

# City of Happy Valley

# 2006-2007 ADOPTED BUDGET

12915 S.E. KING ROAD, HAPPY VALLEY, OR 97236-6298 TELEPHONE (503) 760-3325 FAX (503) 760-9397

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**BUDGET MESSAGE AND EXECUTIVE SUMMARY** 

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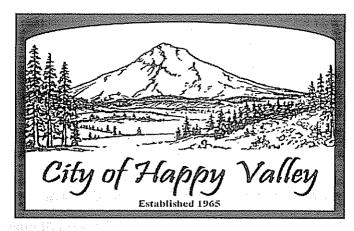


### BUDGET COMMITTEE

Name	Address	Telephone	Term		
Citizen Volunteers					
Dan Swift	10046 SE Terra Linda Ct., Portland 97266	503-775-6100	2006-2009		
Randy Knipple	8754 SE Margie Way, Happy Valley 97236	503-432-8724	2006-2009		
Al Luchini	11656 SE Verns Way, Happy Valley 97236	503-698-1196	2005-2008		
Joe Hoffman	10852 SE Jason Court, Portland 97236	503-698-5137	2004-2007		
Ron Till	12959 SE Spring Mountain Dr., Portland 97236	503-698-5952	2003-2006		
City Council Members					
Chuck Dalich	13874 SE Rolling Meadows, Portland, 97236	503-698-5384	2004-2007		
Lori DeRemer	12444 SE Spencer Court, Happy Valley 97236	503-760-8877	2005-2008		
Markley Drake	10792 SE Tyler Road, Happy Valley 97236	503-775-2613	2005-2006		
Eugene Grant	11311 SE Charview Court, Portland, 97015	503-698-5822	2002-2005		
Rob Wheeler	12088 SE Reginald Court, Clackamas, 97015	503-698-8409	2005-2008		
City Staff Members	12915 SE King Road, Portland, OR 97236	503-760-3325	503-760-9397 (fax)		
Cathy Daw	City Manager and Budget Officer	cathyd@ci.happ	y-valley.or.us		
Jason Tuck	Economic & Community Development Director	jasont@ci.happ	y-valley.or.us		
Debbie Whitten	Finance Officer	debbiew@ci.ha	ppy-valley.or.us		
Marylee Walden	City Recorder	maryleew@ci.h	appy-valley.or.us		
Ed Cameron	Building Official	edc@ci.happy-valley.or.us			
Rich Bellum	Public Works Director	richb@ci.happy-valley.or.us			
Steve Campbell	Community Services Director	stevec@ci.happ	y-valley.or.us		



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### Mission Statement

"Preserve the character of the community, as well as the health and welfare of its citizens.

<u>Serve</u> the citizens of the City by working with them to establish and maintain the City's ordinances and State laws.

**Enrich** the lives of our citizens by careful planning for the future."

### To accomplish this Mission, staff will strive to:

- Manage growth
- Keep our citizens well-informed
- Provide a high level of service (to the public, builders and contractors)
- Maintain the unique quality of life in our community
- Provide safety and security
- Plan for future service needs
- Do our personal best
- Set achievable goals

### Motto

Our Mission is Our Community Working with you to preserve, serve, and enrich.



#### **BUDGET MESSAGE**

### To: Mayor, City Council, Budget Committee Members and Citizens

As required by Chapter 294 Section 294.305 to 294.520 of Oregon Revised Statues and Chapter 2.04, Section 060 of the City of Happy Valley Charter, I submit the City's budget for Fiscal Year 2006-2007. This budget details the City's investment in the quality of life for our community.

#### WHAT HAPPENED IN 2005-2006

During the past fiscal year, many changes occurred in and around the City. In keeping with the distinction of being one of the fastest growing cities in Oregon, numerous new developments have been approved and constructed. The City had a record year; issuing 501 new single family building permits through March 31, 2006. Happy Valley continued to annex properties in the East Happy Valley Expansion area and the Damascus/Boring/Happy Valley Concept planning process concluded and was accepted by Metro and Happy Valley. The Eagle Landing Development was annexed and the City purchased Lot #1 in the commercial office area for the construction of a new City Hall. The Pleasant Valley Golf Course was purchased by West Hills Development and will be proposed for residential development.

Other major accomplishments during the year included: completion of the remodeled garage and construction of the pole barn at the public works yard which includes the new Sheriffs substation, take-over of the erosion control responsibilities from Clackamas County, development of design standards for public improvements, implementation of the pavement management program for improvements in the summer of 2006, design and construction of the next phase of the Scott Creek Trail, design and construction of a new restroom and splash pad at the park, completion of major changes to the accounting system, payroll system, investments accounts and checking account, acquisition of two TGM grants for Comprehensive Planning of the East Happy Valley Expansion Area and a major code reorganization, organization and facilitation of the Happy Valley Family Fun Festival, Concerts in the Park, Safety Fair, and the Happy Valley Fun Run, creation of a Happy Valley Business Alliance, and commencement of construction of Happy Valley's first commercial shopping center at SE 162<sup>nd</sup> and Sunnyside Road which will include the largest New Seasons Market in Oregon.

The past year was a time of major changes for the city staff. Former City Manager, Wanda Kuppler retired and I assumed the helm as City Manager. Jason Tuck was hired as the new Economic and Community Development Director along with eleven other additions to the staff. The change in leadership has been a seamless process and employee morale remains high. The team remains focused on the future and the challenges that lay ahead. The Happy Valley staff understands that the citizens of the City are our customers; and customer service is a top priority. In addition, the City does not (and never has) operated on a "use it or lose it" mentality; we run "lean and mean" maintaining expense levels consistently under budget.

#### WHERE ARE WE GOING IN 2006-2007

The budget for 2006-2007 will be an important tool enabling staff to implement the Mission Statement of the City of Happy Valley as it was defined in December, 2004. This Mission Statement underscores the need to be responsive to the community while maintaining fiscal responsibility with taxpayer dollars. A copy of the mission statement and motto are included in the budget document. It will empower the City staff to translate the goals of the City into realities.

As you look through the 2006-2007 budget you will note some changes. The Court Department has been removed from the Public Safety/Community Services Department to make it possible to better account for the funds generated and spent by the Public Safety/Community Services Department. The Court will be accounted for in the General Government Fund. The large increases in revenue in the Community Development and SDC



accounts were due to development occurring at a rate more than double what the staff had anticipated. The 2005-2006 budget added departments and line items to better reflect actual expenditures. This change took items that were previously "lumped" into just one department and accounted for them in the department that actually received the goods or services. These changes have helped department managers better track their actual costs and expenditures.

This budget also reflects the potential for annexation and development of commercial and industrial properties. Other future annexation probabilities have all been considered in the preparation of this budget document.

The following are important factors considered in the budget and accounted for in each departmental summary:

#### Future Expansion

Expanding the commercial and industrial property base within the City continues to be a major focus for the coming year. In preparation of their budgets, all departments have included costs that will be incurred (staff and material costs) during the actual annexation process as well as costs for the service needs of the properties when the annexation process is completed. The 2006-2007 budget shows that expenses increase without an offsetting increase in revenue. The City will not receive the actual property taxes for the annexed properties until November 2007, but will need to begin providing services immediately. Anticipated increases in revenues from fee driven services, such as planning and building services, have been included in the budget. The budget also reflects the fact that the City will begin the Comprehensive Planning process for the East Happy Valley Expansion Area. These expenditures will be offset by TGM Grant monies and funds available through the new Expansion Area Fund available through METRO.

#### City Hall Facility

A big challenge facing Happy Valley in the coming year will be the construction and bonding of a new City Hall facility. A fund was created with the 2005-2006 budget to set aside funds for the project. As with last year's budget, a portion of the end of year (2005-2006) carry-over from the General Fund and Building Department Fund will be transferred to this fund. Under ideal conditions, it will take a minimum of 18-24 months to have a facility constructed. By dedicating money now for a new facility, the City should have a small debt to service ratio when that facility is completed.

#### Personnel and Benefit Package

It is important that the City staff provide high levels of customer service for our citizens. In this budget, each department has reviewed its current staffing level, and analyzed its potential needs if growth occurs as anticipated in the coming year. Each Department also looked at skill level requirements, industry trends, as well as other jurisdictions pay rates and benefit packages, all in an effort to have available the tools to attract and retain quality staff. With the benefit changes that occurred with the 2005-2006 budget, the City is competitive and has proposed no changes to the benefit package.

The budget reflects additional staff positions. Additional staff will ONLY be added if the service demands from new properties become more than the current staff can handle.

### Capital Outlay

The City has added 12 new staff people over the past fiscal year. The City has also grown in area and service requirement needs. This growth has produced a situation in which staff has had to examine our equipment needs. In order to give the staff the tools they need to provide the services our citizens deserve, each department has carefully examined their requirements for additional vehicles, computers, and street maintenance equipment to anticipate the needs for this fiscal year. The 2006-2007 budget reflects those increases in capital outlay expenditures.



#### **EXECUTIVE SUMMARY**

The Executive Summary on pages 7-11 of this budget document will give you a quick overview of the changes that have occurred on a department by department, and fund by fund basis.

#### **ACKNOWLEDGEMENTS**

As you review this budget document, you will find that each department gives a detailed description of their programs, goals, and expenditures. Every member of the City staff worked together to prepare this budget. It is the culmination of efforts by a group of professional and talented individuals working together as a team. Many thanks go to Debbie Whitten, our Finance Officer, for being the Team Leader and for her patience, understanding, and diligence throughout this process. We believe we have created a budget that best serves the citizens of Happy Valley now, and builds the foundation for what Happy Valley can, and will, be in the future.

I also want to thank you, the members of the City Council and Budget Committee, for your careful analysis of the budget, and your continuing support throughout the year. It is engaged and involved citizens like you that make Happy Valley a great place to work and a great place to live. Thank you.

Respectfully submitted,

Catherin L. Daw

City Manager and Budget Officer

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### **EXECUTIVE SUMMARY**

#### **ECONOMIC INFLUENCES:**

This year, the budget continues to be strongly influenced by continuing population and housing growth. Consequently, demand for services from both our new and established citizens remains strong.

The charts below show a comparison between the prior year's budget and the current year budget along with a brief description of the reason for the change.

Fund/Department	2005-06 Budget	2006-07 Budget	Percent Change	Reason for Change							
Fund/Department		eneral Fu	uningual care continues a continues and a cont	Treasurior Change							
General Government:											
General Government.	Transpire in the control of the cont			Increase in property tax revenue and							
Revenue	4,290,000	4,867,000	13.4%	franchise fees expected							
Expenditures:											
				Court staff added to General Government and additional staff							
Personal Services	276,940	352,500	27.3%	budgeted ACARTE							
Materials and Services	256,000	349,500	36.5%	Now includes court expenses and Increases due to City expansion							
Capital Outlay	15,000	20,000	33.3%	Equipment needed for increased staff							
Public Safety/Community Serv	rices:										
448990000000000000000000000000000000000				Court is not longer accounted for here, but large increase is due to in-							
Revenue	384,000	461,500	20.2%	creased revenue from erosion control							
Expenditures:				:							
Personal Services	202,730	182,000	-10.2%	Court staff is no longer accounted for here.							
Materials and Services	142,300	53,950	-62.1%	Less grant dollars expected and court expenses have been moved General Government							
Capital Outlay	90,000	100,000	11.1%	Vehicle purchases and grant spend- ing, if received							
Economic/Community Develop	oment:										
				Increase in building permits, which includes a plan review fee accounted							
Revenue	130,000	400,000	207.7%	for here and Metro grants							
Expenditures:											
Personal Services	526,250	543,300	3.2%	Same staff as budgeted last year							
Materials and Services	216,100	468,100	116.6%	Increase in contract planning services needed							
Capital Outlay	7,500	3,500	-53.3%	Less equipment needed							
Other:			waamannen.								
Transfers In	250,000	0	-100.0%	Closing Future Expansion Fund in 2005-06							



Fund/Department	2005-06 Budget	2006-07 Budget	Percent Change	Reason for Change
Public Works:		ı		
				Increase in construction fees and
				building permits, which include a
Revenue	662,000	750,000	13.3%	sewer fee and PW permit fee
Expenditures:				
Personal Services	238,700	393,800	65.0%	Planning for additional staff
				Increase in costs due to City expan-
Materials and Services	113,700	148,800	22.1%	sion
Capital Outlay	25,000	32,000	30.9%	Additional vehicle may be needed
Parks:		entral and the first	nerd erstellige	
Revenue	0	150,000	100.0%	Park revenue from NCPRD, if passed
Expenditures:				
Personal Services	105,950	187,400	76.9%	Redistribution of staff time
Materials and Services	43,850	60,900	38.9%	Increase in costs due to City growth
Capital Outlay	58,000	98,000	69.0%	Plan purchase of park equipment
Other:				
				Increase due to increase in property
Transfers Out	3,010,000	3,278,000	8.9%	tax revenue
Contingency	387,980	421,250	8.6%	Balance remaining
	Building	Departm	ent Fund	
	E			Increased residential building ex-
				pected and potential for commercial
Revenue	4,132,799	5,973,100	44.5%	properties annexed to the City
Expenditures:				
		***************************************		Increase in staffing to accommodate
Personal Services	1,004,140	1,399,800	39.4%	increase in building permits
				Increase in operating costs due to
Materials and Services	1,713,560	2,393,300	39.7%	increase in building permits
				Increase in vehicles needed to ac-
Capital Outlay	120,000	310,000	158.3%	commodate additional staff
Y				Transferring building departments
Tunnafara	070.000	070.000	00/	proportional share of the anticipated
Transfers	870,000	870,000	0%	cost of the New City Hall
10 to				Larger amount available to hold as
Contingency	425,000	1,000,000	135.3%	contingency if permit levels increase at a greater than anticipated rate
Contingency	SCHOOL STANSON AND THE STANSON OF TH	A CONTRACTOR OF THE PROPERTY O		at a greater triair anticipated rate
	- 5	treet Fun	U	
Povonus :	000.000	4 405 000	40.40/	Larger carryover from prior year and
Revenue	928,000	1,105,000	19.1%	increase in gas tax revenue
Expenditures:	107 450	140 000	0.00/	NA:
Personal Services	137,150	148,600	8.3%	Maintaining staff level
Materials and Services	170 500	195 500	2 20/	Largest increase is due to vehicle
IVIALEITAIS AITU SELVICES	179,500	185,500	3.3%	repairs due to more vehicles
		***************************************		More street reconstruction expected
Capital Outlay	611,350	770,900	26.1%	per pavement management plan
Capital Outlay	011,000	110,800	ZU. 170	per pavement management plan



	2004-05	2006-07	Percent	
Fund/Department	Budget	Budget	Change	Reason for Change
		SDC Fund	18 6 6 18 6	
Revenue				Larger carryover from prior year and
	0.440.000	7 040 000	220 50/	increase in SDC collections from building permits
F diture o	2,410,000	7,940,000	229.5%	building permits
Expenditures:				More money available for capital im-
Capital Outlay	2,410,000	7,940,000	229.5%	provements
Capital Odday		proveme		
D-1111-	644,000	700,000	8.7%	Larger carryover from prior year
Revenue	044,000	700,000	0.7 70	Larger Carryover Horri prior year
Expenditures:  Materials and Services	100,000	100,000	0.0%	Same as last year
Capital Outlay	544,000	600,000	10.3%	Budget more road construction
Capital Oditay	The second secon	forcemen	Saytee Coulous Transplacement coefficies for the con-	
	Eaw Eil	<u>nakeamer</u>	IL E UIIU	Larger carryover from prior year and
				increase in property tax revenue ex-
Revenue	1.373,000	1,821,000	32.6%	pected
Expenditures:	1.070,000	1,021,000 [	02.070	
Materials and Services	1,173,000	1,571,000	33.9%	Plan on increased police services
Waterials and Solvins	.,			Larger amount available to hold as
Contingency	200,000	250,000	25.0%	contingency
	RES	<b>ERVE FU</b>	NDS	
Pension:				
	1 12 1			Smaller carryover from prior year due
egitad memberatur	A. The State of the Control of the C			to using some other funds to cover
Revenue	353,000	346,000	-2.0%	increase in PERS
Expenditures:		· · · · · · · · · · · · · · · · · · ·		
		Avadament		Anticipating \$50,000 will be charged
	050 000	240,000	0.00/	to this account to offset the PERS
Personal Services	353,000	346,000	-2.0%	rate increase this fiscal year
Future Expansion:	0.50.000		400.00/	This first was aliminated in 2004 OF
Revenue	250,000	0	-100.0%	This fund was eliminated in 2004-05
Expenditures:	250 000	0	-100.0%	This fund was eliminated in 2004-05
Transfers	250,000	<u> </u>	-100.0%	Tims fullu was chilillated ili 2004-03
New City Hall:		l I		Expect to sell bonds for the New City
	2,880,000	15,500,000	438.2%	Hall during this fiscal year
Revenue Expenditures:	2,000,000	1 10,000,000	<u> </u>	i rian daring this hood year
Capital Outlay	2,880,000	15,500,000	438.2%	To be used for the New City Hall
Capital Outlay	_ 2,000,000	10,000,000	700,470	1.0 20 0000 101 010 110 110 11 010 11011



The City of Happy Valley is very diligent to ensure fiscal responsibility. The chart below shows that the City consistently spends below the budgeted amount and strives to operate each year with an increase to the Fund Balance.

	1999-00 Budgeted	1999-00 Actual	2000-01 Budgeted	2000-01 Actual	2001-02 Budgeted	2001-02 Actual
Revenue (+)	3,223,000	2,159,744	5,134,000	2,369,249	9,669,070	2,780,048
Expenditures (-)	3,223,000	1,751,017	5,134,000	2,384,205	9,669,070	1,988,697
Increase to Fund Balance (+)		408,727		-15,956	2	791,351
Fund Balance Carryover		1,898,866		2,307,593		2,291,637
Ending Fund Balance		2,307,593		2,291,637		3,082,988

	2002-03 Budgeted	2002-03 Actual	2003-04 Budgeted	2003-04 Actual	2004-05 Budgeted	2004-05 Actual
Revenue (+)	7,392,580	4,162,015	12,255,650	6,405,894	14,450,950	7,388,723
Expenditures (-)	7,392,580	3,235,490	12,255,650	4,594,729	14,450,950	5,311,172
Increase to Fund Balance (+)		916,525		1,811,165		2,077,551
Fund Balance Carryover		3,082,988		5,009,513		5,820,678
Ending Fund Balance		4,009,513		5,820,678		7,898,229



The following table is a summary of the above charts that show actual unspent revenue on a yearly basis that are shown in the ending fund balance.

### **SUMMARY 1999-2005**

	1999-00 Actual	2000-01 Actual *	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Actual
Revenue (+)	2,159,744	2,368,249	2,780,048	4,162,015	6,405,894	7,388,723
Expenditures (-)	1,751,017	2,384,205	1,988,697	3,235,490	4,594,729	5,311,172
Increase to Fund Balance (+)	408,727	-15,956	791,351	926,525	1,811,165	2,077,551
Fund Balance Carryover (+)	1,898,866	2,307,593	2,291,637	3,082,988	4,009,513	5,820,678
Ending Fund Balance	2,307,593	2,291,637	3,082,988	4,009,513	5,820,678	7,898,229

<sup>\*</sup>NOTE: During 2000-01 budget year the half-street improvements on SE 129th Avenue (from King Road to Scott Creek) were completed. This project was paid for from the Transportation SDC Funds, and cost more than the SDC dollars collected in this fiscal year.



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SALARY SUMMARY





### **SALARY SUMMARY**

- This page summarizes salaries for all departments and funds. The combining statement is used to better show the cost of each group of employees and to clearly show the Full Time Equivalent (FTE) budgeted for each fund and department as well as the City as a whole.
- FTE is used to determine hours worked in each department. One FTE is an 8-hour per day employee. The chart below shows positions included in the 2006-07 budget that are not currently filled.

Administrative Clerical	1.00
Planning Support Staff	1.00
Engineering Technician	1.00
Utility Worker	1.00
Permit Technician	1.00
Plans Examiner	3.00
Building Inspector	4.00
Code Enforcement-Clerical	1.00
Code Enforcement-Seasonal	0.50
TOTAL FTE's	13.50

- Increases in personnel costs: Total 4% potential increase for current employees which includes 1) cost of living increase of 2.6% 2) Merit increases were limited to 1.4%. Unfilled positions are included in the budgeted personnel costs. These positions will only be filled if workload requires and funding is available.
- Benefits required by law are:
  - o FICA
  - Tri-Met
  - o Workers' Compensation
- Benefits as offered in the City's employee manual include the following:
  - o *Medical and Dental Benefits:* The City offers employees medical coverage through CIS Insurance. Employees have the option to choose between Regence Blue Cross or Keizer.
  - o *Life Insurance*: The City provides a life insurance benefit for employees with a coverage amount of \$15,000.
  - Retirement (PERS): The difference between the last bi-annual rate of 8.33% and this year's rate of 13.17%, budgeted at \$50,000 will be charged to the Reserve for Pension Fund in all funds except the Building Department.
  - Disability Insurance: In the 2005-06 budget year, City Council approved the addition of disability insurance coverage for employees.

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	F	Y 2005-0	5 ADOPTI	DENDE	31		ADDED AND STORY		ΕY	2006-07	PROPOS	EDEUDG	ET .	
City	Admin	Public	Build Insp/ Plans	Non- Admin	<b></b>	~	Expenditure Description	City	Admin	Public	Build Insp/ Plans	Non- Admin		
Manager	Staff	Works	Exam	Clerical	Overtime	Total	General Fund	Manager	Staff	Works	Exam	Clerical	Overtime	Total
			<u> </u>				General Government	<b></b>						
41,500	62,300			71,400	5,000	180,200	Budget	46,100	50,700	-		136,600	5,000	238,400
0,4500	1,0500		-	2.2500		3.7500	FTE	0.4500	0.8000	-	•	4.1800	0,000	5.4300
	CO 000		ļ				Public Safety							
-	52,300 0.7500		-	81,600 2,3500	-	133,900 3.1000	Budget FTE		43,700 0.7000	-	-	76,700	-	120,400
	0.1300			2,3300		3,1000	FIC		0.7000	-	-	2.2500		2.9500
		***************************************					Economic Development							
18,500	170,300	12,300	i	159,700	5,000	365,800	Budget	20,500	117,900	9,800	3,300	223,700	5,000	380,200
0.2000	2,4500	0,2500	-	3.5125		6.4125	FTE	0.2000	1.7000	0.1500	0.0500	4.7800	·	6.8800
					***************************************									
9,300	25,900	109,900		9,600	5,000	159,700	Public Works Budget	10,300	37,600	200 200		40.000	F 000	0774 400
0.1000	0.4000	2.8000		0.1500	0,000	3.4500	FTE	0.1000	0,5500	208,300 4.2000		10,200 0.3000	5,000	271,400 5.1500
	-11						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	0.7000	0,000	7.2000		0.0000		3.1300
							Parks						***************************************	
4,700	19,000	34,000	-	5,800	2,500	66,000	Budget	5,200	26,800	77,000	-	6,100	2,500	117,500
0.0500	0.3000	1.4000	-	0.2000		1.9500	FTE	0.0500	0.4000	2.4000	-	0.2000		3.0500
							Street Fund							
9,300	7,000	59,400		12,800	3.000	91,500	Budget Fund	10,300	25,300	63,700			3,000	102,300
0.1000	0.1000	1,5500	-	0.2000		1.9500	FTE	0.1000	0,3500	1.4000			0,000	1.8500
	***************************************				***************************************									1,000
						:	Building Fund	ĺ						
9,300	132,700		355,600	150,500	20,000	668,100	Budget	10,300	104,400	*	642,600	152,000	20,000	929,300
0.1000	1.4500		7,0000	4.2175		12.7675	FTE	0.1000	1.5000	-	12.4500	4.6400		18.6900
1							Future Dev. Fund					!		
-1	-	-	-	-		-	Budget	-	-	-				-
-	-	-	<del>-</del> .	- 1		-	FTE	-	-			-		-
00.000	400 COO	045.550	255.000	454 455	/2 500		Total							
92,600	469,500   6,5000	215,600 6.0000	355,600 7.0000	491,400 12.8800	40,500	1,665,200 33,3800	Budget FTE	102,700	406,400 6,0000	358,800 8.1500	645,900	605,300	40,500	2,159,600
1,0000	0,0000 ]	0.0000	7.0000	12.0000 ;		10,000		ן טטטע,ו	Unemploy		12,5000	16.3500	-	44.0000
						123,740	***		Employer I	~~~~				162,500
						366,680			Health Insu					453,100
						30,130			Dental Insu					42,100
						5,100			Life Insura					2,400
						4,500			Disability Ins					6,900
						12,490 263,530	Workers Comp Rates					22,700		
						10,390						344,600		
						10,000			(3)VII41			·····		13,600
						826,660			Total Ben	ofits	·			1,047,900
						2,491,860		Tota	l Salaries ar	d Benefits				3,207,500
						353,000		PERS Budg	eled in Pens	ion Reserve	Fund			346,000
						2,844,860		TOTAL S	ALARIES A	ND BENEFI	TŚ			3,553,500
											*			



**GENERAL FUND** 

•			٠	•	
		. Y			
	•				



#### GENERAL FUND

- The General Fund accounts for all financial activities of the City of Happy Valley except for those that by law or council decision are accounted for in other funds. The City of Happy Valley's General Fund has five distinct departments: General Administration, Public Safety/Community Services, Community Development, Public Works, and Parks.
- Main sources of revenue in the General Fund are:
  - Construction fees paid by developers for improvement plan review and periodic construction supervision of street and storm drainage improvements to ensure compliance with current standards.
  - o Land use and planning fees.
  - The City's portion of various State shared revenues.
  - o Franchise fees from utilities operating within the City.
  - o Property taxes.
- Expenditures in the five departments are primarily in the areas of personnel, materials and services, and capital outlay.

