



# BUDGET COMMITTEE MEETING

Monday, May 05, 2025 at 6:00 PM  
Sandy City Hall and via Zoom

## AGENDA

---

### TO ATTEND THE MEETING IN-PERSON:

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

### TO ATTEND THE MEETING ONLINE VIA ZOOM:

Please use this link: <https://us02web.zoom.us/j/83076318693>

Or by phone: (253) 215-8782; Meeting ID: 83076318693

## ROLL CALL

## APPROVAL OF MINUTES

- [1.](#) Approval of Minutes: April 28, 2025

## PUBLIC COMMENT

The Budget Committee welcomes your comments at this time. The Chair will call on each person when it is their turn to speak for up to three minutes.

-- If you are attending the meeting in-person, please submit your comment signup form to the City Recorder before the meeting begins at 6:00 p.m. Forms are available on the table next to the Council Chambers door.

-- If you are attending the meeting via Zoom, please complete the online comment signup webform by 4:00 p.m. on the day of the meeting:

<https://www.ci.sandy.or.us/citycouncil/webform/council-meeting-public-comment-signup-form-online-attendees>. Note: while this form is normally used for City Council meetings, it will also work for Budget Committee meetings.

## OLD BUSINESS

- [2.](#) Biennium 2025-2027 Proposed Budget

## ADJOURN

Americans with Disabilities Act Notice: Please contact Sandy City Hall, 39250 Pioneer Blvd. Sandy, OR 97055 (Phone: 503-668-5533) at least 48 hours prior to the scheduled meeting time if you need an accommodation to observe and/or participate in this meeting.



# BUDGET COMMITTEE MEETING

Monday, April 28, 2025 at 6:00 PM  
Sandy City Hall and via Zoom

## MINUTES

---

---

### ROLL CALL

#### **PRESENT**

Chair Linda Malone  
Kathleen Walker  
Don Hokanson  
Chris Mayton  
Rich Sheldon  
Kristina Ramseyer  
Lindy Hanley  
Jeremy Pietzold  
Darren Wegener  
Jan Lee  
Art O'Leary  
Carl Exner  
Amelia Page

#### **ABSENT**

Laurie Smallwood

### ELECTION OF CHAIR

Kathleen Walker nominated Linda Malone to serve as Budget Committee Chair

Jan Lee nominated Carl Exner to serve as Budget Committee Chair

Upon a vote of the Committee, Linda Malone was elected as Budget Committee Chair

### PUBLIC COMMENT (3-minute limit)

(none)

## NEW BUSINESS

### 1. Biennium 2025-2027 Proposed Budget

#### **Budget Message**

The City Manager delivered the Budget Message. The message was included in the Proposed Budget document in the meeting packet.

Committee discussion ensued on the following issues:

- History of receiving the distinguished budget award
- Creation of an abatement fund
- Funds set aside for asset replacement
- New community service officer for code enforcement
- Reinvestment in utility infrastructure
- Investment in parks
- Effort to support creation of a parks district
- Financial sustainability of the splash pad
- Budget reserves and fund balances
- Sustainability of the Police Fund and considerations around the Public Safety Fee
- Overview of changes in FTE
- Financial trends and assumptions including inflation, property values, the current development moratorium, debt service for loans, concern about decreasing beginning fund balances, and the need to identify strategies to strengthen fund stability moving forward

#### **Proposed Budget Review**

The points below summarize Budget Committee discussion pertaining to each listed division within the General Fund:

##### **General Revenue**

- Overview of property taxes projections and transient lodging tax increase
- Discussion of transient lodging tax revenue from short term rentals and the Council's recent new ordinance
- Note of large transfer of general revenue to the Police Fund
- Details of the Aquatic Fund and remaining activities at the Community Campus

##### **Indirect Service Cost Allocation**

- Cost allocation for legal services across departments in terms of equity and changes compared to the previous budget
- Calculation of facilities maintenance costs; discussion of facility costs for the Parks and Trails Fund
- Questions about SDCs for Parks
- Clarification on the allocation for the Non-Departmental Fund

## Non-Departmental

- Overview of funds set aside for abatement; discussion of abatement activities and estimated costs
- Overview of funds set aside for future vehicle procurement; intention to house vehicle set asides in this fund, with transfers back to operating funds at the time of vehicle purchases
- Suggestion to implement a depreciation schedule
- Discussion on the estimated number of vehicles the City requires in a typical year
- Discussion of each department's contingency, relative to the contingency of 5% of operating funds housed in Non-Departmental
- Distinctions between contractual services and professional services

## Administration

- Discussion of the new proposed communications staff members
- Note that Human Resources is now its own separate fund
- Discussion of computer costs and the need for ongoing replacement
- Discussion on FTE allocation changes over time

## Legal

- Note that unused funds would roll over into the next budget
- Note that funding for the City's contract with CIS is housed in Non-Departmental

## Finance

- Discussion on the proposed new accountant position
- Discussion on FTE allocation changes over time
- Clarification on indirect services allocation, and that providers of indirect services do not pay into the model

## Human Resources

- Discussion on practices for budgeting for health insurance benefits

## Information Technology

- Note of the \$75,000 designated for asset replacement, and that staff are working on developing a better asset replacement schedule
- Clarification on the items comprising the contractual services line
- Discussion on projected costs for computer replacement, which will be smoothed out with a new asset replacement model
- Discussion on the City's cyber security needs

## Facilities Maintenance

- Discussion of new facilities staff

- Discussion of the internal service contingency target of 2%
- Concerns about whether enough staffing exists, and whether some functions should be contracted out
- Note that supplies are paid for by the applicable department
- Note of the \$50,000 designated for tree abatement

#### Mayor and Council

- Discussion of Council contingency, and remaining funds in the current budget
- Suggestion to offer compensation for Council Members (this was tabled for lack of support)
- Discussion of the need to make improvements to the Council Chambers, which requires a larger facility reinvestment conversation

#### Municipal Court

- Discussion of staff salary and benefits
- Discussion of the possibility of contracting out judicial services to the county justice court; recognition that the City would only receive half of fine revenue in such an arrangement; discussion of the costs that would be saved by contracting out; suggestion that no longer operating a municipal court would have consequences in terms of code enforcement, convenience for residents, and staff operations
- Discussion of the rationale for not showing fine revenue in the Municipal Court Fund; clarification on the court fees shown in the fund

#### Sandy Library

- Discussion on the remaining funds needed to upfit the mobile outreach vehicle (bookmobile)
  - Note that the Council provided \$150,000 previously
  - Statement that the Council's expectation had been that the remaining funds for the vehicle would be provided by outside grants
  - Discussion of the need to budget conservatively and display a strategy for funding the vehicle in the event that grants are not secured
  - Clarification on the split of the remaining cost of the vehicle between the Sandy and Hoodland Libraries shown in the proposed budget; note that Library District dollars would be the source of the funds used, rather than City general revenue
  - Discussion about the planned operations of the vehicle and its serving of patrons within city limits versus outside of city limits; emphasis on the importance of ensuring City taxpayers are not asked to pay more than their fair share
  - Discussion pertaining to inequities with the County's allocation of Library District funds to applicable cities
  - Suggestion that the Sandy Library should be self-sufficient, rather than utilizing on City general revenue
  - Suggestion that the budget could instead reflect reliance on only grants to fund the vehicle upfitting, and that staff could approach the Council in the future should additional funds be needed

### Hoodland Library

- Discussion of salary costs and staffing levels, and the library's full reliance on district funds
- Note that frugal practices led to a large beginning fund balance

### Recreation

- Clarification on revenue from contracted fees, concerts, and event sponsorships
- Praise for performance improvements despite small staff
- Discussion of the cost of fireworks

### Senior Services

- Discussion of the increasing need for general revenue in the face of declining government grant funding, and the need to identify long-term sustainability solutions
- Suggestion to explore hiring a grant writer
- Suggestion to analyze the service area and determine whether the City is the best entity to provide these services in the future
- Suggestion to more clearly track who is being served in terms of city residency; note that approximately 65% of meals on wheels recipients reside outside of the city
- Suggestion to explore possible outsourcing opportunities given the cost per meal
- Recognition of the importance of social contact for meals on wheels recipients; praise for the fact that congregant meals are once again possible at the facility

### Parks and Trails

- Note of the cameras and mower purchased under the current budget
- Further discussion on projecting staff benefit costs
- Note of the budget being shown for Winterfest activities
- Note of the increased amount of indirect support allocations; discussion of repairs performed by parks staff as opposed to facilities maintenance staff
- Suggestion that not enough is budgeted for parks repairs and maintenance
- Suggestion to engage PGE about sponsorship opportunities
- Discussion on the optics and rationale for no longer charging Parks for water use at the splash pad

### Planning

- Discussion regarding the large contingency amount proposed; explanation of the rationale due to possible reductions in permit fee revenue
- Recognition of the difficulty in predicting: the timing of receiving the 190 additional ERUs, the possibility of additional middle housing, additional state legislation related to land use, and the uncertainty regarding alternative treatment systems
- Discussion regarding the City's Housing Production Strategy and timing relative to new OHNA regulations
- Suggestion that urban forestry efforts should be led by a new task force

Building

- Discussion on the proposed budget for contractual services for electronic plan review and the need to supplement current staff capacity
- Clarification regarding salary allocations

The following are ideas that were suggested for amending the proposed budget, to be discussed at a subsequent meeting:

- Suggestion to allocate additional funds for cyber security
- Suggestion to allocate additional funds for upgrades to the Council Chambers
- Suggestion to cut district funds for the library outreach vehicle and to instead budget for funding the vehicle only with grant dollars
- Suggestion to allocate additional funds for parks repairs and maintenance

**ADJOURN**



# STAFF REPORT

Item # 2.

---

**Meeting Type:** Budget Committee  
**Meeting Date:** May 5, 2025  
**From:** Tyler Deems, City Manager  
**Subject:** Biennium 2025-2027 Proposed Budget

---

## BACKGROUND / CONTEXT:

The City of Sandy (City) operates on a two-year budget, as allowed by Oregon's Local Budget Law. The two-year period is known as a biennium, and is made up of two fiscal years, running from July 1 through June 30. The City Manager is the budget officer and is responsible for the development and management of the overall budget, as well as presenting the budget message to the Budget Committee.

The Budget Committee is the local government's fiscal planning advisory committee. The role of the Budget Committee is to discuss the budget as it relates to the City Council's goals and policies, receive public comment, set the tax rate, and approve the budget. At this first meeting, the Budget Committee will need to elect a Chair to preside over the meeting. Additional information on the purpose and role of the budget committee, as well as general budget information, can be found [here](#).

The attached budget is balanced, as required by ORS, meaning that revenues (resources) equal expenditures (requirements). The total budget for the City of Sandy is \$188,040,481. The total budget is broken down into six distinct categories:

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

Personnel Services reflects all costs associated with personnel, including salaries, insurance, and other benefits. Materials and Services reflect all costs related to supplies, maintenance, repairs, utilities, and general operating expenses for each department. Capital Outlay reflects the historic investment in our water and wastewater infrastructure, as well as significant investment in our parks system. Debt Service accounts for all principal and interest payments required to be made to service the debt of the City. Transfers include the transfer of funds from one fund/department to another. Contingency reflects funds set aside for emergencies, as well as building up reserves to fund future debt service in the utility funds.



The City Manager will present the budget message to the Budget Committee, which will be followed by a brief presentation from each department highlighting significant changes from the prior budget to the proposed budget. Unlike in previous years, staff will not be presenting a detailed department overview but instead will focus on the material changes within their departments and applicable Council goals they are working on over the next two years.

The Sandy Urban Renewal Agency (SURA) budget will also be presented. The proposed SURA budget is \$7,207,507 which includes \$1,000,000 in capital outlay and nearly \$3.4 million in contingency.

After reviewing the proposed budget and making any changes, the Budget Committee will need to approve the budget, as well as set the property tax rate of \$4.1152 per \$1,000 of assessed value.

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

### **KEY CONSIDERATIONS / ANALYSIS:**

At the April 28, 2025 meeting, the Budget Committee asked for further information from staff on several topics. Information responsive to these requests is attached to this staff report. The topics were:

- Options for enhancing cybersecurity
- Details on the grants being pursued by the Library to fund upfitting of the outreach vehicle
- Indirect service cost allocation information from the previous budget, for comparison
- Information on construction cost increases

### **LIST OF ATTACHMENTS / EXHIBITS:**

- Additional information requested by the Budget Committee
- City of Sandy BN 2025-27 Proposed Budget
- Sandy Urban Renewal Agency BN 2025-27 Proposed Budget

---

**TO:** Sandy Budget Committee  
**FROM:** Tyler Deems, City Manager  
**DATE:** May 5, 2025  
**SUBJECT:** Response to Information Requests on April 28, 2025

---

At the April 28, 2025 meeting, the Budget Committee asked for further information from staff on several topics.

The topics were:

1. Options for enhancing cybersecurity
2. Details on the grants being pursued by the Library to fund upfitting of the outreach vehicle
3. Indirect service cost allocation information from the previous budget, for comparison
4. Information on construction cost increases

Information responsive to these requests is included in this memorandum.

---

## **Topic #1**

To: Tyler Deems  
From: Gregory Brewster, IT Director  
Date: May 2, 2025  
Subject: Cybersecurity Funding Opportunities

In response to the Budget Committee's request for cybersecurity initiatives on 4/28/2025, City of Sandy IT Staff have compiled initiatives that they believe would help in both reducing a cyber related incident as well as more effectively recovering from a future incident. Initiatives were discussed among City of Sandy Staff members and identified from working knowledge of existing systems and levels of security as well as questionnaires for cyber insurance and prior security audits.

Prioritization of initiatives were assessed against the latest Cyber Threat Index from Coalition Security. Ransomware and Phishing make up the majority of cyber related incidents, second are security vulnerabilities, software exploits and compromised credentials.<sup>1</sup> Below are some initiatives. Staff is still weighing and determining the prioritization of the initiatives.

- Identity Access Management System or Privileged Access Management System
- Centralized Logging System for Desktops, Servers and Network Devices
- Backup System Hardware Replacement
- Packaged Asset Management/Windows Update Management
- Implementation of a Third-Party Spam Filter
- Firewall Licenses for Malware Protection

Staff omitted any hiring of consultants for initiatives like penetration testing, security assessments or cybersecurity training for employees and other organization members. While

---

<sup>1</sup> Coalition Security. Cyber Threat Index 2025; An examination of the ransomware playbook and how businesses can protect against common attack tactics. March 2025.

staff believe that these are important, it would prefer to fall back on existing resources to implement, such as cyber awareness through the City of Sandy's insurance company, continuous external threat testing through the City of Sandy's cyber insurance company and revising policies and procedures from both insurance companies as well as following well established frameworks like NIST-800.

An explanation of each initiative is below. Please note that current programs and initiatives are excluded in this memo in their entirety to protect the currently implemented level of cybersecurity protection.

#### **Identity Access Management System or Privileged Access Management System (PAM) –**

An identity management system allows all members of the City of Sandy to be placed into logical groups and tied into various systems. The current solution for the City of Sandy identity management has been compatible with many solutions but is geared more towards on-premises systems and software, whereas more and more work are being done in the cloud, or over the internet. Joined with a potential PAM solution takes care of identity and also authentication.

As more systems are being integrated, mobile device accounts, computer login accounts, email accounts, id badges, voice mail systems, etc. a single source of truth for identity will help in creating, updating, enabling, disabling and removing authorization for systems from a single location. This allows for locking down of accounts when a password is compromised, or onboarding/offboarding of employees as part of HR processes.

**Centralized Logging System for Desktops, Servers and Network Devices –** Centralized logging has long been on the wish list for Staff. Logging has proven to be one of the easiest ways to detect anomalies and track and troubleshoot errors and attacks. Many software vendors exist for centralized logging, but it is most effective when joined with a shift towards precise and accurate monitoring of systems. When it is implemented correctly, it serves as a good early warning system for an organization's attack surface. Event Logging was identified as being a large priority under the City of Sandy's 2024 CJIS Audit for the Police department.

**Backup System Hardware Replacement –** A functional backup system is already in place for the City of Sandy and allows for restoration in the event a disaster like situation. The hardware on which the system runs is acceptable for the next biennium but will need to be replaced in FY27-29. The current limitation of the system is the amount of space available for backups. All critical and most non-critical servers are backed up, but a few systems are excluded from those backups in order to maintain an acceptable retention schedule for recovery. Please note that this initiative does not reduce the likelihood of a cyber incident but further reduces the burden on IT staff to recover when one does occur.

**Packaged Asset Management/Windows Update Management –** Staff is currently rolling out a basic asset management system, which will help track machines and their replacement cycles. Better control over current assets will help ensure that systems do not leave the City of Sandy or are disabled if they are lost, stolen or destroyed. This also extends to City of Sandy owned mobile devices.

Additionally, with the sunsetting of Windows 10 in October, Microsoft is also sunsetting their on-premises update engine. Staff has been exploring third-party options for update management. Some options also include better integrated asset management.

**Implementation of a Third-Party Spam Filter –** While the City of Sandy does currently have spam protection for its email system, third party vendors do exist, which specialize in identifying patterns and helping block potentially malicious messages or requests. Staff has not yet identified a compatible vendor or received a quote at this time.

**Firewall License for Deep Packet Inspection and Malware Protection** – The City of Sandy's firewalls are currently utilizing a small fraction of its potential capabilities. A license is available for the City of Sandy's current firewalls (replaced in late 2023) which will provide malware protection by inspecting all traffic that enters or leaves the City of Sandy's network. In conjunction with system protection, this initiative has been shown to increase protection against zero-day exploits.

Item # 2.

Given the short timeframe for turning around a list and associated cost, Staff was unable to compile any realistic numbers. To identify the ideal system, identifying a distributor and obtaining a quote is a several month-long process. Therefore, Staff is respectfully requesting that the budget committee make recommendations to evaluate and allocate funds after Staff has had enough time to explore and finish prioritizing its initiatives.

---

## **Topic #2**

**To:** City of Sandy Budget Committee  
**From:** Sarah McIntyre, Library Director  
**Date:** May 1, 2025  
**Re:** Mobile Library - grant opportunities

### **Background**

Questions arose regarding grant opportunities and fundraising by Library Staff at the Budget Committee meeting this past Monday, April 28th, 2025. Contained in this memorandum are a few points of clarification.

Fundraising began in February 2025 and has been building slowly. Thus far Sandy has approximately \$3,500 raised and Hoodland has \$500. We are planning to have a booth at Farmers Markets in Sandy and Hoodland to get people excited about the vehicle and continue to raise funds.

I have received information about a number of additional grant resources. All of these resources that I have researched show: that Public Libraries are not eligible to apply, or have very specific focus areas that this project will not meet (such as promoting peace and preventing war).

Amount needed for final payment of the Mobile Library:  
\$96,000 from Sandy Library (110-029-740200 Library Equipment - page 46)  
\$54,000 from Hoodland Library (110-041-740200 Library Equipment - page 77)

In Sandy Library's budget we are anticipating over half of this, or \$50,000 (110-029-475000 Donations/Other - page 34) in grants and fundraising, though we are hoping to receive more. Any amount not received in grants and fundraising for the Sandy Library will come out of Library District funds.

In Hoodland Library's budget, we are proposing to pay for the entire amount out of Library District funds. Hoodland's share of the vehicle is 20%, which is an equal percentage based on the population served in that area compared to the Sandy service area. Hoodland Library is still raising funds.

If we receive over the amount that we need for the Mobile Library - with this money, the Library will buy items for STEM (science, technology, engineering, and mathematics) kits, that we will utilize when we take the Mobile Library to the schools. Other items we need for the vehicle outside of the upfitting costs (included in this proposed budget), include computers (5 public use and 1 staff use), a printer, and 5 stools or chairs for people to utilize on the vehicle.

### **Grant Opportunities**

#### *Roundhouse Foundation - Open Call*

Grants up to \$30,000 (typically award \$20,000 per project). Application opens June 18, 2025 and closes August 15, 2025 at 5:00PM.

#### *Ford Family Foundation - Good Neighbor*

Grants up to \$25,000. Can apply anytime. In discussion with Ford Family Foundation - Library staff were told that this is the grant that they would consider for a vehicle. Their larger grants funding capital are not available for this project. Application in Fall 2025.

#### *Oregon Community Foundation*

Grants up to \$40,000 (average award \$15,000-\$20,000). Per their website, for the 2025 Fall Community Grants Cycle, we are funding small capital, capacity building and new or expanding programs and projects. Applications due in July and disbursed late November.

