        | 0.10        | 0.10        |
| Permit Technician I                          | 520  | 52   | Water           | 0.03        | 0.08        | 0.06        | 0.04        |
| <b>Total</b>                                 |      |      |                 | <b>2.65</b> | <b>2.91</b> | <b>5.32</b> | <b>5.36</b> |

# FTE Summary

| Title  | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|--|------|------|-----------------|-------------|-------------|-------------|-------------|
| Public Works Director                        | 530  | 53   | Wastewater      | 0.31        | 0.31        | 0.31        | 0.31        |
| Assitant Public Works Director/City Engineer | 530  | 53   | Wastewater      | -           | 0.31        | 0.40        | 0.40        |
| Project Manager                              | 530  | 53   | Wastewater      | -           | -           | 0.50        | 0.10        |
| Publis Works Superintendent                  | 530  | 53   | Wastewater      | -           | -           | 0.30        | 0.30        |
| Public Works Maintenance Supervisor          | 530  | 53   | Wastewater      | 0.25        | 0.25        | 0.25        | 0.25        |
| Public Works Utility Worker                  | 530  | 53   | Wastewater      | 1.88        | 1.25        | 2.00        | 2.25        |
| Wastewater Supervisor                        | 530  | 53   | Wastewater      | -           | -           | -           | 0.85        |
| Collection Specialist                        | 530  | 53   | Wastewater      | -           | 0.63        | 0.85        | -           |
| Water Supervisor                             | 530  | 53   | Wastewater      | -           | -           | -           | 0.05        |
| Water Specialist                             | 530  | 53   | Wastewater      | -           | -           | 0.05        | -           |
| Engineering Technician                       | 530  | 53   | Wastewater      | 0.20        | 0.23        | 0.15        | 0.15        |
| Communications Specialist                    | 530  | 53   | Wastewater      | -           | -           | -           | 0.35        |
| Utility Specialist II                        | 530  | 53   | Wastewater      | 0.20        | 0.23        | 0.30        | 0.30        |
| Court Clerk                                  | 530  | 53   | Wastewater      | 0.12        | -           | -           | 0.06        |
| Administrative Assistant                     | 530  | 53   | Wastewater      | -           | 0.02        | 0.08        | 0.08        |
| Planning Assistant                           | 530  | 53   | Wastewater      | 0.06        | -           | -           | -           |
| Accounting Specialist II                     | 530  | 53   | Wastewater      | 0.04        | 0.07        | 0.03        | 0.03        |
| Transit Administrative Assistant             | 530  | 53   | Wastewater      | 0.06        | 0.05        | -           | -           |
| Permit Technician I                          | 530  | 53   | Wastewater      | 0.03        | 0.08        | 0.06        | 0.04        |
| <b>Total</b>                                 |      |      |                 | <b>3.15</b> | <b>3.41</b> | <b>5.28</b> | <b>5.52</b> |

| Title  | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|--|------|------|-----------------|-------------|-------------|-------------|-------------|
| Public Works Director                        | 550  | 55   | Stormwater      | 0.07        | 0.07        | 0.07        | 0.07        |
| Assitant Public Works Director/City Engineer | 550  | 55   | Stormwater      | -           | 0.07        | 0.15        | 0.15        |
| Public Works Project Manager                 | 550  | 55   | Stormwater      | -           | -           | -           | 0.40        |
| Public Works Superintendent                  | 550  | 55   | Stormwater      | -           | -           | 0.10        | 0.10        |
| Public Works Crew Leader                     | 550  | 55   | Stormwater      | 0.25        | 0.25        | 0.25        | 0.25        |
| Public Works Utility Worker                  | 550  | 55   | Stormwater      | 1.38        | 1.25        | 1.00        | 1.25        |
| Watewater Supervisor                         | 550  | 55   | Stormwater      | -           | -           | -           | 0.05        |
| Collection Specialist                        | 550  | 55   | Stormwater      | -           | 0.13        | 0.05        | -           |
| Water Supervisor                             | 550  | 55   | Stormwater      | -           | -           | -           | 0.05        |
| Water Specialist                             | 550  | 55   | Stormwater      | -           | -           | 0.05        | -           |
| Engineering Technician                       | 550  | 55   | Stormwater      | 0.20        | 0.23        | 0.30        | 0.30        |
| Utility Specialist II                        | 550  | 55   | Stormwater      | 0.20        | 0.23        | 0.10        | 0.10        |
| Court Clerk                                  | 550  | 55   | Stormwater      | 0.11        | -           | -           | 0.06        |
| Administrative Assistant                     | 550  | 55   | Stormwater      | -           | 0.02        | 0.08        | 0.08        |
| Planning Assistant                           | 550  | 55   | Stormwater      | 0.06        | -           | -           | -           |
| Accounting Specialist II                     | 550  | 55   | Stormwater      | 0.04        | 0.07        | 0.03        | 0.03        |
| Transit Administrative Assistant             | 550  | 55   | Stormwater      | 0.06        | 0.05        | -           | -           |
| <b>Total</b>                                 |      |      |                 | <b>2.37</b> | <b>2.35</b> | <b>2.18</b> | <b>2.89</b> |