Budgets for Departments within the General Fund:

	Historical Dat	a			1. 1	
Actual Adopted				Budget For Next Year 2006 - 2007		
Preceding Preceding		Budget This		Proposed	Approved	Adopted
Year 03 - 04   Year 04 - 05   Yea		Year 05 - 06	Department			
331,696	404,577	547,940	General Government	722,000	722,000	722,000
60,444	75,504	435,030	Public Safety/Community Services	335,950	335,950	335,950
486,849	611,046	749,850	Economic Development	964,900	1,014,900	1,014,900
156,273	193,574	377,400	Public Works	564,600	574,600	574,600
114,160	202,326	207,800	Parks	346,300	346,300	346,300
889,284	1,214,541	3,397,980	Transfers/Contingency	3,699,250	3,634,750	3,634,750
2,038,706 2,701,568		5,716,000	Total	6,633,000	6,628,500	6,628,500



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### **GENERAL GOVERNMENT**

Manager: Marylee Walden

#### STATEMENT OF PURPOSE:

The Administration Department of the City of Happy Valley consists of staff members charged with the day-to-day operations of the City and implementing the City Council policy and initiatives that set the course for the future. Staff members include the City Manager, City Recorder/Human Resources, Finance Officer, Court Clerks and Administrative Assistants. The Administrative Department staff works together with the other City departments to ensure efficient operations, as well as providing critical informational links to citizens, the business community, volunteers, visitors, prospective residents and the elected and appointed officials of the City. These activities include:

- 1. Translating the City Council's goals and policies into budgetary priorities.
- 2. Efficient operation of the City's financial information system to provide timely, useful, and accurate financial information to the City Council, Budget Committee, and others.
- 3. Clerical support and receptionist services for all staff, recognizing the importance of accurate, timely, and courteous customer service.
- 4. Management of the City's insurance program including Property, Casualty, and Workers' Compensation. Risk management includes 1) identification of risk 2) risk assessment including minimizing exposures wherever practicable 3) transfer of risk utilizing risk management and insurance strategies 4) implementation and ongoing monitoring of the risk management plan 5) review and revision as needed.
- 5. Municipal Traffic Court Operations: 1) All traffic and municipal code violation citations written within the City limits are directed to the City of Happy Valley Municipal Traffic Court. Court is held in the City Hall Annex biweekly. The Deputy Court Clerk then processes these citations and the required paperwork before and after court is held. 2) Payment for some traffic violations occurs in a non-court setting via the established Violations Bureau, thereby reducing the judicial expenses and other costs associated with an additional court date per month.

#### PROGRAM OBJECTIVES:

- 1. Seek public involvement and support for City services and activities through effective communication with and responsiveness to citizens and other affected parties.
- 2. Facilitate City Council and community decision-making concerning growth management.
- 3. Work closely with City Council and other City departments to insure cost-effective services are provided, always striving to improve services and streamline procedures.
- 4. Provide a work environment that promotes customer service and maximizes the strengths of each City staff member by recognizing and furthering their knowledge, skills, abilities, and creativity.

### BUDGET SUMMARY:

	A Record Control of the Control of t			· · · · · · · · · · · · · · · · · · ·		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	Historical Data						
Ac	tual : ***	Adopted		Budget For Next Year 2006 - 200			
Preceding Preceding		Budget This	dget This		Approved	Adopted	
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description		444	7	
175,481	231,804	276,940	Personal Services	352,500	352,500	352,500	
150,683	139,297	256,000	Material and Services	349,500	349,500	349,500	
5,532	33,476	15,000	Capital Outlay	20,000	20,000	20,000	
331,696	404,577	547,940	Total	722,000	722,000	722,000	



### GENERAL FUND Revenue, General Government

#### Line

- 2. Beginning Working Capital: Funds available but not spent during the previous fiscal year.
- 3. Uncollected Taxes: Taxes levied in prior years but not collected until the current year.
- 4. Interest Income: The City's cash is invested in the Local Government Investment Pool, which is operated by the State of Oregon Treasury and in other investments provided by Wells Fargo Brokerage Services.
- 5. State Liquor Tax: The statutory authorization for the distribution of the state liquor tax is ORS 471.810(a)(b) and 471.810(1)(d). 20% of the state's liquor receipts are distributed to cities on a per capita basis. These funds may be used by the City for any service in the General Fund. A portion of State Liquor Tax is also distributed as State Revenue Sharing. See description below in line #14.
- 6. State Cigarette Tax: The statutory authorization for the distribution of the state cigarette tax is ORS 323.445. Two cents of the \$1.18 per pack cigarette tax are paid to cities on a per capita basis.
- **7-11. Franchise Fees:** The City has franchise fee and privilege tax agreements with utilities that operate within the City. The fees are based on revenues earned within the City limits. City ordinances require the following fees: from Electric, the City receives a Franchise Fee of 3.5% and a Privilege Tax of 1.5% dedicated to sidewalks, Telephone 7%, Cable TV 5%, and Natural Gas 5.94%.
- 12. Cell Tower Fees: Rent fees are collected on cell phone towers in the City.
- 13. Park Reservation Fees: Fees charged are to reserve picnic space at Happy Valley Park. The City charges user fees to sports teams using the park to help the City recover a portion the cost of maintenance for sports fields.
- 14. SDC Administration Fee: The City collects \$75 on each new residential construction permit to cover administration. The money has historically been accounted for in the Public Works department but is now being accounted for in the General Government department to more accurately match the revenue with the associated expenditures.
- 15-19. Traffic Fines and Court Costs: Fines and assessments imposed in the Happy Valley traffic court. Related state and county fees are collected and turned over to the proper agencies. These include the Unitary Assessment, Law Enforcement Medical Liability Account (LEMLA) and the County Diversion Fee. In prior years this was accounted for in the Public Safety/Community Services Department.
- 20. Seat Belt Class Fee: The City is planning to hold seat belt classes taught by trauma nurses in conjunction with Providence Milwaukie Hospital twice per month. This is an option to classes currently offered at other, more distant locations.
- 21. State Revenue Sharing: Authorization for this revenue is in ORS 221.770. 14% of the state's liquor revenues are paid to cities based on the formula outlined in the ORS. To receive the funds the City must hold a hearing on the use of the funds and on the City's budget and the City must levy property taxes in the year it will receive the funds.
- 22. Sundry Income: Income not accounted for in other categories (i.e., copies, reimbursements, or refunds).
- 23. Current Year Taxes from Levy: In November 2002 the City passed a 4-year local option tax levy allowing the City to levy \$1.38 per thousand of assessed valuation for a period of four years to fund full time police protection within the City limits. Funds are collected in the General Fund and transferred to the Law Enforcement Fund for a clear accounting to the voters.
- **24. Current Year Taxes from Permanent Rate:** The City's permanent tax rate is \$0.671 per thousand. This amount is levied on the taxable value of the City as determined under current state law.

### RESOURCES General Fund

National Preceding Year   O3 - 04   O4 - 05		HISTORICAL DATA				BUDGET FOR NEXT YEAR 200				
03 - 04										
1		_			4 31-	PECOLIDAR				
1,116,352		03 - 04	04 - 05	06			Budget Officer	Budget Comm.	Governing Body	
12,000   26,000   17,000   402000   17,000   402000   17,000   20,000   20,000   20,000   4	1				~~~		2 000 000	2 000 000	2 000 000	
17,831			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~						· · · · · · · · · · · · · · · · · · ·	
1,1,10						<u> </u>	·			
11,180	F 1			······································				<u> </u>	<u> </u>	
186,787   129,677   134,000   410000   Franchise Fees - Electric   140,000   140,000   140,000   140,000   8   19,200   22,983   25,000   411000   Franchise Fees - Telephone   25,000   25,000   25,000   9   44,668   61,123   48,000   412000   Franchise Fees - Cable TV   60,000   60,000   60,000   60,000   10   115,172   144,826   148,000   413000   Franchise Fees - Gas   213,000   213,000   213,000   213,000   11   2,000   500   - 414000   Franchise Fees - Broadband     12   19,167   22,340   24,000   416250   Cell Tower Fees   24,000   24,000   24,000   24,000   13   15,512   15,346   17,000   416300   Park Reservation Fees   17,000   17,000   17,000   17,000   14     416400   SDC - Administration Fees   60,000   60,000   60,000   60,000   15     418100   Traffic Fines   200,000   200,000   200,000   16     -   418200   State Unitary Assessment   50,000   50,000   50,000   17     -   418300   State LEMLA Assessment   50,000   50,000   30,000   18     -   418500   City Assessment   6,000   6,000   6,000   6,000   20   10   10   10   10   10   10					·			· · · · · · · · · · · · · · · · · · ·		
180,787   123,077   123,077   123,000   123,000   25,000   25,000   25,000   25,000   26,00								·		
S				·····			·	<del></del>		
10								·	· · · · · · · · · · · · · · · · · · ·	
1	9	44,668						1		
12	10	115,172		148,000		<u> </u>	213,000	213,000	213,000	
12		2,000	500	-			-		*	
13	12	19,167	22,340	24,000	416250					
15	13	15,512	15,346	17,000	416300	Park Reservation Fees		······		
16	14		•		416400	SDC - Administration Fees	·	······································		
16         -         -         418200         State Unitary Assessment         50,000         50,000         50,000           17         -         -         418300         State LEMLA Assessment         4,000         4,000         4,000           18         -         -         -         418400         County Diversion Fee         30,000         30,000         30,000           19         -         -         -         418500         City Assessment         6,000         6,000         6,000           20         -         -         -         418600         Seat Belt Class Fee         10,000         10,000         10,000           21         36,245         42,218         48,000         439000         State Revenue Sharing         48,000         48,000         48,000           22         13,784         2,793         -         440000         Sundry Income         -         -         -         -           23         789,284         925,638         970,000         499998         Current Year Taxes - Levy         1,236,000         1,236,000         1,236,000           24         399,653         442,734         472,000         499999         Current Year Taxes - Perm Rate         601,00	15	*		-	418100	Traffic Fines	200,000	200,000		
17         -         -         418300         State LEMLA Assessment         4,000         4,000         4,000           18         -         -         -         418400         County Diversion Fee         30,000         30,000         30,000           19         -         -         -         418500         City Assessment         6,000         6,000         6,000           20         -         -         -         418600         Seat Belt Class Fee         10,000         10,000         10,000           21         36,245         42,218         48,000         439000         State Revenue Sharing         48,000         48,000         48,000           22         13,784         2,793         -         440000         Sundry Income         -         -         -           23         789,284         925,638         970,000         499998         Current Year Taxes - Levy         1,236,000         1,236,000         1,236,000           24         399,653         442,734         472,000         499999         Current Year Taxes - Perm Rate         601,000         601,000           25         -         -         -         -         -         -           26 <t< td=""><td></td><td>-</td><td>-</td><td>-</td><td>418200</td><td>State Unitary Assessment</td><td>50,000</td><td></td><td></td></t<>		-	-	-	418200	State Unitary Assessment	50,000			
18         -         -         418400         County Diversion Fee         30,000         30,000         30,000         30,000         30,000         30,000         30,000         30,000         30,000         6,000         6,000         6,000         6,000         6,000         6,000         6,000         6,000         6,000         6,000         6,000         6,000         10,000         10,000         10,000         10,000         10,000         10,000         48,000	17	-	*	-	418300	State LEMLA Assessment	4,000		·	
19         -         -         418500         City Assessment         6,000         6,000         6,000           20         -         -         418600         Seat Belt Class Fee         10,000         10,000         10,000           21         36,245         42,218         48,000         439000         State Revenue Sharing         48,000         48,000         48,000           22         13,784         2,793         -         440000         Sundry Income         -         -         -         -           23         789,284         925,638         970,000         499998         Current Year Taxes - Levy         1,236,000         1,236,000         1,236,000           24         399,653         442,734         472,000         499999         Current Year Taxes - Perm Rate         601,000         601,000           25         -         -         -         -         -         -           26         2,856,503         4,529,955         4,290,000         General Government Totals         4,867,000         4,867,000         4,867,000		÷ .	-	-	418400	County Diversion Fee	30,000	· · · · · · · · · · · · · · · · · · ·		
20         -         -         418600         Seat Belt Class Fee         10,000         10,000         10,000           21         36,245         42,218         48,000         439000         State Revenue Sharing         48,000         48,000         48,000           22         13,784         2,793         -         440000         Sundry Income         -         -         -         -           23         789,284         925,638         970,000         499998         Current Year Taxes - Levy         1,236,000         1,236,000         1,236,000           24         399,653         442,734         472,000         499999         Current Year Taxes - Perm Rate         601,000         601,000           25         -         -         -         -         -         -           26         2,856,503         4,529,955         4,290,000         General Government Totals         4,867,000         4,867,000         4,867,000		*	-	-	418500	City Assessment	6,000	6,000	6,000	
21         36,245         42,218         48,000         439000         State Revenue Sharing         48,000         48,000         48,000         48,000           22         13,784         2,793         -         440000         Sundry Income         -         -         -         -           23         789,284         925,638         970,000         499998         Current Year Taxes - Levy         1,236,000         1,236,000         1,236,000           24         399,653         442,734         472,000         499999         Current Year Taxes - Perm Rate         601,000         601,000         601,000           25         - <td></td> <td></td> <td></td> <td>-</td> <td>418600</td> <td>Seat Belt Class Fee</td> <td>10,000</td> <td>10,000</td> <td>10,000</td>				-	418600	Seat Belt Class Fee	10,000	10,000	10,000	
22         13,784         2,793         -         440000         Sundry Income         -		36.245	42.218	48,000	439000	State Revenue Sharing	48,000	48,000	48,000	
23     789,284     925,638     970,000     499998     Current Year Taxes - Levy     1,236,000     1,236,000     1,236,000       24     399,653     442,734     472,000     499999     Current Year Taxes - Perm Rate     601,000     601,000     601,000       25     26     2,856,503     4,529,955     4,290,000     General Government Totals     4,867,000     4,867,000     4,867,000				-				-	-	
24     399,653     442,734     472,000     499999     Current Year Taxes - Perm Rate     601,000     601,000     601,000       25     26     2,856,503     4,529,955     4,290,000     General Government Totals     4,867,000     4,867,000     4,867,000       27	23			970,000			1,236,000	1,236,000	1,236,000	
25     26   2,856,503   4,529,955   4,290,000     General Government Totals   4,867,000   4,867,000   4,867,000					4		601,000	601,000	601,000	
26   2,856,503   4,529,955   4,290,000     General Government Totals   4,867,000   4,867,000   4,867,000	25				<u> </u>					
27		2.856.503	4,529,955	4,290,000		General Government Totals	4,867,000	4,867,000	4,867,000	
Table   Tabl										
30	28									
30	20									
	30				1					



### GENERAL FUND Expenditures, General Government

#### **MATERIALS AND SERVICES:**

#### Line

- 28. Office Supplies: Administrative supplies needed for the general office staff and City Council.
- **29. Travel:** Travel and meals for Councilors, the City Manager, and staff budgeted under General Administration are included here. All travel is related to training or other City business.
- **Training:** Includes training necessary for job requirements for budgeted staff on subjects such as budgeting, legislative affairs, legal issues, risk management and human resource management. Also includes the cost for the League of Oregon Cities annual conference registration fee.
- 31. Membership and Dues: Annual membership dues to the League of Oregon Cities are estimated to be \$4,000. Other dues cover professional organizations for the Mayor, the City Council and General Administrative staff.
- **32. Utilities:** Utilities are spread between the Building Fund and the General Fund based on actual or estimated use of building space. Utilities charged to General Administration include gas, electricity, garbage, phones and water.
- 33. Vehicle Operation & Maintenance: Costs related to gas and supplies for vehicles operated in relation to general business within the City for all departments except the Public Works, Parks and Building Departments.
- 34. Legal Publications: Cost of legal notices for City business.
- 35. Newsletter: The full cost of the newsletter including postage is accounted for here. Bi-monthly costs include typing, printing service, mailing service and postage. The potential for increased circulation and special editions has been considered. Monthly distribution rather than bi-monthly is also being considered.
- **36. Subscriptions and Internet:** Professional subscriptions and books required for City Administration. Also budgeted here is Lexis Nexis website hosting of the City's Municipal Code.
- **37. Postage:** Cost for mailing all of the City's correspondence except the newsletter. Cost includes quarterly expense for the postage meter.
- 38. Insurance: The City's Property, General Liability and Business Automobile insurance costs are anticipated to increase 10% over the prior year. Coverage costs have also increased due to recent acquisitions. Insurance costs are pooled through the League of Oregon Cities.

### EXPENDITURE DETAIL General Fund

	HISTORICAL DATA				11. 75. 11				
	Actual Adopt		Adopted Budget					R 2006 - 2007	
Ī	Preceding Year	Preceding Year	This Year 05 -		200	Proposed By	Approved by	Adopted By	
	03 - 04	04 - 05	06	Account No.	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body	
1					General Government				
2				001-002-	Personnel				
3	35,778	46,354	41,500	500050	City Manager	46,100	46,100	46,100	
4	66,885	59,486	62,300	500051	Administrative Staff	50,700	50,700	50,700	
5	1,015	20,109	+	500059	Public Works	w	-	+	
6	27,186	39,672	71,400	500063	Non-Admin/Clerical	136,600	136,600	136,600	
7	-	8,172	-	500070	City Manager Severance Pay	-	•	-	
8	1,079	3,131	5,000	500100	Overtime	5,000	5,000	5,000	
9		***************************************							
10	131,943	176,924	180,200		Total Personnel	238,400	238,400	238,400	
11									
12					Employee Benefits				
13	9,767	1,568	10,000	504600	Unemployment Insurance	-	-		
14	8,662	12,172	13,410	504700	Employer FICA	17,900	17,900	17,900	
15	12,523	18,106	41,240	504800	Health Insurance	55,200	55,200	55,200	
16	2,182	1,591	3,380	504801	Dental Insurance	5,100	5,100	5,100	
17		144	1,000	504802	Life Insurance	300	300	300	
18	-		1,000	504803	Disability Insurance	800	800	800	
19	363	488	500	504900	Worker's Compensation	500	500	500	
20	9,299	19,831	25,110	505000	Retirement Plan	32,800	32,800	32,800	
21	742	980	1,100	506000	Tri-Met Excise Tax	1,500	1,500	1,500	
22									
23	43,538	54,880	96,740		Total Employee Benefits	114,100	114,100	114,100	
24									
25	175,481	231,804	276,940		Total Personal Services	352,500	352,500	352,500	
26									
27	·····				Materials and Services				
28	14,623	13,981	17,500	600100	Office Supplies	25,000	25,000	25,000	
29	2,681	1,154	4,000	600200	Travel	5,000	5,000	5,000	
30	5,124	3,220	10,000	600201	Training	12,000	12,000	12,000	
31	6,690	6,421	8,500	600300	Membership And Dues	9,500	9,500	9,500	
32	9,984	10,048	15,000	600400	Utilities	15,000	15,000	15,000	
33	988	3,980	3,000	601500	Vehicle Operation & Maint.	3,000	3,000	3,000	
34	1,241	1,871	3,000	602000	Legal Publication	3,000	3,000	3,000	
35	6,692	11,834	20,000	602001	Newsletter	60,000	60,000	60,000	
36	1,800	-	5,000	602010	Subscriptions & Internet	5,000	5,000	5,000	
37	4,412	4,269	7,500	602100	Postage	7,500	7,500	7,500	
38	14,839	18,462	25,000	602200	Insurance	30,000	30,000	30,000	



### GENERAL FUND Expenditures, General Government

#### **MATERIALS AND SERVICES:**

#### Line

- 39. Repairs and Maintenance: Monthly rental for the photocopier, maintenance and repair of computers and server, annual maintenance on the accounting system and unscheduled but anticipated maintenance on office equipment is budgeted here. Telephone system repairs and charges are also included in this category, as are the City's monthly contracted janitorial services.
- **40. Community Concept Planning:** As of the 2005-06 budget, Community Concept Planning is being budgeted in the Community Development Department.
- **41. Miscellaneous Administration:** Cities Dinner, banking and other fees, the annual Volunteer Appreciation Dinner and various community events are budgeted here.
- **42. Legal:** Legal expenses pertaining to Elections, Labor, General Government, Finance, Risk Management and Intergovernmental services.
- **43. Interpreting Services:** Costs associated with providing translation services, to include signing, to aid communication between defendants and court staff. In prior years, this was budgeted in the Public Safety/Community Services Department.
- 44. Audit: Cost of the annual financial audit, which is required by law.
- **45. Minutes/Clerical:** Costs associated with recording, editing, and publishing minutes of the proceedings of various board and commission meetings to including City Council.
- **46. Contracted Payroll Services:** Contractor-provided payroll and full tax service, to include quarterly and annual reports. Connectivity and information storage is provided via the Internet.
- 47. Contracted Software Services: Management and support for network server and City's computers.
- **48. Software:** Purchase of software for general office staff.
- **49. Contracted Services:** Payments made to Providence Milwaukie Hospital for the trauma nurses teaching the seat belt classes planning to be offered at the City.
- **50-52. Turnover of Assessments:** In prior years, this was budgeted in the Public Safety/Community Services Department.

Court Costs: The City is required by Oregon Statute to turn over a portion of various assessments:

State Unitary Assessment: Turnover of 50% of fees collected for the State of Oregon.

State LEMLA Assessment: Turnover of 50% of fees collected for the State of Oregon.

County Diversion Fee: Turnover of 50% of fees collected for Clackamas County.

#### CAPITAL OUTLAY:

- **58. Vehicles:** Purchase of general use City vehicles in prior years.
- **59. Equipment:** Purchase of equipment such as computers, printers and furniture.