#### *Library Services and Technology Act (LSTA) - State Library of Oregon*

Grants up to \$50,000. Used for projects that support library services in Oregon. Applications for LSTA grants are normally due at the end of February/funds awarded July 1/project runs one year. With the dismantling of IMLS (Institute of Museum and Library Services), funding of competitive grants through the State Library of Oregon is currently unknown. It is listed on their website that competitive grants will open in Fall 2025. Only 50% of LSTA (Library Services and Technology Act) funding has been contracted between IMLS and the State Library of Oregon. Apply for grant in Fall 2025.

### **Total Potential Grant Opportunities - \$145,000**

#### **Other notes:**

Additionally, I may have given the impression that staffing the Mobile Library will be easy. This is not the case. The Library will be relying heavily on volunteers (as the 2nd person on the vehicle). This will ensure the safety of staff and volunteers.

Currently, the Library is staffed 5 days a week so that if someone has an extended meeting, is on vacation or calls in sick, we do not necessarily need to bring in substitute help (unless we have a program scheduled). We are staffed on the weekend so that anytime anyone is off work we need to bring in substitute help.

Having a staff member out on the Mobile Library 3-5 days a week will mean that anytime anyone is not available to work, we will need to bring in substitute staff. Staff realize that this will be difficult, but recognize the value that the outreach vehicle will bring to the Sandy and Hoodland communities.

**BN 2023-25**

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

## NOTES:

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

**BN 2025-27**

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

## 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

The Engineering News-Record Construction Cost Index showed a 10.8% increase in costs in 2023 compared to 2.9% in 2024.



# CITY OF SANDY, OREGON PROPOSED 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. Morrell*

**Executive Director**

# BN 2025-27 Proposed Budget

## Table of Contents

Budget Message	1	Planning	54
City Overview & Demographics	6	Building	57
City Council Goals	7	Economic Development	60
Budget Process	11	Non-Departmental	62
Financial Trends		Information Technology	65
Resources	13	Hoodland Library	67
Property Taxes	14	Facilities Maintenance	70
Requirements	15	Street Fund	72
Operating Budget	16	Transit Fund	78
Debt Summary	17	Aquatic/Recreation Center Fund	84
Budget Summaries		Parks Capital Projects Fund	86
Citywide	19	Sewer Bond Reserve Fund	89
General Fund	20	Full, Faith & Credit Fund	90
Fund Balances	22	Water Fund	91
General Revenue Allocation	23	Wastewater Fund	97
General Fund Department Budgets		Stormwater Fund	103
Mayor & Council	25	SandyNet Fund	108
Administration	27	Operations Center Fund	113
Legal	29	Asset Replacement Internal Service Fund	115
Court	30	Capital Improvement Projects	117
Finance	32	Appendix	
Sandy Library	34	Organizational Chart	118
Police	39	FTE Summary	119
Human Resources	43	Indirect Services Cost Allocation	127
Recreation	45	Financial Policies	128
Seniors	48	Glossary	130
Parks & Trails	51		

# 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.
- ***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 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.

# BN 2025-27 Budget Message

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

# BN 2025-27 Budget Message

- **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.

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 Inflat**ors. 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%. 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 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.

# BN 2025-27 Budget Message

- **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.
- 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 would ensure the loans are paid in full.



## BN 2025-27 Budget Message

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
- Aquatic/Recreation Center Fund
- City FF&C Debt Service Fund
- Parks Capital Projects Fund

### *Proprietary Funds*

- Water Fund
- Wastewater Fund
- Stormwater Fund
- SandyNet Fund
- Operations 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

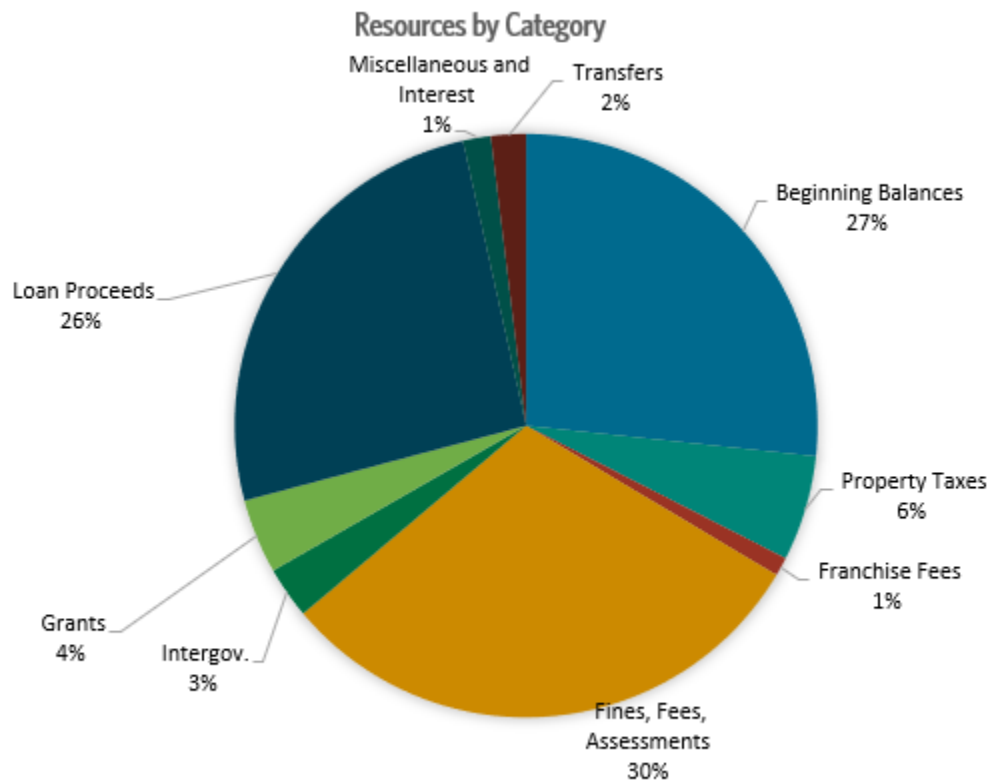
## Resources

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.

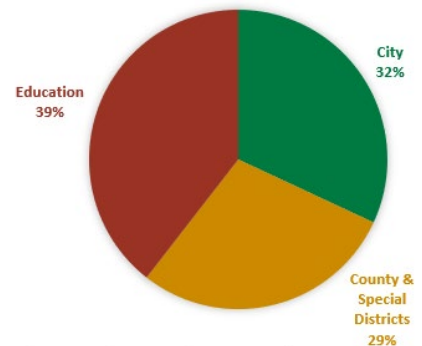
Grants include county, state, and federal grants for transit, police, senior services, and wastewater infrastructure reinvestment. Loan proceeds reflect a variety of new debt, largely in the Water and Wastewater Funds to complete work on both utilities' infrastructure projects. Additional information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



# Financial Trends

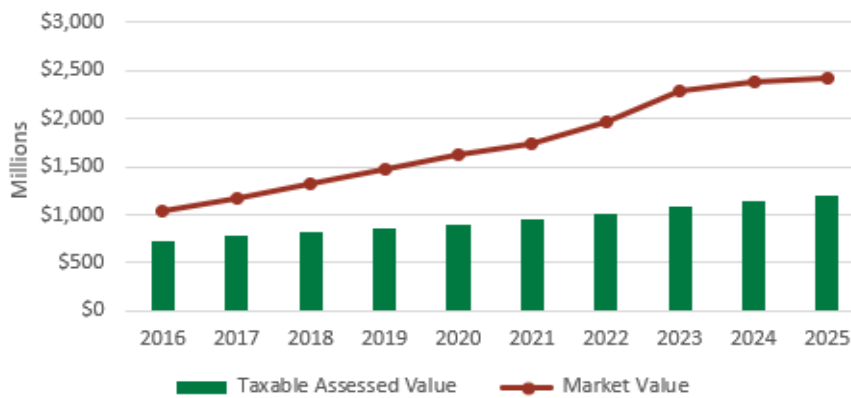
## Property Taxes

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.



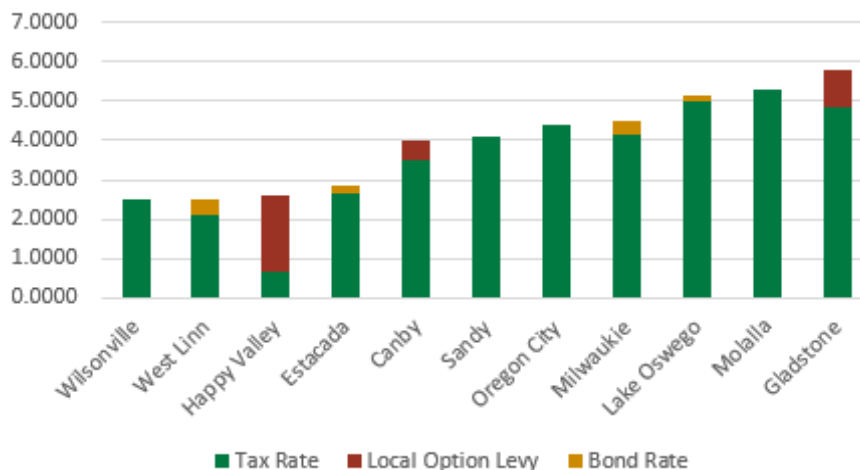
The City receives about 32% of a property's total tax bill. For a home with the average assessed value of \$240,798, the city receives about \$1,330.

## 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.

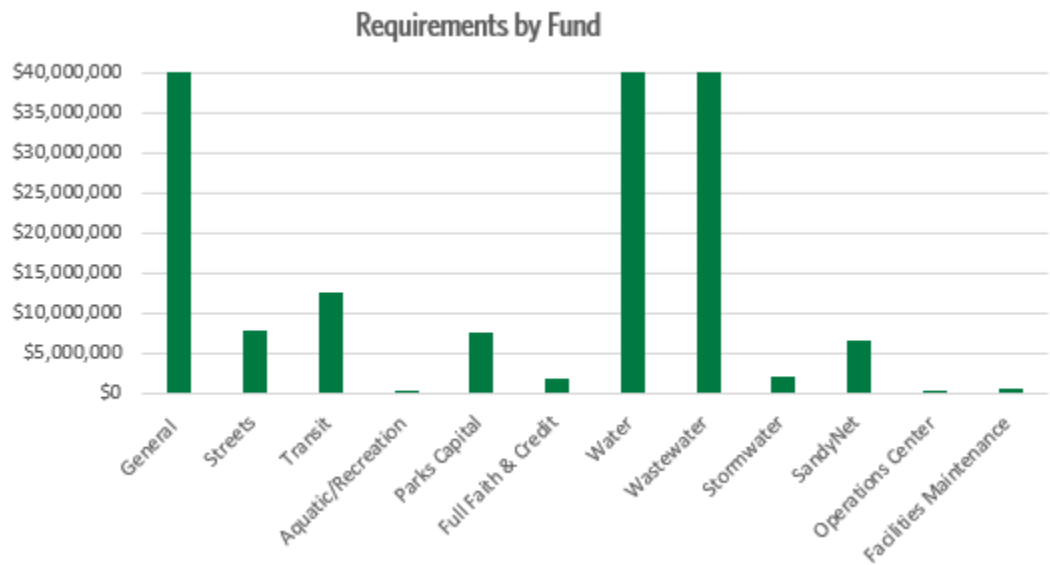
## Cities in Clackamas County Tax Rate Comparison



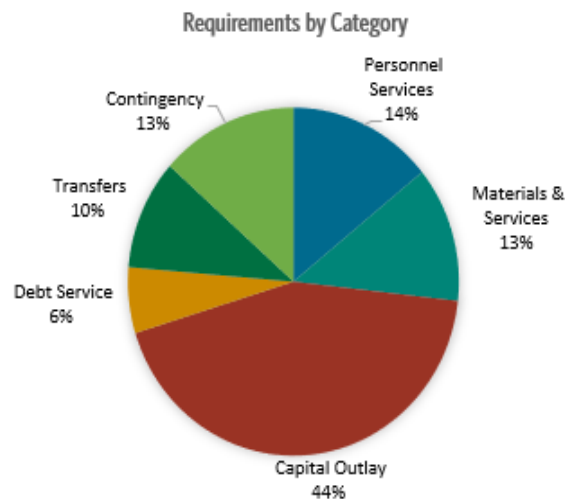
# Financial Trends

## 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.



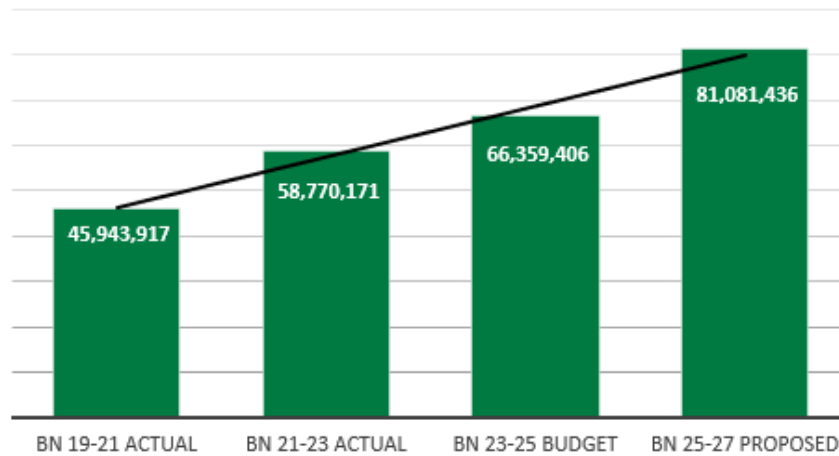
# Financial Trends

## 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.

Category	BN 25-27 Proposed
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>

## Total Operating Budget



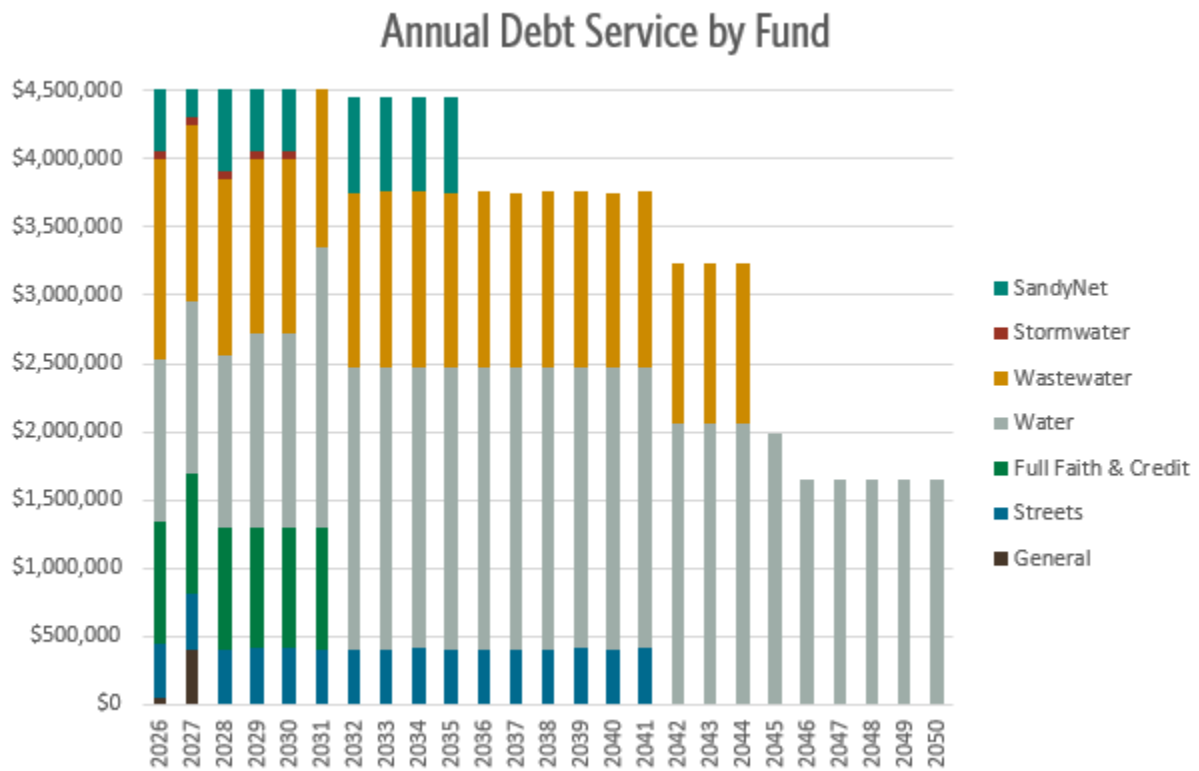
Operating Budget by Fund	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
General *	26,681,409	33,003,406	35,960,635	39,844,262
Streets *	2,445,013	2,383,255	3,739,333	3,553,166
Transit *	3,809,962	4,289,649	6,619,150	10,239,275
Aquatic/Recreation	164,381	198,894	139,599	91,133
Parks 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>45,943,917</b>	<b>58,770,171</b>	<b>66,359,406</b>	<b>81,081,436</b>

\* denotes major fund

# Debt Summary

## Citywide Debt Service

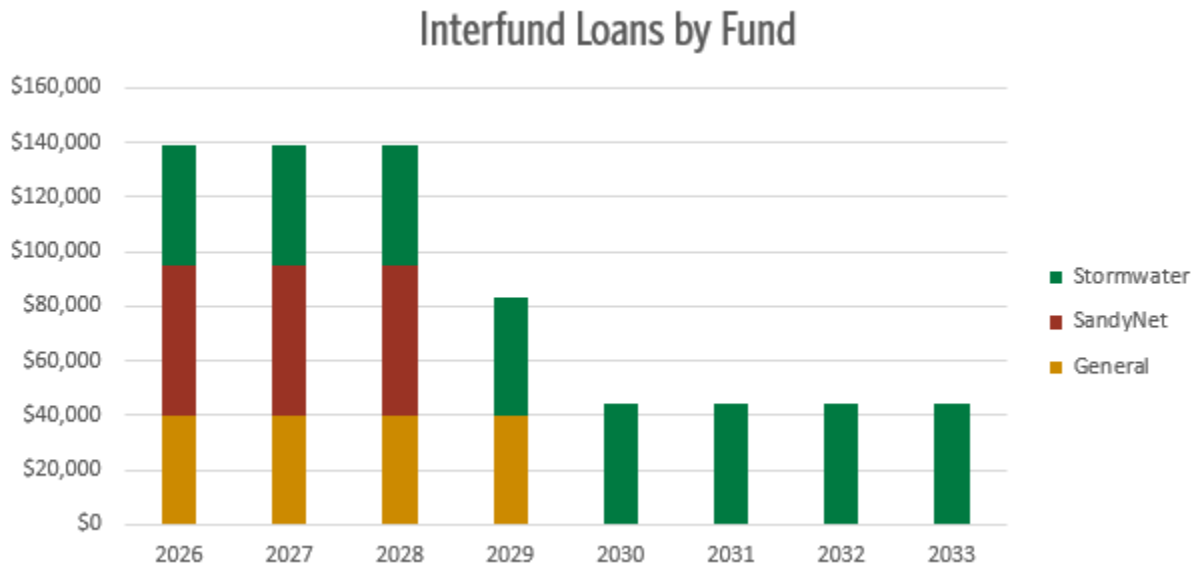
The city’s total annual debt service (principal and interest payments) is over \$9.6 million for the 2025-27 biennium. Debt limitations for general obligation bonds are calculated at a rate of 3% of the real market value of property within city limits. The city currently has no general obligation bonds. 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 Proposed
Beginning Balances	45,407,964
Property Taxes	9,950,000
Franchise Fees	1,765,000
Fines, Fees, Assessments	51,594,612
Inter-governmental	4,881,700
Interest	2,228,500
Grants	7,036,400
Transfers	3,301,805
Loans Proceeds	43,672,300
Miscellaneous	400,000
Indirect Service Revenue	3,838,200
General Revenue	13,964,000
<b>Total</b>	<b>188,040,481</b>