| Title                                | Fund | Dept | Department Name | 19-21       | 21-23       | 23-25       | 25-27       |
|--------------------------------------|------|------|-----------------|-------------|-------------|-------------|-------------|
| IT Director/SandyNet General Manager | 560  | 56   | SandyNet        | 0.80        | 0.80        | 0.80        | 0.85        |
| Senior Network Engineer              | 560  | 56   | SandyNet        | -           | 0.90        | 0.90        | 0.95        |
| Junior Network Engineer              | 560  | 56   | SandyNet        | -           | -           | -           | 0.90        |
| Network Technician                   | 560  | 56   | SandyNet        | 1.00        | 1.00        | 1.00        | 1.00        |
| Systems Developer                    | 560  | 56   | SandyNet        | 0.90        | -           | -           | -           |
| Telecom Crew Leader                  | 560  | 56   | SandyNet        | -           | 1.00        | 1.00        | 1.00        |
| Telecom Utility Worker               | 560  | 56   | SandyNet        | 3.00        | 3.00        | 3.50        | 3.75        |
| Utility Specialist II                | 560  | 56   | SandyNet        | 0.20        | 0.23        | 0.27        | 0.27        |
| Court Clerk                          | 560  | 56   | SandyNet        | 0.15        | -           | -           | 0.06        |
| Accounting Specialist II             | 560  | 56   | SandyNet        | 0.04        | 0.07        | 0.03        | 0.03        |
| <b>Total</b>                         |      |      |                 | <b>6.09</b> | <b>7.00</b> | <b>7.50</b> | <b>8.81</b> |



# FTE Summary

| Title                                    | Fund | Dept | Department Name | 19-21        | 21-23        | 23-25        | 25-27        |
|--|------|------|-----------------|--------------|--------------|--------------|--------------|
| City Manager                             | 720  | 72   | Urban Renewal   | 0.10         | 0.10         | 0.10         | 0.15         |
| Deputy City Manager                      | 720  | 72   | Urban Renewal   | -            | -            | -            | 0.15         |
| Finance Director                         | 720  | 72   | Urban Renewal   | -            | -            | -            | 0.10         |
| Deputy City Manager/Finance Director     | 720  | 72   | Urban Renewal   | -            | 0.10         | 0.10         | -            |
| Director of Policy & Community Relations | 720  | 72   | Urban Renewal   | -            | -            | 0.10         | -            |
| Development Services Director            | 720  | 72   | Urban Renewal   | 0.20         | 0.20         | 0.15         | 0.15         |
| Associate Planner                        | 720  | 72   | Urban Renewal   | 0.15         | 0.10         | -            | -            |
| Senior Planner                           | 720  | 72   | Urban Renewal   | -            | 0.10         | -            | -            |
| Economic Development Manager             | 720  | 72   | Urban Renewal   | 0.55         | 0.55         | 0.60         | -            |
| Administrative Assistant                 | 720  | 72   | Urban Renewal   | -            | 0.04         | -            | -            |
| Planning Assistant                       | 720  | 72   | Urban Renewal   | 0.10         | -            | -            | -            |
| Code Enforcement Officer                 | 720  | 72   | Urban Renewal   | 0.03         | 0.03         | -            | -            |
| <b>Total</b>                             |      |      |                 | <b>1.13</b>  | <b>1.22</b>  | <b>1.05</b>  | <b>0.55</b>  |
| <b>Total FTEs</b>                        |      |      |                 | <b>77.25</b> | <b>79.87</b> | <b>83.69</b> | <b>92.76</b> |