### EXPENDITURE DETAIL General Fund

	HISTORICAL DATA				11 25					
	Act	ual	Adopted Budget				BUDGET FOR NEXT YEAR 2006 - 2007			
	Preceding Year	Preceding Year	This Year 05 -			Proposed By	Approved by	Adopted By		
	03 - 04	04 - 05	06	Account No.	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body		
39	21,118	18,875	25,000	602300	Repairs & Maintenance	25,000	25,000	25,000		
40	23,025	21,950	-	602400	Community Concept Planning	<b>b-</b>	*	-		
41	26,102	13,810	10,000	602900	Miscellaneous Admin.	15,000	15,000	15,000		
42	_	-	40,000	603100	Legal	60,000	60,000	60,000		
43	-	-	-	603130	Interpreting Services	1,000	1,000	1,000		
44	7,380	4,294	6,000	603110	Audit	6,000	6,000	6,000		
45	1,177	-	6,000	603200	Minutes/Clerical	6,000	6,000	6,000		
46	2,807	2,428	5,500	603210	Contracted Payroll Services	1,500	1,500	1,500		
47	-	2,700	15,000	603900	Contracted Software Services	19,000	19,000	19,000		
48		-	30,000	603901	Software	5,000	5,000	5,000		
49	<b>&gt;</b>	-	-	603950	Contract Services	6,000	6,000	6,000		
50	-		_	604200	State Unitary Assessment	25,000	25,000	25,000		
51	-	<u> </u>	+	604300	State LEMLA Assessment	2,000	2,000	2,000		
52	-	-	-	604400	County Diversion Fee	3,000	3,000	3,000		
53										
54	150,683	139,297	256,000		Total Materials and Supplies	349,500	349,500	349,500		
55										
56					Capital Outlay					
57	-	4,500	_	700200	Vehicles	_	-	-		
58	5,532	28,976	15,000	700300	Equipment	20,000	20,000	20,000		
59	***************************************									
60	5,532	33,476	15,000		Total Capital Outlay	20,000	20,000	20,000		
61										
62	331,696	404,577	547,940		Total General Government	722,000	722,000	722,000		
63										
64										



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#### PUBLIC SAFETY/COMMUNITY SERVICES

#### STATEMENT OF PURPOSE:

Manager: Steve Campbell

The Public Safety/Community Services department at the City of Happy Valley is multi-functional. The Department provides code enforcement, emergency service and community services.

The Public Safety/Community Services Department includes the following functions:

#### 1. Code Enforcement:

a. Enforcement of the Municipal Code to improve and sustain the consistency, efficiency and quality of code compliance and enforcement service throughout the City.

### 2. Emergency Services:

- a. Coordinate and work directly with the Clackamas County Sheriff's office for the contracted full-time deputies that provide law enforcement services throughout the City.
- b. Coordination of City's emergency management plan and emergency response program.

### 3. Community Services:

a. The department works towards public information, community outreach, community affairs, and community and media relations. Community Services, develops, coordinates and implements community outreach and relations efforts.

#### 4. Erosion Control:

a. This department is responsible for permitting and inspection of single lot erosion control. Through education and enforcement, the department will ensure compliance with City ordinances and DEQ requirements.

### **PROGRAM OBJECTIVES:**

#### 1. Code Enforcement:

- a. Resolve conflicts through mediation between neighbors, developers and builders that arise as a result of code violations and livability conflicts.
- b. Use code compliance function as an early detection or prevention mechanism for other problems that may be present in the neighborhood.
- c. To respond quickly to complaints, and boost the quality of code compliance and enforcement services to our citizens throughout the City and to take a more pro-active approach towards tasks such as business license investigation, minor health and safety violations.

#### 2. Emergency Services:

- a. The continued coordination of public forums for citizens to address their concerns directly with the Sheriff's Department and the assigned deputies.
- b. Pursing grants for emergency services and homeland security.
- c. Development and implementation of City's emergency management plan.



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#### 3. Community Services:

- a. Enhance communication between residents, business association and homeowner associations.
- b. Promote citizen involvement in City government and provide opportunities for residents to learn about City government programs, services and operations.
- c. Present information at homeowner association meetings. Give presentations to public groups, committees and organization.

#### 4. Erosion Control:

- a. Review permit applications and erosion control plans for approval.
- b. Daily site inspections for erosion control compliance.
- c. Education classes for erosion control requirements and regulations.
- d. Enforcement for non-compliance.

#### **BUDGET SUMMARY:**

	Historical Data					
Ac	tual	Adopted		Budget Fo	r Next Year 20	06 - 2007
Preceding	Preceding	Budget This		Proposed	Approved	Adopted
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description			
25,538	39,298	202,730	Personal Services	182,000	182,000	182,000
34,407	34,726	142,300	Material and Services	53,950	53,950	53,950
499			Capital Outlay	100,000	100,000	100,000
60,444			Total	335,950	335,950	335,950



## GENERAL FUND Revenue, Public Safety/Community Services

#### <u>Line</u>

- 2. Erosion Control Permit: Fees for single lot erosion control including re-inspection fees stemming from compliance issues.
- 3. Business License: The City requires businesses operating within the City to have a valid City business license. The City of Happy Valley also participates in the Metro business license program. Before 2005-06, this was budgeted under Community Development.
- 4. Alarm Permits: A bi-annual fee for residential commercial alarms.
- 5. Alarm Penalties and Assessments: Late payment and false alarm assessments.
- 6. Burning Permits: The City now requires an annual Burning Permit for burning within City limits.
- 7. Solid Waste Franchise Fee: A percentage of the solid waste franchise fee will be allocated to the City for enforcement of solid waste complaints and design review for commercial structures.
- 8. Municipal Code Penalties: Code violation fine revenue.
- **9-13. Traffic Fines and Court Costs:** Traffic fines and the related court costs are now being accounted for in the General Government Department.
- **14. Grants:** The City applies for grants sponsored by federal, state, and regional governments to fund projects and programs. While these grants are budgeted, there is no guarantee that the City will be the recipient of grants. No expenditures are made unless the grant funds are received.

#### RESOURCES General Fund

	HIS	TORICAL DA			11.60			22 400
	Act		Adopted Budget					R 2006 - 2007
	Preceding Year	Preceding Year	This Year 05 -		200	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.		Budget Officer	Budget Comm.	Governing Body
1				001-000-	Public Safety/Community Services	·····		
2	37,745	-	50,000		Erosion Control Permit	300,000	300,000	300,000
3	-	<b>+</b>	10,000	416450	Business License	12,000	12,000	12,000
4	3,015	6,255	7,000	416500	Alarm Permits	7,000	7,000	7,000
5	-	-	2,000	416600	Alarm Penalties & Assessments	2,000	2,000	2,000
6	-	-		416700	Burning Permits	5,000	500	500
7	-	-	•	416800	Solid Waste Franchise Fee	20,000	20,000	20,000
8	2,262	19,556	20,000	418000	Municipal Code Penalties	20,000	20,000	20,000
9	63,895	94,790	100,000	418100	Traffic Fines	-	_	-
10	17,158	23,578	25,000	418200	State Unitary Assessment	-	_	-
11	947	1,120	2,000	418300	State LEMLA Assessment	-	-	-
12	9,340	12,315	15,000	418400	County Diversion Fee	-	_	
13	632	4,939	3,000	418500	City Assessment	-	*	-
14	-	-	150,000	431101	Grants	100,000	100,000	100,000
15								
16	134,994	162,553	384,000		Total Public Safety/Comm Services	466,000	461,500	461,500
17								
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24 25								
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27								
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29								
30								



#### **GENERAL FUND**

#### Expenditures, Public Safety/Community Services

#### **MATERIALS AND SERVICES:**

#### Line

- 23. Office Supplies: Code Enforcement/Community Services supplies including safety equipment, protective clothing and public outreach supplies.
- **24. Travel:** Travel and meals for staff budgeted under Public Safety/Community Services. All travel is related to training or other City business.
- 25. Training: On-going training in code enforcement and emergency services.
- **26. Membership and Dues:** Annual membership dues to professional organizations for code enforcement and community Service staff.
- 27. Utilities: Cost of cell phones for staff.
- **28. Vehicle Operation & Maintenance:** Costs related to gas and supplies for vehicles operated by the Public Safety/Community Services Department.
- 29. Repairs and Maintenance: Cost associated with radio, communication and safety equipment.
- **30. Emergency Management Supplies:** Supplies needed in case of emergencies as stipulated in grant agreements. This budget item is based upon grant funding.
- 31. Judge/Legal: This is now being accounted for in the General Government Department.
- 32. Interpreting Services: This is now being accounted for in the General Government Department.
- 33. Contract Software Services: This is now being accounted for in the General Government Department.
- **34. Contract Services:** Contract services for nuisance abatement. After court ordered abatement fails the City contracts services to remove the nuisances on private property.
- 35-37. Turnover of Assessments: Now being accounted for in the General Government Department.

#### CAPITAL OUTLAY:

- **42. Vehicles:** Purchase of vehicles for code enforcement.
- **43. Equipment:** Budgeted for anticipated grant funding that provides equipment for large-scale disasters. The actual expenditures will be based on the availability of these grants.

## EXPENDITURE DETAIL General Fund

	HIS	TORICAL DA	ATA		11.00			
	Act	ual	Adopted Budget			<b>BUDGET FO</b>	R NEXT YEA	R 2006 - 2007
	Preceding Year	Preceding Year	This Year 05 -		111-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
	03 - 04			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Public Safety/Community Services			
2				001-004-	Personnel	***************************************	///	
3		-	52,300	500051	Administrative Staff	43,700	43,700	43,700
4	19,063	28,022	81,600	500063	Non-Admin/Clerical	76,700	76,700	76,700
5								
6	19,063	28,022	133,900		Total Personnel	120,400	120,400	120,400
7								
8					Employee Benefits			
9	1,227	2,144	10,250	504700	Employer FICA	9,300	9,300	9,300
10	3,051	4,408	34,090	504800	Health Insurance	30,100	30,100	30,100
11	375	434	2,790	504801	Dental Insurance	2,800	2,800	2,800
12		50	500	504802	Life Insurance	200	200	200
13	-	+	500	504803	Disability Insurance	500	500	500
14	81	66	500	504900	Worker's Compensation	900	900	900
15	1,624	4,001	19,200	505000	Retirement Plan	17,000	17,000	17,000
16	117	173	1,000	506000	Tri-Met Excise Tax	800	800	800
17								
18	6,475	11,276	68,830		Total Employee Benefits	61,600	61,600	61,600
19							100.000	100.000
20	25,538	39,298	202,730		Total Personal Services	182,000	182,000	182,000
21								
22					Materials and Services		1.000	4.000
23 24	4,074	2,593	7,600	600100	Office Supplies	4,000	4,000	4,000
24		-	700	600200	Travel	1,000	1,000	1,000
25	178	1,117	37,200	600201	Training	1,000	1,000	1,000
26	70	50	600	600300	Membership And Dues	250	250	250
27	-	-	-	600300	Utilities	3,000	3,000	3,000
28	•	-	-	601500	Vehicle Operation & Maint.	24,200	24,200	24,200
29	8,671	20	1,000	602300	Repairs & Maintenance	500	500	500
30	*	-	10,000	602350	Emergency Mgmt. Supplies	10,000	10,000	10,000
31	6,713	11,440	30,000	603100	Judge/Legal		-	-
32	-	*	200	603130	Interpreting Services	-	-	-
33	*	1,000	4,000	603900	Contract Software Services	10,000	10,000	10,000
34			30,000	603950	Contract Services	10,000	10,000	10,000
35	9,510	11,789	12,500	604200	State Unitary Assessment State LEMLA Assessment	-	-	-
36	519	560	1,000 7,500	604300 604400	County Diversion Fee	-	-	<u> </u>
37	4,672	6,157	/,500	004400	County Diversion Fee	-	-	
38 39	24.400	24 707	142,300	ļ	Total Materials and Services	53,950	53,950	53,950
39	34,407	34,726	142,500		total materials and Services	33,730	20,720	00,000
40 41					Capital Outlay			
	1	-	5,000	700200	Vehicles	10,000	10,000	10,000
42 43	499	1,480	85,000	700200	Equipment	90,000	90,000	90,000
43		1,480	000,000	00000	Expulsion	70,000	70,000	70,000
44 45	499	1,480	90,000		Total Capital Outlay	100,000	100,000	100,000
47	433	1,700	70,000		The second second	100,000	,	
46 47	60,444	75,504	435,030	1	Total Public Safety/Comm Services	335,950	335,950	335,950
48	1 00,7774	15,504	135,030					
140	<u> </u>		1				<u> </u>	



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Manager: Jason Tuck



# City of Happy Valley Fiscal Year 2006 - 2007 Budget

#### **ECONOMIC AND COMMUNITY DEVELOPMENT**

#### STATEMENT OF PURPOSE:

The Economic and Community Development Department guides residential, commercial and industrial growth to facilitate the continual improvement of Happy Valley and the quality of life of our residents. The Department works directly with City officials, regulatory agencies, advisory committees, citizen committees, the general public and developers to optimize land development and ensure compliance with the adopted land use regulations and policies. These regulations include the Comprehensive Plan, Development Code, Transportation System Plan, Parks Master Plan and the Rock Creek Comprehensive Plan, in addition to state and county regulations and policies.

The Economic and Community Development Department is responsible for technical review of preliminary and final subdivision plats, building site review, transportation planning, parks planning, landscape plan review, annexations, and "special projects" such as development agreements and intergovernmental agreements (IGA's) and the long range planning to include Comprehensive Planning of the East Happy Valley Expansion Area. The Economic and Community Development Department is a key resource in developing the City's Capital Improvement Plan and for conducting strategic planning to include future annexation of commercial and industrial properties. The staff is also responsible for coordination with surrounding jurisdictions to include Clackamas County and Metro.

#### PROGRAM OBJECTIVES:

#### General:

- 1. Ensure the design of development projects to enhance functional and visual characteristics of the community.
- 2. Provide information and assistance to developers and the general public regarding development requirements in the City, the planning process, and Planning Commission and City Council procedures.
- 3. Coordinate planning and economic development efforts with other City departments and local, regional, and state planning agencies and organizations.
- 4. Review, research, and update the Comprehensive Plan and Land Development Ordinance for the City of Happy Valley to ensure that it meets the goals prescribed by regional and state planning agencies as well as the City Council and Planning Commission.
- 5. Work closely with the City Attorney to ensure that the City's obligations and Council directives are handled accurately and in a legally sound manner.
- 6. Promote the development and expansion of commercial and industrial lands.

#### Fiscal Year 2006 / 2007:

- 1. Adopt new Multi-Family and Industrial zoning designations.
- 2. Creation of an Employment/Industrial Zone.
- 3. Develop marketing material as an Economic Development tool. (Web updates, annexation brochure, Clackamas County efforts)
- 4. TGM Grant for Land Use and Transportation for the East Happy Valley Comprehensive Plan.
- 5. Local Wetland inventory for East Happy Valley area.
- 6. Metro Title 13 compliance.
- 7. Civic Center (RFQ, Hire Architect, Design Process, Design Review, Project Bid and Contractor Selection, Start Construction)
- 8. Code Assistance Grant Phase 2 Code Organization
- 9. Rock Creek Strom Drainage Analysis
- 10. Post Office (Continue efforts to establish zip code)
- 11. Metro compliance reporting
- 12. FEMA Adoption process from new flood zone maps



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- 13. Grant Opportunities Transportation Enhancement Program, State Pedestrian & Bicycle Program, State Parks, Metro Transportation Improvement Program, Small Community Incentive Fund
- 14. Coordinate joint CIP for Transportation with City and County

#### Fiscal Year 2007 / 2008:

- 1. East Happy Valley Comprehensive Plan adoption.
- 2. Economic Development Action Plan.
- 3. Annexation Plan programs (SDC assessments, Fees, etc).
- 4. Parks Master Plan Update, if needed.

#### **BUDGET SUMMARY:**

	Historical Data						
Ac	tual	Adopted		Budget For Next Year 2006 - 2007			
Preceding Preceding		Budget This		Proposed	Approved	Adopted	
Year 03 - 04	5.1		Description				
276,867	334,288	526,250	Personal Services	543,300	543,300	543,300	
199,534	270,768	216,100	Material and Services	418,100	468,100	468,100	
10,448			Capital Outlay	3,500	3,500	3,500	
486,849			Total	964,900	1,014,900	1,014,900	



#### **GENERAL FUND**

#### Revenue, Economic and Community Development

#### <u>Line</u>

- 2. Development Fees/Deposits: There are several categories of development fees. Certain fees are by type of application and other fees are a cost per lot to be developed. Also includes a plan review fee for each building permit. Fees are set to cover staff time and administrative/overhead costs. Traffic review fees will be charged to a deposit/pass through system with this budget.
- 3. Business License: This is now being budgeted for in Public Safety/Community Services Department.
- 4. Grants: The City applies for grants sponsored by federal, state, and regional governments and non-governmental organizations to fund various projects and programs. The City will be applying to Metro for funds, through the Expansion Area Planning Fund, to assist in the East Happy Valley Comprehensive Plan process. This budget does not reflect that the City has received a TGM Grant for Code Assistance in the amount of \$30,000 and a TGM Grant for an Integrated Land Use and Transportation Plan for the East Happy Valley Expansion Area in the amount of \$60,000. These monies are paid to the consultant directly by the Oregon Department of Transportation. The City pays for its match through in-kind services, the cost of which is reflected in staff salaries.

#### RESOURCES General Fund

	HIS	TORICAL DA			44 87		10 N. S. S. S. S. C.	D 2006 2007
		tual	Adopted Budget					R 2006 - 2007
	Preceding Year		This Year 05 -		TEROVINOES	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	<u> </u>	Budget Officer	Budget Comm.	Governing Body
1				001-000-	Economic & Comm. Development	200.000	200.000	200 000
2	497,627	277,653	100,000	416000	Development Fees/Deposits	200,000	200,000	200,000
3	27,379	44,991	•		Business License		200 000	200,000
4		**	30,000	431100	Grants	200,000	200,000	200,000
5						100.000	100.000	100.000
	525,006	322,644	130,000		Total Economic & Comm. Dev.	400,000	400,000	400,000
7		****						
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## GENERAL FUND Expenditures, Economic and Community Development

#### **MATERIALS AND SERVICES:**

#### <u>Line</u>

- 27. Office Supplies: Included are general office supplies.
- 28. Maps and Printing: Maps and printing are separated from general office supplies.
- **29. Travel:** Travel and meals for staff budgeted under Economic and Community Development are included here. All travel is related to training or other City business.
- 30. Training: Cost covers training necessary for job requirements for budgeted staff.
- 31. Membership & Dues: Annual membership dues paid to local and national planning associations.
- 32. Utilities: Cost of cell phones for staff.
- **33. Publications:** Cost of legal and other notices required by City code and other regulations, as well as the purchase of books.
- **34. Subscriptions:** Professional subscriptions and costs of the updates to the Land Development Ordinance (Lexis-Nexis).
- **35. Postage:** Cost of postage for mailings specific to this department.
- **36.** Repairs and Maintenance: Monthly rental for the photocopier in the Community Development Department. Maintenance and repair of computers and unscheduled but anticipated maintenance on office equipment is also budgeted here.
- **37. Community Concept Planning:** Cost associated comprehensive planning within the City. Other planning projects that may be necessary.
- **38. Miscellaneous Admin:** This account was used in 2004-05 for Community Development share of a fee study.
- **39.** Legal: Attorney fees for contract creation and review, legal interpretation and representation.
- **40. Contract Traffic Engineer:** Contract for review of City transportation issues. Costs for review development applications will be billed to the applicant.
- **41. Contract Engineering:** Transportation engineering and planning and public services engineering. Only shown for historical purposes.
- **42. Contract Planning:** Code revision and project work related to City growth and future expansions most of which is proposed to be funded by grants. Costs associated with development of required legal descriptions for annexations. Fees paid to METRO for annexation. Costs associated with special projects and over-load current planning review.

#### **CAPITAL OUTLAY:**

**48. Equipment:** Purchase of support equipment such as computers, printers and furniture.

## EXPENDITURE DETAIL General Fund

П	HIS	TORICAL DA	ATA		11 6			
1	Act	นลไ	Adopted Budget			<b>BUDGET FO</b>	R NEXT YEA	R 2006 - 2007
	Preceding Year	Preceding Year	This Year 05 -			Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
1			***************************************		Economic & Comm. Development			
2				001-006-	Personnel			
3	11,287	13,861	18,500	500050	City Manager	20,500	20,500	20,500
4	77,342	47,050	170,300	500051	Administrative Staff	117,900	117,900	117,900
5	5,402	34,242	12,300	500059	Public Works	9,800	9,800	9,800
6	-	<del></del>		500060	Building Inpect/Plans Exam	3,300	3,300	3,300
7	119,948	142,471	159,700	500063	Non-Admin/Clerical	223,700	223,700	223,700
8	1,523	1,460	5,000	500100	Overtime	5,000	5,000	5,000
9			266 800		T-4-1 B	380,200	380,200	380,200
10	215,502	239,084	365,800		Total Personnel	380,200	380,200	360,200
11					Employee Benefits			
12	12 702	17 176	27,600	504700	Employer FICA	28,800	28,800	28,800
13	13,702	17,135 37,094	70,500	504800	Health Insurance	70,000	70,000	70,000
14	25,962	5,432	5,800	504801	Dental Insurance	6,500	6,500	6,500
15 16	4,757	234	1,000	504802	Life Insurance	400	400	400
17	-		500	504803	Disability Insurance	1,100	1,100	1,100
18	602	731	1,100	504900	Worker's Compensation	1,200	1,200	1,200
19	15,108	33,196	51,700	505000	Retirement Plan	52,700	52,700	52,700
20	1,234	1,383	2,250	506000	Tri-Met Excise Tax	2,400	2,400	2,400
21	1,23	3,000						
22	61,365	95,205	160,450		Total Employee Benefits	163,100	163,100	163,100
22 23								
24	276,867	334,289	526,250		Total Personal Services	543,300	543,300	543,300
25								
26					Materials and Services		(000	6.000
27	5,054	6,874	6,000	600100	Office Supplies	6,000	6,000	6,000
28	2,283	1,152	5,000	600110	Maps And Printing	5,000	5,000	
29	856	503	1,500	600200	Travel	1,500	1,500 3,000	1,500 3,000
30	770	2,231	3,000	600201	Training	3,000 1,000	1.000	1,000
31	512	740	1,000	600300	Membership And Dues Utilities	600	600	
32	834	706	5,000	600400 602000	Publications	6,000	6,000	
33	4,003	4,061 166	3,500	602010	Subscriptions & Code Books	7,000	7,000	
34 35	344	4,340	6,000	602100	Postage	5,000	5,000	
36	6,032 1,176	1,111	2,000	602300	Repairs & Maintenance	3,000	3,000	
37	1,170	1,111	50,000	602400	Community Concept Planning	200,000	200,000	
		7,500		602900	Miscellaneous Admin.	-	*	*
38 39	94,321	157,186	100,000	603100	Legal	100,000	150,000	
40	22,666		5,000	603250	Contract-Traffic Engineer	10,000	10,000	10,000
41	32,557			603300	Contract - Engineering	•	_	*
42	28,126		27,500	603700	Contract-Planning	70,000	70,000	70,000
43								
44	199,534	270,768	216,100		Total Materials and Services	418,100	468,100	468,100
45								
46					Capital Outlay			
47		114		700200	Vehicles	*		2 500
48	10,448	5,877	7,500	700300	Equipment	3,500	3,500	3,500
49	·····				T. 10 :: 10 ::	3.600	2 500	2 500
50	10,448	5,991	7,500		Total Capital Outlay	3,500	3,500	3,500
51			H40.050		Total Farancia P. Comm. Dom	964,900	1,014,900	1,014,900
52	486,849	611,048	749,850		Total Economic & Comm. Dev.	004,400	1,014,900	1,014,700
53		1	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	1



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Manager: Rich Bellum



# City of Happy Valley Fiscal Year 2006 - 2007 Budget

## GENERAL FUND Operations / Public Works

#### STATEMENT OF PURPOSE:

The Operations and Engineering Groups within the Public Works Department oversee operations related to the construction, maintenance, and improvement of City facilities and infrastructure, such as streets and utilities. The staff also provides public works related inspections. The Engineering staff is responsible for review of plans, monitoring construction activities, and capital improvement projects within the City. In conjunction with other City Departments, the engineering staff works to provide strategic planning related to new development, transportation, natural resources, utility master planning, City-supported public works programs and capital improvement projects.