Requirements	BN 25-27 Proposed
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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	2,418,486	2,942,346	4,809,806	4,588,861
Property Taxes	7,455,155	8,369,306	9,100,000	9,950,000
Franchise Fees	1,248,543	1,496,953	1,575,000	1,765,000
Fines, Fees, & Assessments	2,589,344	3,366,032	2,739,044	3,305,350
Intergovernmental	3,698,263	3,492,622	4,425,594	4,881,700
Interest	103,588	264,494	75,000	335,000
Grants	296,630	2,913,969	345,443	183,300
Loan Proceeds	-	140,440	-	-
Miscellaneous Revenue	409,054	169,046	36,100	117,500
Transfers	-	-	-	100,000
Indirect Service Revenue	2,047,294	2,358,997	2,479,765	3,838,200
General Revenue	9,481,000	13,043,223	13,689,550	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>
Personnel Services	11,668,711	12,650,652	15,497,600	18,086,700
Materials & Services	3,302,159	4,271,460	4,406,450	5,000,806
Capital Outlay	224,869	421,023	1,105,900	402,200
Debt Service	287,486	244,616	260,386	221,432
Transfers	11,423,053	15,836,678	15,796,199	16,535,324
Contingency	-	-	2,323,767	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>



# Budget Summaries

## General Fund Summary by Department

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

# 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	202,467		
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	1,767,000		
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 21-23.
- The Non-Department contingency is the General Fund's reserves which is budgeted at 5% of the fund's operations, plus \$467,000 in unassigned funds.
- 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	539,879	537,364	630,000	761,000
Property Taxes	7,455,155	8,369,306	9,100,000	9,950,000
Franchise Fees	1,248,543	1,496,953	1,575,000	1,765,000
Fines, Fees, & Assessments	237,870	247,654	256,000	392,000
Intergovernmental	738,678	824,295	842,000	836,000
Interest	81,614	183,925	50,000	250,000
Grants	-	2,529,223	-	-
Miscellaneous	26,625	17,334	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>

### General Revenue Distribution:

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

# 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-000-401000	Beginning Balance	539,879	537,364	630,000	761,000
110-000-410100	Current Year Property Tax	7,339,332	8,224,051	9,000,000	9,850,000
110-000-410200	Prior Years Property Tax	115,823	145,256	100,000	100,000
110-000-411100	Transient Room Tax	82,737	116,128	100,000	225,000
110-000-431001	Franchise Fee Electricity	778,887	911,944	970,000	1,100,000
110-000-431002	Franchise Fee Telephone	36,349	33,156	30,000	30,000
110-000-431003	Franchise Fee Garbage	103,951	174,555	165,000	180,000
110-000-431004	Franchise Fee Television	56,057	56,467	40,000	30,000
110-000-431005	Franchise Fee Gas	273,300	320,830	370,000	425,000
110-000-431120	Telephone ROW Privilege Tax	5,167	6,621	6,000	9,000
110-000-432100	Business Licenses	106,804	91,926	120,000	140,000
110-000-432400	Liquor Licenses	3,790	5,689	4,000	4,000
110-000-434300	School Excise Administration Fee	3,256	3,012	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
110-000-441120	State Shared - Revenue Share	279,914	319,073	310,000	320,000
110-000-441130	State Shared - Cigarette Tax	22,843	19,362	17,000	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
110-000-471100	Interest	81,614	183,925	50,000	250,000
110-000-478000	Miscellaneous	26,625	17,334	10,000	10,000
110-000-478150	PEG Fees	7,189	4,396	4,000	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>
110-000-911024	Revenue Distribution - Council	73,000	107,000	124,000	131,000
110-000-911025	Revenue Distribution - Administration	-	129,000	158,000	135,000
110-000-911027	Revenue Distribution - Court	100,000	93,000	135,000	213,000
110-000-911029	Revenue Distribution - Sandy Library	339,000	339,000	206,000	206,000
110-000-911030	Revenue Distribution - Police	5,660,000	6,215,000	6,670,000	7,618,000
110-000-911033	Revenue Distribution - Recreation	563,000	605,000	705,000	803,000
110-000-911034	Revenue Distribution - Seniors	740,000	760,000	735,000	850,000
110-000-911035	Revenue Distribution - Parks & Trails	743,000	870,000	1,400,000	1,500,000
110-000-911036	Revenue Distribution - Planning	280,000	547,000	920,000	850,000
110-000-911038	Revenue Distribution - Economic Development	242,000	224,000	200,000	145,000
110-000-911039	Revenue Distribution - Non-Departmental	741,000	3,154,223	1,210,000	1,267,000
110-000-911042	Revenue Distribution - Facilities Maintenance	-	-	-	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
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>

# 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	11,930	7,811	7,377	212,702
Miscellaneous	1,167	-	-	-
General Revenue	73,000	107,000	624,000	131,000
Indirect Service Revenue	-	-	-	-
<b>Total Resources</b>	<b>86,097</b>	<b>114,811</b>	<b>631,377</b>	<b>343,702</b>
Materials & Services	48,304	52,389	73,700	70,500
Capital Outlay	223	878	-	-
Transfers	29,759	54,357	54,629	70,735
Contingency	-	-	503,048	202,467
<b>Total Requirements</b>	<b>78,286</b>	<b>107,624</b>	<b>631,377</b>	<b>343,702</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 which can be used at the discretion of the Council for one-time expenditures.

# Mayor & Council

Account Number	Account Name	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-024-401100	Beginning Balance	11,930	7,811	7,377	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
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>
110-024-601100	Supplies	4,322	4,028	4,000	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
110-024-601600	Organizational Fees	5,000	3,000	6,000	5,000
110-024-601700	Memberships	4,262	6,254	10,000	10,000
110-024-602200	Conferences	8,426	12,825	18,000	15,000
110-024-602300	Training & Professional Advancement	-	395	1,000	1,000
110-024-602500	Meetings & Meals	366	4,622	4,500	4,500
110-024-603100	Mileage Reimbursement	899	165	500	500
110-024-604100	Repairs & Maintenance	1,680	53	-	-
110-024-605100	Contractual Services	6,834	8,434	10,000	8,000
110-024-607100	Utilities	10,375	8,979	12,000	12,000
110-024-624100	Clackamas Cities Dinners	1,686	2,243	3,500	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
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
110-024-951000	Contingency	-	-	503,048	202,467
<b>Total Requirements</b>		<b>78,286</b>	<b>107,624</b>	<b>631,377</b>	<b>343,702</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
<b>Total FTE</b>	<b>1.56</b>	<b>2.01</b>	<b>2.05</b>	<b>2.20</b>

## Budget Summary & Detail

	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	12,937	26,071	73,319	-
Miscellaneous Revenue	31,394	1,304	-	-
General Revenue	-	129,000	158,000	135,000
Indirect Service Revenue	480,000	567,000	635,881	893,100
<b>Total Resources</b>	<b>524,331</b>	<b>723,375</b>	<b>867,200</b>	<b>1,028,100</b>
Personnel Services	483,350	652,639	827,200	976,600
Materials & Services	8,729	21,856	26,500	31,500
Capital Outlay	6,182	94	-	-
Contingency	-	-	13,500	20,000
<b>Total Requirements</b>	<b>498,260</b>	<b>674,589</b>	<b>867,200</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
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
110-025-492110	Indirect Service Revenue	480,000	567,000	635,881	893,100
<b>Total Resources</b>		<b>524,331</b>	<b>723,375</b>	<b>867,200</b>	<b>1,028,100</b>
110-025-511100	Salaries	349,687	472,602	578,000	630,000
110-025-511200	Overtime	4,327	2,063	-	-
110-025-521100	Insurance Benefits	15,570	16,843	31,000	94,000
110-025-521200	FICA Taxes	27,689	35,318	45,000	50,000
110-025-521300	PERS	81,764	119,179	160,000	190,000
110-025-521360	Other Benefits	1,257	-	-	-
110-025-521500	Workers' Benefit Fund	161	162	300	300
110-025-521600	Unemployment Insurance	362	718	2,500	1,300
110-025-521700	Paid Leave Oregon Tax	-	521	2,500	3,000
110-025-521800	Workers' Comp Insurance	361	2,420	4,400	4,000
110-025-521900	Transit Tax	2,172	2,812	3,500	4,000
110-025-601100	Supplies	791	2,487	5,000	5,000
110-025-601200	Postage	90	768	500	500
110-025-601300	Printing	-	-	500	-
110-025-601400	Copier Charges	87	-	-	-
110-025-601401	Branding & Marketing	399	-	2,000	1,000
110-025-601700	Memberships	2,986	2,012	3,000	4,000
110-025-601800	Books and Subscriptions	181	318	500	500
110-025-602100	Employee Recruitment	10	10,836	-	500
110-025-602200	Conferences	1,427	3,685	12,000	10,000
110-025-602300	Training & Professional Advancement	150	271	1,000	5,000
110-025-602500	Meetings & Meals	1,308	354	1,000	2,500
110-025-603100	Mileage Reimbursement	5	149	500	1,500
110-025-605100	Contractual Services	1,295	247	-	-
110-025-607100	Utilities	-	-	500	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
<b>Total Requirements</b>		<b>498,260</b>	<b>674,589</b>	<b>867,200</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
	Actual	Actual	Budget	Proposed
Beginning Balance	(4,304)	6,673	12,000	12,000
Indirect Service Revenue	200,000	250,000	250,000	300,000
<b>Total Resources</b>	<b>195,696</b>	<b>256,673</b>	<b>262,000</b>	<b>312,000</b>
Materials & Services	241,608	250,000	250,000	300,000
Contingency	-	-	12,000	12,000
<b>Total Requirements</b>	<b>241,608</b>	<b>250,000</b>	<b>262,000</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
		Actual	Actual	Budget	Proposed
110-026-401100	Beginning Balance	(4,304)	6,673	12,000	12,000
110-026-492110	Indirect Service Revenue	200,000	250,000	250,000	300,000
<b>Total Resources</b>		<b>195,696</b>	<b>256,673</b>	<b>262,000</b>	<b>312,000</b>
110-026-608102	City Attorneys	241,608	250,000	250,000	300,000
110-026-951000	Contingency	-	-	12,000	12,000
<b>Total Requirements</b>		<b>241,608</b>	<b>250,000</b>	<b>262,000</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	1600	1508

## 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	BN 21-23	BN 23-25
	Actual	Actual	Budget
Beginning Balance	91,376	71,702	17,000
Fines, Fees, & Assessments	13,530	11,653	10,000
Miscellaneous Revenue	3,937	-	-
General Revenue	100,000	93,000	135,000
<b>Total Resources</b>	<b>208,843</b>	<b>176,355</b>	<b>162,000</b>
Personnel Services	82,507	105,711	103,500
Materials & Services	26,940	25,332	32,450
Capital Outlay	2,745	252	-
Transfers	24,949	22,540	23,123
Contingency	-	-	2,927
<b>Total Requirements</b>	<b>137,141</b>	<b>153,835</b>	<b>162,000</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-027-401100	Beginning Balance	91,376	71,702	17,000	11,200
110-027-477000	Court Fees	13,530	11,653	10,000	15,000
110-027-478000	Miscellaneous Revenue	3,937	-	-	-
110-027-491110	General Revenue	100,000	93,000	135,000	213,000
<b>Total Resources</b>		<b>208,843</b>	<b>176,355</b>	<b>162,000</b>	<b>239,200</b>
110-027-511100	Salaries	55,883	77,674	74,000	95,000
110-027-511200	Overtime	1,130	244	-	-
110-027-521100	Insurance Benefits	2,400	939	1,000	43,000
110-027-521200	FICA Taxes	4,360	5,895	6,000	7,500
110-027-521300	PERS	13,633	20,191	21,000	29,000
110-027-521360	Other Benefits	4,479	-	-	-
110-027-521500	Workers' Benefit Fund	42	55	100	100
110-027-521600	Unemployment Insurance	57	118	400	200
110-027-521700	Paid Leave Oregon Tax	-	81	400	400
110-027-521800	Workers' Comp Insurance	181	51	100	100
110-027-521900	Transit Tax	342	463	500	600
110-027-601100	Supplies	14,953	14,345	16,000	16,000
110-027-601200	Postage	1,550	1,502	1,000	1,000
110-027-601300	Printing	-	-	-	-
110-027-601400	Copier Charges	37	-	-	-
110-027-601401	Branding & Marketing	-	-	250	250
110-027-601700	Memberships	-	-	250	250
110-027-601800	Books and Subscriptions	-	-	250	250
110-027-602100	Employee Recruitment	-	-	-	-
110-027-602200	Conferences	-	-	500	500
110-027-602300	Training & Professional Advancement	-	-	1,000	1,000
110-027-602500	Meetings & Meals	-	-	100	100
110-027-603100	Mileage Reimbursement	-	-	100	100
110-027-605100	Contractual Services	1,450	-	-	-
110-027-608100	Professional Services	100	260	1,000	1,000
110-027-608300	Municipal Court Judge	8,850	9,225	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
110-027-951000	Contingency	-	-	2,927	4,947
<b>Total Requirements</b>		<b>137,141</b>	<b>153,835</b>	<b>162,000</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	102,411	89,124	14,150	90,700
Miscellaneous Revenue	7,994	790	1,000	1,000
Indirect Service Revenue	633,294	772,000	580,850	897,000
<b>Total Resources</b>	<b>743,699</b>	<b>861,914</b>	<b>596,000</b>	<b>988,700</b>
Personnel Services	497,000	710,818	425,800	787,700
Materials & Services	120,465	132,509	160,000	176,000
Capital Outlay	9,775	3,800	-	6,000
Contingency	-	-	10,200	19,000
<b>Total Requirements</b>	<b>627,240</b>	<b>847,127</b>	<b>596,000</b>	<b>988,700</b>

# Finance

## BN 2025-27 Budget Notes

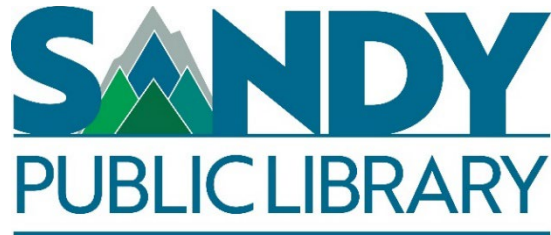
- Increase in FTE to 2.55 to bring staffing back to an appropriate level.
- 71% of Materials & Services is directly related to the cost of conducting the annual audit.
- Contingency set to 2% of the department's operating budget.

Account Number	Account Name	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-028-401100	Beginning Balance	102,411	89,124	14,150	90,700
110-028-478000	Miscellaneous Revenue	7,994	790	1,000	1,000
110-028-492110	Indirect Service Revenue	633,294	772,000	580,850	897,000
<b>Total Resources</b>		<b>743,699</b>	<b>861,914</b>	<b>596,000</b>	<b>988,700</b>
110-028-511100	Salaries	355,396	517,431	286,000	480,000
110-028-511200	Overtime	3,487	1,700	-	-
110-028-521100	Insurance Benefits	1,999	14,954	34,000	118,000
110-028-521200	FICA Taxes	27,562	39,162	22,000	38,000
110-028-521300	PERS	70,641	132,564	79,000	145,000
110-028-521360	Other Benefits	34,869	-	-	-
110-028-521500	Workers' Benefit Fund	236	215	200	200
110-028-521600	Unemployment Insurance	360	780	1,200	1,000
110-028-521700	Paid Leave Oregon Tax	-	523	1,200	2,000
110-028-521800	Workers' Comp Insurance	289	417	400	500
110-028-521900	Transit Tax	2,162	3,072	1,800	3,000
110-028-601100	Supplies	18,037	14,747	15,000	20,000
110-028-601200	Postage	1,937	1,559	1,500	1,500
110-028-601300	Printing	-	-	-	1,000
110-028-601400	Copier Charges	646	-	-	-
110-028-601401	Branding & Marketing	1,201	-	1,000	500
110-028-601500	Public Notices	681	320	1,000	1,000
110-028-601600	Organizational Fees	3,200	2,120	2,500	2,500
110-028-601700	Memberships	809	3,064	5,000	5,000
110-028-601800	Books and Subscriptions	1,552	-	-	500
110-028-602100	Employee Recruitment	10	-	-	1,000
110-028-602200	Conferences	771	1,024	3,000	3,000
110-028-602300	Training & Professional Advancemer	1,962	629	5,000	8,000
110-028-602500	Meetings & Meals	183	104	500	1,000
110-028-603100	Mileage Reimbursement	589	52	500	500
110-028-604100	Repairs and Maint	-	-	-	500
110-028-605100	Contractual Services	87,796	108,850	125,000	125,000
110-028-607100	Utilities	1,080	40	-	-
110-028-628100	Bank Charges	10	-	-	5,000
110-028-740000	Furniture & Office Equipment	4,693	1,143	-	3,000
110-028-740100	Computer Equipment	5,082	2,657	-	3,000
110-028-951000	Contingency	-	-	10,200	19,000
<b>Total Requirements</b>		<b>627,240</b>	<b>847,127</b>	<b>596,000</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	87,579	200,819	331,989	305,651
Intergovernmental	2,779,768	2,441,099	2,648,894	2,824,700
Fines, Fees, & Assessments	67,030	631,443	20,044	60,700
Grants	10,765	6,117	10,914	9,000
Miscellaneous Revenue	53,239	19,342	6,000	6,000
General Revenue	339,000	339,000	356,000	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>
Personnel Services	2,230,671	2,403,052	2,440,500	2,400,200
Materials & Services	450,113	450,150	308,250	372,100
Capital Outlay	22,532	4,522	174,900	120,700
Debt Service	91,874	90,292	90,292	90,332
Transfers	341,372	301,984	272,456	358,431
Contingency	-	-	87,443	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>

*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.
- 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-029-401100	Beginning Balance	87,579	200,819	331,989	305,651
110-029-441210	State Grants	10,765	6,117	10,914	9,000
110-029-442400	District Funding	2,779,768	2,441,099	2,648,894	2,824,700
110-029-442500	Other Agencies	-	593,129	-	-
110-029-463100	Fines	17,232	24,179	14,000	5,400
110-029-475000	Donations/Other	45,636	8,971	1,400	51,000
110-029-477100	Miscellaneous Revenue	53,239	19,342	6,000	6,000
110-029-477110	Lost/Paid Fees	2,671	5,164	4,644	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
110-029-491111	General Revenue - Debt	-	-	90,292	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>

Requirements are listed on the following page.



# Sandy Library

110-029-511100	Salaries	1,494,345	1,612,334	1,567,000	1,485,000
110-029-511200	Overtime	39	-	-	-
110-029-521100	Insurance Benefits	198,506	219,844	298,000	335,000
110-029-521200	FICA Taxes	114,331	121,528	120,000	115,000
110-029-521300	PERS	384,824	433,177	430,000	445,000
110-029-521360	Other Benefits	23,717	-	-	-
110-029-521500	Workers' Benefit Fund	1,093	972	1,000	1,000
110-029-521600	Unemployment Insurance	1,495	2,407	6,200	3,000
110-029-521700	Paid Leave Oregon Tax	-	1,617	6,300	6,000
110-029-521800	Workers' Comp Insurance	3,354	1,641	2,000	1,200
110-029-521900	Transit Tax	8,967	9,532	10,000	9,000
110-029-601100	Supplies	31,638	20,209	17,850	17,000
110-029-601200	Postage	133	108	400	100
110-029-601300	Printing	545	522	500	400
110-029-601400	Copier Charges	4,852	2,656	-	-
110-029-601401	Branding & Marketing	-	1,236	-	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
110-029-601800	Books and Subs. (NOT LIBR)	991	756	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
110-029-602500	Meetings & Meals	364	592	-	1,100
110-029-603100	Mileage Reimbursement	-	27	-	-
110-029-604100	Repairs & Maintenance	15,950	15,737	11,000	25,000
110-029-605100	Contractual Services	49,060	46,850	36,500	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
110-029-607101	Utilities - Hood	-	11,281	-	-
110-029-608100	Professional Services	4,889	7,069	7,500	8,500
110-029-609100	Insurance	17,867	13,499	15,000	24,000
110-029-629101	Library Books	81,256	73,526	81,000	81,000
110-029-629102	Library Magazines	5,995	6,315	7,500	6,800
110-029-629103	Videos/DVD's	19,254	14,342	19,000	19,000
110-029-629104	Acquisition Database	24,377	22,865	17,000	18,500
110-029-629105	Video Games	1,704	2,088	2,000	2,500
110-029-629106	CD Music	1,124	465	400	600
110-029-629107	Audio Books	6,942	7,702	7,400	7,400
110-029-629108	Program Story Time	18	-	-	-
110-029-629109	Reference Databases	12,396	2,623	5,500	6,500
110-029-629110	Digital	25,279	31,330	30,000	45,600

Requirements are continued on the following page.