# Indirect Service Cost Allocation

| Indirect Service Cost Allocation |                           |                           |                             |  |   |  |   |                              |                   |
|----------------------------------|---------------------------|---------------------------|-----------------------------|--|---|--|---|------------------------------|-------------------|
| Support Service                  | 025<br>Admin <sup>1</sup> | 026<br>Legal <sup>2</sup> | 028<br>Finance <sup>1</sup> | 032<br>Human<br>Resources <sup>1</sup> | 040<br>Information<br>Technology <sup>1</sup> | 067<br>Operations<br>Center <sup>3</sup> | 042<br>Facility<br>Maintenance <sup>4</sup> | 039<br>Non-Dept <sup>5</sup> | Indirect<br>Total |
| <b>Direct Services</b>           |                           |                           |                             |  |   |  |   |                              |                   |
| 024 City Council                 | 6,561                     | 32,382                    | 6,590                       | 2,581                                  | 5,869   | -  | 4,737                                       | 12,014                       | 70,735            |
| 027 Municipal Court              | 4,650                     | 253                       | 4,671                       | 1,829                                  | 4,159   | -  | 1,063                                       | 9,277                        | 25,903            |
| 029 Sandy Library                | 91,393                    | 4,980                     | 91,792                      | 35,949                                 | 81,743  | -  | 34,019                                      | 18,555                       | 358,431           |
| 030 Police                       | 190,912                   | 33,070                    | 191,745                     | 75,095                                 | 170,754                                       | 7,000                                    | 64,594                                      | 38,700                       | 771,869           |
| 033 Recreation                   | 23,821                    | 3,848                     | 23,925                      | 9,370                                  | 21,306  | -  | 7,973                                       | 4,829                        | 95,073            |
| 034 Senior Services              | 37,592                    | 2,050                     | 37,756                      | 14,787                                 | 33,623  | -  | 9,548                                       | 7,628                        | 142,983           |
| 035 Parks & Trails               | 35,699                    | 11,065                    | 35,855                      | 14,042                                 | 31,929  | 12,250                                   | 13,363                                      | 7,239                        | 161,442           |
| 036 Planning                     | 28,590                    | 79,702                    | 28,715                      | 11,246                                 | 25,571  | -  | 4,224                                       | 58,179                       | 236,226           |
| 037 Building                     | 20,824                    | 10,296                    | 20,915                      | 8,191                                  | 18,625  | -  | 3,389                                       | 42,847                       | 125,087           |
| 038 Economic Development         | 4,439                     | 2,534                     | 4,458                       | 1,746                                  | 3,970   | -  | -   | 9,544                        | 26,691            |
| 041 Hoodland Library             | 21,533                    | 1,173                     | 21,627                      | 8,470                                  | 19,259  | -  | 6,100                                       | 3,723                        | 81,884            |
| 054 Street Fund                  | 51,405                    | 13,671                    | 51,629                      | 20,220                                 | 45,977  | 14,875                                   | 6,782                                       | 10,372                       | 214,931           |
| 070 Transit Fund                 | 77,577                    | 4,231                     | 77,915                      | 30,515                                 | 69,385  | 96,250                                   | 20,210                                      | 15,622                       | 391,704           |
| 000 Aquatic/Rec Center Fund      | 1,302                     | 73                        | 1,307                       | 512                                    | 1,164   | -  | 29,514                                      | 261                          | 34,133            |
| 052 Water Fund                   | 76,709                    | 26,928                    | 77,044                      | 30,174                                 | 68,610  | 14,875                                   | 15,393                                      | 15,497                       | 325,229           |
| 053 Wastewater Fund              | 96,382                    | 51,415                    | 96,803                      | 37,912                                 | 86,206  | 14,875                                   | 21,052                                      | 19,444                       | 424,089           |
| 055 Stormwater Fund              | 24,090                    | 12,181                    | 24,195                      | 9,476                                  | 21,546  | 14,875                                   | 3,959                                       | 4,877                        | 115,197           |
| 056 SandyNet Fund                | 85,259                    | 6,736                     | 85,631                      | 33,537                                 | 76,257  | -  | 21,365                                      | 17,255                       | 326,039           |
| 072 Urban Renewal Agency Fund    | 14,363                    | 3,414                     | 14,426                      | 5,650                                  | 12,847  | -  | 2,717                                       | 32,138                       | 85,553            |
| <b>Totals</b>                    | <b>893,100</b>            | <b>300,000</b>            | <b>897,000</b>              | <b>351,300</b>                         | <b>798,800</b>                                | <b>175,000</b>                           | <b>270,000</b>                              | <b>328,000</b>               | <b>4,013,200</b>  |

## NOTES:

- 1 Allocated based on a combination of staff and operating budget of direct service programs
- 2 Allocated based on a combination of staff, operating budget, and prior 18 months of legal expenses
- 3 Operation center costs allocated based on the type of cost; e.g. square footage for HVAC costs
- 4 Allocated based on a combination of building square feet and prior 12 months of maintenance hours
- 5 Half of City Hall costs (utilities etc.) allocated only to departments in city hall; half allocated to all direct service programs



# Financial Policies

---

## CAPITAL ASSETS POLICY

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

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

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

## FUND BALANCE POLICY

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

1. Non-spendable: A portion of net resources that cannot be spent because of their form and/or cannot be spent because they must be maintained intact.
2. Restricted: Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments. Limitations may also be imposed by law through constitutional provisions or enabling legislation.

# Financial Policies

---

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 investment 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

---

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Glossary

---

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Glossary

---

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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