#### **PROGRAM OBJECTIVES:**

- 1. Provide City residents a high level of customer service relative to the following:
  - a. Street construction, improvements, maintenance and repairs
  - b. Public rights-of-way
  - c. Surface water:
  - d. Signs in public rights-of-way
  - e. Street cleaning including; sweeping, debris pick-up and hazardous spill removal coordination
  - f. Coordinate the work efforts of volunteers and community work force
- 2. Review construction plans for compliance to National, Regional and City standards and oversee construction and improvement projects relative to new development and growth within the City of Happy Valley.
- 3. Oversee capital, up-grade, and public improvement projects:
  - a. Within the public rights-of-way
  - b. Utilizing System Development Charges for capital projects
  - c. City properties excluding parks
- 4. Work in conjunction with Building Department, Community Development, Code Enforcement and Community Services relative to the following items:
  - a. New site development(s)
  - b. City Code compliance
  - c. Final plat review to assure compliance with conditions of approval
- 5. Work with the Traffic and Public Safety and Park Advisory Committees to address the existing and anticipated concerns and goals of residents
- 6. Other tasks as assigned by City Council and City Manager, including providing support for City functions such as the Safety Fair and 4<sup>th</sup> of July activities.

#### **BUDGET SUMMARY:**

l l	<b>Historical Data</b>						
Act	tual	Adopted		Budget For Next Year 2006 - 2007			
Preceding	Preceding Preceding		Budget This		Approved	Adopted	
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description				
79,667	113,490	238,700	Personal Services	393,800	393,800	393,800	
34,133	50,647	113,700	Material and Services	138,800	148,800	148,800	
42,473	42,473 29,437		Capital Outlay	32,000	32,000	32,000	
156,273	193,574	377,400	Total	564,600	574,600	574,600	



#### GENERAL FUND Revenue, Public Works

#### <u>Line</u>

- 2. Site Development NPDES 1200C Permit: Fees collected for the following: Coordinating review and submittal of site development NPDES 1200C permits with Oregon DEQ; Providing initial review of erosion and sediment control design plan and NPDES 1200C permit forms for completeness and compliance with DEQ requirements; Providing initial, intermediate and final site erosion and sediment control inspections for compliance with construction plans and NPDES 1200C permit requirements; Providing assistance to code compliance officer in enforcement of NPDES 1200C permit and DEQ requirements.
- 3. Sewer Permits: Fee set to cover inspection of sewer hookups.
- 4. Miscellaneous Permits: Fees set to cover permits not accounted for elsewhere (i.e., public works permits).
- 5. Right of Way Permits: Fees set to cover cost of allowing work in the City's right of way.
- 6. Construction Fees: These fees are set to cover improvement plan review and periodic construction supervision of public improvements by the City to ensure compliance with National, Regional, and City standards.
- 7. SDC Administration Fee: The money has historically been account for in the Public Works department but is now being accounted for in the General Government department to more accurately match the revenue with the associated expenditures.

#### RESOURCES General Fund

		TORICAL DA			111/200	DIIDORT FO	מאר שמער אויי	D 2006 2007
		ual	Adopted Budget			BUDGET FO		
	Preceding Year	Preceding Year			n race in ord	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05		Account No.		Budget Officer	Budget Comm.	Governing Body
1				001-000-	Public Works			
2	-			415401	Site Development NPDES 1200C	10,000	10,000	10,000
3	11,127	18,310	10,000	415450	Sewer Permit Fee	35,000	35,000	35,000
4	30,219	43,971	12,000	415500	Misc. Permits	40,000	40,000	40,000
5	32,959	450	25,000		Right of Way Permit	15,000	15,000	15,000
6	591,601	584,932	600,000	416100	Construction Fees	650,000	650,000	650,000
7	16,800	31,845	15,000	416400	SDC - Administration Fees	-	-	-
8								
9	682,706	679,508	662,000		Public Works Totals	750,000	750,000	750,000
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#### GENERAL FUND Expenditures, Public Works

#### **MATERIALS AND SERVICES:**

#### Line

- 25. Office Supplies: General office supplies as needed for daily work, materials needed to prepare the Traffic and Public Safety Committee meetings packets, traffic control device request, right-of-way, inspection and erosion control forms, correspondence to developers, engineers, contractors and other information sheets.
- 26. Public Works Supplies: Tools, supplies and materials needed for repairs and continued operation of City facilities.
- 27. Travel: Travel to and from training as well as occasional use of personal automobiles to meetings.
- 28. Training: Training classes for Public Works staff on subjects such as insecticide/herbicide use, road maintenance, safety, construction related inspection and methods, erosion control, technical/engineering training and first aid training.
- 29. Dues and Membership: Staff membership in Public Works associations, such as the American Public Works Association (APWA).
- 30. Legal: Legal expenses pertaining to Public Works issues.
- 31. Utilities: Proportional cost for departmental use of cell phones and portable toilets are budgeted here.
- **32. Vehicle Operation & Maintenance:** Operation of tractor, backhoe, three public works vehicles and dump truck for public utility work.
- 33. Vehicle Lease: Shown for historical purposes only.
- 34. Publications: Cost of publishing invitation for bids, requests for proposals and other advertisements.
- 35. Subscriptions: Subscriptions to trade journals.
- **36.** Repairs and Maintenance: Cost of maintaining non-vehicular equipment, maintenance, repairs, additions, improvements and up-keep for City Hall, the City Hall Annex and the Public Works Operations Facility. Possible addition of a City fuel station at Operations Facility.
- 37. Emergency Weather Expenses: This budget item relates to costs due to severe or inclement weather, such as snow and ice, which can create a situation where the main City streets need to be sanded or plowed for safety. Also includes costs related to downed trees from wind storms.
- 38. Miscellaneous Administration: Only shown for historical purposes.
- 39. Contract Engineer: A consulting professional engineer responsible for evaluating traffic safety and control issues throughout the City and/or to provide assistance with construction plans and plat review and project close out. Also may include professional staff for erosion control permitting and inspections.
- **40. Municipal Lease:** Lease of modular unit to house a portion the Public Works personnel.

#### **CAPITAL OUTLAY:**

- 45. City Hall: Only shown for historical purposes.
- **Vehicles:** Purchase of new and /or used vehicles or heavy equipment, such as a boom truck, to be used throughout the City for maintenance purposes.
- **47. Equipment: Operations-**Attachments for tractor, wood chipper and /or other maintenance equipment. **Engineering-**Refurbishing and/or purchase of new computers, CAD computer operating system and basic survey equipment.
- 48. Parks: Only shown for historical purposes.

## EXPENDITURE DETAIL General Fund

l	HIS	TORICAL DA	······································					
	Act	ual	Adopted Budget					R 2006 - 2007
	Preceding Year	Preceding Year	This Year 05 -			Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
1					Public Works			
2				001-008-	Personnel	are development of the second		
3	7,525	8,854	9,300	500050	City Manager	10,300	10,300	10,300
4	15,585	15,526	25,900	500051	Administrative Staff	37,600	37,600	37,600
5	28,153	46,618	109,900	500059	Public Works	208,300 10,200	208,300 10,200	208,300
6	7,106	11,587	9,600 5,000	500063 500100	Non-Admin/Clerical Overtime	5,000	5,000	5,000
7	2,267	4/	3,000	200100	Overtime	2,000	2,000	2,000
8	(0.626	02 (22	159,700		Total Personnel	271,400	271,400	271,400
9	60,636	82,632	139,700		1 otal refsonner	271,400	271,400	271,400
10	2 021	£ 33£	11.000	504700	Employer FICA	20,400	20,400	20,400
11	3,931	6,236 11,217	11,800 38,000	504700 504800	Health Insurance	52,400	52,400	52,400
12 13	8,337 1,182	1,344	3,100	504801	Dental Insurance	4,900	4,900	4,900
14	1,102	75	500	504802	Life Insurance	300	300	300
15	ht.	-	500	504803	Disability Insurance	800	800	800
16	825	926	2,000	504900	Worker's Compensation	4,400	4,400	4,400
17	4,412	10,576	22,100	505000	Retirement Plan	37,500	37,500	37,500
18	344	484	1,000	506000	Tri-Met Excise Tax	1,700	1,700	1,700
19								
20	19,031	30,858	79,000		Total Employee Benefits	122,400	122,400	122,400
21								
$\frac{2}{22}$	79,667	113,490	238,700		Total Personal Services	393,800	393,800	393,800
23	1		***************************************					
24					Materials and Services			
25	1,057	1,226	1,200	600100	Office Supplies	2,000	2,000	2,000
26	7,882	6,433	10,000	600150	Public Works Supplies	12,500	12,500	12,500
27	572	812	1,500	600200	Travel	2,500	2,500	2,500
28	519	1,422	3,000	600201	Training	5,000	5,000	5,000
29	*	246	500	600300	Membership And Dues	1,000	1,000	1,000
30		-		603100	Legal		10,000	10,000
31	2,554	2,183	3,500	600400	Utilities	3,500	3,500	3,500
32	4,416	9,672	8,500	601500	Vehicle Operation & Main.	15,000	15,000	15,000
33	1,280	- 1 102	1 000	601510	Vehicle Lease Publications	1,500	1,500	1,500
34	902	1,197	1,000	602010	Subscriptions	800	800	800
35 36	3,365	5,960	10,000	602300	Repairs & Maintenance	25,000	25,000	25,000
*********	***************************************	5,960			Emergency Weather Expenses	5,000	5,000	5,000
37 38	3,853	10,000		602900	Miscellaneous Admin.			-
39	7,733	10,919	69,000	603300	Contract-Engineer	63,000	63,000	63,000
40	-		•	603800	Municipal Lease	2,000	2,000	2,000
41								
42	34,133	50,647	113,700		Total Materials and Services	138,800	148,800	148,800
43	_ 1,1		<u> </u>					
44					Capital Outlay		Í	***************************************
45	30,825	17,177	-	700100	City Hall	*	-	-
46		1,500	10,000	700200	Vehicles	15,000	15,000	15,000
47	3,618	9,717	15,000	700300	Equipment	17,000	17,000	17,000
48	3,030	1,043		700400	Parks	-	-	
49								
50	42,473	29,437	25,000		Total Capital Outlay	32,000	32,000	32,000
51								
52	156,273	193,574	377,400		Total Public Works	564,600	574,600	574,600
53								



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#### GENERAL FUND PARKS

#### STATEMENT OF PURPOSE:

Manager: Rich Bellum

The City Operations/Public Works Department's Parks Division has the mission of providing a stewardship for the preservation and enhancement of City parks, trail systems and open space, and to create safe recreational and educational opportunities for the well-being and enjoyment of the public.

#### PROGRAM OBJECTIVES:

- 1. Provide a high level of customer service to City residents relative to:
  - a. Picnic areas
  - b. Sport fields
  - c. Ensure a clean and safe environment, including friendly park personnel on a daily basis and to assist during events
  - d. Work closely with volunteers providing improvements to City Park and trails system (i.e.: Happy Valley Hikers, N Clackamas School District students, and Boy Scout Troops and Eagle Scout candidates)
  - e. City parks, trails and open spaces
- 2. Provide general park maintenance (i.e., mowing, invasive plant removal, facilities maintenance, and repairs).
- 3. Basic level of maintenance for soccer, football, and baseball fields in the City Park.
- 4. Staff support during City sponsored and endorsed park activities that are open to all citizens;
  - a. Staff support for the Parks Advisory Committee, and assistance in development of priorities.
- 5. Maintain City trails system as time permits.
- 6. Special projects to be accomplished during the coming budget year;
  - a. Oversee capital improvement projects within the City Park that be funded with Park SDCs:
  - b. Additional picnic tables and concrete pads (where needed) throughout the City Park, including the new picnic pavilion, and in the buffer area between main park and sports fields.
  - c. Upgrade baseball field dugouts, including acquisition and installation of bleachers at Baseball Fields 1 and 3.
- 7. Assist wherever possible with the Construction of new trails and trail connections utilizing City funding and volunteer labor. Examples of trails needed completion:
  - a. Stone Bridge development alignment
  - b. 132<sup>nd</sup> Avenue to Crest Drive
  - c. Rebstock Park to Crest Drive/Mt. Scott Blvd. and King Road
  - d. Kanne Road to City Park via developments on Callahan Road
- 8. Assist in the planning and construction of new park facilities.

#### **BUDGET SUMMARY:**

	Historical Data					
Ac	Actual			Budget Fo	r Next Year 20	06 - 2007
Preceding	Preceding Preceding			Proposed	Approved	Adopted
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description			
87,832	115,724	105,950	Personal Services	187,400	187,400	187,400
22,945	32,387	43,850	Material and Services	60,900	60,900	60,900
3,383	3,383 54,215		Capital Outlay	98,000	98,000	98,000
114,160	202,326	207,800	Total	346,300	346,300	346,300



GENERAL FUND Revenue, Parks

#### <u>Line</u>

2. Park Revenue from NCPRD: The City is calling for an election to annex the City into the North Clackamas Parks and Recreation District (NCPRD) in May 2006. If the election is successful, the City will receive \$50,000 per quarter starting November, 2006 from NCPRD for maintenance of current parks.

#### RESOURCES General Fund

-	HIS	TORICAL DA			41 73	DID CET EO	n kirwa we a	D 2006 2007
	Act		Adopted Budget			BUDGET FO		
	Preceding Year	Preceding Year	This Year 05 -		2112	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.		Budget Officer	Budget Comm.	Governing Body
1				001-000-	Parks			
2 3	-	-		416350	Park Revenue from NCPRD	150,000	150,000	150,000
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4	_	•			Parks Totals	150,000	150,000	150,000
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#### GENERAL FUND Expenditures, Parks

#### **MATERIALS AND SERVICES:**

#### <u>Line</u>

- **25. Office Supplies:** Administrative supplies needed for such things as sport team packet preparation, reservation forms and site reservation posting materials.
- **26. Public Works Supplies:** Costs related to small tools and supplies for use in an around City parks, open spaces and trail systems to maintain a safe and user-friendly environment. This includes supplies for the public restroom facilities.
- 27. Travel: Travel to and from training as well as occasional use of personal automobiles to meetings.
- **28. Training:** Training classes for Public Works staff on subjects such as insecticide/herbicide use, safety, equipment training and first aid training.
- 29. Utilities: Cost of lights, garbage pickup, portable toilets and water at City parks. This item also includes the irrigation cost related to 2 baseball fields, soccer fields and the Tot Park at the northwest corner of the City Park.
- 30. Vehicle Operation & Maintenance: Costs related to gas, supplies and servicing and maintenance of vehicles and equipment operated in relation to Park maintenance and improvements. Equipment included are items such as; the mule (small utility vehicle), backhoe, one ton truck, tractor and mowers.
- 31. Repairs and Maintenance: Expenses for cleanup and repair of picnic areas, routine maintenance, invasive plant control and costs related to vandalism. As well as refurbishing of existing restrooms.
- 32. Park Ground Maintenance: Shown for historical purposes. No longer using this line item.

#### CAPITAL OUTLAY:

- **37. Vehicles:** Purchase of vehicle for park maintenance.
- **38. Equipment:** Replacement and/or purchase of equipment for park maintenance as required.
- **39.** Parks: Replacement and/or refurbishing of existing play equipment and items that cannot be purchased with SDC funds.

## EXPENDITURE DETAIL General Fund

	HIS	TORICAL DA			111 755			
	Acı	tual	Adopted Budget				R NEXT YEA	·
Ì	Preceding Year	Preceding Year	This Year 05 -		21112	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
1					Parks		···	
2	***			001-009-	Personnel			
2 3	3,762	4,427	4,700	500050	City Manager	5,200	5,200	5,200
4	10,034	13,037	19,000	500051	Administrative Staff	26,800	26,800	26,800
5	41,912	64,349	34,000	500059	Public Works	77,000	77,000	77,000
6	10,849	5,135	5,800	500063	Non-Admin/Clerical	6,100	6,100	6,100
7	*	-	2,500	500100	Overtime	2,500	2,500	2,500
8								
9	66,557	86,948	66,000		Total Personnel	117,600	117,600	117,600
10								
11	4,346	6,557	4,900	504700	Employer FICA	8,900	8,900	8,900
12	8,646	9,230	21,450	504800	Health Insurance	36,200	36,200	36,200
13	1,523	1,022	1,800	504801	Dental Insurance	3,400	3,400	3,400
14	1,020	108	500	504802	Life Insurance	200	200	200
15	*		500	504803	Disability Insurance	600	600	600
16	1,450	1,820	1,300	504900	Worker's Compensation	3,500	3,500	3,500
17	4,912	9,559	9,100	505000	Retirement Plan	16,200	16,200	16,200
18	398	479	400	506000	Tri-Met Excise Tax	800	800	800
19								
20	21,275	28,775	39,950	<u> </u>	Total Employee Benefits	69,800	69,800	69,800
	21,213	20,773	27,730					
21	07.030	115 727	105,950		Total Personal Services	187,400	187,400	187,400
22	87,832	115,723	105,950		Total Fersonal Services	107,400	107,100	107,100
23					3.6			
24			4 - 55	600100	Materials and Services	2,000	2,000	2,000
25	-	240	1,500	600100	Office Supplies		, <del>, , , , , , , , , , , , , , , , , , </del>	12,000
26	9,567	9,793	8,000	600150	Public Works Supplies	12,000 400	12,000 400	400
27		•	350	600200	Travel	1,500	1,500	1,500
28	-	-	500	600201	Training	20,000	20,000	20,000
29	10,690	14,996	20,000	600400	Utilities		10,000	10,000
30	1,594	1,597	3,500	601500	Vehicle Operation & Maint.	10,000	15,000	15,000
31	830	5,762	10,000	602300	Repairs & Maintenance	15,000	13,000	12,000
32	<del></del>		-	605170	Park Grounds Maintenance	-		
33						70.000	CO 000	(0.000
34	22,945	32,388	43,850		Total Materials and Services	60,900	60,900	60,900
35								
36					Capital Outlay			
37		4,750	-	700200	Vehicles	15,500	15,500	15,500
38	199	11,027			Equipment	12,500	12,500	12,500
39	3,184			700400	Parks	70,000	70,000	70,000
40								
41	3,383	54,214	58,000		Total Capital Outlay	98,000	98,000	98,000
42		1 2,,2						
42	114,160	202,325	207,800		Total Parks	346,300	346,300	346,300
		492,323	207,000					
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## GENERAL FUND Revenue, Transfers

#### <u>Line</u>

2. Transfer from Future Expansion Fund: The Future Expansion Fund was eliminated during 2005-06. It was decided that this activity would be better accounted for in the General Fund, Community Development.

#### RESOURCES General Fund

	HISTORICAL DATA			11		BUDGET FOR NEXT YEAR 2006 - 2007		
			Adopted Budget					
	Preceding Year	Preceding Year			DESCRIPCES	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.		Budget Officer	Budget Comm.	Governing Body
1				001-000-	Transfers			
2	-	•	250,000	490000	Transfer from Future Expansion		-	-
3								
4	-	+	250,000		Total Transfers	-	-	-
5								
6								
7								
8							<u> </u>	
9								
10								
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12								
13								
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15	4,199,209	5,694,660	5,716,000		Total General Fund Resources	6,633,000	6,628,500	6,628,500
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## GENERAL FUND Expenditures, Transfers, Contingency

#### Transfers:

#### Line

- **4.** Road Improvement Fund; Reserve for Pension Fund: Transfer of 1.5% privilege tax collected on Portland General Electric revenue set aside for sidewalk construction.
- 5. Law Enforcement Fund: Transfers all collections from the local option levy for full time police protection to the Law Enforcement Fund.
- 6. Pension Reserve Fund: Transfer of funds to this fund from the General Fund created a prudent reserve if courts find agencies need to increase payments or make payments due to the rate being set too low. For 2005-06 and 2006-07, the rate has been increased to 13.17% from 8.33% in 2004-05. A transfer from the general fund will not be done for 2006-07. See Pension Reserve Fund.
- 7. Future Expansion Fund: Established to fund planning and engineering associated with annexation and general growth. The Future Expansion Fund was eliminated in 2005-06. It was decided that this activity would be better accounted for in the General Fund, Community Development.
- 8. New City Hall Fund: Established to create a reserve to accumulate funds for the eventual purchase of a new City Hall.

#### Other:

13. Contingency: An account set aside to meet unforeseen circumstances. Contingency is budgeted at approximately 11% of the budgeted expenditures before transfers and contingency. A contingency of 10 to 15% is suggested. Contingency funds may only be transferred to Personal Services, Materials and Services, Capital Outlay, and Transfers by resolutions made by City Council.

## EXPENDITURE DETAIL General Fund

	HISTORICAL DATA			III TO A		BUDGET FOR NEXT YEAR 2006 - 2007		
	Actual		Adopted Budget					
	Preceding Year	Preceding Year	This Year 05 -			Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
1							· · · · · · · · · · · · · · · · · · ·	
2					Transfers			
3				001-030-				1.000
4	=	38,903	40,000	800121	To Road Improvement Fund	42,000	42,000	42,000
5	789,284	925,638	970,000	800122	To Law Enforcement Fund	1,236,000	1,236,000	1,236,000
6	-	100,000	*	800123	To Reserve For Pension Fund	-		
7	100,000	150,000	₩.	800124	To Future Expansion Fund	-		
8	-		2,000,000	800125	To New City Hall Fund	2,000,000	2,000,000	2,000,000
9								
10	889,284	1,214,541	3,010,000		Total Transfers	3,278,000	3,278,000	3,278,000
11								
12	***************************************			001-030-	Contingency			
13	-	-	387,980	880000	Contingency	421,250	356,750	356,750
14								6 600 500
15	2,038,706	2,701,569	5,716,000		Total Requirements	6,633,000	6,628,500	6,628,500
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STREET FUND



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#### STREET FUND

- The money used for the operation, maintenance, and preservation (OM&P) of the City's streets is budgeted in this fund. Property taxes are not used to pay for street repairs. OM&P funds are not used to build new streets; rather, they are paid for through dedicated sources of revenue such as assessments to benefited property owners and development charges.
- Most of Happy Valley's Street Fund revenue comes from the City's share of the state Highway Trust Fund, allocated using a formula based in part on City population. The money in the highway trust fund comes primarily from a per-gallon gasoline tax and, to a lesser degree, state vehicle registration fees. Some projects in this fund are cooperative and reimbursement is received if the City of Happy Valley pays both parties' share of the project and is subsequently reimbursed.
- The state gas tax rate has not increased since 1993, although the cost of paving construction has risen, as have the traffic loads on the City's streets. As a result, the value of gas tax receipts, adjusted for inflation, has decreased over the past decade.
- A relatively small portion of road fund revenue comes from interest earnings on reserves.

#### BUDGET SUMMARY:

	Historical Data					
Ac	tual	Adopted		Budget For Next Year 2006 - 2007		
Preceding Preceding		Budget This		Proposed	Approved	Adopted
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description			
116,841	106,800	137,150	Personal Services	148,600	148,600	148,600
32,809	49,335	179,500	Material and Services	185,500	185,500	185,500
85,483	52,275	611,350	Capital Outlay	770,900	770,900	770,900
235,133	208,410	928,000	Total	1,105,000	1,105,000	1,105,000



## STREET FUND Revenue

#### <u>Line</u>

- 2. Beginning Working Capital: Funds available but not spent during the previous fiscal year.
- 3. Interest Income: The City's cash is invested in the Local Government Investment Pool, which is operated by the State of Oregon Treasury and in other investments provided by Wells Fargo Brokerage Services.
- 4. Gas Tax Revenue: The City's share of the apportionment of Highway Fund revenue (includes Motor Vehicle Fuel Tax Fees, Motor Carrier Fees, DMV Registration Fees, and Road Use Assessment Fees). These funds are distributed under ORS 366.524 and 366.800.
- 5. Other: Payment by another jurisdiction for taking over what had been their responsibility (i.e., streets from the County). Future payments of this type will be recorded in the Road Improvement Fund.