# Sandy Library

110-029-629110	Digital	25,279	31,330	30,000	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
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
110-029-740100	Computer Equipment	17,576	2,995	23,200	23,000
110-029-740200	Library Equipment	4,816	-	150,000	96,000
110-029-812100	Loan Principal	56,582	60,554	64,594	68,000
110-029-832903	Loan Interest	35,292	29,738	25,698	22,332
110-029-911110	Indirect Support Cost	341,372	301,984	272,456	358,431
110-029-951000	Contingency	-	-	87,443	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>

# 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	12748	12657
Physical Arrests	411	421	458	649	734	591
Citations Issued	1,358	1,324	830	889	1933	2106
Sworn Officers per Thousand	1.46	1.27	1.26	1.26	1.24	1.24
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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	(44,426)	182,708	454,208	196,956
Fines, Fees, & Assessments	897,010	963,251	1,011,000	1,249,000
Interest	21,974	80,569	25,000	85,000
Intergovernmental	179,817	227,228	282,700	521,000
Grants	28,058	-	-	-
Loan Proceeds	-	140,440	-	-
Miscellaneous Revenue	-	-	-	10,000
General Revenue	5,660,000	6,215,000	6,700,000	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>
Personnel Services	4,969,212	5,350,324	6,251,000	7,517,100
Materials & Services	694,640	979,465	921,000	1,176,500
Capital Outlay	51,925	250,510	453,000	25,000
Debt Service	185,797	141,354	161,994	131,100
Transfers	579,247	536,038	613,217	771,869
Contingency	-	-	72,697	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>

### 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	BN19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-030-401100	Beginning Balance	(44,426)	182,708	454,208	196,956
110-030-440300	Federal Grants	28,058	-	-	-
110-030-441160	State Shared - Marijuana Tax	-	-	-	-
110-030-441450	County Grant	-	-	-	205,000
110-030-442500	Other Agencies	-	-	-	-
110-030-442701	Oregon Trail SD SRO	179,817	227,228	282,700	316,000
110-030-443000	Public Safety Fee	504,915	573,933	567,000	690,000
110-030-456100	Police Reports	5,512	7,511	6,000	7,000
110-030-456300	Fingerprinting	1,764	6,346	15,000	4,000
110-030-456400	Vehicle Impound	4,750	3,600	1,000	14,000
110-030-456500	Police Witness Fees	-	-	-	-
110-030-456605	Alarm Program	22,865	25,923	30,000	30,000
110-030-456800	Police Asset Forfeiture	2,258	2,554	2,000	4,000
110-030-466100	Municipal Court Fines	320,862	308,664	350,000	460,000
110-030-466200	Other Jurisdiction Court Fines	34,085	34,720	40,000	40,000
110-030-471101	Collection Interest	6,328	17,691	10,000	10,000
110-030-478030	Miscellaneous Revenue	15,646	62,878	15,000	75,000
110-030-479030	Surplus Property	-	-	-	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
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>

Requirements are listed on the following page.

# Police

110-030-511100	Salaries	2,848,148	3,161,294	3,508,000	4,097,000
110-030-511200	Overtime	227,471	236,128	250,000	275,000
110-030-521100	Insurance Benefits	534,286	553,830	795,000	1,065,000
110-030-521200	FICA Taxes	235,087	255,923	287,000	335,000
110-030-521300	PERS	878,745	1,005,556	1,212,000	1,540,000
110-030-521360	Other Benefits	79,769	27,141	42,000	53,000
110-030-521500	Workers' Benefit Fund	1,679	1,657	2,000	2,100
110-030-521600	Unemployment Insurance	3,042	5,059	15,000	9,000
110-030-521700	Paid Leave Oregon Tax	-	3,563	15,000	18,000
110-030-521800	Workers' Comp Insurance	142,532	80,085	102,000	96,000
110-030-521900	Transit Tax	18,454	20,088	23,000	27,000
110-030-601100	Supplies	11,345	20,158	17,000	17,000
110-030-601200	Postage	1,565	1,730	1,800	1,900
110-030-601300	Printing	564	962	1,000	2,000
110-030-601400	Copier Charges	306	251	600	700
110-030-601401	Branding & Marketing	-	166	400	400
110-030-601700	Memberships	1,478	2,384	1,700	3,000
110-030-601800	Books and Subscriptions	-	90	500	1,000
110-030-601900	Uniforms	14,540	11,043	13,500	10,000
110-030-602000	Uniform Cleaning	451	19	200	200
110-030-602100	Employee Recruitment	-	1,160	1,500	2,000
110-030-602200	Conferences	711	180	-	1,000
110-030-602300	Training & Professional Advancement	10,227	34,795	30,000	40,000
110-030-602500	Meetings & Meals	1,685	6,218	3,500	3,000
110-030-603100	Mileage Reimbursement	-	663	800	800
110-030-603200	Vehicle Fuel	54,006	84,386	75,000	80,000
110-030-603400	Vehicle Reg/Licenses	10	35	-	500
110-030-603500	Vehicle Repair & Maintenance	34,335	53,581	40,000	50,000
110-030-604100	Repairs & Maintenance	17,839	25,875	33,000	40,000
110-030-605100	Contractual Services	26,352	47,514	50,000	100,000
110-030-606100	Equipment Rental	-	39,260	-	20,000
110-030-607100	Utilities	48,047	56,938	50,000	70,000
110-030-608100	Professional Services	62,359	77,245	105,000	148,000
110-030-609100	Insurance	132,714	152,150	139,000	193,000
110-030-610200	Fees	4,856	1,827	2,500	2,000
110-030-630100	Ammunition/Range Practice	6,259	10,045	12,000	20,000
110-030-630300	Police County Dispatch	241,417	315,396	325,000	350,000
110-030-630350	Equipment	23,168	35,394	17,000	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
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
110-030-812200	Interfund Loan Principal	-	68,496	71,152	74,000
110-030-830001	Interfund Loan Interest	-	10,498	7,842	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
110-030-911110	Indirect Support Cost	572,084	529,075	601,117	764,869
110-030-951000	Contingency	-	-	72,697	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>

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

# 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-032-401100	Beginning Balance	-	-	-	74,300
110-032-492110	Indirect Service Revenue	-	-	426,550	351,300
<b>Total Resources</b>		-	-	<b>426,550</b>	<b>425,600</b>
110-032-511100	Salaries	-	-	251,000	282,000
110-032-511200	Overtime	-	-	-	-
110-032-521100	Insurance Benefits	-	-	45,000	5,000
110-032-521200	FICA Taxes	-	-	20,000	22,000
110-032-521300	PERS	-	-	70,000	85,000
110-032-521500	Workers' Benefit Fund	-	-	200	200
110-032-521600	Unemployment Insurance	-	-	1,000	600
110-032-521700	Paid Leave Oregon Tax	-	-	1,200	1,200
110-032-521800	Workers' Comp Insurance	-	-	400	200
110-032-521900	Transit Tax	-	-	1,500	1,700
110-032-601100	Supplies	-	-	5,000	5,000
110-032-601200	Postage	-	-	250	200
110-032-601401	Branding & Marketing	-	-	2,500	2,000
110-032-601700	Memberships	-	-	1,000	1,000
110-032-602100	Employee Recruitment	-	-	7,000	5,000
110-032-602200	Conferences	-	-	1,000	1,000
110-032-602500	Meetings & Meals	-	-	500	500
110-032-603100	Mileage Reimbursement	-	-	500	500
110-032-605100	Contractual Services	-	-	12,000	6,000
110-032-740000	Furniture & Office Equipment	-	-	-	-
110-032-740100	Computer Equipment	-	-	-	-
110-032-951000	Contingency	-	-	6,500	6,500
<b>Total Requirements</b>		-	-	<b>426,550</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	2933	1337	116	3015	17204	20860
Adult Program Participants	1694	1117	485	476	3740	4596
Children/Teen Program Participants	1676	615	26	190	1632	1628

## 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	257,996	249,789	187,909	126,473
Fines, Fees, & Assessments	68,552	150,441	203,000	244,300
Miscellaneous Revenue	8,320	-	-	-
General Revenue	563,000	605,000	720,000	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>
Personnel Services	456,261	512,574	625,600	706,800
Materials & Services	107,895	217,918	347,400	357,900
Capital Outlay	8,432	229	-	-
Transfers	75,025	75,847	89,124	95,073
Contingency	-	-	48,785	14,000
<b>Total Requirements</b>	<b>647,613</b>	<b>806,567</b>	<b>1,110,909</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-033-401100	Beginning Balance	257,996	249,789	187,909	126,473
110-033-436100	Recreation Fees - In House	34,231	38,552	4,000	11,500
110-033-436101	Recreation Fees - Contracted	-	-	60,000	40,000
110-033-436110	Youth Basketball Fees	17,391	21,559	42,000	80,000
110-033-436120	Special Events	15,679	43,979	4,000	10,500
110-033-436130	Adult Softball	-	17,866	21,000	34,000
110-033-436140	Pickleball	115	2,096	500	300
110-033-474000	Community Garden Rental	1,509	3,189	2,500	6,000
110-033-475000	Event and Community Sponsorship	-	-	67,000	60,000
110-033-475601	Concert Revenue	(373)	23,200	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
<b>Total Resources</b>		<b>897,868</b>	<b>1,005,230</b>	<b>1,110,909</b>	<b>1,173,773</b>

Requirements listed on the following page.

# Recreation

110-033-511100	Salaries	297,281	335,323	400,000	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
110-033-521200	FICA Taxes	23,128	25,305	31,000	34,000
110-033-521300	PERS	77,117	84,766	115,000	138,000
110-033-521360	Other Benefits	7,433	-	-	-
110-033-521500	Workers' Benefit Fund	166	170	500	300
110-033-521600	Unemployment Insurance	303	508	1,600	900
110-033-521700	Paid Leave Oregon Tax	-	395	1,600	1,800
110-033-521800	Workers' Comp Insurance	11,965	2,973	4,500	3,800
110-033-521900	Transit Tax	1,814	1,985	2,400	2,700
110-033-601100	Supplies	3,373	4,149	7,500	5,000
110-033-601200	Postage	309	281	1,000	300
110-033-601300	Printing	2,889	1,243	4,300	3,000
110-033-601400	Copier Charges	1,018	187	1,700	1,200
110-033-601401	Branding & Marketing	399	10,228	10,000	12,000
110-033-601401	Memberships	-	-	-	10,000
110-033-601700	Books and Subscriptions	1,079	3,875	9,000	5,000
110-033-601900	Uniforms	56	-	2,800	900
110-033-602100	Employee Recruitment	-	496	-	-
110-033-602200	Conferences	1,926	30	4,000	2,000
110-033-602300	Training & Professional Advancement	285	1,002	2,000	1,000
110-033-602500	Meetings & Meals	251	1,310	600	1,000
110-033-603100	Mileage Reimbursement	476	858	1,000	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
110-033-604110	Elevator Maintenance	916	2,390	1,500	1,500
110-033-605100	Contractual Services	12,046	23,753	20,000	25,000
110-033-607100	Utilities	13,851	13,471	15,000	17,000
110-033-609100	Insurance	8,769	8,217	4,500	8,000
110-033-633100	Program - Recreation - In House	20,112	75,451	2,000	2,500
110-033-633110	Program - Recreation - Contracted	-	981	63,000	45,000
110-033-633200	Program - Youth Basketball	2,586	14,388	30,000	50,000
110-033-633300	Program - Adult Softball	8,417	5,995	10,000	34,000
110-033-633400	Program - Concerts in Park	4,418	13,315	30,000	25,000
110-033-633500	Program - Movies in Park	9,699	4,345	10,000	10,000
110-033-633700	Program - Special Events	11,554	20,499	15,000	27,000
110-033-633800	Program - Pickleball	314	528	500	-
110-033-633900	Program - Community Garden	-	4,066	5,000	6,000
110-033-633910	Program - Community Events	-	-	50,000	30,000
110-033-633920	Program - Mountain Festival	-	-	15,000	-
110-033-633930	Program - Fireworks Display	-	-	26,000	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
110-033-951000	Contingency	-	-	48,785	14,000
<b>Total Requirements</b>		<b>647,613</b>	<b>806,567</b>	<b>1,110,909</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

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

## 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	26661	23776	20693	15785	13271	13047

## 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	BN 21-23	BN 23-25	BN 25-27
	Actual	Actual	Budget	Proposed
Beginning Balance	257,070	240,519	354,847	245,023
Fines, Fees, & Assessments	87,253	92,977	144,000	155,000
Grants	256,807	325,629	269,229	172,000
Miscellaneous Revenue	39,866	71	-	-
General Revenue	740,000	760,000	735,000	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>
Personnel Services	809,169	592,825	977,200	1,113,700
Materials & Services	213,155	276,672	313,800	150,000
Capital Outlay	16,503	26,482	-	2,000
Transfers	101,650	110,684	127,264	142,983
Contingency	-	-	84,812	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>

### 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.

# Senior Services

Account Number	Account Name	BN19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-034-401100	Beginning Balance	257,070	240,519	354,847	245,023
110-034-437100	Class & Activity Revenue	4,355	8,888	5,000	7,500
110-034-437101	Trip Revenue	4,800	2,404	13,000	17,500
110-034-440300	Federal Grants	193,151	167,153	143,737	82,000
110-034-441450	State Grants	63,581	158,476	125,492	90,000
110-034-442200	County Senior Citizens Grant	75	-	-	-
110-034-474200	Building Rent	6,682	20,249	56,000	50,000
110-034-475100	Nutrition Program	71,417	61,436	70,000	80,000
110-034-478000	Miscellaneous Revenue	39,866	71	-	-
110-034-491110	General Revenue	740,000	760,000	735,000	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>
110-034-511100	Salaries	451,742	408,105	604,000	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
110-034-521200	FICA Taxes	41,008	30,743	47,000	52,000
110-034-521300	PERS	136,214	85,195	172,000	210,000
110-034-521360	Other Benefits	5,337	-	-	-
110-034-521500	Workers' Benefit Fund	372	253	500	400
110-034-521600	Unemployment Insurance	536	679	2,500	1,400
110-034-521700	Paid Leave Oregon Tax	-	574	2,500	2,800
110-034-521800	Workers' Comp Insurance	11,385	4,064	7,000	6,000
110-034-521900	Transit Tax	3,216	2,411	3,700	4,100
110-034-601100	Supplies	6,385	7,256	12,000	8,000
110-034-601200	Postage	1,049	1,019	1,000	1,500
110-034-601300	Printing	86	1,173	4,000	1,500
110-034-601400	Copier Charges	1,105	541	1,000	1,000
110-034-601401	Branding & Marketing	-	1,246	3,000	4,000
110-034-601700	Memberships	1,310	945	1,500	1,000
110-034-601800	Books and Subscriptions	29	770	5,000	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
110-034-602300	Training & Professional Advancement	371	1,975	2,500	2,000
110-034-602500	Meetings & Meals	335	1,802	1,000	1,000
110-034-603100	Mileage Reimbursement	673	743	1,500	1,000
110-034-603200	Vehicle-Fuel	5,515	6,287	9,600	10,000
110-034-603500	Vehicle Repair & Maintenance	11,039	10,801	15,000	11,000
110-034-604100	Repairs & Maintenance	10,718	12,248	13,500	13,500
110-034-604110	Elevator Maintenance	1,529	4,780	5,000	3,000
110-034-605100	Contractual Services	15,923	35,990	18,000	25,000
110-034-607100	Utilities	13,851	14,815	15,000	20,000
110-034-609100	Insurance	8,769	8,217	4,500	6,000
110-034-610200	Fees	187	300	500	-
110-034-634100	Program - Senior Activities	8,467	7,152	6,000	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
110-034-634500	Program - Trips	1,144	2,022	3,500	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
110-034-911110	Indirect Support Cost	101,650	110,684	127,264	142,983
110-034-951000	Contingency	-	-	84,812	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>

# Parks & Trails

## Department Overview

The Parks, Buildings, & Grounds Department maintains and makes minor improvements to the City's parks, open spaces, public spaces, and public buildings. These activities are funded primarily out of the General Fund. Three full time employees and a seasonal worker are responsible for nine city buildings and one rental dwelling; nineteen developed parks and public spaces totaling approximately 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	72,674	50,667	44,985	19,471
Fines, Fees, & Assessments	46,843	62,039	94,500	113,000
Miscellaneous Revenue	23,767	18,586	11,600	-
Transfers	-	-	115,000	50,000
General Revenue	743,000	870,000	1,400,000	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>
Personnel Services	545,371	628,657	951,400	1,017,500
Materials & Services	204,951	244,122	376,000	409,050
Capital Outlay	32,305	8,910	200,000	45,000
Debt Service	809	8,092	8,100	-
Transfers	73,351	82,362	109,878	161,442
Contingency	-	-	20,707	49,479
<b>Total Requirements</b>	<b>856,787</b>	<b>972,143</b>	<b>1,666,085</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.



# Parks & Trails

Account Number	Account Name	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-035-401100	Beginning Balance	72,674	50,667	44,985	19,471
110-035-474000	Property Rental Revenue	44,143	52,989	62,000	65,000
110-035-475010	Gazebo Rental Revenue	2,700	-	30,500	28,000
110-035-475000	Community Sponsorship	-	9,050	2,000	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
110-035-491110	General Revenue	743,000	870,000	1,400,000	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>
110-035-511100	Salaries	324,953	382,567	538,000	589,000
110-035-511200	Overtime	1,183	3,252	-	2,500
110-035-521100	Insurance Benefits	86,907	99,850	198,000	182,000
110-035-521200	FICA Taxes	24,949	28,954	42,000	45,000
110-035-521300	PERS	89,686	98,697	148,000	178,000
110-035-521360	Other Benefits	448	-	-	-
110-035-521500	Workers' Benefit Fund	236	259	500	400
110-035-521600	Unemployment Insurance	326	565	2,200	1,400
110-035-521700	Paid Leave Oregon Tax	-	371	2,200	2,600
110-035-521800	Workers' Comp Insurance	14,726	11,871	17,000	13,000
110-035-521900	Transit Tax	1,957	2,271	3,500	3,600
110-035-601100	Supplies	13,024	12,388	15,000	15,000
110-035-601200	Postage	6	42	100	100
110-035-601400	Copier Charges	0	-	-	-
110-035-601700	Memberships	600	1,089	500	500
110-035-601800	Books and Subscriptions	-	-	700	3,150
110-035-601900	Uniforms	1,730	2,728	3,500	3,300
110-035-602100	Employee Recruitment	43	757	500	700
110-035-602300	Training & Professional Advancement	530	1,700	11,000	10,000
110-035-602500	Meetings & Meals	-	-	-	1,000
110-035-603100	Mileage Reimbursement	100	178	200	500
110-035-603200	Vehicle - Fuel	10,505	29,381	29,000	30,000
110-035-603500	Vehicle Repair & Maintenance	4,916	6,640	-	10,000
110-035-604100	Repairs & Maintenance	43,041	50,214	95,000	90,000
110-035-605100	Contractual Services	14,633	1,203	11,000	30,000
110-035-606100	Equipment Rental	17,544	2,538	10,000	3,000
110-035-606150	Winterfest Improvements	-	-	-	50,000.00
110-035-607100	Utilities	41,992	105,386	150,000	110,000
110-035-608100	Professional Services	38,428	7,577	25,000	20,000
110-035-609100	Insurance	13,284	18,060	19,000	27,000
110-035-610200	Fees	4,126	3,741	5,000	3,800
110-035-650300	Regulatory Fees	448	500	500	1,000
110-035-715000	Improvements	5,993	5,000	100,000	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
110-035-911110	Indirect Support Cost	65,276	74,287	92,578	149,192
110-035-951000	Contingency	-	-	20,707	49,479
<b>Total Requirements</b>		<b>856,787</b>	<b>972,143</b>	<b>1,666,085</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 plat 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	201,710	286,029	95,043	381,999
Fines, Fees, & Assessments	426,965	379,541	287,000	267,100
Grants	1,000	53,000	64,000	1,000
Miscellaneous Revenue	2,291	12,154	5,000	3,000
General Revenue	280,000	547,000	970,000	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>
Personnel Services	533,121	656,002	908,500	970,300
Materials & Services	132,592	314,203	300,500	147,700
Capital Outlay	6,336	14,918	15,000	9,000
Transfers	84,406	157,028	166,231	236,226
Contingency	-	-	30,812	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>