#### RESOURCES Street Fund

	HISTORICAL DATA			14 20 1		DUDGET FOR NEVT VEAR 2007 2007		
		Actual Adopted Budget		-		BUDGET FOR NEXT YEAR 2006 - 2007		
	Preceding Year	Preceding Year				Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	RESOURCES	Budget Officer	Budget Comm.	Governing Body
1				002-000-		ļ		
2	463,529	503,476	575,000	401000	Beginning Working Capital	750,000	750,000	750,000
3	7,036	12,665	10,000	403000	Interest Income	15,000	15,000	15,000
4	267,775	312,783	343,000	413100	Gas Tax Revenue	340,000	340,000	340,000
5	269	-	-	419000	Other	_	-	
6								
7								
8	738,609	828,924	928,000		Total Resources	1,105,000	1,105,000	1,105,000
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26 27				7				
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28 29								
30								



## STREET FUND Expenditures

#### **MATERIALS AND SERVICES:**

#### <u>Line</u>

- **25. Training:** Costs for the attendance of street construction/inspection and/or maintenance seminars and training materials.
- **26. Vehicle Operation & Maintenance:** Cost share for operation of vehicles including; tractor, backhoe, street sweeper, large dump truck and attachments for work on public streets.
- 27. Vehicle Lease: Shown for historical purposes only.
- **28. Contract Street Maintenance:** Agreements with other organizations, departments, or companies for the routine maintenance of streets, i.e. filling potholes.
- 29. Contract Planning: Agreements with other organizations, departments, or companies to develop plans or policies concerning initial construction, repair, or replacement of municipal streets, sidewalks, and bike and pedestrian pathways.
- **30. Contract Engineering Services:** Utilization of traffic and civil engineering consulting services as required for street improvements projects.
- 31. Traffic Control Devices: Purchase of equipment to control vehicle speeds and routes, i.e., lights and barricades.
- **32. Soil Stabilization:** Material (dirt, gravel, sand) required to increase or decrease the elevation or slope of an area, repair and/or construct gravel shoulders, sand/gravel for ice control; equipment to verify proper slope and elevation is attained. Only shown for historical purposes,
- 33. Street Repair Materials: Materials needed by City Public Works staff for minor or emergency street repairs.
- **34. Contract Street Repair:** Agreements with other organizations, departments, or companies for street repairs larger or more complex than routine maintenance, i.e. repaying.
- **Traffic Signs and Striping:** Provide additional street signs as needed and provide repairs from vandalism or vehicular accidents and annual road striping activities for safety on City streets and roadways.
- **36. Bike and Footpath Construction and Maintenance:** Provide for construction of additional trail connections; including foot and bike paths for alternative transportation needs throughout the City.
- **37. Contract Street Sweeping:** Agreements with other organizations, departments, or companies for street sweeping.
- **38.** Tools: Equipment needed for repair, maintenance, and inspection of streets within the City.

### EXPENDITURE DETAIL Street Fund

	HIS	TORICAL DA						2006
	Act	tual	Adopted Budget			BUDGET FO		
	Preceding Year	Preceding Year	This Year 05 -			Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06		EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
1				002-431-	Personnel			
2	89,943	78,029	•	500000	Personal Services	-		
3	-	*	9,300	500050	City Manager	10,300	10,300	10,300
4	-	-	7,000	500051	Administrative Staff	25,300	25,300	25,300
5	-	*	59,400	500059	Public Works	63,700	63,700	63,700
6	-	-	12,800	500063	Non-Admin/Clerical	-	-	-
7	*	-	3,000	500100	Overtime	3,000	3,000	3,000
8								
9	89,943	78,029	91,500		Total Personnel	102,300	102,300	102,300
10								
11	5,911	6,005	6,780	504700	Employer FICA	7,600	7,600	7,600
12	12,101	11,201	21,000	504800	Health Insurance	18,900	18,900	18,900
13	-	76	1,760	504801	Dental Insurance	1,800	1,800	1,800
14	4	-	400	504802	Life Insurance	100	100	100
15	-	-	400	504803	Disability Insurance	300	300	300
16	1,634	1,011	2,390	504900	Worker's Compensation	2,900	2,900	2,900
17	6,717	9,999	12,320	505000	Retirement Plan	14,000	14,000	14,000
18	535	479	600	506000	Tri-Met Excise Tax	700	700	700
19								
20	26,898	28,771	45,650		Total Employee Benefits	46,300	46,300	46,300
	20,676	20,111	15,050					
21	***************************************	106.000	127 150		Total Personal Services	148,600	148,600	148,600
22	116,841	106,800	137,150		Total Fersonal Services	140,000	140,000	110,000
23				<u> </u>				
24					Materials and Services	4,000	4 000	4.000
25	180		3,000	600201	Training	4,000	4,000	4,000
26	55	395	3,500	601500	Vehicle Operation & Maint.	12,500	12,500	12,500
27	2,527	15,021		601510	Vehicle Lease	35.000	15 000	15,000
28	2,817	5,018	20,000	603100	Contract Street Maintenance	15,000	15,000	15,000
29		-	10,000	603105	Contract Planning	10,000	10,000	10,000
30		10,725	75,000	603110	Contract Engineering Services	75,000	75,000	75,000
31	9,231	501	10,000	603111	Traffic Control Devices	10,000	10,000	10,000
32		-		605100	Soil Stabilization	-		-
33	767	-	15,000	605300	Street Repair Materials	15,000	15,000	15,000
34	647		•	605500	Contract Street Repair	-		
35	11,720	15,831	35,000	605700	Traffic Signs & Striping	35,000	35,000	35,000
36	-	-	4,000	605800	Bike & Foot Path Maint.	5,000	5,000	5,000
37	2,700	1,844	2,500	605900	Contract Street Sweeping	500	500	500
38		_	1,500	605910	Tools	3,500	3,500	3,500
39								
40		49,335	179,500		Total Materials and Services	185,500	185,500	185,500
41		1,						
41	1	1		1	<u> </u>			·



#### CAPITAL OUTLAY:

#### Line

- 44. Vehicles: Vehicles and/or heavy equipment for street maintenance or emergency weather related services.
- **45. Overlay and Sealcoat:** Roadway surface improvements including asphalt, overlays, sealcoat and other roadway surface treatments. Shown for historical purposes. Future roadway surface improvements will be included in the Street Reconstruction category.
- 46. Street Reconstruction (Pavement Management Rehabilitation and Preventative Maintenance): Roadway improvements including roadbeds, overlays, sealcoats and other related improvements to assure the preservation of the roadway system and prevent the deteriorating into a worse condition category. Additional costs are associated with the replacement of streets and roads that have suffered deteriorations rates of 80% or more.
- **47. Equipment:** Purchase priority list of Street Fund related equipment as follows (based on availability of funds): asphalt hot box for street patching, trailer mounted pressure washer and miscellaneous tools and equipment for street repairs.
- **48. Sidewalks:** Costs to include new sidewalk along the City Park frontage on SE Ridgecrest Road. Additional costs, to include matching funds, associated with initial construction, repair, or replacement of municipal sidewalks.
- **49. Bicycle & Pedestrian Pathways:** Costs, to include matching funds, associated with initial construction, repair, or replacement of bicycle paths and walkways. Costs to also include bicycle lane along frontage of City Park on SE Ridgecrest Road.

### EXPENDITURE DETAIL Street Fund

	HIS	TORICAL DA	<b>NTA</b>		11 3		TO REPORT TO 1	D 2006 2007
	Act	lual	Adopted Budget					R 2006 - 2007
	Preceding Year	Preceding Year	This Year 05 -			Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
42								
43					Capital Outlay			
44				700200	Vehicles	10,000	10,000	10,000
45	49,018		-	700210	Overlay And Sealcoat	-	-	
46	5,000	27,070	381,350	700211	Street Reconstruction	530,900	530,900	530,900
47	-	2,420	150,000	700225	Sidewalks	150,000	150,000	150,000
48		<u></u>	30,000	700227	Bicycle & Ped Pathways	30,000	30,000	30,000
49	31,465	22,785	50,000	700300	Equipment	50,000	50,000	50,000
50								
51	85,483	52,275	611,350		Total Capital Outlay	770,900	770,900	770,900
52				.:				
53	235,133	208,410	928,000		Total Requirements	1,105,000	1,105,000	1,105,000
54	200 e 2 e 2 e 2	200,110	3.000					
55				<u> </u>				



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### **BUILDING DEPARTMENT FUND**



### **BUILDING DEPARTMENT FUND**

- The Building Fund accounts for the operations of the Building Department. Specifically in this fund are building permits issued under state rules, which are Structural, Mechanical, Electrical, Plumbing, and Manufactured Dwellings building permits. Revenue and related expenditures for these permits are accounted for in this fund.
- Revenue in this fund is from permit fees. Fees are set by City Council resolution.
- In accordance with ORS 455.210 (3)(c), expenditures in this fund are directly related to providing building inspection service on the specific permits sold and associated administrative services.

#### **BUDGET SUMMARY:**

	Historical Data					
Act	tual	Adopted		Budget Fo	r Next Year 20	<u>06 - 2007</u>
Preceding	Preceding Preceding			Proposed	Approved	Adopted
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description			
395,765	503,834	1,004,140	Personal Services	1,399,800	1,399,800	1,399,800
194,197		1,713,560	Material and Services	2,393,300	2,393,300	2,393,300
39,496		120,000	Capital Outlay	310,000	310,000	310,000
-	-	870,000	Transfers	870,000	870,000	870,000
-			Contingency	1,000,000	1,000,000	1,000,000
629,458	945,600	4,132,700	Total	5,973,100	5,973,100	5,973,100



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Manager: Ed Cameron



### City of Happy Valley Fiscal Year 2006 - 2007 Budget

#### **BUILDING DEPARTMENT FUND**

### STATEMENT OF PURPOSE:

The Building Department provides code administration, inspection, plan review and permit services to the construction industry. These are integral to the safe and effective construction of structures in the City of Happy Valley. Services are provided to architects, engineers, contractors, and members of the public who need code interpretation of various specialty codes. Department staff maintains updated copies of Oregon's construction codes and rules for use with-in the jurisdiction.

Services are provided to contractors and the public to ensure organizations are operating in compliance with the appropriate laws, individuals are properly licensed and products meet legal specifications. Permit and inspection services are provided to contractors and owner/builders who seek structural, mechanical, electrical or plumbing permits. The Building Department issues permits to administer and enforce the state's building codes. The permit process may include the review of plans for construction. Inspection services also are provided to building contractors and owner/builders in structural, mechanical, plumbing and electrical areas. The Building Department operates with dedicated funds, the major sources of which are permit and inspection fees.

#### PROGRAM OBJECTIVES:

- 1. Provide a full service, computerized, permit issuance/tracking, plan review and inspection department.
- 2. To recognize and meet the work plan and program standards mandated through the Tri-County Service Board.
- 3. Issue timely building permits for residential and commercial projects following submission of complete permit applications and plans.
- 4. Accomplish all requested building inspections within 24 hours of date of request.
- 5. Respond to public concerns within 48 hours from date received.
- 6. Continue to improve communication between contractors, the public, other regulatory agencies and the department.



### BUILDING DEPARTMENT FUND Revenue

#### <u>Line</u>

- 2. Beginning Working Capital: Funds carried over from the previous year that represent fees collected on permits that have not been completed and reserves.
- 3. Interest Income: The City's cash is invested in the Local Government Investment Pool, which is operated by the State of Oregon Treasury and in other investments provided by Wells Fargo Brokerage Services.
- 4/6. Building Permit Fee (BP) and BP Commercial: Fees set to cover the cost of inspecting new construction and remodels. There is an 8% surcharge collected on this fee, which is turned over to the State to administer the statewide program.
- 5/7. Plan Check BP and BP Commercial: Fee set to cover the cost of plan review on building permits.
- 8. Electrical Permit Fee: Electrical permits are issued by Clackamas County. Corresponding expenditure represents payment to Clackamas County for 88% of the revenue collected to cover the cost of the inspections. The 12% retained is the cost to the City of Happy Valley to administer the local program. There is an 8% surcharge collected on this fee, which is turned over to the State to administer the statewide program.
- 9. Mechanical Permit Fee (MP): Fee set to cover the cost of mechanical inspections. There is an 8% surcharge collected on this fee that is turned over to the State to administer the statewide program.
- 10. Plan Check MP: Fee set to cover the cost of plan review on mechanical permits.
- 11. Plumbing Permit Fee (PP): Fee set to cover the cost of plumbing inspections. There is an 8% surcharge collected on this fee that is turned over to the State to administer the statewide program.
- 12. Plan Check PP: Fee set to cover the cost of plan review on plumbing permits.
- 13. Fire Life Safety Plan Review: Fee collected to administer fire life safety plan reviews.
- **14. State Surcharge:** State surcharges collected and to be turned over to the State Building Codes agency as required by law.
- **15. Reinspection Fee:** Each permit fee is set to cover a specified number of inspections. If more inspections are needed an additional fee is charged. This fee is not subject to the state surcharge.
- **16. Investigation Fee:** Fee charged as a penalty for work done without a permit or other fines levied by the Building Department. This fee is not subject to the state surcharge.
- 17. Compliance Fee: Paid to the City by the State of Oregon for reporting contractor infractions.
- 18. Express Plan Review Fee: Voluntary charge paid by the requestor, in addition to the Plan Check Fee, to cover the additional cost of equipment, materials and employee overtime necessary to complete a plan review in five working days rather than the usual 20-30 days. Currently the building department is not doing express plan reviews but may chose to do so in the future.
- 19. Erosion Control Admin. Fee: The Building Department retains \$25 on each erosion control permit to cover administration.
- 20. Abandonment Fee: Permit to end use or abandon, such as a septic tank or sewer lead.
- 21. Construction Excise Tax: Tax collected and turned over to Metro for planning of expansion areas. The City is allowed to retain 5% of the collected amount for administrative costs. This tax is still going through the legislative process.
- 22. Miscellaneous Permits: Other required permits, such as change of use certificates of occupancy.
- 23. Sundry Income: Income not accounted for in other categories (i.e., copy fees or refunds).

### RESOURCES Building Department Fund

Preceding Year   Preceding Year   O3 - O4   O4 - O5   O6   Account No   O3 - O04   O4 - O5   O6   Account No   O3 - O04   O4 - O5   O6   Account No   O3 - O04   O4 - O5   O6   O5 - O04   O5   O6   O5 - O04   O4 - O5   O6   O4 - O5   O6   O4 - O5   O4 - O			TORICAL DA				DIIDCET EO	DAIRVTARA	D 2006 2007
03 - 04				Adopted Budget					<del>,</del>
1		Preceding Year				proormate			
1,400,000		03 - 04	04 - 05	06		RESOURCES	Budget Officer	Budget Comm.	Governing Body
3   8,235   22,733   20,000   403000   Interest Income   30,000   30,000   30,000   30,000   4   282,102   538,324   725,000   415000   Building Permit Fee   980,000   980,000   980,000   6   1,738   3,001   300,000   415001   Plan Check - BP   637,000   537,000   537,000   6   1,738   3,001   300,000   415050   Building Permit Fee-Commercial   550,000   550,000   550,000   7   1,420   1,357   195,000   415051   Plan Check-BP Commercial   357,500   357,500   357,500   8   85,264   159,574   212,000   415100   Electrical Permits   275,000   275,000   275,000   275,000   9   43,400   93,505   108,700   415200   Mechanical Permit Fee   190,000   190,000   190,000   10   62   119   10,000   415201   Plan Check - MP   18,000   18,000   18,000   11   131,375   242,603   328,000   415300   Plan Check - MP   18,000   450,000   450,000   450,000   12   1,570   375   42,000   415301   Plan Check - MP   202,500   202,500   202,500   13   637   323   108,000   415315   Fire Life Safety   247,500   247,500   247,500   247,500   144,34477   82,961   180,000   415355   Plans Check - PP   202,500   202,500   202,500   15   1,774   1,042   5,000   415355   Reinspection Fee   5,000   5,000   5,000   16   1,159   891   10,000   415355   Reinspection Fee   5,000   5,000   5,000   17   1,357   -   5,000   415360   Compliance Fee   2,000   2,000   2,000   2,000   2,000   18   4,860   -   10,000   415355   Reinspection Fee   5,000   5,000   5,000   18   4,860   -   10,000   415355   Reinspection Fee   2,000   2,00							1 100 000	1 300 000	1 400 000
1	2								* L=
1									
Section   Columbia		282,102						·	
7	5	184,129							·
8         85,264         159,574         212,000         415100         Electrical Permits         275,000         275,000         275,000           9         43,400         93,505         108,700         415200         Mechanical Permit Fee         190,000         190,000         190,000           10         62         119         10,000         415201         Plan Check - MP         18,000         18,000         18,000           11         131,375         242,603         328,000         415300         Plumbing Permit Fee         450,000         450,000         450,000           12         1,570         375         42,000         415301         Plan Check - PP         202,500         202,500         202,500         202,500         202,500         202,500         202,500         202,500         2247,500         247,500         247,500         247,500         247,500         247,500         247,500         247,500         247,500         247,500         247,500         247,500         247,500         247,500         247,500         247,500         247,500         247,500         195,600         195,600         195,600         195,600         195,600         195,600         195,600         195,600         195,600         195,600 <t< td=""><td>6</td><td>1,738</td><td></td><td></td><td></td><td>Building Permit Fee-Commercial</td><td></td><td></td><td></td></t<>	6	1,738				Building Permit Fee-Commercial			
9   43,400   93,505   108,700   415200   Mechanical Permit Fee   190,000   190,000   190,000   100   62   119   10,000   415201   Plan Check - MP   18,000   18,000   18,000   18,000   11   131,375   242,603   328,000   415300   Plumbing Permit Fee   450,000   450,000   450,000   12   1,570   375   42,000   415301   Plan Check - PP   202,500	7	1,420	1,357		\$				
10   62   119   10,000   415201   Plan Check - MP   18,000   18,000   18,000   18,000   11   131,375   242,603   328,000   415300   Plumbing Permit Fee   450,000   450,000   450,000   12   1,570   375   42,000   415301   Plan Check - PP   202,500   202,500   202,500   202,500   202,500   203,500   203,500   203,500   203,500   203,500   203,500   203,500   203,500   203,500   247,500   25,000   25,	8	85,264	159,574	212,000	l				
11	9	43,400	93,505	108,700	415200	Mechanical Permit Fee			
12	10	62	119	10,000	415201				4·
12	11	131,375	242,603	328,000	415300	Plumbing Permit Fee		·	. <del> </del> [
13	12	1,570	375	42,000		Plan Check - PP			
14         43,477         82,961         180,000         415325         State Surcharge Revenue         195,600         195,600         195,600           15         1,774         1,042         5,000         415350         Reinspection Fee         5,000         5,000         5,000           16         1,159         891         10,000         415355         Investigation Fee         5,000         5,000         5,000           17         1,357         -         5,000         415360         Compliance Fee         2,000         2,000         2,000           18         4,860         -         10,000         415365         Express Plan Review Fee         -         -         -         -           19         -         -         -         415450         Erosion Control Admin. Fee         25,000         25,000         25,000           20         1,290         1,140         3,000         415451         Abandonment Fee         3,000         3,000         3,000           21         -         -         -         415550         Construction Excise Tax         400,000         400,000         400,000           22         6,354         4,243         100,000         Misc. Permits <t< td=""><td>13</td><td></td><td>323</td><td>108,000</td><td>415315</td><td>Fire Life Safety</td><td></td><td></td><td>·</td></t<>	13		323	108,000	415315	Fire Life Safety			·
15		43,477	82,961	180,000	415325	State Surcharge Revenue		·	· · · · · · · · · · · · · · · · · · ·
16         1,159         891         10,000         415355         Investigation Fee         5,000         5,000         5,000           17         1,357         -         5,000         415360         Compliance Fee         2,000         2,000         2,000           18         4,860         -         10,000         415365         Express Plan Review Fee         -         -         -         -         -           19         -         -         -         415450         Erosion Control Admin. Fee         25,000         25,000         25,000         25,000         25,000         3,000         3,000         3,000         3,000         3,000         3,000         3,000         3,000         3,000         3,000         3,000         3,000         3,000         3,000         400,000         400,000         400,000         400,000         400,000         400,000         400,000         400,000         400,000         400,000         400,000         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100         5,973,100			1,042	5,000		Reinspection Fee			
17         1,357         -         5,000         415360         Compliance Fee         2,000         2,000         2,000           18         4,860         -         10,000         415365         Express Plan Review Fee         -         -         -         -           19         -         -         -         415450         Erosion Control Admin. Fee         25,000         25,000         25,000           20         1,290         1,140         3,000         415451         Abandonment Fee         3,000         3,000         3,000           21         -         -         -         415550         Construction Excise Tax         400,000         400,000         400,000           22         6,354         4,243         100,000         415500         Misc. Permits         -         -         -         -           23         5,286         1,430         -         440000         Sundry Income         -         -         -         -           26         -         -         -         -         -         -         -         -           27         1,345,506         2,240,048         4,132,700         Total Resources         5,973,100         5,973,100		1,159	891	10,000	415355	Investigation Fee	5,000		
18         4,860         -         10,000         415365         Express Plan Review Fee         -			-	5,000	415360	Compliance Fee	2,000	2,000	2,000
19			+	10,000	415365	Express Plan Review Fee	-	-	-
1,290			-	-	415450	Erosion Control Admin. Fee	25,000	25,000	25,000
Construction Excise Tax		1,290	1,140	3,000	415451	Abandonment Fee	3,000	3,000	3,000
22     6,354     4,243     100,000     415500     Misc. Permits     -     -     -     -       23     5,286     1,430     -     440000     Sundry Income     -     -     -     -     -       24     -     -     -     -     -     -     -       25     -     -     -     -     -     -       26     -     -     -     -     -     -       27     1,345,506     2,240,048     4,132,700     Total Resources     5,973,100     5,973,100     5,973,100       28     -     -     -     -     -     -     -     -       29     -     -     -     -     -     -     -     -     -			-	-	415550	Construction Excise Tax	400,000	400,000	400,000
23   5,286   1,430   - 440000   Sundry Income     -		6,354	4,243	100,000	415500	Misc. Permits	-	-	-
24	23		1,430	1	440000	Sundry Income	-	-	-
25		- 7							
26		***************************************							
27									
28 29 29 20 20 20 20 20 20 20 20 20 20 20 20 20	27	1.345.506	2,240,048	4,132,700		Total Resources	5,973,100	5,973,100	5,973,100
29	28	1,0,000		77					
30									
	30				<u> </u>				



### BUILDING DEPARTMENT FUND Expenditures

#### **MATERIALS AND SERVICES:**

#### Line

- **26. Office Supplies:** Included are supplies for the Building Department including forms and small tools as well as identifiable office supplies.
- 27. Travel: Travel to training as well as reimbursement for use of personal vehicles when required.
- 28. Training: Inspectors and examiners training according to state laws and regulations.
- 29. Membership & Dues: Annual membership dues to various professional organizations.
- **30. Utilities:** Utilities are spread between the Building Fund and the General Fund based on actual use or estimated use based on use of building space. Utilities charged to Building Fund include gas, electricity, building and cellular phone service, garbage, and water.
- **31. Vehicle Operation & Maintenance:** Costs related to gas and supplies for vehicles operated by the Building Department.
- **32. Vehicle Lease:** In previous years, the Building Department leased two vehicles. Shown for historical purposes only.
- **33. Publications:** Cost of legal and other official notices concerning Departmental matters.
- **34. Subscriptions and Code Books:** Professional subscriptions and books required for the Building Department.
- 35. Postage: Cost for mailing departmental correspondence such as notices and announcement.
- **36. Insurance:** City insurance costs are anticipated to increase 10% over the prior year. Insurance costs are pooled through the League of Oregon Cities.
- **37. Repairs and Maintenance:** Share of contracted janitorial as well as equipment repair (not vehicles) and computer software and hardware maintenance. Monthly rental for the photocopier
- 38. Public Outreach: Information to public on permit and inspection procedures.

### **EXPENDITURE DETAIL Building Department Fund**

I	HIS	TORICAL DA			1111			
		tual	Adopted Budget					R 2006 - 2007
	Preceding Year	Preceding Year	This Year 05 -		2007 - 500 000	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06		EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
1				003-005-	Personnel			
2	9,371	9,031	9,300	500050	City Manager	10,300	10,300	10,300
3	88,925	107,997	132,700	500051	Administrative Staff	104,400	104,400	104,400
4	4,225	22,585	-	500059	Public Works	-	-	
5	131,619	110,099	355,600	500060	Building Inspect/ Plan Exam	642,600	642,600	642,600
6	56,014	115,147	150,500	500063	Non-Admin/Clerical	152,000	152,000	152,000
7	13,765	5,932	20,000	500100	Overtime	20,000	20,000	20,000
8								
9	303,919	370,791	668,100		Total Personnel	929,300	929,300	929,300
10	200,712							
11	3,690	-	-	504600	Unemployment Insurance	-	•	-
12	19,795	28,172	49,000	504700	Employer FICA	69,600	69,600	69,600
13	37,320	50,216	140,400	504800	Health Insurance	190,300	190,300	190,300
14	5,060	5,644	11,500	504801	Dental Insurance	17,600	17,600	17,600
15	5,000	348	1,200	504802	Life Insurance	900	900	900
16		240	1,200	504803	Disability Insurance	2,800	2,800	2,800
17	1,823	1,973	4,700	504900	Worker's Compensation	9,200	9,200	9,200
18	22,328	44,437	124,000	505000	Retirement Plan	174,400	174,400	174,400
19	1,830	2,251	4.040	506000	Tri-Met Excise Tax	5,700	5,700	5,700
20	1,030	2,2,1	7,040	300000	TIP-Wet DAGGE THA	2,700	3,,00	
	01.046	133,041	336,040		Total Employee Benefits	470,500	470,500	470,500
21	91,846	133,041	330,040	<u> </u>	Total Employee Benefits	470,500	770,500	170,500
22 23	305 755	602 022	1,004,140		Total Personal Services	1,399,800	1,399,800	1,399,800
23	395,765	503,832	1,004,140		Total Fersonal Services	1,377,000	1,377,000	1,377,000
24					Materials and Services			
25	4 833	11.550	75.000	600100	Office Supplies	35,000	35,000	35,000
26	5,731	11,558	35,000	600100 600200	Travel	10,000	10,000	10,000
27	1,100	226	7,000		Training	28,000	28,000	28,000
28	3,299	1,974	18,000	600201		5,700	28,000 5,700	5,700
29	328	318	2,500	600300	Membership and Dues	20,000	20,000	20,000
30	8,741	7,589	20,000	600400	Utilities			20,000
31	3,354	2,763	20,000	601500	Vehicle Operation & Maint.	24,000	24,000	24,000
32	6,917	24,178	*	601510	Vehicle Lease	1 800	1 200	1 500
33	195	180	1,500	602000	Publications	1,500	1,500	1,500
34		3,951	5,000	602010	Subscriptions & Code Books	5,000	5,000	5,000
35	2,000	<u> </u>	6,000	602100	Postage	500	500	500
36		-	6,000	602200	Insurance	12,000	12,000	12,000
37	5,567	13,399	10,000	602300	Repairs & Maintenance	20,000	20,000	20,000
38	500	1,000	5,000	602750	Public Outreach	22,000	22,000	22,000



#### **MATERIALS AND SERVICES:**

#### Line

- 39. Miscellaneous Administration: Used in previous years for miscellaneous items. No longer being used.
- **40.** Legal: Attorney fees for contract creation and review, legal interpretation and representation.
- 41. Contracted Payroll Services: Contractor-provided payroll and full tax service, to include quarterly and annual reports. Connectivity and information storage is provided via the Internet.
- **42-44.** Contract Plan Checks, Electrical Inspections, and Other Inspections: Cost of inspections that may be contracted to the County if permits exceed the capacity of the current number of inspectors.
- **45. Electrical Program:** The City's electrical program is administered by Clackamas County. The City collects fees for the permits and turns over 88% of the fees collected to the County to cover the cost of inspections.
- **46. State Surcharge Fees:** Turn over 100% of State surcharges to the State Building Codes agency as required by law.
- **47. Construction Excise Tax Paid:** Tax collected and turned over to Metro for planning of expansion areas. The City is allowed to retain 5% of the collected amount for administrative costs. This tax is still going through the legislative process.
- 48. Municipal Lease: Lease of modular unit to house a portion or all of the building department personnel.
- **49. Contract Software Services:** Cost for software, programming, system upgrades, tracking and storage for building permits.
- 50. Software: Purchase of software for Building Department staff.
- 51. Contract Engineering Services: To provide professional expertise on an as needed basis concerning grading, fills, lot stability, water problems and heating problems commonly found in Happy Valley.

#### CAPITAL OUTLAY:

- **56. City Hall:** Budgeted in prior years for City Hall remodel.
- **57. Vehicles:** Vehicles for additional inspectors as needed.
- **58. Equipment:** Purchase of support equipment such as computers, printers and furniture.

#### TRANSFERS:

**63. New City Hall Fund:** Established to create a reserve to accumulate funds for the eventual purchase of a new City Hall.

#### OTHER:

67. Contingency: An account set aside to meet unforeseen circumstances.

### **EXPENDITURE DETAIL Building Department Fund**

П	HIS	TORICAL DA	<b>NTA</b>	]	111AAN			
	Act	ual	Adopted Budget			BUDGET FO		
	Preceding Year	Preceding Year	This Year 05 -			Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
39	161	7,949	he	602900	Miscellaneous Admin.	-	-	-
40	-	446	12,500	603100	Legal	15,000	15,000	15,000
41	+	2,531	6,000	603210	Contracted Payroll Service	8,000	8,000	8,000
42	-	-	600,000	603450	Contract-Plan Checks	600,000	600,000	600,000
43	-	<b>L</b>	75,000	603500	Contract-Plumbing Inspections	125,000	125,000	125,000
44	2,138	-	424,060	603550	Contract Inspections	525,000	525,000	525,000
45	69,101	127,249	150,000	603650	Electrical Program	275,000	275,000	275,000
46	43,477	82,961	150,000	603675	State Surcharge Fees Paid	195,600	195,600	195,600
47	-	-		603700	Construction Excise Tax Paid	380,000	380,000	380,000
48	845	-	80,000	603800	Municipal Lease	16,000	16,000	16,000
49	40,228	68,742	20,000	603900	Contract-Software Services	15,000	15,000	15,000
50	+	-	50,000	603901	Software	30,000	30,000	30,000
51		-	10,000	603950	Contract-Engineering Services	25,000	25,000	25,000
52								
53	194,197	357,014	1,713,560		Total Materials and Services	2,393,300	2,393,300	2,393,300
54							***	
55					Capital Outlay	***************************************		
56	18,728	59,498	•	700100	City Hall	•	-	*
57	17,290	17,919	60,000	700200	Vehicles	110,000	110,000	110,000
58	3,478	7,337	60,000	700300	Equipment	200,000	200,000	200,000
59								
60	39,496	84,754	120,000		Total Capital Outlay	310,000	310,000	310,000
61								
62					Transfers			
63	-	-	870,000	800125	To New City Hall Fund	870,000	870,000	870,000
64								
65	_	-	870,000		Total Transfers	870,000	870,000	870,000
66								
67	*	-	425,000	880000	Contingency	1,000,000	1,000,000	1,000,000
68								
69	629,458	945,600	4,132,700		Total Building Fund	5,973,100	5,973,100	5,973,100
70						<u> </u>		



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### SYSTEMS DEVELOPMENT CHARGES FUND

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### SYSTEMS DEVELOPMENT CHARGES FUND

- ORS 223.297 to 223.314 provides a uniform framework for the imposition of systems development charges (SDC) by governmental units and established that these charges may only be used for capital improvements.
   ORS 223.311 requires that systems development charges be deposited into accounts designated for such monies and an annual accounting of these funds is to be made.
- Revenue in this fund is from systems development charges include Transportation, Storm Drainage and Parks
  as per the City's adopted capital improvement plan. Interest is earned on those funds.
- Expenditures in this fund are as allowed by the City's capital improvement plan that was adopted according to state law.
- On January 11, 2002 the City began a joint Transportation SDC agreement with Clackamas County. All transportation SDC's collected after January 11, 2002, are transferred to Clackamas County as the administrator of the joint program. The intergovernmental agreement states that Clackamas County will provide an accounting for the Joint Transportation SDC funds.
- On February 19, 2002 City Council adopted Resolution 02-09 to revise the capital improvement project list for the City's remaining Transportation SDC funds under the City's control. On February 17, 2004, this resolution was amended by Resolution 04-02.
- On December 28, 2004 City Council adopted Resolution 04-32 to revise the Park System Development Charges.

#### **BUDGET SUMMARY:**

	Historical Data					
Actual		Adopted		Budget Fo	r Next Year 20	06 - 2007
Preceding	Preceding Preceding			Proposed	Approved	Adopted
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description			
208,456	664,301	2,410,000	Capital Outlay	7,940,000	7,940,000	7,940,000
208,456 664,301		2,410,000	Total	7,940,000	7,940,000	7,940,000



### SYSTEMS DEVELOPMENT CHARGES FUND Revenue

#### Line

- 2. Working Capital: Funds available but not spent during the previous fiscal year.
- 3. Interest Income: The City's cash is invested in the Local Government Investment Pool, which is operated by the State of Oregon Treasury and in other investments provided by Wells Fargo Brokerage Services.

### System Development Fees (SDC)

- 5. SDC Transportation: This revenue is now collected and turned over to Clackamas County for accounting for the joint transportation SDC fund set up between Clackamas County and Happy Valley.
- **SDC Storm Drainage:** System development charges collected on building permits or on subdivisions to fund the City's capital improvement plan for storm drainage.
- 7. SDC Parks: System development charges collected on building permits or on subdivisions to fund the City's capital improvement plan for parks. The Park SDC current rate is \$4,222.

### RESOURCES SDC Fund

1		TORICAL DA			44	DIDCETEO	D NEVT VEA	R 2006 - 2007
	Act		Adopted Budget				**!	***************************************
	Preceding Year		This Year 05 -		DECOVIDERS.	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	RESOURCES	Budget Officer	Budget Comm.	Governing Body
1				005-000-		2000000	2.000.000	2 000 000
2	1,282,602	1,575,277	1,800,000	401000	Beginning Working Capital	3,900,000	3,900,000	3,900,000
3	18,666	40,091	25,000	403000	Interest Income	50,000	50,000	50,000
4				ļ	System Development Fees:			
5	-	-		404001	SDC - Transportation			-
6	94,089	78,302	40,000	404002	SDC - Storm Drainage	190,000	190,000	190,000
7	388,376	1,017,333	545,000	404003	SDC - Parks	3,800,000	3,800,000	3,800,000
8								
9	1,783,733	2,711,003	2,410,000		Total Resources	7,940,000	7,940,000	7,940,000
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### SYSTEMS DEVELOPMENT CHARGES FUND Expenditures

#### CAPITAL OUTLAY;

### Planned projects for Transportation (Line 3)

Idelman Road, Mt. Scott Blvd. and Ridgecrest Road Intersection improvements.

### Planned projects for Strom Drainage SDCs (Line 4)

- Storm culvert removal and mitigation at Scott Creek Lane and SE 129<sup>th</sup> Avenue.
- Other typical projects will include the removal of existing roadside drainage ways with the installation of underground drainage systems including inlets and manhole structures.

### Planned projects for Park SDCs (Line 5)

- Additional covered picnic structures, picnic tables, table pads, BBQ pits, and addition of electrical and water services where available.
- Add restroom facility in the north end of the park in the area of the basketball court. Facility will resemble architectural elements in adjacent pavilion.
- Addition of spray pad playground adjacent to the proposed new restroom facility.
- Upgrade baseball field dugouts and acquire and install new bleachers at Baseball Field #1.
- Purchase of land for future park in the City's expansion area.

### EXPENDITURE DETAIL SDC Fund

	HISTORICAL DATA Actual Adopted Budget				11 1			
	Act	tual	Adopted Budget			BUDGET FO	R NEXT YEA	R 2006 - 2007
	Preceding Year	Preceding Year	This Year 05 -			Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
					Capital Outlay			
2				005-440-	System Development Projects:	*		
3	67,306	133,675	145,000	701100	SDC Projects - Transportation	170,000	170,000	170,000
4	8,133	159,531	350,000	701200	SDC Projects - Storm Drainage	700,000	700,000	700,000
5	133,017	371,095	1,915,000	701300	SDC Projects - Parks	7,070,000	7,070,000	7,070,000
6								
7	208,456	664,301	2,410,000		Total Capital Outlay	7,940,000	7,940,000	7,940,000
8								
9	208,456	664,301	2,410,000		Total Requirements	7,940,000	7,940,000	7,940,000
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### Andrew Company of the City of Happy Valley Fiscal Year 2006 - 2007 Budget

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**ROAD IMPROVEMENT FUND** 

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### **ROAD IMPROVEMENT FUND**

- Revenue in this fund is from collections from other entities or transfers from the General Fund for road construction or maintenance. Starting in 2004-05, the fund includes a transfer from the General Fund of the 1.5% privilege tax collected by Portland General Electric reserved for construction of sidewalks.
- Expenditures in this fund are planned sidewalk, road construction, and other street improvements.

### BUDGET SUMMARY:

	Historical Data					
Actual		Adopted		Budget Fo	r Next Year 20	006 - 2007
Preceding	Preceding	Budget This		Proposed	Approved	Adopted
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description			
12,531	5,390	100,000	Material and Services	100,000	100,000	100,000
791,042	29,172	544,000	Capital Outlay	600,000	600,000	600,000
803,573	803,573 34,562		Total	700,000	700,000	700,000



### ROAD IMPROVEMENT FUND Revenue

### Line

- 2. Working Capital: Funds available but not spent during the previous fiscal year.
- 3. Interest Income: The City's cash is invested in the Local Government Investment Pool, which is operated by the State of Oregon Treasury and in other investments provided by Wells Fargo Brokerage Services.
- 5. Cooperative Projects: Funds collected from other agencies for road construction and maintenance.
- **Grants:** The City applies for grants sponsored by federal, state, and regional governments and non-governmental organizations to fund various road improvement projects and programs.
- 7. Transfer: Transfer of 1.5% Privilege Tax collected in the General Fund.

### RESOURCES Road Improvement Fund

		TORICAL DA			11.60	DUDGET FO	.D. XIIV.VOP X/IV A	R 2006 - 2007
		tual	Adopted Budget					
	Preceding Year	Preceding Year	This Year 05 -		DECOMBOES	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	RESOURCES	Budget Officer	Budget Comm.	Governing Body
				021-000-		700.000	300,000	300,000
<u>2</u> 3	201,475	237,910	250,000		Beginning Working Capital	300,000	}	300,000
	1,485	5,191	4,000	403000	Interest Income	8,000	8,000	8,000
4						100.000	100,000	100 000
5	746,163	24,920	100,000	418000	Cooperative Projects	100,000	100,000	100,000
6	92,359	14,500	250,000	431100	Grants	250,000	250,000	250,000
7		-	40,000	490000	Transfers	42,000	42,000	42,000
_8 9				<u> </u>			700.000	700 000
9	1,041,482	282,521	644,000		Total Resources	700,000	700,000	700,000
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### ROAD IMPROVEMENT FUND Expenditures

#### **MATERIALS AND SERVICES:**

### <u>Line</u>

2. Contract Engineering: Transportation engineering and planning.

### **CAPITAL OUTLAY;**

- 7. **Bicycle and Pedestrian Pathways:** Construction of bicycle and pedestrian pathways, based upon grant funding.
- 8. Road Construction: Construction or substantial repair of new streets and roads within the City.

### EXPENDITURE DETAIL Road Improvement Fund

[	HISTORICAL DATA				11. 20.			
	Actual		Adopted Budget			BUDGET FOR NEXT YEAR 2006 - 2007		
	Preceding Year	Preceding Year	This Year 05 -		211-2233	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
			***************************************	021-008-	Materials and Services			
2	12,531	5,390	100,000	603700	Contract Engineering	100,000	100,000	100,000
3						100 000	100 000	100,000
4	12,531	5,390	100,000		Total Materials and Services	100,000	100,000	100,000
5				ļ	G-W-10-May			
6		20.500	100,000	700227	Capital Outlay Bicycle & Ped Pathways	100,000	100,000	100,000
7	701.042	28,500	100,000 444,000	700227	Road Construction	500,000	500,000	500,000
8	791,042	672	444,000	/00230	Road Construction	300,000	200,000	700,000
9 10	791,042	29,172	544,000		Total Capital Outlay	600,000	600,000	600,000
11	771,042	27,172	311,000				· · · · · · · · · · · · · · · · · · ·	
17	803,573	34,562	644,000		Total Requirements	700,000	700,000	700,000
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LAW ENFORCEMENT FUND



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### LAW ENFORCEMENT FUND

The purpose of the Law Enforcement Fund is to provide law enforcement services to citizens at the level promised when the five-year Law Enforcement Levy was passed in 2002 by the voters of Happy Valley.

- The Law Enforcement Fund was created to strictly account for those tax dollars collected for contract law enforcement services.
- Revenue for this fund is Property Tax collections from the Local Option Levy transferred from the General Fund.
- Expenditures in this fund are for law enforcement.

#### **BUDGET SUMMARY:**

	Historical Data					
Ac	tual	Adopted		Budget For Next Year 2006 - 2007		
Preceding	Preceding	Budget This		Proposed	Approved	Adopted
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description			
608,442	644,824	1,173,000	Material and Services	1,571,000	1,571,000	1,571,000
_	-	200,000	Contigency	250,000	250,000	250,000
608,442	644,824	1,373,000	Total	1,821,000	1,821,000	1,821,000



### LAW ENFORCEMENT FUND Revenue

### <u>Line</u>

- 2. Working Capital: Funds available but not spent during the previous fiscal year.
- 3. Interest Income: The City's cash is invested in the Local Government Investment Pool, which is operated by the State of Oregon Treasury and in other investments provided by Wells Fargo Brokerage Services.
- **Transfers:** Transfer of Local Option Property Tax collections from the General Fund. Property taxes, to include special levies, must be collected in the General Fund. To best account for this dedicated tax revenue, police protection money is transferred to this special revenue fund.

### RESOURCES Law Enforcement Fund

	HIS	TORICAL DA			11.00			
		tual	Adopted Budget					R 2006 - 2007
	Preceding Year		This Year 05 -			Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	RESOURCES	Budget Officer	Budget Comm.	Governing Body
				022-000-				
2	9,821	196,626	400,000	401000	Beginning Working Capital	575,000	575,000	575,000
3	5,962	13,167	3,000	403000	Interest Income	10,000	10,000	10,000
4		·						
5		~						
6	789,284	925,638	970,000	490000	Transfers	1,236,000	1,236,000	1,236,000
7	00000	1 10 = 101	1 272 222	****		1001.000		
8	805,067	1,135,431	1,373,000		Total Resources	1,821,000	1,821,000	1,821,000
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### LAW ENFORCEMENT FUND Expenditures

#### **MATERIALS AND SERVICES:**

#### <u>Line</u>

- 2. Contract Police Protection: Contract with Clackamas County Sheriff for full time police protection.
- 7. Contingency: An account set aside to meet unforeseen circumstances.

### EXPENDITURE DETAIL Law Enforcement Fund

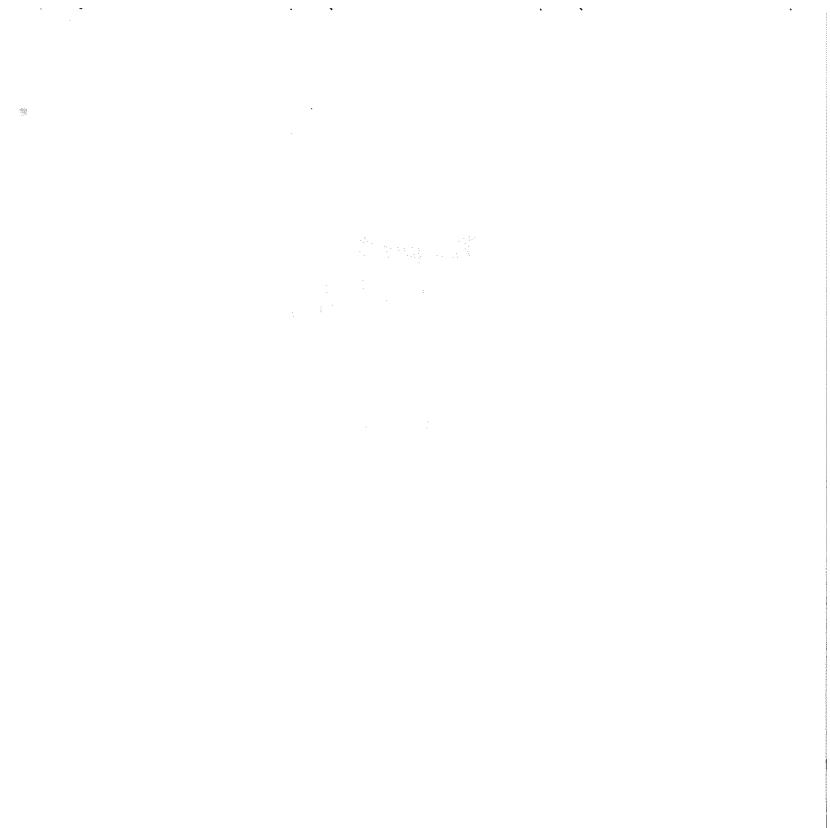
	HIS	TORICAL DA						
	Act	lual	Adopted Budget					R 2006 - 2007
	Preceding Year	Preceding Year	This Year 05 -		200	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
1				022-004-	Materials and Services			
2	608,442	644,824	1,173,000	604900	Contract Police Services	1,571,000	1,571,000	1,571,000
3								
4	608,442	644,824	1,173,000		Total Materials and Services	1,571,000	1,571,000	1,571,000
5								
6	****		200 000	000000	Cartianan	250,000	250,000	250,000
7		-	200,000	880000	Contingency	230,000	230,000	2,0,000
8	608,442	644,824	1,373,000		Total Requirements	1,821,000	1,821,000	1,821,000
10	000,442	044,024	1,373,000		Total Requirements	1,021,000	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1,521,535
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### PENSION RESERVE FUND





#### PENSION RESERVE FUND

- Revenue for this fund was transferred from the General Fund for future pension liability.
- Expenditures in this fund shall be used to reduce the City's future pension.
- This reserve fund was created to set aside funds for the City's potential liability to the Public Employee's Retirement System (PERS). In 2002, the PERS proposed an increase in the City contribution rate from 9.61% to 14.69% of salary. On July 1, 2003, due to actions taken by the State Legislature, the PERS rate was set at 8.33%. Employees hired after August 29, 2003, will have an employer rate of 8.04%. In February 2005, the PERS rate for 2005-06 was set at 13.17%. This is planned to go to 18.01% for 2007-08.
- With the increase from 8.33% to 13.17%, this fund will be used in 2006-07 to pay for the difference.

#### **BUDGET SUMMARY:**

	Historical Data	l				
Ac	tual	Adopted		Budget Fo	r Next Year 20	006 - 2007
Preceding Preceding		Budget This		Proposed	Approved	Adopted
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description			
		353,000	Material and Services	346,000	346,000	346,000
		353,000	Total	346,000	346,000	346,000



### PENSION RESERVE FUND Revenue

#### Line

- 2. Working Capital: Funds available but not spent during the previous fiscal year.
- 3. Interest Income: The City's cash is invested in the Local Government Investment Pool, which is operated by the State of Oregon Treasury and in other investments provided by Wells Fargo Brokerage Services.
- 6. Transfer: Transfer of funds from the General Fund. No transfers are planned for 2006-07.

### RESOURCES Pension Reserve Fund

	HIS	TORICAL DA			111 237 1	Drin open po		D 2006 2007
	Acı		Adopted Budget			<u></u>		R 2006 - 2007
	Preceding Year	Preceding Year				Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	RESOURCES	Budget Officer	Budget Comm.	Governing Body
1				023-000-			- 10 000	510.000
2	242,069	245,112	350,000	401000	Beginning Working Capital	340,000	340,000	340,000
3	3,043	7,569	3,000	403000	Interest Income	6,000	6,000	6,000
4						<u> </u>		
5								
6	-	100,000	-	490000	Transfers		-	-
7								- 1000
8	245,112	352,681	353,000		Total Resources	346,000	346,000	346,000
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### PENSION RESERVE FUND Expenditures

#### **MATERIALS AND SERVICES:**

#### Line

2. Retirement Plan: The City had decided to use this fund to pay a portion of the increased employer PERS rate during 2006-07. The difference between PERS rate of 8.33% from two year ago and this year's rate of 13.17% will be paid out of this fund for all salaries except the Building Department. It is estimated that the amount used from the Pension Reserve Fund for 2006-07 will be \$50,000.