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

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

# Building

Account Number	Account Name	BN19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-037-401100	Beginning Balance	567,903	405,471	405,203	584,912
110-037-433110	Permits - Building	331,455	375,941	320,000	320,000
110-037-433120	Permits - Plumbing	110,979	118,263	110,000	110,000
110-037-433130	Permits - Mechanical	48,163	60,336	50,000	60,000
110-037-433140	Permits - Fire Life & Safety	5,563	15,808	10,000	20,000
110-037-433400	Permits - Other Building	12,814	35,535	20,000	20,000
110-037-433910	Permits - State %	53,867	66,740	60,000	60,000
110-037-434100	Plan Check Fee	179,242	154,409	140,000	200,000
110-037-434150	Building Administration Fee	2,209	-	-	-
110-037-454600	Technology Fee	-	-	-	17,000
110-037-478000	Miscellaneous Revenue	-	-	-	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>
110-037-511100	Salaries	458,430	401,389	401,000	462,000
110-037-511200	Overtime	5,527	4,179	-	5,000
110-037-521100	Insurance Benefits	75,814	64,354	96,000	118,000
110-037-521200	FICA Taxes	36,197	30,670	31,000	36,000
110-037-521300	PERS	112,159	104,419	111,000	140,000
110-037-521360	Other Benefits	4,030	153	-	-
110-037-521500	Workers' Benefit Fund	281	189	300	300
110-037-521600	Unemployment Insurance	473	587	1,700	1,000
110-037-521700	Paid Leave Oregon Tax	-	365	1,700	2,000
110-037-521800	Workers' Comp Insurance	8,046	2,696	3,800	4,000
110-037-521900	Transit Tax	2,839	2,405	2,500	2,900
110-037-601100	Supplies	3,999	4,684	8,000	6,000
110-037-601200	Postage	219	153	300	3,000
110-037-601300	Printing	598	678	1,000	1,000
110-037-601400	Copier Charges	1,220	1,449	1,500	1,000
110-037-601401	Branding & Marketing	-	194	500	3,000
110-037-601700	Memberships	1,565	1,709	1,800	1,600
110-037-601800	Books and Subscriptions	1,662	4,096	3,500	4,000
110-037-601900	Uniforms	195	231	1,000	1,000
110-037-602200	Conferences	-	195	3,000	4,000
110-037-602300	Training & Professional Advancement	225	-	-	-
110-037-602500	Meetings & Meals	40	98	500	500
110-037-603100	Mileage Reimbursement	-	-	-	200
110-037-605100	Contractual Services	2,218	12,688	10,000	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
110-037-608200	Professional Services - Engineering	-	-	1,000	-
110-037-628200	Credit Card Merchant Fee	6,419	9,057	10,000	8,000
110-037-637200	State Bldg Fee Surcharge	56,051	69,359	60,000	60,000
110-037-740000	Furniture & Office Equipment	1,801	323	-	1,000
110-037-740100	Computer Equipment	2,637	9,086	15,000	10,000
110-037-911110	Indirect Support Cost	123,297	113,105	101,961	125,087
110-037-951000	Contingency	-	-	246,142	290,825
<b>Total Requirements</b>		<b>910,343</b>	<b>839,818</b>	<b>1,115,203</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	29,595	58,957	44,204	4,634
Miscellaneous Revenue	8,020	322	-	-
General Revenue	242,000	224,000	255,000	145,000
<b>Total Resources</b>	<b>279,614</b>	<b>283,279</b>	<b>299,204</b>	<b>149,634</b>
Personnel Services	100,642	138,071	107,600	-
Materials & Services	78,519	74,595	153,750	117,200
Capital Outlay	2,498	99	-	-
Transfers	38,997	24,510	27,202	26,691
Contingency	-	-	10,652	5,743
<b>Total Requirements</b>	<b>220,657</b>	<b>237,275</b>	<b>299,204</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-038-401100	Beginning Balance	29,595	58,957	44,204	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
<b>Total Resources</b>		<b>279,614</b>	<b>283,279</b>	<b>299,204</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
110-038-601200	Postage	8	73	100	100
110-038-601300	Printing	-	473	-	100
110-038-601400	Copier Charges	303	-	-	-
110-038-601401	Branding & Marketing	206	118	1,000	500
110-038-601700	Memberships	1,415	725	2,000	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
110-038-606120	Building Rent	732	-	-	-
110-038-639608	Program - Contributions SSCP	46,442	60,000	60,000	60,000
110-038-639609	Program - Tenant Improvements	5,415	-	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
110-038-951000	Contingency	-	-	10,652	5,743
<b>Total Requirements</b>		<b>220,657</b>	<b>237,275</b>	<b>299,204</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	130,004	523,605	2,032,223	1,441,000
Miscellaneous Revenue	192,149	99,143	-	85,000
Indirect Service Revenue	259,000	261,997	281,000	328,000
General Revenue	741,000	3,154,223	1,210,000	1,267,000
<b>Total Resources</b>	<b>1,322,153</b>	<b>4,038,969</b>	<b>3,523,223</b>	<b>3,121,000</b>
Materials & Services	619,344	954,621	678,000	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
Contingency	-	-	1,150,223	1,767,000
<b>Total Requirements</b>	<b>798,627</b>	<b>2,051,207</b>	<b>3,523,223</b>	<b>3,121,000</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), as well as \$467,000 in unassigned funds.

# Non-Departmental

Account Number	Account Name	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-039-401100	Beginning Balance	130,004	523,605	2,032,223	1,441,000
110-039-477000	Merchandise	128	-	-	-
110-039-478000	Miscellaneous Revenue	182,521	41,391	-	35,000
110-039-478200	Reimbursement	9,500	57,752	-	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
110-039-492110	Indirect Service Revenue	259,000	261,997	245,000	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>
110-039-601100	Supplies	35,311	39,716	45,000	50,000
110-039-601200	Postage	2,602	3,518	4,000	5,000
110-039-601300	Printing	83	665	1,000	-
110-039-601400	Copier Charges	2,458	2,436	2,000	1,000
110-039-601401	Branding & Marketing	5,177	2,302	2,000	2,000
110-039-601500	Public Notices	653	67	1,000	1,000
110-039-601600	Organizational Fees	41,837	127,311	84,000	70,000
110-039-601700	Memberships	1,719	2,105	3,000	5,000
110-039-601800	Books and Subscriptions	699	19,997	15,000	25,000
110-039-602300	Training & Professional Advancement	-	206	-	-
110-039-603200	Vehicle - Fuel	275	380	1,000	1,000
110-039-603500	Vehicle Repair & Maintenance	168	5,448	1,000	1,000
110-039-604100	Repairs & Maintenance	19,953	19,985	10,000	25,000
110-039-605100	Contractual Services	77,886	100,891	100,000	150,000
110-039-607100	Utilities	55,490	54,026	75,000	80,000
110-039-608100	Professional Services	38,238	86,805	20,000	125,000
110-039-609100	Insurance	74,820	173,987	248,000	275,000
110-039-610200	Fees	10,248	4,942	5,000	3,000
110-039-628200	Credit Card Merchant Fee	7,502	9,463	9,000	25,000
110-039-639100	Cash Over/Short	(281)	776	-	-
110-039-639201	Cable Programming	28,684	17,097	22,000	25,000
110-039-639202	Program - Web Site	20,617	15,256	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
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
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	-	-
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	-

Requirements are continued on the following page

# Non-Departmental

110-039-910133	Transfer to Recreation	-	-	15,000	-
110-039-910135	Transfer to Parks & Trails	-	-	115,000	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. Fund	-	-	-	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
110-039-910720	Transfer to URA Fund	-	440,000	-	-
110-039-955000	Contingency	-	-	1,150,223	1,767,000
<b>Total Requirements</b>		<b>798,627</b>	<b>2,051,207</b>	<b>3,523,223</b>	<b>3,121,000</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
<b>Total FTE</b>	<b>1.30</b>	<b>1.30</b>	<b>1.30</b>	<b>1.30</b>

## Budget Summary & Detail

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

# Information Technology

Account Number	Account Name	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
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
<b>Total Resources</b>		<b>589,436</b>	<b>513,037</b>	<b>782,050</b>	<b>798,800</b>
110-040-511100	Salaries	185,451	198,970	225,000	244,000
110-040-511200	Overtime	-	-	-	-
110-040-521100	Insurance Benefits	20,991	25,766	35,000	40,000
110-040-521200	FICA Taxes	14,164	14,974	18,000	20,000
110-040-521300	PERS	33,607	42,793	62,000	74,000
110-040-521360	Other Benefits	1,748	-	-	-
110-040-521500	Workers' Benefit Fund	147	115	200	200
110-040-521600	Unemployment Insurance	185	295	1,000	600
110-040-521700	Paid Leave Oregon Tax	-	196	1,000	1,000
110-040-521800	Workers' Comp Insurance	208	4,290	2,800	2,300
110-040-521900	Transit Tax	1,111	1,174	1,500	1,500
110-040-601100	Supplies	1,120	11,248	10,000	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
110-040-602500	Meetings & Meals	104	277	350	-
110-040-603100	Mileage Reimbursement	-	-	200	-
110-040-604100	Repairs & Maintenance	265	-	10,000	2,000
110-040-605100	Contractual Services	271,609	158,367	170,000	240,000
110-040-607100	Utilities	920	970	2,000	5,000
110-040-639202	Web Site	1,500	-	-	-
110-040-740000	Furniture & Office Equipment	31,104	362	-	3,000
110-040-740100	Computer Equipment	19,591	22,205	225,000	66,000
110-040-740201	Phone Equipment	-	645	-	2,000
110-040-910680	Transfer to IT Set Aside	-	-	-	75,000
110-040-951000	Contingency	-	-	12,500	15,200
<b>Total Requirements</b>		<b>584,399</b>	<b>483,515</b>	<b>782,050</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	-	-	55,333	120,840
Intergovernmental	-	-	652,000	700,000
Fines, Fees, & Assessments	-	-	3,500	1,750
Grants	-	-	1,300	1,300
Miscellaneous Revenue	-	-	2,500	2,500
<b>Total Resources</b>	-	-	<b>714,633</b>	<b>826,390</b>
Personnel Services	-	-	493,500	500,500
Materials & Services	-	-	134,200	160,106
Capital Outlay	-	-	8,000	60,500
Transfers	-	-	68,114	81,884
Contingency	-	-	10,819	23,400
<b>Total Requirements</b>	-	-	<b>714,633</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.



# Hoodland Library

Account Number	Account Name	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-041-401100	Beginning Balance	-	-	55,333.00	120,840
110-041-441210	State Grants	-	-	1,300.00	1,300
110-041-442400	District Funding	-	-	652,000.00	700,000
110-041-463100	Fines	-	-	2,500.00	1,050
110-041-477100	Miscellaneous	-	-	2,500.00	2,500
110-041-477110	Lost/Paid Fees	-	-	1,000.00	700
<b>Total Resources</b>		-	-	<b>714,633</b>	<b>826,390</b>
110-041-511100	Salaries	-	-	321,000	312,000
110-041-511200	Overtime	-	-	-	-
110-041-521100	Insurance Benefits	-	-	43,000	64,000
110-041-521200	FICA Taxes	-	-	25,000	24,000
110-041-521300	PERS	-	-	99,000	96,000
110-041-521500	Workers' Benefit Fund	-	-	300	300
110-041-521600	Unemployment Insurance	-	-	1,400	700
110-041-521700	Paid Leave Oregon Tax	-	-	1,400	1,300
110-041-521800	Workers' Comp Insurance	-	-	400	300
110-041-521900	Transit Tax	-	-	2,000	1,900
110-041-601100	Supplies	-	-	3,200	3,200
110-041-601200	Postage	-	-	100	330
110-041-601401	Branding & Marketing	-	-	300	300
110-041-601700	Memberships	-	-	100	100
110-041-602200	Conferences	-	-	500	500
110-041-604100	Repairs & Maintenance	-	-	2,000	3,000
110-041-605100	Contractual Services	-	-	21,000	21,000
110-041-606100	Building Rent	-	-	48,500	52,476
110-041-607100	Utilities	-	-	7,000	14,500
110-041-608100	Professional Services	-	-	1,500	5,000
110-041-609100	Insurance	-	-	4,000	5,000
110-041-629101	Library Books	-	-	15,000	15,000
110-041-629102	Library Magazines	-	-	2,500	2,600
110-041-629103	Videos/DVDs	-	-	10,000	10,000
110-041-629104	Acquisition Database	-	-	4,500	5,400
110-041-629105	Video Games	-	-	1,000	-
110-041-629106	CD Music	-	-	3,000	1,000
110-041-629107	Audio Books	-	-	1,500	3,000
110-041-629108	Reference Database	-	-	6,000	1,400
110-041-629109	Digital	-	-	1,500	10,000
110-041-629200	Programs	-	-	1,000	1,300
110-041-629300	Programs - Other	-	-	-	5,000
110-041-740000	Furniture & Office Equipment	-	-	500	500
110-041-740100	Computer Equipment	-	-	7,500	6,000
110-041-740200	Library Equipment	-	-	-	54,000
110-041-911110	Indirect Support Cost	-	-	68,114	81,884
110-041-951000	Contingency	-	-	10,819	23,400
<b>Total Requirements</b>		-	-	<b>714,633</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
<b>Total FTE</b>	-	-	-	1.30

## Budget Summary & Detail

	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Transfers	-	-	-	50,000
General Revenue	-	-	-	185,000
Indirect Service Revenue	-	-	-	270,000
<b>Total Resources</b>	-	-	-	<b>505,000</b>
Personnel Services	-	-	-	367,700
Materials & Services	-	-	-	76,300
Capital Outlay	-	-	-	52,000
Contingency	-	-	-	9,000
<b>Total Requirements</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
110-042-401100	Beginning Balance	-	-	-	-
110-042-478000	Miscellaneous Revenue	-	-	-	-
110-042-490139	Transfer from Non Dept	-	-	-	50,000
110-042-491110	General Revenue	-	-	-	185,000
110-042-492110	Indirect Service Revenue	-	-	-	270,000
<b>Total Resources</b>		-	-	-	<b>505,000</b>
110-042-511100	Salaries	-	-	-	205,000
110-042-511200	Overtime	-	-	-	-
110-042-521100	Insurance Benefits	-	-	-	76,000
110-042-521200	FICA Taxes	-	-	-	16,000
110-042-521300	PERS	-	-	-	62,000
110-042-521500	Workers' Benefit Fund	-	-	-	200
110-042-521600	Unemployment Insurance	-	-	-	500
110-042-521700	Oregon Paid Leave Tax	-	-	-	1,000
110-042-521800	Workers' Comp Insurance	-	-	-	5,500
110-042-521900	Transit Tax	-	-	-	1,500
110-042-601100	Supplies	-	-	-	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
110-042-601900	Uniforms	-	-	-	500
110-042-602100	Employee Recruitment	-	-	-	1,000
110-042-602300	Training & Professional Advancement	-	-	-	1,000
110-042-602500	Meetings & Meals	-	-	-	500
110-042-603100	Mileage Reimbursement	-	-	-	100
110-042-603200	Vehicle - Fuel	-	-	-	4,000
110-042-603500	Vehicle Repair & Maintenance	-	-	-	1,000
110-042-604100	Repairs & Maintenance	-	-	-	9,000
110-042-605100	Contractual Services	-	-	-	-
110-042-606100	Equipment Rental	-	-	-	1,000
110-042-607100	Utilities	-	-	-	-
110-042-608100	Professional Services	-	-	-	-
110-042-608101	Professional Services Tree Abatement	-	-	-	50,000
110-042-609100	Insurance	-	-	-	-
110-042-740000	Furniture & Office Equipment	-	-	-	2,000
110-042-760000	Machinery & Equipment	-	-	-	50,000
110-042-951000	Contingency	-	-	-	9,000
<b>Total Requirements</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

	BN19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>				
Beginning Balance	1,428,568	1,985,240	2,327,412	2,563,293
Fines, Fees, & Assessments	2,665,546	2,752,748	2,405,000	2,440,000
Interest	140,112	226,825	50,000	120,000
Loan Proceeds	34,267	-	-	-
Miscellaneous	179,710	8,281	5,000	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>
Beginning Balance	3,587,337	9,788,012	-	-
Fines, Fees, & Assessments	1,736,975	1,388,421	1,819,000	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>
Transfer From Operations	-	-	-	142,500
<b>Vehicle Set Aside Total</b>	<b>-</b>	<b>-</b>	<b>-</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>REQUIREMENTS</b>				
Personnel Services	528,062	619,943	773,500	1,002,200
Materials & Services	1,630,103	812,688	1,959,300	1,363,500
Capital Outlay	179,968	25,744	167,000	315,000
Debt Service	7,473	17,813	13,400	10,100
Transfers	117,357	118,723	179,299	360,632
Contingency	-	-	297,000	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>
Capital Outlay	871,694	10,469,133	2,505,000	1,320,000
Debt Service	162,018	814,088	813,834	816,734
Contingency	-	-	498,079	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>
Contingency	-	-	-	142,500
<b>Vehicle Set Aside Total</b>	<b>-</b>	<b>-</b>	<b>-</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>

### 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>					
240-054-401000	Beginning Balance	1,428,568	1,985,240	2,327,412	2,563,293
240-054-441150	State Shared - Gas Tax	1,604,882	2,065,120	1,800,000	1,800,000
240-054-441190	City Gas Tax	518,548	646,232	600,000	600,000
240-054-442500	Other Agencies	500,000	-	-	-
240-054-457100	Engineering Fees	31,458	41,396	5,000	40,000
240-054-471100	Interest	140,112	226,825	50,000	120,000
240-054-471104	Res. Sidewalk Repair	10,657	-	-	-
240-054-478000	Miscellaneous Revenue	178,710	8,281	5,000	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>
240-154-401000	Beginning Balance	3,587,337	9,788,012	-	-
240-154-423000	AFRD Reimbursement	79,002	84,906	4,000	50,000
240-154-433540	Streets SDC	909,468	457,572	1,390,000	1,785,000
240-154-441140	VRF Funds	254,073	497,877	425,000	440,000
240-154-441434	ODOT STP Funds	-	302,073	-	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>
240-254-490240	Transfer Operations Department	-	-	-	142,500
<b>Vehicle Set Aside Total</b>		<b>-</b>	<b>-</b>	<b>-</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>

Requirements are listed on the following page.

# Street Fund

## REQUIREMENTS

240-054-511100	Salaries	303,391	384,980	456,000	590,000
240-054-511200	Overtime	11,029	14,972	16,000	18,000
240-054-521100	Insurance Benefits	50,296	68,581	104,000	133,000
240-054-521200	FICA Taxes	24,048	30,154	37,000	48,000
240-054-521300	PERS	83,810	103,559	138,000	190,000
240-054-521360	Other Benefits	4,327	-	-	-
240-054-521500	Workers' Benefit Fund	184	198	500	400
240-054-521600	Unemployment Insurance	316	608	2,000	1,300
240-054-521700	Paid Leave Oregon Tax	-	414	2,000	2,500
240-054-521800	Workers' Comp Insurance	48,774	14,111	15,000	15,000
240-054-521900	Transit Tax	1,887	2,366	3,000	4,000
240-054-601100	Supplies	65,170	-	70,000	60,000
240-054-601200	Postage	113	49,061	100	200
240-054-601300	Printing	-	20	100	250
240-054-601400	Copier Charges	15	106	100	200
240-054-601401	Branding & Marketing	-	19	-	-
240-054-601500	Public Notices	194	-	-	200
240-054-601600	Organizational Fees	-	92	200	200
240-054-601700	Memberships	-	1,200	600	1,000
240-054-601800	Books and Subscriptions	55	389	600	1,000
240-054-601900	Uniforms	1,954	1,482	2,300	3,500
240-054-602100	Employee Recruitment	76	4,968	5,000	5,000
240-054-602200	Conferences	-	781	10,000	5,000
240-054-602300	Training & Professional Advancement	7	819	5,000	5,500
240-054-602500	Meetings & Meals	131	383	700	1,250
240-054-603100	Mileage Reimbursement	2	2	100	200
240-054-603200	Vehicle - Fuel	7,995	12,154	15,000	12,500
240-054-603400	Vehicle Reg/Licenses	-	-	500	500
240-054-603500	Vehicle Repair & Maintenance	17,303	10,210	30,000	40,000
240-054-604100	Repairs & Maintenance	59,795	50,426	75,000	70,000
240-054-604500	Street Maintenance Program	790,413	15,089	600,000	600,000
240-054-605100	Contractual Services	342,730	431,213	805,000	150,000
240-054-606100	Equipment Rental	19,258	15,197	20,000	10,000
240-054-607100	Utilities	230,227	165,719	190,000	195,000
240-054-608100	Professional Services	5,179	12,137	20,000	75,000
240-054-608200	Professional Services - Engineering	79,003	26,756	90,000	100,000
240-054-609100	Insurance	9,572	14,051	18,000	26,000
240-054-610200	Fees	914	414	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
240-054-740000	Furniture & Office Equipment	113	536	5,000	5,000
240-054-740100	Computer Equipment	928	4,215	12,000	10,000
240-054-760000	Machinery & Equipment	51,011	146	70,000	200,000
240-054-770000	Major Repairs & Maintenance	69,347	1,500	70,000	50,000
240-054-812100	Loan Principal	7,473	17,813	13,400	10,100
240-054-910110	Transfer to General Fund	100,219	101,585	152,199	200,057
240-054-910254	Transfer to Streets Vehicle Set Aside	-	-	-	142,500
240-054-910370	Transfer to Facilities Maint. Fund	3,200	3,200	3,200	3,200
240-054-910670	Transfer to Op Ctr ISF	13,938	13,938	23,900	14,875
240-054-950000	Contingency	-	-	297,000	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>

Requirements are continued on the following page.