### EXPENDITURE DETAIL Pension Reserve Fund

	HIS	TORICAL DA						
	Act	lual	Adopted Budget					R 2006 - 2007
	Preceding Year	Preceding Year	This Year 05 -			Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
				023-002-	Personal Serveies			
2	-	-	353,000	505000	Retirement Plan	346,000	346,000	346,000
						216,000	346,000	346,000
4	_		353,000		Total Personal Serveies	346,000	346,000	340,000
5								
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9	**	₩	353,000		Total Requirements	346,000	346,000	346,000
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**FUTURE EXPANSION RESERVE FUND** 

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### **FUTURE EXPANSION RESERVE FUND**

- This fund was created in 2002-03, to separately account for costs associated with the future expansion of the City of Happy Valley. Now that future expansion is becoming a large part of the City's workload, it makes more sense to transfer the funds from this account to the General Fund and budget these expenditures along with the regular operations of the City.
- Revenue in this fund was transferred from the General Fund for planning the future expansion of the City of Happy Valley.

#### **BUDGET SUMMARY:**

	Historical Data						
Actual Adopted				Budget Fo	r Next Year 20	006 - 2007	
Preceding Preceding		Budget This		Proposed	Approved	Adopted	
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description				
21,396	78,594	_	Personal Services		-	-	
48,456	33,314	-	Material and Services	-	_	-	
-		250,000	Transfers		-		
69,852	69,852 111,908		Total	-	-		



### FUTURE EXPANSION RESERVE FUND Revenue

### <u>Line</u>

2. Working Capital: Shown for historical purposes only.

3. Interest Income: Shown for historical purposes only.

6. Transfers: Shown for historical purposes only.

### RESOURCES Reserve for Future Expansion Fund

	HISTORICAL DATA  Actual Adopted Budget				111 600			
			Adopted Budget					R 2006 - 2007
	Preceding Year	Preceding Year				Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	RESOURCES	Budget Officer	Budget Comm.	Governing Body
1				024-000-				
2	152,565	185,755	250,000	401000	Beginning Working Capital	-	-	-
3	3,042	5,770	_	403000	Interest Income	-	-	-
4								
5								
6	100,000	150,000	-	490000	Transfers		-	-
7								
8	255,607	341,525	250,000		Total Resources	-		-
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### FUTURE EXPANSION RESERVE FUND Expenditures

#### **MATERIALS AND SERVICES:**

#### <u>Line</u>

**19. Legal:** Shown for historical purposes only.

20. Contract / Planning: Shown for historical purposes only.

25. Transfer to General Fund: Shown for historical purposes only.

### EXPENDITURE DETAIL Reserve for Future Expansion Fund

***************************************	HIS	TORICAL DA			4 0	nun ara ra	YS NIXOS/70 3/10 4	D 2006 2007
		tual	Adopted Budget					R 2006 - 2007
	Preceding Year					Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	1	EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
1				024-006-	Personnel			
3	-	_	-	500051	Administrative Staff	-	•	-
3	16,794	56,195	-	500063	Non-Admin/Clerical	-	-	-
4			***************************************					
5	16,794	56,195	_		Total Personnel		-	
6								
7	1,285	4,299		504700	Employer FICA	-	-	-
8	1,529	9,047		504800	Health Insurance	-	-	-
9	190	955	-	504801	Dental Insurance	-	-	-
10	55	106	-	504900	Worker's Compensation	-	-	
11	1,445	7,676	-	505000	Retirement Plan	-	-	<u>.</u>
12	98	316	-	506000	Tri-Met Excise Tax		-	+
13								
14	4,602	22,399	-		Total Employee Beneftis	-	-	-
15								
16	21,396	78,594	-		Total Personal Services	-	-	-
17								
18					Materials and Services			
19	7,877	11,863	-	603100	Legal			+
20	40,579	21,451	_	603700	Contact Planning	-	-	-
21								
22	48,456	33,314	-		Total Materials and Services	in .	-	-
22 23								
24					Transfers			
25	-	-	250,000	800123	To General Fund	•	-	-
26 27		-	250,000		Total Transfers		_	-
28 29	69,852	111,908	250,000		Total Requirements	<u> </u>		-



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RESERVE FOR NEW CITY HALL FUND



### RESERVE FOR NEW CITY HALL FUND

- This fund was created in 2005-06, to create a reserve to accumulate funds for the eventual purchase of a new City Hall.
- Revenue in this fund was transferred from the General Fund and the Building Department Fund.
- Expenditures in this fund shall be used for the purchase of land and the building of a new City Hall

#### **BUDGET SUMMARY:**

I	Historical Data					
Actual		Adopted		Budget Fo	or Next Year 20	06 - 2007
Preceding	Preceding	Budget This		Proposed	Approved	Adopted
Year 03 - 04	Year 04 - 05	Year 05 - 06	Description			
		2,880,000	Capital Outlay	15,500,000	15,500,000	15,500,000
-	-		Total	15,500,000	15,500,000	15,500,000



### RESERVE FOR NEW CITY HALL FUND Revenue

#### Line

- 2. Working Capital: Funds available but not spent during the previous fiscal year.
- 3. Interest Income: The City's cash is invested in the Local Government Investment Pool, which is operated by the State of Oregon Treasury and in other investments provided by Wells Fargo Brokerage Services.
- 6. Transfers: Transfer of funds from the General Fund and the Building Department Fund.
- **8. Bond Proceeds:** Depending on timing of construction of the new City Hall, bond proceeds may be received in the 2006-07 fiscal year.

### RESOURCES Reserve for New City Hall Fund

	HIS'	TORICAL DA			41 23 1	DAD CET FO	33 3 STEELSTON STOP 1	D 2007 2007
	Act		Adopted Budget					R 2006 - 2007
	Preceding Year		This Year 05 -			Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06	Account No.	RESOURCES	Budget Officer	Budget Comm.	Governing Body
1				025-000-				2 (15 000
2	-	-		401000	Beginning Working Capital	2,615,000	2,615,000	2,615,000
3	-	*	10,000	403000	Interest Income	15,000	15,000	15,000
4					:			
5			·					
6	-	-	2,870,000	490000	Transfers	2,870,000	2,870,000	2,870,000
7								
8	-	-	-	900000	Bond Proceeds	10,000,000	10,000,000	10,000,000
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11	-	-	2,880,000		Total Resources	15,500,000	15,500,000	15,500,000
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### RESERVE FOR NEW CITY HALL FUND Expenditures

#### **CAPITAL OUTLAY:**

#### <u>Line</u>

- 2. City Hall: Cost associated with the building of a new City Hall.
- 3. Equipment: Furniture, fixtures and equipment for the new City Hall.

### **EXPENDITURE DETAIL**Reserve for New City Hall Fund

### CITY 01-09 HAPPY VALLEY

	HIS	TORICAL DA			111			
		tual	Adopted Budget					R 2006 - 2007
	Preceding Year	Preceding Year	This Year 05 -		MI STATE OF THE ST	Proposed By	Approved by	Adopted By
	03 - 04	04 - 05	06		EXPENDITURE DESCRIPTION	Budget Officer	Budget Comm.	Governing Body
1				025-002-	Capital Outlay			
2	-	-	2,880,000	700100	City Hall	15,350,000	15,350,000	15,350,000
3	-	•		700300	Equipment	150,000	150,000	150,000
4								
5	-	₩.	2,880,000		Total Capital Oulay	15,500,000	15,500,000	15,500,000
6 7								
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8	•	-	2,880,000		Total Requirements	15,500,000	15,500,000	15,500,000
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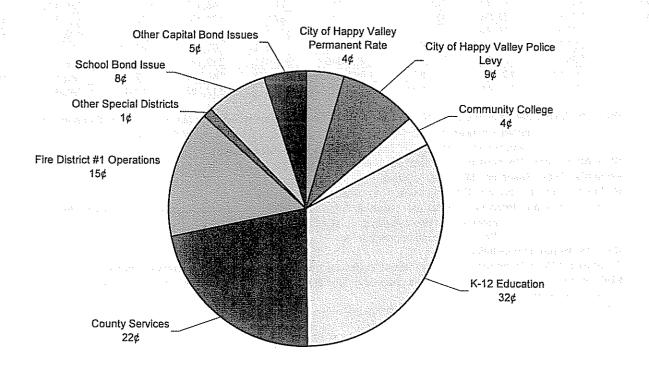


STATISTICAL SECTION

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## Clackamas County Property Tax Bill Where Does Your Tax \$ Go?





#### REVENUE BY TYPE 10 Year History All Funds

Fiscal Year Ending June 30, 2006	Property Taxes	State Allocations	Franchise Fees	Building, Construction & Development	Local Revenue and Interest	Gas Tax	Other Street Fund Revenue	SDCIFees	Other SDC Fund Revenue
1996	\$ 156,970	\$ 36,439	\$ 71,783	\$ 240,106	\$ 34,717	\$ 114,513	\$ 16,044	\$ 217,339	\$ 36,327
1997	162,648	46,302	85,157	466,217	37,697	120,609	18,433	271,482	51,309
1998	172,606	47,047	89,545	688,337	75,569	126,691	72,123	787,608	48,824
1999	195,123	47,227	125,401	1,001,144	74,331	143,117	678,580	256,483	36,902
2000	228,967	58,863	134,553	813,244	87,276	181,108	23,131	621,155	48.276
2001	273,536	76,794	171,160	752,157	328,176	181,256	32,832	478,890	53,447
2002	327,344	79,030	203,651	1,264,770	81,612	200,725	340,611	256,285	23,647
2003	355,8 <del>6</del> 3	94,046	243,509	1,235,040	848,493	218,197	20.858	326.974	19,438
2004	1,197,847	105,093	367,827	1,894,717	1,174,918	267,775	7.305	482,465	18,666
2005	1,394,371	111,440	359,109	2,386,585	461,473	312,783	12,665	1,095,635	40,091

Property Taxes: Based on the value of property in the city limits. The permanent tax rate is \$0.671 per thousand dollars of assessed valuation. Starting in 2004, also includes local option levy of \$1.38 per thousand dollars of assessed valuation for police protection provided by Clackamas County.

State Allocations: Revenue here is based on population.

Franchise Fees: Based on utility sales revenue.

Building, Construction, and Development: Fees based on cost of service.

Local Revenue and Interest: Includes park reservation fees, alarm permits, business licenses, and one time fees not catergorized otherwise in the budget. 2003 and 2004 also includes revenue flow through from Clackamas County for Road Improvements.

Gas Tax: Based on population.

Other Street Fund Revenue: Generally interest, larger amounts are revenue from cooperative projects.

SDC: Systems Development Charges fees charged to fund the City's capital improvement plans for parks, storm water and transportation.

Other SDC Revenue: Generally interest on SDC funds.



#### SUMMARY OF TAXES ASSESSED By Tax Code Assessment Role of 2005 - 2006

Tax Code	012-149	012-158	012-188	012-191	012-194	012-195		
Assessed Valuation	\$ 689,814,381	\$ 39,518,821	\$ 3,914,340	\$ 49,021,627	\$ 19,110,447	\$ 33,882		
M-50 Consilidated Tax Rate	14.9526	14.8335	14,9526	15,4908	14.8335	15.4125		
Clackamas Community College	0,5411	0.5411	0.5411	0.5411	0.5411	0.5411		
ESD Clackamas	0.3590	0.3590	0.3590	0.359D	0,3590	0,3590		
N Clackamas SD #12	4.4715	4.4715	4.4715	4.4715	4.4715	4.4715		
Mt. Hood Community College	-	My.	-		-	-		
ESD Multnomah Co	-	<del>-</del>	-	-	-	-		
Centennial SD #302	-		-		-	-		
Total Education	5.3716	5.3716	5.3716	5.3716	5,3716	5,3716		
**************************************								
City of Happy Valley Permanent Rate	0,6710	0.6710	0.6710	0.6710	0.6710	0.6710		
City of Happy Valley Public Safety	1.3800	1.3800	1.3800	1.3800	1.3800	1.3800		
Clackamas County	2.4042	2.4042	2.4042	2.4042	2.4042	2.4042		
FD #1	2.2427	2.2427	2.2427	2.2427	2.2427	2.2427		
N Clackamas Parks	-	-	•	0,4893	-	0.4893		
Port of Portland	0.0685	0.0685	0.0685	0.0685	0.0685	0.0685		
Service District 2 Metro	0.0937	0,0937	0.0937	0.0937	0.0937	0.0937		
Urban Renewal	0.7134	0.7097	0.7134	0.7623	0.7097	0.7617		
Urban Renewal County SP	0.1335	0,1335	0.1335	0.1335	0.1335	0.1335		
Vector Control	0.0065	0.0065	0.0065	0.0065	0.0065	0.0065		
Vector Control LOC OPT 2005	0.0250	0.0250	0.0250	0.0250	0,0250	0.0250		
Total General Government	7.7385	7.7348	7.7385	8.2767	7.7348	8.2761		
Community College Bond CCC	0.2244	0.2244	0.2244	0.2244	0.2244	0.2244		
FD #1 Bond	0.1421	0.1421	0.1421	0.1421	0.1421	D.1421		
N Clackamas SD #12 Bond	1.1011	1,1011	1.1011	1.1011	1.1011	1.1011		
Centennial SD #302 Bond	-	*	-	-	-	<u>.</u>		
Service #2 Metro Bond	0.1818	0.1818	0.1818	0.1818	0.1818	0.1818		
Tri Met Bond	0,1154		0.1154	0,1154	-	0.1154		
Mt. Scott Water Bond	0.0777	0.0777	0.0777	0.0777	0.0777			
Total Excluded From Limitations	1.8425	1.7271	1.8425	1.8425	1.7271	1.7648		
Total Rate	14.9526	14.8335	14.9526	15.4908	14.8335	15.4125		

Assessed Valuation	\$ 2,970,997	\$ 9,637,821	\$ 27,072,548	\$ 2,037,135	\$ 4,022
M-50 Consilidated Tax Rate	14.7552	14.7552	15.3717	15.4941	15,4158
Clackamas Community College	0.5411	0.5411	0.5411	_	-
ESD Clackamas	0.3590	0.3590	0.3590	-	_
N Clackamas SD #12	4.4715	4.4715	4,4715	-	-
Mt. Hood Community College	-		-	0.4781	0,4781
ESD Multnomah Co	<b>+</b>	-	-	0.4576	0.4576
Centennial SD #302	-			4.7448	4.7448
Total Education	5.3716	5.3716	5.3716	5.6805	5,6805
City of Happy Valley Permanent Rate	0.6710	0.6710	0.6710	0.6710	0.6710
City of Happy Valley Public Safety	1,3800	1.380D	1.3800	1,3800	1.3800
Clackamas County	2.4042	2.4042	2.4042	2.4042	2.4042
FD#1	2.2427	2.2427	2.2427	2.2427	2.2427
N Clackamas Parks	-	-	0.4893	-	-
Port of Portland	0,0685	0.0685	0,0685	0.0685	0.0685
Service District 2 Metro	0.0937	0.0937	0.0937	0.0937	0.0937
Urban Renewal	0.7091	0.7091	0.7586	0.1928	0.1922
Urban Renewal County SP	0,1335	0,1335	0,1335	0.1335	0.1335
Vector Control	0.0065	0.0065	0.0065	0.0065	0,0065
Vector Control LOC OPT 2005	0.0250	0.0250	0.0250	0.0250	0.0250
Total General Government	7.7342	7.7342	8.2730	7.2179	7,2173
Community College Bond CCC	0,2244	0.2244	0,2244	-	-
FD #1 Bond	0.1421	0.1421	0.1421	0.1421	0.1421
N Clackamas SD #12 Bond	1.1011	1.1011	1.1011	-	
Centennial SD #302 Bond		w	-	2.1941	2.1941
Service #2 Metro Bond	0.1818	0.1818	0.1818	0.1818	0.1818
Tri Met Bond	_	-	-	_	**
Mt. Scott Water Bond			0.0777	0.0777	-
Total Excluded From Limitations	1.6494	1.6494	1.7271	2.5957	2.5180
Total Rate	14.7552	14,7552	15.3717	15,4941	15.4158



### **TAX LEVY** 10 Year History

Fiscal Year Ending June 30,	Taxes Levied	% Increase in Taxes Levied	Assessed Valuation	% Increase in Assessed Valuation	Tax Rate per \$1,000
1996-97	\$ 166,361	6.06%	\$ 276,384,330	20.68%	\$ 0.6016
1997-98	176,648	6.18%	263,262,270	-4.75%	0.6712
1998-99	200,710	13.62%	298,126,320 *	13.24%	0.6710
1999-00	233,632	16.40%	348,184,230 *	16,79%	0.6710
2000-01	284,495	21.77%	422,987,951 *	21.48%	0.6710
2001-02	339,732	19.42%	503,630,853 *	19.07%	0.6710
2002-03	364,222	7.21%	541,178,115 *	7.46%	0.6710
2003-04 **	1,259,059	245.68%	607,541,173 *	12.26%	2.0510
2004-05 **	1,443,493	14.65%	695,152,888 *	14.42%	2.0510
2005-06 **	1,770,442	22.65%	848,369,654 *	22.04%	2.0510

<sup>\*</sup> After Ballot Measure 50 assessed valuation increases on existing property are limited to 3.0% by law. Additional growth in assessed valuation in the City is due to new housing (growth).

\*\* Voter approved four year local option levy for police services of \$1.38 per \$1,000 approved

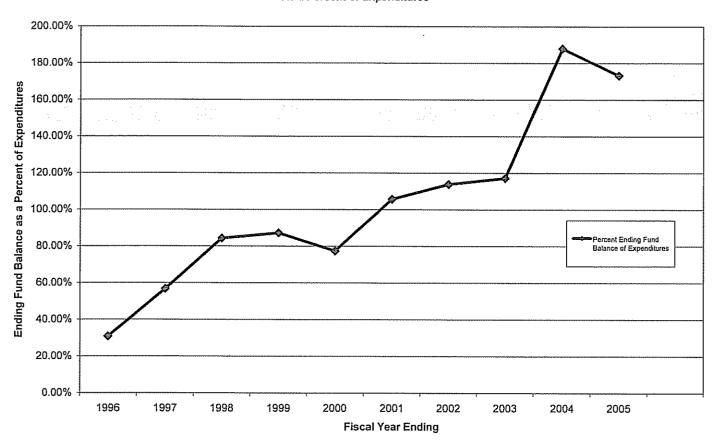


#### ASSESSED VALUE BY PROPERTY TYPE 10 Year History

Fiscal Year	Real Property	Manufactured Structures	Personal Property	Public Utility	Total Taxable
1994-95	\$ 184,228,020	\$ 136,360	\$ 2,776,570	\$ 4,151,610	\$ 191,292,560
1995-96	222,185,840	144,520	2,668,600	4,018,200	229,017,160
1996-97	268,946,100	151,080	2,486,750	4,800,400	276,384,330
1997-98	255,537,470	97,880	2,350,960	5,275,960	263,262,270
1998-99	289,870,620	37,800	2,207,710	6,010,190	298,126,320
1999-00	338,325,130	38,920	2,501,440	7,318,740	348,184,230
2000-01	410,891,085	40,087	2,485,935	9,570,844	422,987,951
2001-02	475,218,317	1,061,643	4,795,038	22,555,855	503,630,853
2002-03	524,182,030	992,600	4,781,043	11,222,442	541,178,115
2003-04	592,660,467	1,032,749	4,201,801	9,646,156	607,541,173
2004-05	676,633,373	918,943	3,939,159	13,661,413	695,152,888
2005-06	828,827,404	1,102,142	4,387,149	14,052,959	848,369,654



### ENDING FUND BALANCE As a Percent of Expenditures





#### SUMMARY OF KEY DATA

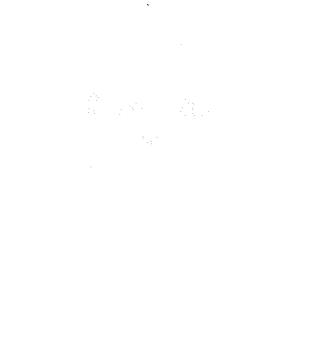
Fiscal Year Ending June 30, 2006	Ending Fund Balance	% Increase Ending Fund Balance	TaxiLevy	% Increase Tax Levy	Assessed . Valuation	% increase Assessed Valuation	Tax Rale per \$1,000	% Increase Tax Rate per \$1,000	Population	% Increase Population	Evnenditures	% increase All Funds Expenditures
1995	\$ 94,905	11%	\$ 148,599	6%	\$ 191,262,560	32%	0.7730	-21%	2,365	15%	\$ 584,742	-1%
1996	149,317	57%	156,858	6%	229,017,160	20%	0,6490	-16%	2,660	12%	729,141	25%
1997	344,357	131%	166,361	6%	276,384,300	21%	0.6016	-7%	2,825	6%	949,789	30%
1998	648,530	88%	175,648	6%	263,262,270	-5%	0.6712	12%	3,125	11%	2,178,878	129%
1999	834,576	29%	200,710	14%	298,126,320	13%	0.6710	0%	3,540	13%	2,182,835	0%
2000	940,508	13%	233,632	16%	348,184,230	17%	0.6710	0%	3,965	12%	1,745,368	-20%
2001	1,150,652	22%	283,825	21%	422,987,951	21%	0.6710	0%	4,930	24%	2,435,885	40%
2002	1,286,985	12%	364,222	28%	541,178,115	28%	0.6710	0%	5,810	18%	1,990,424	-18%
2003	1,116,352	-13%	1,259,059	246%	607,541,173	12%	2.0510	206%	6,370	10%	2,434,603	22%
2004	2,160,505	94%	1,443,493	15%	695,152,888	14%	2.0510	0%	6,640	4%	3,704,335	52%
2005	2,576,799	19%	1,770,442	23%	848,369,654	22%	2.0510	0%	7,264	9%	4,096,631	11%



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### LEGAL REQUIREMENTS





DUE DATIE	TASK
February, 2006	<ul> <li>Appoint Budget Officer</li> </ul>
January - April, 2006	■ Prepare Proposed Budget
April 12, 2006	<ul> <li>Publish 1st Notice of Budget Committee Meeting (no more than 30 days before the meeting)*</li> </ul>
April 19, 2006	<ul> <li>Publish 2nd Notice of Budget Committee Meeting (at least 5 days after 1st notice, but no less than 5 days before the meeting)*</li> </ul>
May 1, 2006	Budget Committee Meeting
May 8, 2006	2nd Budget Committee Meeting (if necessary)
May 15, 2006	3rd Budget Committee Meeting (if necessary)
June 14, 2006	<ul> <li>Publish Notice of Budget Hearing (5 to 30 days before the meeting)*</li> </ul>
June 20, 2006	<ul> <li>Hold the Budget Hearing</li> <li>Enact Resolutions to:</li> <li>Adopt Budget</li> <li>Make Appropriations</li> <li>Impose Taxes</li> </ul>
July 6, 2006	<ul> <li>Submit Tax Certification Documents to the Assessor by July 15, 2006</li> <li>Turn in Official Budget to County Clerk for Permanent Record by September 30, 2006</li> </ul>

<sup>\*</sup> Documents to the *Clackamas Review* published on Wednesday only. Information must be to the paper the Thursday before the publication date.

#### NOTICE OF BUDGET HEARING

A meeting of the City of Happy Valley Council will be held on June 20, 2006 at 7:00 pm at City Hall Annex, 12915 SE King Road, Portland, Oregon. The purpose of this meeting will be to discuss the budget for the fiscal year beginning July 1, 2006, as approved by the City of Happy Valley Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 12915 SE King Road, Portland, Oregon between the hours of 8:00 am and 4:30 pm. This budget was prepared on a basis of accounting that is consistent with the basis of accounting used during the preceding

year. Major changes, if any, and their effect on the budget are explained belo					nis budget is for an annu		
County		City		Chairperson of	Governing Body	Telephone Number	
Clackamas		Happy Valle	ey	Gene Gra	ant	503-760-3325	
			FINANCIAL S	SUMMARY	,		
Check th	is box if your				Adopted Budget	Approved Budget	
	only has one fund		L OF ALL FUNDS		This Year 2005-2006	Next Year 2006-2007	
			***   ** *** *** *** *** *** *** *** **		2,844,860	3,553,400	
					3,938,010	5,331,050	
			· · · · · · · · · · · · · · · · · · ·		6,760,850	25,374,400	
Anticipated	1				-		
Requirements			• • • • • • • • • • • • • • • • • • • •	1	4,130,000	4,148,000	
			******************************		1,012,980	1,606,750	
	7. Total Reserve	s and Special Pa	yments		<u> </u>	-	
			und Balance	I		-	
***************************************	9. Total Require	ements - add Line	es 1 through 8		18,686,700	40,013,600	
	10. Total Resou	rces Except Prop	erty Taxes		17,244,700	38,176,600	
Anticipated	11. Total Proper	ty Taxes Estimate	ed to be Received		1,442,000	1,837,000	
Resources	12. Total Resou	ırces - add Lines	10 and 11		18,686,700	40,013,600	
	13. Total Proper	ty Taxes Estimate	ed to be Received (line 11)		1,442,000	1,837,000	
Estimated	14. Plus: Estima	ited Property Taxe	es Not To Be Received				
Ad Valorem	A. Loss Due to Constitutional Limits				-	-	
Property Taxes	B. Discounts Allowed, Other Uncollected Amounts				109,000	138,000	
	15. Total Tax Levied - add Lines 13 and 14				1,551,000	1,975,000	
					Rate or Amount	Rate or Amount	
Tax Levies	16. Permanent F	Rate Limit Levy (ra	ate limit .671 )		0.671	0.671	
		17. Local Option Taxes			1.380	1.380	
	18. Levy for Bon	ded Debt or Oblig	ations		**		
			STATEMENT OF IN	DEBTEDN	ESS	<u> </u>	
	Debi	Outstanding			Debt Authorized, I	Not Incurred	
✓ None		<del></del>	As Summarized Below	✓ No	ne .	As Summarized Below	
			PUBLISH BELOW ONL	Y IF COMP	PLETED		
Long Torm Dr	1-1	Estima	ated Debt Outstanding at	the	Estimated Debt Aut	horized, Not Incurred at the	
Long-Term De	Dt		inning of the Budget Yea			of the Budget Year	
			July 1 2006		July 1 2006		
Bonds	*******					NY 1 2000	
Interest Bearing V	Varrants						
Other			, , , , , , , , , , , , , , , , , , ,				
Total Indebtednes			0			0	
Short-Term De			<del>-</del>			· ·	
		o borrow in antici	pation of revenue ("Short-Te	rm Borrowing	") as summarized below:		
			Estimated Amount		Estimated	Estimated	
	Fund Liable		to be Borrowed		Interest Rate	Interest Cost	

# FUNDS NOT REQUIRING A PROPERTY TAX TO BE LEVIED

Publish ONLY completed portion of this page. Total Anticipated Requirements must equal Total Resources

Name of Fund Street Fund	Actual Data Last Year 2004-05	Adopted Budget This year 2005-06	Approved Budget Next Year 2006-07
Total Personal Services	106,800	137,150	148,600
2. Total Materials and Services	49,335	179,500	185,500
3. Total Capital Outlay	52,275	611,350	770,900
4. Total Debt Service	-	-	
5. Total Transfers	-	- 1	•
6. Total Contingencies		-	•
7. Total Reserves and Special Payments	-		<u>.</u>
8. Total Unappropriated Ending Fund Balance	-	-	-
9. Total Requirements	208,410	928,000	1,105,000
10. Total Resources Except Property Taxes	828,924	928,000	1,105,000
Name of Fund Building Fund	Actual Data Last Year 2004-05	Adopted Budget This year 2005-06	Approved Budget Next Year 2006-07
Total Personal Services	503,834	1,004,140	1,399,800
2. Total Materials and Services	357,013	1,713,560	2,393,300
3. Total Capital Outlay	84,753	120,000	310,000
4. Total Debt Service	-	-	
5. Total Transfers		870,000	870,000
6. Total Contingencies		425,000	1,000,000
7. Total Reserves and Special Payments	-	-	
8. Total Unappropriated Ending Fund Balance		-	-
9. Total Requirements	945,600	4,132,700	5,973,100
10. Total Resources Except Property Taxes	2,240,048	4,132,700	5,973,100
Name of Fund System Development Fund	Actual Data Last Year 2004-05	Adopted Budget This year 2005-06	Approved Budget Next Year 2006-07
Total Personal Services	-	<u> </u>	-
2. Total Materials and Services	-	-	-
3. Total Capital Outlay	664,301	2,410,000	7,940,000
4. Total Debt Service	-		
5. Total Transfers		<del>-</del>	<u>.</u>
	-	*	
6. Total Contingencies	-	-	-
•	-		
6. Total Contingencies		-	in the state of th
Total Contingencies      Total Reserves and Special Payments      Total Unappropriated Ending Fund Balance      Total Requirements	- - - 664,301	-	in the state of th
Total Contingencies      Total Reserves and Special Payments      Total Unappropriated Ending Fund Balance		-	-
Total Contingencies      Total Reserves and Special Payments      Total Unappropriated Ending Fund Balance      Total Requirements	- - - 664,301 2,711,003	- - 2,410,000 2,410,000	7,940,000 7,940,000
Total Contingencies      Total Reserves and Special Payments      Total Unappropriated Ending Fund Balance      Total Requirements	- - - 664,301	- - - 2,410,000	- - - 7,940,000
6. Total Contingencies	- - - - - - - - - - - - - - - - - - -	- 2,410,000 2,410,000 Adopted Budget This year 2005-06	- - 7,940,000 7,940,000 Approved Budget Next Year 2006-07
6. Total Contingencies	- - - - - - - - - - - - - - - - - - -	- 2,410,000 2,410,000 Adopted Budget This year 2005-06	- - 7,940,000 7,940,000 Approved Budget Next Year 2006-07
6. Total Contingencies	- - - - - - - - - - - - - - - - - - -	- 2,410,000 2,410,000 Adopted Budget This year 2005-06	- - 7,940,000 7,940,000 Approved Budget Next Year 2006-07
6. Total Contingencies	- - - - - - - - - - - - - - - - - - -	- 2,410,000 2,410,000 Adopted Budget This year 2005-06	7,940,000 7,940,000 Approved Budget Next Year 2006-07
6. Total Contingencies	- - - - - - - - - - - - - - - - - - -	- 2,410,000 2,410,000 Adopted Budget This year 2005-06 - 100,000 544,000	7,940,000 7,940,000 Approved Budget Next Year 2006-07
6. Total Contingencies		- 2,410,000 2,410,000 Adopted Budget This year 2005-06 - 100,000 544,000 -	7,940,000 7,940,000 7,940,000 Approved Budget Next Year 2006-07
6. Total Contingencies		- 2,410,000 2,410,000 2,410,000 Adopted Budget This year 2005-06	7,940,000 7,940,000 Approved Budget Next Year 2006-07
6. Total Contingencies	- 664,301 2,711,003 Actual Data Last Year 2004-05	- 2,410,000 2,410,000 Adopted Budget This year 2005-06 - 100,000 544,000	- 7,940,000 7,940,000 Approved Budget Next Year 2006-07 - 100,000 600,000
6. Total Contingencies	- 664,301 2,711,003 Actual Data Last Year 2004-05	- 2,410,000 2,410,000 Adopted Budget This year 2005-06  - 100,000 544,000	- - 7,940,000 7,940,000 Approved Budget Next Year 2006-07 - 100,000 600,000

# FUNDS NOT REQUIRING A PROPERTY TAX TO BE LEVIED

Publish ONLY completed portion of this page. Total Anticipated Requirements must equal Total Resources

Name of Fund Law Enforcement Fund	Actual Data Last Year 2004-05	Adopted Budget This year 2005-06	Approved Budget Next Year 2006-07
1. Total Personal Services	-	•	
2. Total Materials and Services	644,824	1,173,000	1,571,000
3. Total Capital Outlay		-	
4. Total Debt Service	-		
5. Total Transfers		-	*
6. Total Contingencies		200,000	250,000
7. Total Reserves and Special Payments		-	-
8. Total Unappropriated Ending Fund Balance	_	-	
9. Total Requirements	644,824	1,373,000	1,821,000
10. Total Resources Except Property Taxes	1,135,431	1,373,000	1,821,000
Name of	Actual Data	Adopted Budget	Approved Budget
Fund Reserve for Pension Fund	Last Year 2004-05	This year 2005-06	Next Year 2006-07
Total Personal Services			
Total Materials and Services	-	353,000	346,000
Total Materials and Services.     Total Capital Outlay	•	···	
4. Total Debt Service			-
5. Total Transfers			-
6. Total Contingencies.	-		
Total Reserves and Special Payments		-	<del></del>
Total Unappropriated Ending Fund Balance			*
9. Total Requirements	-	252.000	246,000
10. Total Resources Except Property Taxes		353,000	346,000
To: Total Nesources Except Property Taxes	352,681	353,000	346,000
Name of Fund Future Reserve Fund	Actual Data Last Year 2004-05	Adopted Budget This year 2005-06	Approved Budget Next Year 2006-07
Total Personal Services	78,594	*	**
2. Total Materials and Services	33,314	-	-
3. Total Capital Outlay	-	**	
4. Total Debt Service	-		_
5. Total Transfers	-	250,000	-
6. Total Contingencies			-
7. Total Reserves and Special Payments	- 1	·	-
8. Total Unappropriated Ending Fund Balance	-		
9. Total Requirements	111,908	250,000	
10. Total Resources Except Property Taxes	341,525	250,000	*
Name of	Actual Data	Adopted Budget	Approved Pudget
Fund Reserve for New City Fund	Last Year 2004-05	This year 2005-06	Approved Budget Next Year 2006-07
Total Personal Services	•	Ψ	
2. Total Materials and Services	-	44	and the same of th
3. Total Capital Outlay		2,880,000	15,500,000
4. Total Debt Service	-	-	
5. Total Transfers	-		<b>+</b>
6. Total Contingencies		*	·
7. Total Reserves and Special Payments	_	<b></b>	
Total Unappropriated Ending Fund Balance	-	· · · · · · · · · · · · · · · · · · ·	- i.
9. Total Requirements		2,880,000	15,500,000
10. Total Resources Except Property Taxes	- !	2,880,000	15,500,000

#### FORM LB-3

# FUNDS REQUIRING A PROPERTY TAX TO BE LEVIED

Publish ONLY completed portion of this page.

Name of Fund General Fund	Actual Data Last Year 2004-05	Adopted Budget This year 2005-06	Approved Budget Next Year 2006-07
Total Personal Services	834,605	1,350,570	1,659,000
2. Total Materials and Services	527,825	771,950	1,081,250
3. Total Capital Outlay	124,598	195,500	253,500
4. Total Debt Service			-
5. Total Transfers	1,214,541	3,010,000	3,278,000
6. Total Contingencies		387,980	356,750
7. Total Reserves and Special Payments			
8. Total Unappropriated Ending Fund Balance			
9. Total Requirements	2,701,569	5,716,000	6,628,500
10. Total Resources Except Property Taxes	4,326,288	4,274,000	4,791,500
11. Property Taxes Estimated to Be Received	1,368,372	1,442,000	1,837,000
12. Total Resources (add lines 10 and 11)	5,694,660	5,716,000	6,628,500
13. Property Taxes Estimated to be Received (line 11)		1,442,000	1,837,000
14. Estimated Property Taxes Not to be Received			
A. Loss Due to Constitutional Limit		<u>.</u>	±
B. Discounts, Other Uncollected Amounts		109,000	138,000
15. Total Tax Levied (add lines 13 and 14)		1,551,000	1,975,000
		Rate or Amount	Rate or Amount
16. Permanent Rate Limit Levy (rate limit .671 ).		0.671	0.671
17. Local Option Taxes		1.380	1.380
18. Levy for Bonded Debt or Obligations		-	_

Name of Fund	Actual Data Last Year 2004-05	Adopted Budget This year 2005-06	Approved Budget Next Year 2006-07
1. Total Personal Services			
2. Total Materials and Services			
3. Total Capital Outlay			
4. Total Debt Service			
5. Total Transfers			
6. Total Contingencies			
7. Total Reserves and Special Payments			
8. Total Unappropriated Ending Fund Balance			
9. Total Requirements	-		_
10. Total Resources Except Property Taxes			
11. Property Taxes Estimated to Be Received			
12. Total Resources (add lines 10 and 11)	-	•	-
13. Property Taxes Estimated to be Received (line 11)		_	-
14. Estimated Property Taxes Not to be Received			
A. Loss Due to Constitutional Limit			
B. Discounts, Other Uncollected Amounts			
15. Total Tax Levied (add lines 13 and 14)			~
		Rate or Amount	Rate or Amount
16. Permanent Rate Limit Levy (rate limit).			
17. Local Option Taxes			
18. Levy for Bonded Debt or Obligations			

#### **RESOLUTION NO. 06-18**

# RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR 2006-2007, APPROPRIATING FUNDS, IMPOSING AND CATEGORIZING THE TAXES

#### ADOPTING THE BUDGET

**BE IT RESOLVED** that the CITY OF HAPPY VALLEY hereby adopts the budget for fiscal year 2006-2007 in the sum of \$40,013,600 now on file at City Hall.

#### MAKING APPROPRIATIONS

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2006, and for the purposes shown below are hereby appropriated.

GENERAL FUND	
Personal Services	\$1,659,000
Materials & Services	\$1,081,250
Capital Outlay	\$ 253,500
Transfer to	
Road Improvement Fund	\$ 42,000
Public Safety Fund	\$1,236,000
New City Hall Fund	\$2,000,000
Contingency	<u>\$ 356,750</u>
FUND TOTAL	<u>\$6,628,500</u>
STREET FUND	
Personal Services	\$ 148,600
Materials & Services	\$ 185,500
Capital Outlay	<u>\$ 770,900</u>
FUND TOTAL	<u>\$ 1,105,000</u>
BUILDING FUND	
Personal Services	\$1,399,800
Materials & Services	\$2,393,300
Capital Outlay	\$ 310,000
Transfer to New City Hall Fund	\$ 870,000
Contingency	\$1,000,000
FUND TOTAL	<u>\$5,973,100</u>

1	7	K
1	_	u

SYSTEM DEVELOPMENT FUND Capital Outlay	<u>\$7,940,000</u>
FUND TOTAL	<u>\$7,940,000</u>
ROAD IMPROVEMENT FUND Materials & Services Capital Outlay	\$ 100,000 \$ 600,000
FUND TOTAL	<u>\$ 700,000</u>
LAW ENFORCEMENT FUND Materials & Services Contingency FUND TOTAL	\$1,571,000 \$ 250,000 \$1,821,000
RESERVE FOR PENSION FUND Materials & Services FUND TOTAL	\$ 346,000 \$ 346,000
RESERVE FOR FUTURE CITY HALL Capital Outlay	<u>\$15,500,000</u>

FUND TOTAL

<u>\$15,500,000</u>

#### IMPOSING AND CATEGORIZING TAXES

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

City hereby imposes the taxes provided for in the adopted budget at the rate of \$0.6710 per \$1,000 of the assessed value for operations and at the rate of \$1.3800 per \$1,000 of the assessed value for operations for the four year local option levy; and that these taxes are hereby imposed and categorized for tax year 2006-2007 upon the assessed value of all taxable property within the district.

	Subject to the General Government Limitation	Excluded from the Limitation	
GENERAL FUND	\$0.6710/\$1000	\$-0-	
GENERAL FUND	\$1.3800/\$1000	\$-0-	

**BE IT RESOLVED** that this resolution is and shall be effective immediately from and after its adoption by the Council.

PASSED by the City Council this 20th day of June 2006.

APPROVED by the Mayor this 20<sup>th</sup> day of June 2006.

Eugene L. Grant, Mayor

ATTEST:

Marylee Walden, City Recorder

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment, or Charge on Property

FORM LB-50 2006-2007

To asse	ssor ofCla	ckamas	County			
Be sure to read instructions provided.						Check here if this is an amended form.
The City of Happy Valley District Name	_ has the respo	onsibility and author	ity to plac	e the follow	ing property tax	k, fee, charge, or assessment
on the tax roll of Clackamas	Count	y. The property tax,	fee, char	ge, or asse:	ssment is categ	orized as stated by this form.
12915 SE King Road		Portland		OR	97236	7/6/06
Mailing Address of District Debbie Whitten	Finance Office	Cily er	503-76	State 80-3325	<sup>ZIP Code</sup> debl	Date biew@ci.happy-valley.or.u
Contact Person	Title			ephone Number		Person E-mail Address
CERTIFICATION—You must check	one box.					
The tax rate or levy amounts ce	rtified in Part I a	re within the tax rate	e or levy a	amounts ap	proved by the b	udget committee.
The tax rate or levy amounts ce	rtified in Part I w	ere changed by the	governin	g body and	l republished as	required in ORS 294.435.
PART I: TOTAL PROPERTY TAX LI	EVY				Subject to Government Limits	3
				Rate —o	r— Dollar Amount	<u> </u>
1. Rate/Amount levied (within pern	nanent rate limit	)	1	0.671	***************************************	
2. Local option operating tax	***************************************		2	1.380		
3. Local option capital project tax	***************************************		3	3		Excluded from
4. Levy for "Gap Bonds"	*****		4			Measure 5 Limits  Dollar Amount
5. Levy for pension and disability o	bligations		5			of Bond Levy
6a. Levy for bonded indebtedness fi	rom bonds appr	oved by voters <b>prio</b>	r to Octob	er 6, 2001.	6a	3
6b. Levy for bonded indebtedness for	rom bonds appr	oved by voters after	r October	6, 2001	6t	)
6c. Total levy for bonded indebtedne		-				
PART II: RATE LIMIT CERTIFICATI	ON					
7. Permanent rate limit in dollars a	nd cents per \$1	.000 000.		********		.671
8. Date received voter approval for						
9. Estimated permanent rate limit						
PART III: SCHEDULE OF LOCAL O	PTION TAXES	Enter all local op attach a sheet sh				are more than two taxes,
Purpose (operating, capital project, or i	mixed)	Date voters appro local option ballot me	ved easure	First year levied	Final year to be levied	Tax amount —or— rate authorized per year by voters
Operating		11/5/2002		003	2006	1.380
		· · ·				
PART IV: SPECIAL ASSESSMENT	S, FEES, AND	CHARGES				
	Description	:	4.5		ct to General ment Limitation	Excluded from Measure 5 Limitation
1			. 4			
2						
If fees, charges, or assessments will properties, by assessor's account not assessments uniformly imposed on The authority for putting these as	umber, to which the properties. I	fees, charges, or as f these amounts are	ssessmen	its will be in orm, show th	nposed. Show ti he amount impo	he fees, charges, or



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Box 370 • Beaverton, OR 97075
Phone: 503-684-0360 Fax: 503-620-3433
Email: legaladvertising@commnewspapers.com

#### AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS

I, Charlotte Allsop, being the first duly sworn, depose and say that I am Accounting Manager of Clackamas Review/ Oregon City News, a newspaper of general circulation, published at Clackamas/Oregon City, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

City of Happy Valley Notice of Budget Committee Meeting CLK10586

a copy of which is hereto annexed, was published in the entire issue of said newspaper for 2

weeks in the following issues April 12, 2006 April 19, 2006

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this April 19, 2006

NOTARY PUBLIC FOR OREGON

My commission expires  $\checkmark$ 

Acct # 50603 Marylee Walden City of Happy Valley 12915 SE King Road Portland, OR 97236 OFFICIAL SEAL
SUZETTE I CURRAN
NOTARY PUBLIC-OREGON
COMMISSION NO. 373063
MY COMMISSION EXPIRES NOV. 28, 2007

Size: 2 x 1.5 Amount Due \$74.64 \*remit to address above NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the City of Happy Valley, Clackamas County, State of Oregon, to discuss the budget for fiscal year July 1, 2006 to June 30, 2007 will be held at the City Hall Annex, 12915 SE King Road, Happy Valley, OR 97236. The meeting will take place on May 1, 2006 at 7:00 PM. The purpose of the meeting will take place on May message and to receive comment from the public on the budget. A copy of the budget document may be inspected or obtained on or after April 24, of 8:00 AM and 4:30 PM. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. Publish



6605 SE Lake Road, Portland, OR 97222 • PO Box 370 • Beaverton, OR 97075 Phone: 503-684-0360 Fax: 503-620-3433 Email: legaladvertising@commnewspapers.com

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City of Happy Valley Notice of Budget Hearing CLK10670

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

successive and consecutive weeks in the following issues

June 14, 2006

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this June 14, 2006

NOTARY PUBLIC FOR OREGON My commission expires

Acct # 50603 Marylee Walden City of Happy Valley 12915 SE King Rd. Portland, OR 97236

> Size: 2 x 19.5 Amount Due \$485.16 \*remit to address above

FORM LB-1

#### NOTICE OF BUDGET HEARING

A meeting of the City of Heppy Valley Council will be held on June 20, 2006 at 7.00 pm at City Half Annex, 12915 SE King Road, Portland, Oregon, The purpose of this meeting will be to discuss the budget for the faceal year beginning July 1, 2006, as approved by the City of Happy Valley Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Half, 12915 SE King Road, Portland, Oregon between the hours of 8.00 am and 4.30 pm. This budget was prepared on a basis of accounting that is consistent with the busis of accounting used duting the prepared.

year. Major cha	nges, if any, a:	nd their offect on the bu	istget are explained below. This budget is for an annu	al period
Clackamas		Happy Valley	Gene Grant	503-760-3325
		····	FINANCIAL SUMMARY	1505-700-3323

Onesk this box if your budget only has one hand TOTAL OF ALL FUNDS	Adopted Budget This Year 2005-2008	Approved Budget Hert Year 2006-2007
1. Total Personal Services		3,553,40
Z. Total Materials and Supplies		5.231,05
3. Total Capital Outley		25 374 40
Articipated 4. Total Data Service		
Requirements 5 Total Transfers	4,130,000	4,148,00
6. Total Contingencies	1.012,000	1,605,75
7. Total Reserves and Special Payments		
B. Tetal Unsppropriated Ending Fund Batanca	·	*
R. Total Requirements - add Lines 1 through 8	18.586,700	40.013.60
10. Total Rescriptes Except Property Taxes		38,178,GO
Anticipated 11. Total Property Taxes Estimated to be Received	1,442,000	1,837,000
Resources 12. Total Resources - add Lines 10 and 11	18,686,700	40,013,600
13. Total Property Taxes Estimated to be Received (one 11)	1,442,000	1.837,000
Estimated \$14 Plus: Estimated Property Taxes Not To Be Received		······································
Ad Valorem A. Loas Due to Constitutional Limits		
Property Taxes B. Discounts Allowed, Other Uncollected Amounts	1000,000	138,000
15. Total Yax Levied - edd Lines 13 and 14	1,551,600	1,975,000
	Rate or Amount	Rate or Amount
Tax Lavies 10. Permaneni Raio Limit Lovy (rate limit .57) ]	0.671	0.071
By Type 17. Local Option Taxes	1.350	1.380
18. Lavy for Bonded Debt or Collegations		

Long-Term Debt	Estimated Debt Outstanding at the	Estimated Dabi Authorized, Hot Incurred at the
tong-reministra	Beginning of the Budget Year	Beginning of the Budget Year
	July \$ 2006	July 1 2008
20nds		
Interest Bearing Werrants		
Other		
Total Indebtedness	o ,	0
Short-Term Dahl		

This budget includes the Intention to trainer in anticipation of revenue ("Short-Tarm Corrowing") as summarized before						
Fund Liable	Estimated Amount to be Borrowed	Estimaled Interest Rate	Estimated Interest Cost			
W-1						

FORM LB-2 FUNDS NOT REQUIRING A PROPERTY TAX TO BE LEVIED

Publish DRCY completed portion of this page. 1	Total Anticipated Requirements In		
Name of	Actual Data	Adopted Budget	Approved Budget
Fund Street Fund	Lost Year 2004-05	This year 2005-06	Next Year 2008-07



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