# Street Fund

240-154-734000	Improvements	791,886	399,719	850,000	400,000
240-154-734010	362nd Ave/Bell St Extention	-	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
240-154-734509	Gunderson & HWY 211	-	-	-	750,000
240-154-785117	AFRD Reimbursement	79,808	26,334	-	20,000
240-154-812903	Bond Principal	59,485	430,000	465,000	500,000
240-154-832902	Bond Interest	1,171	382,912	347,634	315,234
250-154-870000	Paying Agent Fees	101,361	1,176	1,200	1,500
240-154-950000	Contingency	-	-	498,079	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>
240-254-950000	Contingency	-	-	-	142,500
<b>Vehicle Set Aside Total</b>		<b>-</b>	<b>-</b>	<b>-</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>

# 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>				
Beginning Balance	1,890,443	1,583,465	2,058,598	1,890,660
Fines, Fees, & Assessments	2,364,644	2,491,954	4,101,971	3,589,000
Interest	96,025	80,130	19,000	178,000
Grants	1,804,175	2,267,498	1,810,392	1,660,000
Miscellaneous	195,566	253,551	172,924	182,500
Transfers	-	-	-	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>
Beginning Balance	(44,787)	-	-	-
Grants	1,583,202	355,001	2,956,728	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>
Contract Grants	-	-	-	3,128,100
Fines, Fees, & Assessments	-	-	-	155,000
<b>County Contract Total</b>	<b>-</b>	<b>-</b>	<b>-</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>REQUIREMENTS</b>				
Personnel Services	1,060,181	688,443	787,800	1,205,600
Materials & Services	2,556,848	3,385,283	5,504,399	5,396,700
Capital Outlay	31,975	3,263	-	5,000
Debt Service	-	-	-	-
Transfers	192,933	215,923	326,951	403,904
Contingency	-	-	546,977	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>
Capital Outlay	2,468,069	763,208	3,953,486	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>
Materials & Services	-	-	-	2,831,900
Transfers	-	-	-	401,171
Contingency	-	-	-	50,029
<b>County Contract Total</b>	<b>-</b>	<b>-</b>	<b>-</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>

### 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.
- Capital Outlay includes expansion of the Operations Center and other capacity improvements.
- County Contracts Departments established to better track and present the cost of services provided by City of Sandy but paid for by Clackamas County.

# Transit Fund

Account Number	Account Name	BN19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>					
270-070-401000	Beginning Balance	1,890,443	1,583,465	2,058,598	1,890,660
270-070-411300	Employer Transit Tax	1,521,172	1,795,705	1,796,586	1,950,000
270-070-440300	Federal Grants	1,526,680	1,957,340	1,338,456	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
270-070-442500	Other Agencies	482,227	51,324	247,778	10,000
270-070-445000	Admin Overhead Revenue				401,171
270-070-445010	Vehicle Maint Revenue				260,000
270-070-459100	Farebox - SAM	102,777	77,753	89,000	97,000
270-070-459101	Fare Media - SAM	19,710	22,523	20,000	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
270-070-471101	Interest - STIF	25,129	512	2,000	18,000
270-070-474200	Facility & Vehicle Fees	33,181	48,689	52,570	-
270-070-478040	Miscellaneous Revenue	13,378	570	-	2,500
270-070-478200	Reimbursements	21,931	86,510	-	-
270-070-495355	Interfund Loan Payments	160,257	166,471	172,924	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>
270-170-401000	Beginning Balance	(44,787)	-	-	-
270-170-440300	Federal Grants	1,583,202	355,001	2,956,728	415,000
270-170-440400	State Revenue	-	-	-	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>
270-270-441480	County Grants				3,128,100
270-270-441480	Farebox				125,000
270-270-441480	Faremedia				30,000
<b>County Contract Total</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>

Requirements are listed on the following page.

# Transit Fund

## REQUIREMENTS

270-070-511100	Salaries	793,731	471,891	524,000	720,000
270-070-511200	Overtime	31,121	-	-	-
270-070-521100	Insurance Benefits	55,663	57,944	70,000	195,000
270-070-521200	FICA Taxes	63,111	35,602	40,000	60,000
270-070-521300	PERS	107,998	118,376	145,000	220,000
270-070-521360	Other Benefits	1,804	110	-	-
270-070-521500	Workers' Benefit Fund	691	608	400	400
270-070-521600	Unemployment Insurance	825	702	2,200	1,500
270-070-521700	Paid Leave Oregon Tax	-	-	2,200	3,000
270-070-521800	Workers' Comp Insurance	287	418	800	700
270-070-521900	Transit Tax	4,950	2,792	3,200	5,000
270-070-601100	Supplies	10,075	5,091	9,500	5,000
270-070-601200	Postage	5,504	4,682	4,000	4,000
270-070-601300	Printing	4,690	1,534	10,000	7,000
270-070-601400	Copier Charges	146	-	-	200
270-070-601401	Branding & Marketing	11,810	18,047	30,000	30,000
270-070-601500	Public Notices	229	577	500	500
270-070-601700	Memberships	3,348	3,227	4,000	3,000
270-070-602100	Employee Recruitment	3,308	-	1,000	-
270-070-602200	Conferences	1,735	12,261	15,000	20,000
270-070-602300	Training & Professional Advancement	-	2,536	20,000	20,000
270-070-602500	Meetings & Meals	1,177	1,639	3,500	3,500
270-070-603100	Mileage Reimbursement	725	797	2,000	1,500
270-070-603200	Vehicle - Fuel	205,611	364,053	400,000	450,000
270-070-603400	Vehicle Reg/Licenses	350	1,630	1,500	1,500
270-070-603500	Vehicle Repair & Maintenance	322,168	324,070	375,000	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
270-070-604200	Bus Shelter Maintenance	11,584	20,385	30,000	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
270-070-605110	Contractual Services - MHX	123,125	-	-	-
270-070-605300	Administrative Contracts	5,162	5,600	50,000	74,000
270-070-607100	Utilities	3,952	34,781	20,000	100,000
270-070-608200	Bus Shelters	648	2,166	12,000	-
270-070-609100	Insurance	99,302	12,916	38,000	49,000
270-070-610200	Fees	440	933	1,000	1,500
270-070-636100	Program - E&D	130,012	566,408	315,545	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
270-070-740100	Computer Equipment	31,270	2,249	-	2,000
270-070-750000	Transportation Equipment	102	-	-	-
270-070-910110	Transfers to General Fund	127,608	150,598	189,751	295,454
270-070-910370	Transfer to Facilities Maint. Fund	12,200	12,200	12,200	12,200
270-070-910560	Transfer to Telecom Fund	-	-	-	-
270-070-910670	Transfer to Op Ctr ISF	53,125	53,125	125,000	96,250
270-070-950000	Contingency	-	-	546,977	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>

Requirements are continued on the following page.

# Transit Fund

270-170-723400	Transit Center	-	-	460,000	498,000
270-170-734600	Bus Barn	1,085,438	-	-	-
270-170-735000	Capacity Improvements	-	-	248,486	900,000
270-170-750000	Transportation Equipment	1,375,288	763,208	3,245,000	30,000
270-170-750100	Bus Shelters	7,343	-	-	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>
270-270-601100	Supplies				4,000
270-270-603100	Mileage Reimbursement				-
270-270-603120	Fare Reimbursement				155,000
270-270-603200	Vehicle - Fuel				90,000
270-270-603400	Vehicle Reg/Licenses				-
270-270-603500	Vehicle Repair & Maintenance				-
270-270-603510	Vehicle Repair & Maintenance - MHX				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
270-270-607100	Utilities				152,000
270-270-608200	Bus Shelters				-
270-270-609100	Insurance				-
270-270-910070	Admin Overhead - Transfer to City Operations				401,171
270-270-950000	Contingency				50,029
<b>County Contract Total</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>

# Aquatic/Recreation Center Fund

## Fund Overview

The Aquatic/Recreation Center located on the Sandy Community Campus, is the site of the old Cedar Ridge Middle School, previously owned by the Oregon Trail School District. The City purchased the property from the District in March 2017 for \$3 million. Urban renewal funds were used to purchase the property. The Olin Bignal Aquatic Center began renovations in March 2018, and the pool opened under City management on July 7, 2018. The pool closed on May 31, 2019, 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
<b>Total FTE</b>	<b>0.30</b>	<b>0.25</b>	<b>-</b>	<b>-</b>

## Budget Summary & Detail

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

## BN 2025-27 Budget Notes

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



# Aquatic/Recreation Center Fund

Account Number	Account Name	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
280-000-401000	Beginning Balance	114,011	112,560	157,000	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
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
<b>Total Resources</b>		<b>276,940</b>	<b>360,045</b>	<b>158,000</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	-	-
280-000-601102	Supplies - Safety	-	-	-	-
280-000-601200	Postage	-	-	-	-
280-000-601400	Copier Charges	-	-	-	-
280-000-601401	Branding & Marketing	-	-	-	-
280-000-601402	Merchandise	-	-	-	-
280-000-601700	Membership	-	-	-	-
280-000-601900	Uniforms	-	-	-	-
280-000-602100	Employee Recruitment	-	-	-	-
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
280-000-609100	Insurance	18,292	57,974	30,000	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
280-000-951000	Contingency	-	-	18,401	367
<b>Total Requirements</b>		<b>164,381</b>	<b>198,894</b>	<b>158,000</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>				
Beginning Balance	789,431	1,101,765	1,221,957	2,303,794
Fines, Fees, & Assessments	295,293	130,607	400,000	200,000
Interest	27,041	6,101	25,000	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>
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>
Beginning Balance	1,015,364	1,383,709	1,757,681	1,915,386
Fines, Fees, & Assessments	539,952	684,272	1,800,000	2,200,000
Grants	-	6,485	-	700,000
Interest	35,271	9,542	25,000	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>Total Resources</b>	<b>2,751,785</b>	<b>3,460,941</b>	<b>5,229,638</b>	<b>7,509,180</b>
<b>REQUIREMENTS</b>				
Capital Outlay	10,000	26,736	1,500,000	2,000,000
Contingency	-	-	146,957	603,794
<b>Land Total</b>	<b>10,000</b>	<b>26,736</b>	<b>1,646,957</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>
Materials & Services	147,130	121,600	-	160,000
Capital Outlay	59,747	296,768	3,500,000	3,680,811
Contingency	-	-	82,681	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>Total Requirements</b>	<b>216,877</b>	<b>494,159</b>	<b>5,229,638</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>					
350-000-401000	Beginning Balance	789,431	1,101,765	1,221,957	2,303,794
350-000-433420	Park Payment In Lieu of Land	295,293	130,607	400,000	200,000
350-000-471100	Interest	27,041	6,101	25,000	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>
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>
350-135-401000	Beginning Balance	1,015,364	1,383,709	1,757,681	1,915,386
350-135-433510	Park SDCs	539,952	684,272	1,800,000	2,200,000
350-135-440990	Grants	-	6,485	-	700,000
350-135-471100	Interest	35,271	9,542	25,000	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>Total Resources</b>		<b>2,751,785</b>	<b>3,460,941</b>	<b>5,229,638</b>	<b>7,509,180</b>
<b>REQUIREMENTS</b>					
350-000-715008	Land	10,000	26,736	1,500,000	2,000,000
350-000-950000	Contingency	-	-	146,957	603,794
<b>Land Total</b>		<b>10,000</b>	<b>26,736</b>	<b>1,646,957</b>	<b>2,603,794</b>
350-099-511100	Salaries	-	-	-	-
350-099-521900	Transit Tax	-	-	-	-
350-099-601100	Supplies	-	-	-	-
350-099-602500	Meetings & Meals	-	-	-	-
350-099-608100	Professional Services	-	49,055	-	-
350-099-628200	Credit Card Merchant Fee	-	-	-	-
350-099-715900	Future Parks Projects	-	-	-	-
<b>Operation Total</b>		<b>-</b>	<b>49,055</b>	<b>-</b>	<b>-</b>
350-135-608100	Professional Services	147,130	121,600	-	160,000
350-135-715090	Bornstedt Park	59,747	-	-	-
350-135-715092	Deer Point Park	-	-	-	1,880,811
350-135-715093	Meinig Park	-	-	-	1,700,000
350-135-715900	Future Parks Projects	-	296,768	3,500,000	100,000
350-135-950000	Contingency	-	-	82,681	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>Total Requirements</b>		<b>216,877</b>	<b>494,159</b>	<b>5,229,638</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
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>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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
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>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
	Actual	Actual	Budget	Proposed
Transfers	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>
Debt Service	1,775,634	1,775,633	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>

### 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
		Actual	Actual	Budget	Proposed
450-000-490272	Transfer from URA	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>
450-000-814100	Bond Principal	1,345,813	1,412,290	1,482,052	1,555,257
450-000-834100	Bond Interest	429,821	363,343	293,582	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>

# 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

	BN19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>				
Beginning Balance	4,851,183	1,636,091	2,445,615	6,235,400
Fines, Fees, & Assessments	3,345,378	5,001,606	9,840,000	10,543,790
Interest	74,355	4,454	25,000	200,000
Loan Proceeds	25,048	-	-	-
Miscellaneous	87,494	127,791	25,000	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>
Beginning Balance	(2,447,120)	-	-	20,056,354
Fines, Fees, & Assessments	580,723	531,908	820,000	1,032,000
Interest	(2,494)	7,430	-	1,000,000
Loan Proceeds	-	265,403	11,000,000	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>
Transfer From Operations	-	-	-	142,500
<b>Vehicle Set Aside Total</b>	<b>-</b>	<b>-</b>	<b>-</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>REQUIREMENTS</b>				
Personnel Services	527,240	742,997	1,469,000	1,491,800
Materials & Services	1,405,014	1,839,490	2,297,000	2,493,400
Capital Outlay	1,544,643	326,850	794,000	632,500
Debt Service	7,113	12,859	9,800	7,200
Transfers	133,025	176,307	208,454	470,929
Contingency	-	-	794,500	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>
Materials & Services	-	-	-	-
Capital Outlay	62,751	1,027,033	10,836,000	38,103,000
Debt Service	1,198,894	1,068,543	1,011,081	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>
Contingency	-	-	-	142,500
<b>Vehicle Set Aside Total</b>	<b>-</b>	<b>-</b>	<b>-</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>

### 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>					
520-052-401000	Beginning Balance	4,851,183	1,636,091	2,445,615	6,235,400
520-052-451100	Water Charges	3,313,854	4,961,239	9,800,000	10,503,790
520-052-457100	Engineering Fees	31,525	40,367	40,000	40,000
520-052-471100	Interest	74,355	4,454	25,000	200,000
520-052-478000	Miscellaneous Revenue	87,494	127,791	25,000	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>
520-152-401000	Beginning Balance	(2,447,120)	-	-	20,056,354
520-152-423000	AFRD Reimbursement	-	9,539	-	-
520-152-433520	Water SDC	580,723	522,369	820,000	1,032,000
520-152-459001	Payment in Lieu Water Improvement Fees	-	-	-	-
520-152-471100	Interest	(2,494)	7,430	-	1,000,000
520-152-478000	Miscellaneous Revenue	-	13,397	-	-
520-152-495400	Loan Proceeds	-	265,403	11,000,000	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>
520-252-490520	Transfer from Water Operations	-	-	-	142,500
<b>Vehicle Set Aside Total</b>		<b>-</b>	<b>-</b>	<b>-</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>

Requirements are listed on the following page.

# Water Fund

## REQUIREMENTS

520-052-511100	Salaries	324,859	459,084	855,000	880,000
520-052-511200	Overtime	11,382	21,103	20,000	22,000
520-052-521100	Insurance Benefits	55,206	85,576	239,000	203,000
520-052-521200	FICA Taxes	25,720	36,091	68,000	70,000
520-052-521300	PERS	88,965	127,169	250,000	280,000
520-052-521360	Other Benefits	5,232	-	-	-
520-052-521500	Workers' Benefit Fund	195	231	500	500
520-052-521600	Unemployment Insurance	338	766	3,500	1,900
520-052-521700	Paid Leave Oregon Tax	-	578	3,500	3,900
520-052-521800	Workers' Comp Insurance	13,325	9,567	24,000	25,000
520-052-521900	Transit Tax	2,019	2,832	5,500	5,500
520-052-601100	Supplies	132,131	169,436	182,000	150,000
520-052-601200	Postage	2,604	2,707	2,000	2,000
520-052-601300	Printing	(96)	206	500	500
520-052-601400	Copier Charges	102	19	200	200
520-052-601401	Branding & Marketing	-	-	-	-
520-052-601500	Public Notices	1,892	1,045	1,000	2,000
520-052-601600	Organizational Fees	15,838	16,431	30,000	25,000
520-052-601700	Memberships	550	2,655	1,500	2,500
520-052-601800	Books and Subscriptions	55	180	200	200
520-052-601900	Uniforms	1,944	1,482	3,000	4,000
520-052-602100	Employee Recruitment	76	4,968	15,000	15,000
520-052-602200	Conferences	315	621	15,000	7,500
520-052-602300	Training & Professional Advancement	2,762	4,048	8,000	5,000
520-052-602500	Meetings & Meals	244	383	600	1,250
520-052-603100	Mileage Reimbursement	71	242	300	500
520-052-603200	Vehicle -Fuel	7,573	12,155	13,000	15,000
520-052-603400	Vehicle Reg/Licenses	-	-	200	1,250
520-052-603500	Vehicle Repair & Maintenance	12,297	8,437	7,000	12,500
520-052-604100	Repairs & Maintenance	77,488	109,282	100,000	150,000
520-052-605100	Contractual Services	17,745	43,163	40,000	60,000
520-052-605300	Contractual Services - Water	399,047	568,717	540,000	525,000
520-052-605350	Contractual Services - Utility Billing	10,976	10,838	12,000	14,500
520-052-606100	Equipment Rental	1,884	12,922	65,000	15,000
520-052-607100	Utilities	228,226	269,610	285,000	350,000
520-052-608100	Professional Services	15,136	29,314	40,000	60,000
520-052-608200	Professional Services - Engineering	7,221	5,862	40,000	60,000
520-052-609100	Insurance	50,081	45,457	66,000	92,000
520-052-610200	Fees	13,622	17,555	11,500	30,000
520-052-628200	Credit Card Merchant Fee	35,462	67,746	68,000	357,500
520-052-650100	Chemicals	-	-	10,000	50,000
520-052-650201	Program - Water Conservation	463	1,627	4,000	45,000
520-052-650300	Regulatory Fees	8,876	8,705	11,000	17,500
520-052-650500	Water Testing	14,505	16,164	20,000	22,500
520-052-650505	Purchased Water	345,927	407,513	705,000	400,000
520-052-655000	AFRD Reimbursement	-	-	-	7,500
520-052-732000	Water System Improvements	32,270	173,489	300,000	175,000
520-052-732003	Water Automated Meter Reader	1,478,168	131,739	25,000	30,000
520-052-740000	Furniture & Office Equipment	113	609	74,000	5,000
520-052-740100	Computer Equipment	928	6,094	15,000	15,000
520-052-760000	Machinery & Equipment	33,164	14,919	80,000	200,000

Requirements are continued on the following page.

# Water Fund

520-052-760000	Machinery & Equipment	33,164	14,919	80,000	200,000
520-052-772000	Major Repairs Water System	-	-	300,000	200,000
520-052-812100	Loan Principal	7,113	12,859	9,800	7,200
520-052-910110	Transfer to General Fund	115,887	159,169	181,354	310,354
520-052-910255	Transfer to Vehicle Set Aside	-	-	-	142,500
520-052-910370	Transfer to Facilities Maint. Fund	3,200	3,200	3,200	3,200
520-052-910670	Transfer to Op Ctr ISF	13,938	13,938	23,900	14,875
520-052-950000	Contingency	-	-	794,500	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>
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
520-152-732200	Aldercreek Improvements	-	-	2,000,000	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
520-152-832303	State Revolving Loan Interest	11,607	2,350	-	-
520-152-832304	Business Oregon Loan Interest	-	-	36,792	323,442
520-152-832305	FFC Loan Interest	-	-	-	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>
520-252-950000	Contingency	-	-	-	142,500
<b>Vehicle Set Aside Total</b>		<b>-</b>	<b>-</b>	<b>-</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>

# 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 Holloa pumpstation improvements.
- Clean 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>				
Beginning Balance	557,884	1,661,244	4,951,070	4,994,204
Fines, Fees, & Assessments	5,183,092	7,342,655	10,145,000	9,824,852
Interest	25,964	27,850	30,000	200,000
Loan Proceeds	15,828	-	74,638	77,300
Miscellaneous	11,584	100,295	-	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>
Beginning Balance	(143,587)	-	-	94,504
Fines, Fees, & Assessments	549,860	978,899	1,360,000	7,872,000
Grants	-	5,935,002	6,460,687	-
Interest	1,646	-	-	-
Transfers	-	1,875,957	-	-
Loan Proceeds	2,865,665	17,381,879	7,891,250	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>
Transfer From Operations	-	-	-	142,500
<b>Vehicle Set Aside Total</b>	<b>-</b>	<b>-</b>	<b>-</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>REQUIREMENTS</b>				
Personnel Services	598,728	772,454	1,443,000	1,531,200
Materials & Services	2,443,334	2,474,942	3,603,800	4,484,250
Capital Outlay	1,342,193	500,949	454,500	275,000
Debt Service	6,603	8,864	6,200	4,300
Transfers	140,808	570,979	331,512	569,789
Contingency	-	-	2,609,900	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>
Capital Outlay	2,646,794	-	-	-
Debt Service	334,422	2,529,736	1,745,052	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>
Capital Outlay	-	26,386,550	9,981,564	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>
Contingency	-	-	-	142,500
<b>Vehicle Set Aside Total</b>	<b>-</b>	<b>-</b>	<b>-</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>

### BN 2025-27 Budget Notes

- Fines, Fees, & Assessments includes a 15% rate increase in year one and a 14% rate increase in year two.
- Loan proceeds includes the Water Infrastructure Finance and Innovation Act (WIFIA) loan.
- Materials & Services includes expenses associated with contracting for treatment plant services from Veolia Water.
- Fund Balances reflect the building up of funds for future capital and maintaining minimum debt coverage ratios.

# Wastewater Fund

Account Number	Account Name	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>					
530-053-401000	Beginning Balance	557,884	1,661,244	4,951,070	4,994,204
530-053-452100	Wastewater Charges	5,156,504	7,288,684	10,070,000	9,779,852
530-053-457100	Engineering Fees	26,588	53,971	75,000	45,000
530-053-471100	Interest	25,964	27,850	30,000	200,000
530-053-478000	Miscellaneous Revenue	11,584	100,295	-	20,000
530-053-479030	Surplus Property	-	-	-	-
530-053-495355	Interfund Loan Receipts	-	-	74,638	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>
530-153-401000	Beginning Balance	(143,587)	-	-	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
530-153-433535	North Bluff Sewer SDCs	-	969,130	-	6,000,000
530-153-471100	Interest	1,646	-	-	-
530-153-490440	Transfer from Sewer Bond Reserve Fund	-	1,875,957	-	-
530-153-440300	Federal Grants	-	5,935,002	6,460,687	-
530-153-495100	WIFIA Loan Proceeds	-	-	3,638,828	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
<b>Capital Total</b>		<b>3,273,584</b>	<b>26,171,737</b>	<b>15,711,937</b>	<b>34,061,504</b>
530-253-490530	Transfer from Wastewater Operations	-	-	-	142,500
<b>Vehicle Set Aside Total</b>		<b>-</b>	<b>-</b>	<b>-</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>

Requirements are listed on the following page.



# Wastewater Fund

## REQUIREMENTS

530-053-511100	Salaries	374,292	487,657	852,000
530-053-511200	Overtime	14,875	20,081	20,000
530-053-521100	Insurance Benefits	59,382	75,616	217,000
530-053-521200	FICA Taxes	29,792	38,260	68,000
530-053-521300	PERS	101,656	134,916	249,000
530-053-521360	Other Benefits	6,034	-	-
530-053-521500	Workers' Benefit Fund	230	252	500
530-053-521600	Unemployment Insurance	391	772	3,500
530-053-521700	Paid Leave Oregon Tax	-	536	3,500
530-053-521800	Workers' Comp Insurance	9,738	11,362	24,000
530-053-521900	Transit Tax	2,338	3,002	5,500
530-053-601100	Supplies	46,951	60,875	59,000
530-053-601200	Postage	1,824	1,963	1,000
530-053-601300	Printing	-	1,303	1,500
530-053-601400	Copier Charges	10,706	19	1,000
530-053-601401	Branding & Marketing	1,604	-	-
530-053-601500	Public Notices	2,694	(199)	3,000
530-053-601600	Organizational Fees	385	2,665	4,000
530-053-601700	Memberships	1,320	646	1,000
530-053-601800	Books and Subscriptions	5,988	575	500
530-053-601900	Uniforms	2,021	1,637	6,000
530-053-602100	Employee Recruitment	75	4,968	15,000
530-053-602200	Conferences	700	1,555	20,000
530-053-602300	Training & Professional Advancement	1,725	1,349	8,000
530-053-602500	Meetings & Meals	31	562	600
530-053-603100	Mileage Reimbursement	2	101	200
530-053-603200	Vehicle - Fuel	7,995	12,154	13,000
530-053-603400	Vehicle Registration/License	-	-	-
530-053-603500	Vehicle Repair & Maintenance	15,617	8,594	8,000
530-053-604100	Repairs & Maintenance	485,285	261,651	300,000
530-053-605100	Contractual Services	30,876	19,426	250,000
530-053-605300	Contractual Services - Wastewater	1,345,949	1,525,769	1,350,000
530-053-605350	Contractual Services - Utility Billing	10,976	10,838	13,000
530-053-605360	Contractual Services - Waste Hauling	-	-	336,000
530-053-606100	Equipment Rental	37,156	48,886	30,000
530-053-607100	Utilities	239,913	295,558	298,000
530-053-608100	Professional Services	32,473	18,939	12,000
530-053-608200	Professional Services - Engineering	13,520	6,040	30,000
530-053-609100	Insurance	85,056	33,416	76,000
530-053-610200	Fees	13,527	14,030	15,000
530-053-628200	Credit Card Merchant Fee	35,462	67,746	69,000
530-053-639000	Grant Programs	-	-	-
530-053-650100	Chemicals	-	59,830	668,000
530-053-650300	Regulatory Fees	13,505	14,046	15,000
530-053-732003	Wastewater Automated Meter Reader	748,475	-	-
530-053-733000	Wastewater System Improvements	249,746	76,694	300,000
530-053-740000	Furniture & Office Equipment	136	535	2,000
530-053-740100	Computer Equipment	1,721	6,129	12,500
530-053-760000	Machinery & Equipment	53,617	19,842	80,000

Requirements are continued on the following page.

# Wastewater Fund

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
530-053-910110	Transfers to General Fund	123,670	153,841	304,412	409,214
530-053-910370	Transfer to Facilities Maint. Fund	3,200	3,200	3,200	3,200
530-053-910253	Transfer to Wastewater Vehicle Set Aside	-	-	-	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
530-053-950000	Contingency	-	-	2,609,900	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>
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
530-153-812803	Full Faith & Credit Principal	-	120,000	135,000	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
530-153-832802	Full Faith & Credit Interest	-	114,924	103,600	93,000
530-153-832902	Bond Interest	-	-	-	-
530-153-870000	Paying Agent Fees	-	184	2,000	2,000
530-153-870010	DEQ Annual Loan Fee	-	-	-	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>
530-353-733000	Wastewater System Improvement Project	-	26,386,550	9,981,564	32,095,000
<b>Wastewater System Improvement Project Total</b>		<b>-</b>	<b>26,386,550</b>	<b>9,981,564</b>	<b>32,095,000</b>
530-253-950000	Contingency	-	-	-	142,500
<b>Vehicle Set Aside Total</b>		<b>-</b>	<b>-</b>	<b>-</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>

# 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.

## 2021-23 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
<b>Total FTE</b>	<b>2.37</b>	<b>2.35</b>	<b>2.18</b>	<b>2.89</b>

## Budget Summary & Detail

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

### 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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>					
550-055-401000	Beginning Balance	866,794	283,820	32,942	336,076
550-055-441100	State Grants	-	-	-	50,000
550-055-452500	Stormwater Charges	496,972	693,029	1,400,000	1,550,000
550-055-457100	Engineering Fees	25,241	40,367	10,000	10,000
550-055-471100	Interest	12,336	1,324	500	3,000
550-055-478000	Miscellaneous Revenue	4,761	80	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>
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>
550-255-490550	Transfer from Water Operations	-	-	-	22,500
<b>Vehicle Set Aside Total</b>		<b>-</b>	<b>-</b>	<b>-</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>

Requirements are listed on the following page.

# Stormwater Fund

## REQUIREMENTS

550-055-511100	Salaries	263,530	332,489	327,000	456,000
550-055-511200	Overtime	11,332	14,859	16,000	10,800
550-055-521100	Insurance Benefits	46,905	61,131	82,000	109,000
550-055-521200	FICA Taxes	21,011	26,251	26,000	36,000
550-055-521300	PERS	69,507	92,414	98,000	145,000
550-055-521360	Other Benefits	5,231	-	-	-
550-055-521500	Workers' Benefit Fund	166	176	500	300
550-055-521600	Unemployment Insurance	270	532	1,500	1,000
550-055-521700	Paid Leave Oregon Tax	-	385	1,500	1,900
550-055-521800	Workers' Comp Insurance	4,220	5,318	11,000	11,000
550-055-521900	Transit Tax	1,644	2,055	2,500	2,800
550-055-522100	Other- Drug Test	-	-	-	11,000
550-055-601100	Supplies	29,345	37,422	40,000	45,000
550-055-601200	Postage	1,282	1,286	1,000	1,000
550-055-601400	Copier Charges	0	19	100	200
550-055-601401	Branding & Marketing	-	-	-	150
550-055-601600	Organizational Fees	385	1,065	1,000	750
550-055-601700	Memberships	-	66	500	250
550-055-601800	Books and Subscriptions	55	527	1,000	500
550-055-601900	Uniforms	1,948	1,481	4,000	4,500
550-055-602100	Employee Recruitment	76	4,968	5,000	2,500
550-055-602200	Conferences	-	-	8,000	2,000
550-055-602300	Training & Professional Advancement	7	244	4,000	4,000
550-055-602500	Meetings & Meals	4	353	1,000	1,250
550-055-603100	Mileage Reimbursement	2	1	500	250
550-055-603200	Vehicle - Fuel	7,617	12,154	14,000	15,000
550-055-603400	Vehicle Reg/License	-	-	100	250
550-055-603500	Vehicle Repair & Maintenance	13,539	7,826	7,000	15,000
550-055-604100	Repairs & Maintenance	16,328	14,393	40,000	35,000
550-055-605100	Contractual Services	740	6,798	9,000	10,000
550-055-605350	Contractual Services - Utility Billing	10,827	10,828	11,000	11,000
550-055-606100	Equipment Rental	858	8,162	1,000	5,000
550-055-607100	Utilities	2,728	5,306	8,000	15,000
550-055-608100	Professional Services	774	1,770	25,000	20,000
550-055-608200	Professional Services - Engineering	8,777	6,302	120,000	240,000
550-055-610200	Fees	13,957	6,335	7,000	7,500
550-055-628200	Credit Card Merchant Fee	34,148	65,238	65,000	63,700
550-055-650300	Regulatory Fees	-	-	1,500	2,500
550-055-655000	AFRD Reimbursement	-	-	-	7,500
550-055-732000	Improvements	-	438,743	20,000	20,000
550-055-740000	Furniture & Office Equipment	112	536	-	1,500
550-055-740100	Computer Equipment	1,057	4,251	12,000	2,500
550-055-760000	Machinery & Equipment	11,284	14,918	44,000	30,000
550-055-812100	Loan Principal	6,544	4,185	2,000	2,700
550-055-910110	Transfer to General Fund	30,440	64,096	75,575	100,322
550-055-910255	Transfer To Stormwater Vehicle Set Asi	-	-	-	22,500
550-055-910370	Transfer to Facilities Maint. Fund	3,200	3,200	3,200	3,200
550-055-910670	Transfer to Op Ctr ISF	13,938	13,938	23,900	14,875
550-055-950000	Contingency	-	-	16,310	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>

Requirements are continued on the following page.

# Stormwater Fund

550-155-732000	Improvements	-	-	100,000	100,000
550-155-812200	Interfund Loan Principal	-	-	74,638	95,000
550-155-812300	Bond Principal	75,000	80,000	95,000	77,300
550-155-830001	Interfund Loan Interest	-	-	13,124	26,000
550-155-836900	Bond Interest	44,680	39,245	32,995	10,600
550-155-950000	Contingency	-	-	100,000	100,000
<b>Capital Total</b>		<b>119,680</b>	<b>119,245</b>	<b>415,757</b>	<b>408,900</b>
550-255-950000	Contingency	-	-	-	22,500
<b>Vehicle Set Aside Total</b>		<b>-</b>	<b>-</b>	<b>-</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>

# 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 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					3980	4129
Commercial Customers					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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>				
Beginning Balance	2,636,996	(26,220)	139,843	164,062
Fines, Fees, & Assessments	3,801,579	4,703,435	5,082,000	6,247,620
Interest	-	1,206	-	-
Miscellaneous Revenue	103,873	42,954	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>
Beginning Balance	(2,956,473)	-	-	-
Fines, Fees, & Assessments	65,736	55,800	60,000	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>Total Resources</b>	<b>3,840,388</b>	<b>5,326,175</b>	<b>5,396,843</b>	<b>6,476,682</b>
<b>REQUIREMENTS</b>				
Personnel Services	1,191,839	1,538,087	2,021,300	2,551,100
Materials & Services	557,048	845,863	988,950	1,169,600
Capital Outlay	10,659	2,838	10,000	10,000
Transfers	112,326	205,662	247,063	326,039
Contingency	-	-	51,819	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>
Capital Outlay	566,164	542,284	747,000	1,030,265
Debt Service	1,428,575	1,277,987	1,330,711	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>Total Requirements</b>	<b>3,866,610</b>	<b>4,412,721</b>	<b>5,396,843</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>					
560-056-401000	Beginning Balance	2,636,996	(26,220)	139,843	164,062
560-056-451500	FTTH Charges	3,058,334	3,795,609	4,000,000	5,015,000
560-056-451510	Voice Charges	112,734	146,168	156,000	199,300
560-056-451520	Video Charges	1,701	956	-	-
560-056-451530	Rural Fiber	7,726	33,240	146,000	197,920
560-056-451700	Wireless Charges	89,555	114,487	100,000	6,400
560-056-451800	Business Charges	383,739	474,217	540,000	575,000
560-056-451810	Business Charges - CBX	-	-	40,000	54,000
560-056-451900	BIP Rural Charges	140,789	138,758	100,000	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
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>
560-156-401000	Beginning Balance	(2,956,473)	-	-	-
560-156-451530	Fiber Installation Charges	65,736	55,800	60,000	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>Total Resources</b>		<b>3,840,388</b>	<b>5,326,175</b>	<b>5,396,843</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
560-056-511200	Overtime	9,473	26,317	20,000	20,000
560-056-521100	Insurance Benefits	172,365	186,744	336,000	412,000
560-056-521200	FICA Taxes	57,747	75,050	92,000	115,000
560-056-521300	PERS	178,223	246,614	332,000	455,000
560-056-521360	Other Benefits	2,169	-	-	-
560-056-521500	Workers' Benefit Fund	449	512	800	900
560-056-521600	Unemployment Insurance	755	1,508	5,000	3,000
560-056-521700	Paid Leave Oregon Tax	-	1,047	5,000	6,100
560-056-521800	Workers' Comp Insurance	21,146	22,686	38,000	45,000
560-056-521900	Transit Tax	4,529	5,886	7,500	9,100
560-056-601100	Supplies	50,858	70,298	50,000	70,000
560-056-601200	Postage	1,173	775	800	1,000
560-056-601300	Printing	70	-	150	200
560-056-601400	Copier Charges	-	75	-	-
560-056-601401	Branding & Marketing	989	257	-	-
560-056-601600	Organizational Fees	508	-	-	200
560-056-601800	Books and Subscriptions	1,055	324	2,500	1,000
560-056-601900	Uniforms	719	3,844	5,000	8,500
560-056-602100	Employee Recruitment	98	804	2,000	500
560-056-602200	Conferences	3,848	4,742	10,000	8,000
560-056-602300	Training & Professional Advancement	5,982	3,702	5,000	8,000
560-056-602500	Meetings & Meals	1,551	1,511	2,000	2,200
560-056-603100	Mileage Reimbursement	-	206	-	-
560-056-603200	Vehicle - Fuel	8,394	18,129	16,500	18,000
560-056-603500	Vehicle Repair & Maintenance	4,129	15,047	10,000	10,000
560-056-604100	Repairs & Maintenance	26,593	31,189	50,000	18,000
560-056-605100	Contractual Services	110,220	221,600	320,000	380,000
560-056-605350	Contractual Services - Utility Billing	8,610	8,756	9,000	12,000
560-056-606100	Equipment Rental	1,733	2,539	3,000	3,000
560-056-606120	Building Rent	590	-	-	-
560-056-606210	Internet Access Fees	164,918	259,874	255,000	210,000
560-056-607100	Utilities	20,452	17,721	20,000	20,000
560-056-607170	Hosted Voice Charges	89,472	85,283	100,000	100,000
560-056-609100	Insurance	6,234	22,467	28,000	39,000
560-056-609200	Advertising	-	17,361	30,000	30,000
560-056-610200	Fees	12,585	4,212	5,000	5,000
560-056-628200	Credit Card Merchant Fee	26,268	50,183	60,000	220,000
560-056-650300	Regulatory Fees	10,000	4,964	5,000	5,000
560-056-740100	Computer Equipment	178	336	-	-
560-056-740202	FTTH Equipment	10,481	2,502	10,000	10,000
560-056-910110	Transfer to General Fund	112,326	205,662	247,063	326,039
560-056-950000	Contingency	-	-	51,819	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>

Requirements are continued on the following page.

# SandyNet Fund

560-156-740100	Computer Equipment	5,716	11,218	12,000	12,000
560-156-740200	Telecom Equipment	8,050	57,735	160,000	40,000
560-156-740202	FTTH Equipment	309,802	222,773	300,000	506,265
560-156-740300	Wireless Network	21,434	23,671	25,000	12,000
560-156-750000	Vehicles	41,419	5,414	50,000	210,000
560-156-780120	Fiber Project	179,744	221,473	200,000	150,000
560-156-790100	Building Replacement				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
560-156-816005	Revenue Bond Principal	485,000	575,000	720,000	830,000
560-156-830001	Interfund Loan Interest	18,623	12,887	9,088	5,143
560-156-832903	Loan Interest	2,130	190	-	-
560-156-836902	Revenue Bond Interest	555,650	515,050	467,050	410,200
560-156-870000	Paying Agent Fees	1,100	2,325	2,200	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>Total Requirements</b>		<b>3,866,610</b>	<b>4,412,721</b>	<b>5,396,843</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 of 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
	Actual	Actual	Budget	Proposed
<b>RESOURCES</b>				
Beginning Balance	-	3,139	1,000	2,000
Interest	7	3	-	-
Grants	4,133	-	-	-
Transfers	122,000	125,000	250,000	175,000
<b>Total Resources</b>	<b>126,140</b>	<b>128,142</b>	<b>251,000</b>	<b>177,000</b>
<b>REQUIREMENTS</b>				
Materials & Services	121,104	125,000	151,000	175,000
Capital Outlay	4,896	-	100,000	-
Contingency	-	-	-	2,000
<b>Total Requirements</b>	<b>126,000</b>	<b>125,000</b>	<b>251,000</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>					
670-000-401000	Beginning Balance	-	3,139	1,000	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 & Grounds	7,163	7,163	17,300	12,250
670-000-490110	Transfer from GF Police	8,075	8,075	12,100	7,000
670-000-490240	Transfer from Street Fund	13,938	13,938	23,900	14,875
670-000-490270	Transfer from Transit Fund	53,125	53,125	125,000	96,250
670-000-490520	Transfer from Water Fund	13,938	13,938	23,900	14,875
670-000-490530	Transfer from Sewer Fund	13,938	13,938	23,900	14,875
670-000-490550	Transfer from Stormwater Fund	10,938	13,938	23,900	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>REQUIREMENTS</b>					
670-099-601100	Supplies	2,036	6,366	9,000	10,000
670-099-604100	Repairs & Maintenance	13,833	22,184	25,000	35,000
670-099-605100	Contractual Services	35,065	23,990	50,000	65,000
670-099-607100	Utilities	56,674	68,011	60,000	55,000
670-099-609100	Insurance	13,495	4,449	7,000	10,000
670-099-760000	Machinery & Equipment	4,896	-	-	-
670-099-770000	Major Repairs & Maintenance	-	-	100,000	-
670-099-950000	Contingency	-	-	-	2,000
<b>Total Resources</b>		<b>126,000</b>	<b>125,000</b>	<b>251,000</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 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
<b>RESOURCES</b>				
Beginning Balance	330,000	347,016	395,566	235,370
Transfers	110,000	110,000	110,000	175,000
<b>Total Building Replacement</b>	<b>440,000</b>	<b>457,016</b>	<b>505,566</b>	<b>410,370</b>
Transfer from IT Dept	-	-	-	75,000
<b>Total IT Equipment Set Aside</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>
Transfer from Non Departmental	-	-	-	150,000
<b>Total General Fund Vehicle Set Aside</b>	<b>-</b>	<b>-</b>	<b>-</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>REQUIREMENTS</b>				
Materials & Services	92,984	69,379	-	50,000
Capital Outlay	-	-	300,000	200,000
Contingency	-	-	205,566	160,370
<b>Total Building Replacement</b>	<b>92,984</b>	<b>69,379</b>	<b>505,566</b>	<b>410,370</b>
Contingency	-	-	-	75,000
<b>Total IT Equipment Set Aside</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>
Contingency	-	-	-	150,000
<b>Total General Fund Vehicle Set Aside</b>	<b>-</b>	<b>-</b>	<b>-</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>

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



# Capital Improvement Projects

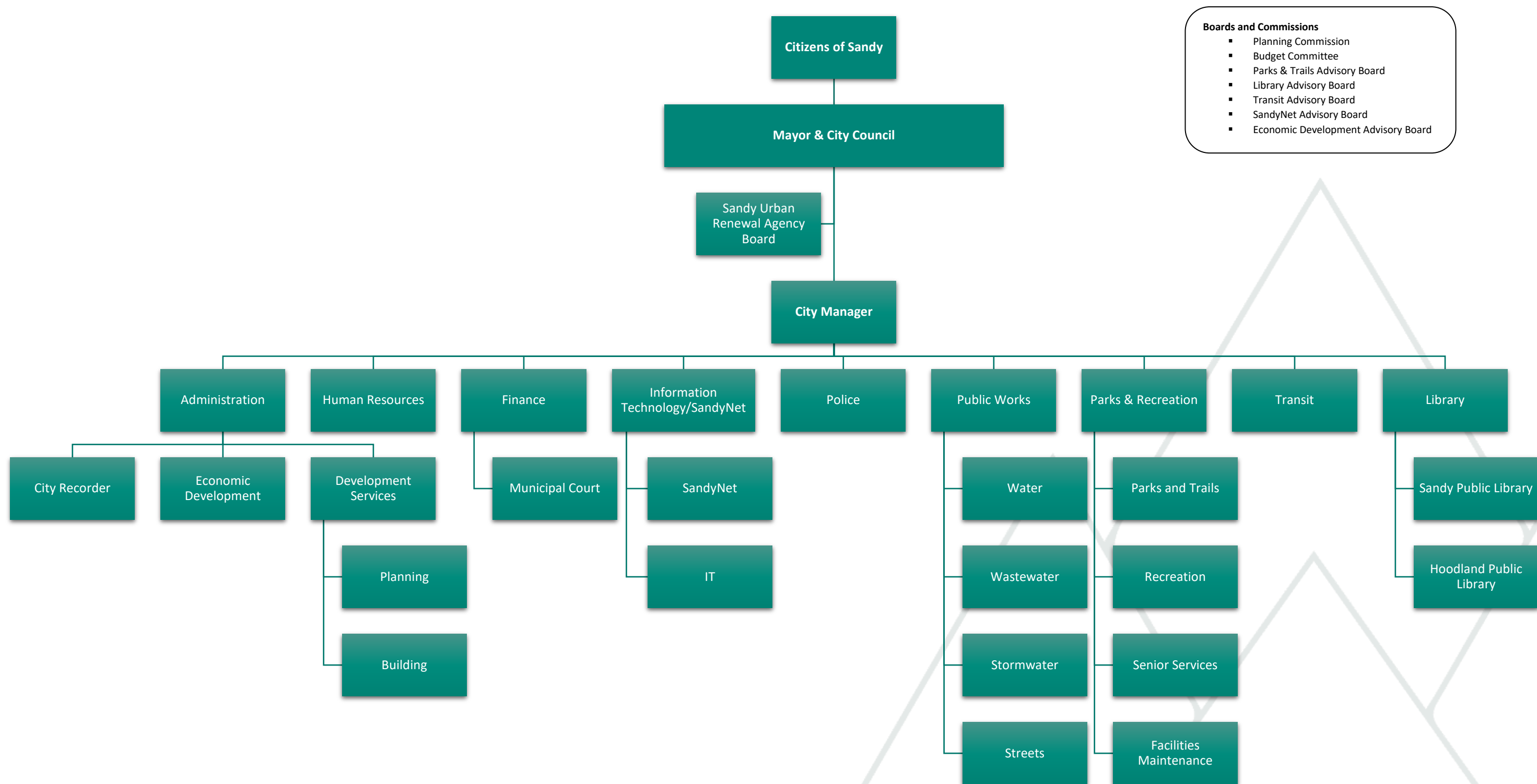
## 2025-27 Budgeted Capital Improvement Projects

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>

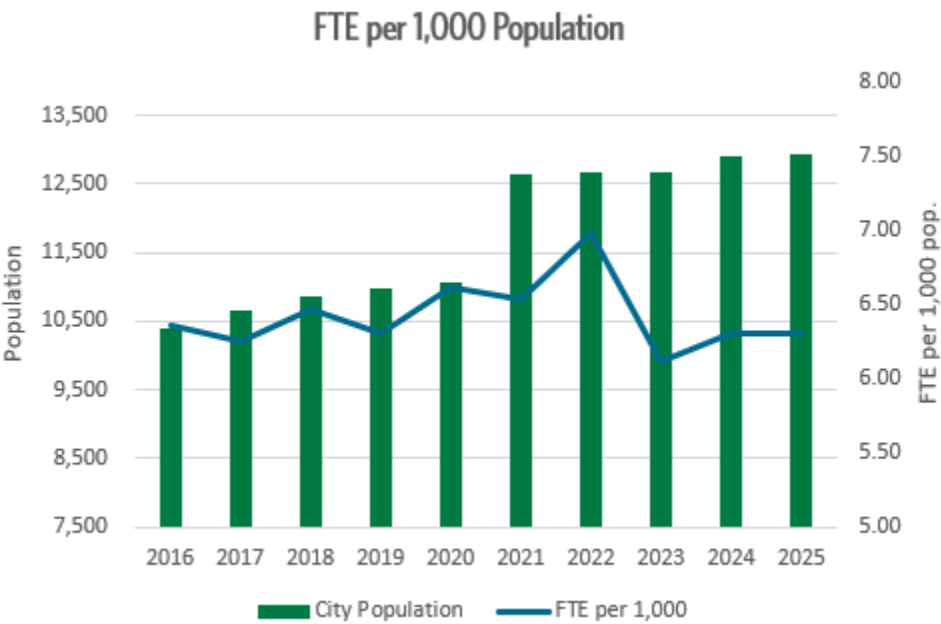
Estimated amounts above for fiscal years 2026 - 2030 are based on today's dollars and are not increased for inflation.



# 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
<b>Total FTE</b>	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 anticipated to start in year two of the biennium

# 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 Admin <sup>1</sup>	026 Legal <sup>2</sup>	028 Finance <sup>1</sup>	032 Human Resources <sup>1</sup>	040 Information Technology <sup>1</sup>	067 Operations Center <sup>3</sup>	042 Facility Maintenance <sup>4</sup>	039 Non-Dept <sup>5</sup>	Indirect 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 finds 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 as 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.





# **SANDY URBAN RENEWAL AGENCY PROPOSED BUDGET BN 2025 - 2027**

Table of Contents

Overview	1
Debt Service Summary	3
Urban Renewal Fund	4

# Sandy Urban Renewal Agency Budget

## Overview

The Sandy Urban Renewal Agency (SURA) was established by the City of Sandy in 1998. The Agency Board is comprised of the Sandy City Council. The Sandy Urban Renewal Plan was adopted by the City of Sandy in 1998.

The general objectives of the plan are to:

1. Improve the vitality of Sandy's downtown core.
2. Make productive use of land in the urban renewal area.
3. Create opportunities for new development within the renewal area.
4. Enhance public safety in the renewal area.
5. Provide new public amenities and open spaces in the renewal area.
6. Make improvements to infrastructure in the renewal area.
7. Implement the goals and objectives of Sandy's Comprehensive Plan.

The Sandy Urban Renewal Plan (Plan) has been amended five times since 1998. The amendments increased maximum indebtedness and added projects to the original plan.

Urban renewal projects and activities are funded by tax increment financing. When the Plan was adopted, the assessed value of the urban renewal area at the time of adoption became the "frozen base." Whatever property tax revenue overlapping jurisdictions receive from the frozen base is the same amount they will receive annually until the urban renewal district is terminated. As property values increase above the frozen base in the district, the urban renewal district receives that increase as the tax increment. The increment is used to pay back the capital improvement costs, usually through bonds, to complete the projects in the plan. When the district expires and the bonds are fully paid off, the taxing districts benefit from the increased assessed values that the urban renewal district provided.

The plan identifies the limit on the total debt that will be incurred by the urban renewal agency to complete the projects. The maximum indebtedness established in 2015 for the Sandy Urban Renewal Plan is \$67,000,000. The maximum indebtedness is the total amount of funds that can be spent on projects, programs, and administration in the urban renewal area over the life of the urban renewal plan.

## Urban Renewal Plan Activities and Projects

The plan includes projects and activities that address blight and deterioration in the Sandy Urban Renewal Area.

- A. Public Improvements
  - a. Traffic Signalization
  - b. Public Parking Facilities
  - c. Public Open Spaces
  - d. Street, Curb, and Sidewalk Improvements
  - e. Fire Protection Improvements
  - f. Streetscape and Civic Area Projects
  - g. Street Lighting
  - h. Placing Utilities Underground

# Sandy Urban Renewal Agency Budget

- i. Pedestrian, Bike, and Transit Connectivity
- j. Aquatic/Recreation Center
- k. 362nd Extension North of Highway 26
- l. City Hall
- B. Preservation, Rehabilitation, Development and Redevelopment
- C. Property Acquisition and Disposition
- D. Design Plans
- E. Plan Administration

## BN 2025-27 Highlights

The urban renewal agency is estimating to receive \$3,800,000 in property taxes in the proposed biennium. This tax increment is used to fund the active projects and activities in the urban renewal plan through debt financing and tax increment excess.

The proposed projects in the next biennium include the Meinig Park project, additional improvements to the former Cedar Ridge Middle School site, and the façade and tenant improvement grant programs.

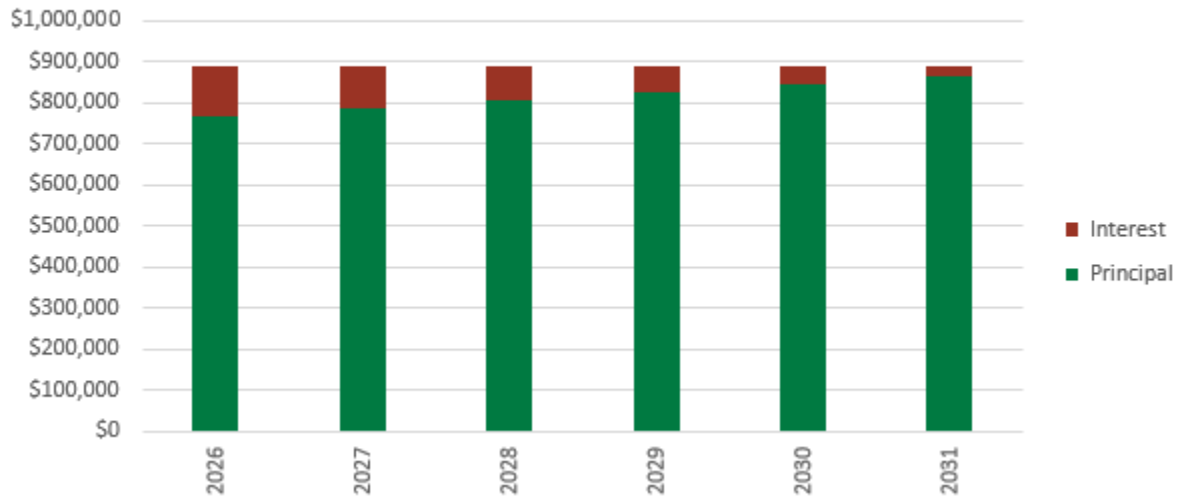
Major Projects/Programs	BN 25-27 Proposed
Meinig Park Reinvestment	800,000
Community Campus	200,000
Grant Programs	400,000

The budget also includes staff expenses for administering the plan and managing the projects.

## Debt Service Summary

The Urban Renewal Fund transfers funds to the City of Sandy's Full Faith & Credit fund to pay debt service on bonds issued for urban renewal projects. The outstanding bonds include the 2017 bond issue for the purchase of the Cedar Ridge property, fire station improvements, and Cedar Park development.

### Annual Debt Service - Urban Renewal Agency



### Schedule of Future Principal & Interest Payments Due

Fiscal Year Ended	Principal	Interest	Total
June 30, 2026	768,256	119,561	887,817
June 30, 2027	787,001	100,815	887,816
June 30, 2028	806,204	81,613	887,817
June 30, 2029	825,875	61,941	887,816
June 30, 2030	846,027	41,790	887,817
June 30, 2031	866,670	21,147	887,817
<b>Total</b>	<b>4,900,033</b>	<b>426,867</b>	<b>5,326,900</b>

# Urban Renewal Fund

## Fund Overview

The Urban Renewal Fund accounts for all business that is carried out by the Sandy Urban Renewal Agency (SURA). The Agency was created in 1998 and is in place to complete improvements in the downtown and commercial areas of the city. The SURA Board consists of all the members of the City Council.

## 2023-25 Accomplishments & Highlights

- Demolished derelict buildings on the old Cedar Ridge Middle School site.
- Developed Cedar Park to create a new skate park, pump track, and jump line.
- Updated tax increment financing projections and the overall financial plan for the District.

## Goals

- Continue to provide economic support for businesses within the District via grant programs and incentives.
- Work with the SURA Board to develop a prioritized project plan.

## Staffing

	19-21	21-23	23-25	25-27
<b>Total FTE</b>	<b>1.13</b>	<b>1.22</b>	<b>1.05</b>	<b>0.55</b>

## Budget Summary & Detail

	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
Beginning Balance	5,311,254	6,230,022	7,350,898	3,202,507
Property Taxes	3,690,549	3,845,112	3,900,000	3,800,000
Interest	163,430	234,443	75,000	200,000
Miscellaneous	69,214	536,827	55,000	5,000
<b>Total Resources</b>	<b>9,234,448</b>	<b>10,846,404</b>	<b>11,380,898</b>	<b>7,207,507</b>
Personnel Services	262,567	333,472	349,100	264,600
Materials & Services	157,278	321,599	553,500	705,500
Capital Outlay	807,141	694,269	6,100,000	1,000,000
Debt Service	-	-	-	-
Transfers	1,793,538	1,824,196	1,829,197	1,861,187
Contingency	-	-	2,549,101	3,376,220
<b>Total Requirements</b>	<b>3,020,524</b>	<b>3,173,537</b>	<b>11,380,898</b>	<b>7,207,507</b>

## BN 2025-27 Budget Notes

- Personnel Services reflects the allocation of City of Sandy FTE who aid in the execution of the SURA plan.
- Capital Outlay includes additional improvements to the former Cedar Ridge Middle School site and \$800,000 for Meinig Park reinvestment.
- Transfers account for all debt service payments which are paid via the Full Faith & Credit Fund.



# Urban Renewal Fund

Account Number	Account Name	BN 19-21 Actual	BN 21-23 Actual	BN 23-25 Budget	BN 25-27 Proposed
720-000-401000	Beginning Balance	5,311,254	6,230,022	7,350,898	3,202,507
720-000-410100	Current Year Property Tax	3,632,520	3,772,772	3,850,000	3,750,000
720-000-410200	Prior Year Property Tax	58,029	72,340	50,000	50,000
720-000-471100	Interest	163,430	234,443	75,000	200,000
720-000-478000	Miscellaneous Revenue	68,296	442,709	-	-
720-000-495350	Loan Payments	919	94,118	55,000	5,000
<b>Total Resources</b>		<b>9,234,448</b>	<b>10,846,404</b>	<b>11,380,898</b>	<b>7,207,507</b>
720-072-511100	Salaries	178,944	230,045	234,000	170,000
720-072-511200	Overtime	534	744	-	-
720-072-521100	Insurance Benefits	17,039	23,736	26,000	26,000
720-072-521200	FICA Taxes	14,209	17,376	18,000	13,000
720-072-521300	PERS	43,556	58,570	66,000	51,000
720-072-521360	Other Benefits	3,753	83	-	-
720-072-521500	Workers' Benefit Fund	101	99	100	100
720-072-521600	Unemployment Insurance	186	343	1,000	500
720-072-521700	Paid Leave Oregon Tax	-	233	1,000	1,000
720-072-521800	Workers' Comp Insurance	3,131	876	1,500	1,500
720-072-521900	Transit Tax	1,114	1,367	1,500	1,500
720-072-601100	Supplies	686	945	1,000	1,000
720-072-601200	Postage	1	-	-	-
720-072-601300	Printing	-	-	-	-
720-072-601400	Copier Charges	0	-	-	-
720-072-601500	Public Notices	242	342	500	500
720-072-601600	Organizational Fees	1,318	1,807	2,000	4,000
720-072-605100	Contractual Services	105,031	143,158	100,000	150,000
720-072-608100	Professional Services	-	175,347	50,000	150,000
720-072-639000	Grant Programs	-	-	400,000	400,000
720-072-639619	Program - Emergency Small Business Grants	50,000	-	-	-
720-072-716000	Improvements	375	-	-	-
720-072-716010	City Hall Improvements	107,743	10,200	100,000	-
720-072-722510	Community Center/Aquatic Facility	60,524	28,535	6,000,000	200,000
720-072-722520	Meinig Park Improvements	-	-	-	800,000
720-072-731000	Infrastructure	114,118	35,400	-	-
720-072-760500	Fire Equipment & Improvements	-	-	-	-
720-072-784003	Building Improvement	524,381	620,134	-	-
720-072-834100	Bond Interest	-	-	-	-
720-072-910110	Transfer to General Fund	17,904	48,563	53,563	85,553
720-072-910450	Transfer to FFC Fund	1,775,634	1,775,633	1,775,634	1,775,634
720-072-950000	Contingency	-	-	2,549,101	3,376,220
<b>Total Requirements</b>		<b>3,020,524</b>	<b>3,173,537</b>	<b>11,380,898</b>	<b>7,207,507</b>