



2013-2014 ADOPTED BUDGET

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City of Happy Valley

Fiscal Year 2013 - 2014 Budget

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BUDGET COMMITTEE

Name	Address	Telephone	Term
Citizen Volunteers			
Heidi Steen	14741 SE Badger Creek Rd, Happy Valley 97086	503-709-8890	2013-2015
Diane Morrow	13581 SE Callahan Rd, Happy Valley 97086	503-761-4628	2013-2015
Kyle Larson	13550 SE 149 th Terrace, Happy Valley 97086	503-407-5656	2011-2013
Eric Hern	10644 SE Waterford Court, Happy Valley 97086	503-775-7382	2011-2013
David Love	10275 SE 147 th , Happy Valley 97086	503-760-0692	2011-2013
City Council			
Lori DeRemer – Mayor	11805 SE Eastbourne Ln, Happy Valley 97086	503-658-3292	2011-2014
Markley Drake – Council Pres	10792 SE Tyler Road, Happy Valley 97086	503-775-2613	2011-2014
Tom Andrusko – Councilor	11700 SE Clover Lane, Happy Valley 97086	503-760-2080	2011-2014
Tom Ellis – Councilor	14926 SE Pebble Beach Dr, Happy Valley, 97086	503-704-9311	2013-2016
Michael Morrow – Councilor	13581 SE Callahan Rd, Happy Valley 97086	503-761-4628	2013-2016
City Staff	16000 SE Misty Dr, Happy Valley 97086	503-783-3800	503-658-5174 (fax)
Jason Tuck	City Manager and Budget Officer	jasont@happyvalleyor.gov	
Barbara Muller	Director of Finance and IT	barbaram@happyvalleyor.gov	
Michael Walter	Economic & Community Development Director	michaelw@happyvalleyor.gov	
Marylee Walden	Director of Human Resources & City Recorder	maryleew@happyvalleyor.gov	
Chris Randall	Public Works Director	chrisr@happyvalleyor.gov	
Steve Campbell	Community Services and Public Safety Director	stevec@happyvalleyor.gov	



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

MISSION STATEMENT

GOALS



City of Happy Valley Fiscal Year 2013 - 2014 Budget

Mission Statement

Preserve and enhance the safety, livability, and character of our community.

Citywide goals:

- | | |
|---------------|--|
| <i>Goal 1</i> | <i>Managed growth and economic development</i> |
| <i>Goal 2</i> | <i>Employee development in a quality work environment</i> |
| <i>Goal 3</i> | <i>A safe, livable community with a sense of pride and strong identity</i> |
| <i>Goal 4</i> | <i>Effective relationships with local, regional and state partners</i> |
| <i>Goal 5</i> | <i>Fiscal accountability</i> |
| <i>Goal 6</i> | <i>Environmentally sensible practices</i> |
| <i>Goal 7</i> | <i>Effective and efficient services</i> |



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

BUDGET MESSAGE

To The Citizens Budget Committee:

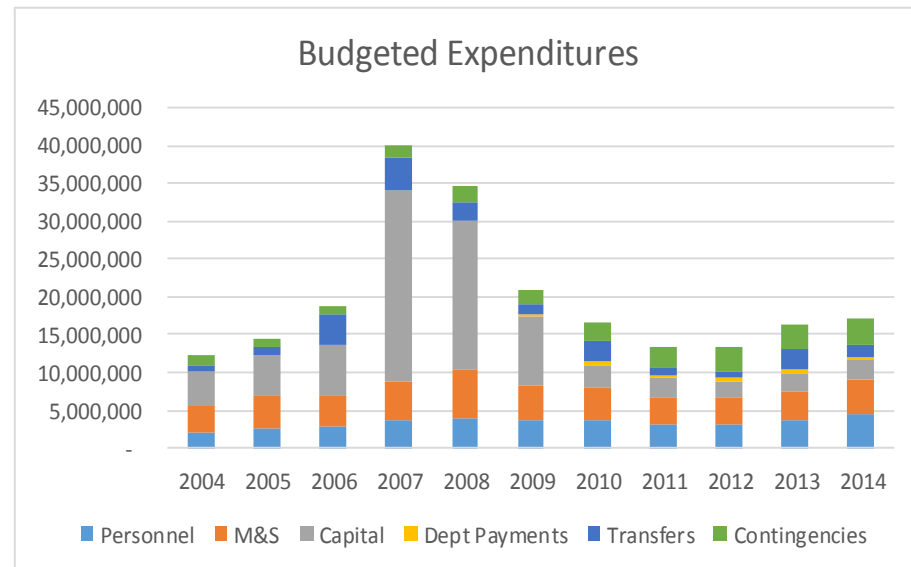
Each year prior to the creation of the proposed budget we take a step back from the everyday management of the City to gain a better understanding of our long term financial position and goals. To do this we analyze and update the five year projection including the underlying assumptions. The process of updating the projection forces us to consider any changes that have occurred during the year. The longer term view of the five year projection aides in the quest to be sustainable by illustrating how this proposed budget fits into the larger financial picture. Our goal is to plan for the future, create the environment to achieve and maintain long term financial stability, provide a consistent and high level of service, and address the issues and concerns of our community.

As part of the budget process we review our resources, endeavor to understand our expenditures, evaluate the level of reserves that enable consistent operation regardless of the economy, and appreciate the long term effects of this proposed budget. Although this proposed budget is its own document and our plan for the coming fiscal year it also fits into the five year projection and is part of the framework for long term economic sustainability.

Economic Outlook

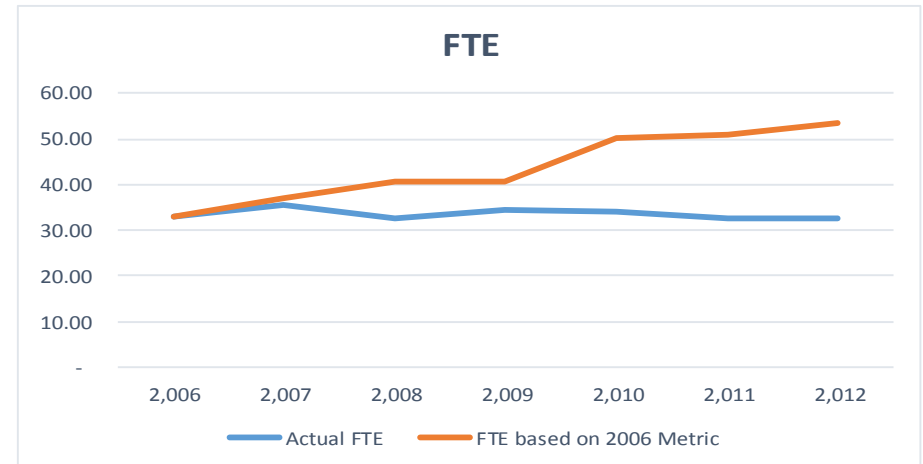
Since 2004 the budget for the City has ranged from \$12,255,650 to as high as \$40,013,600 in 2007 when we were still figuring out what the City Hall building would look like to this proposed budget of \$17,163,189. We have seen a tremendous amount of development activity as well as weathered a downturn we believe we began to make our way out of last year. The chart to the right shows the total budgeted expenditures from 2004 -2014. The spike in 2007 and 2008 was due to the various concept designs for the City Hall Building project.

There has been a significant increase in development and building activity in the current year. This follows an increase in activity in the previous year as well. Developers continue to show interest in the larger, long term, planning projects and given this trend we believe the recovery is continuing and will result in a sustained increase in activity in the 2013-14 fiscal year. This proposed budget of \$17,163,189 includes \$9,608,979 in total revenue and \$12,045,665 of expenditures excluding Transfers, Contingency, and Reserved for Future Expenditures. We propose the continuation of funding the various reserve funds in order to have the resources to equalize our expenditures over the longer term.



Staffing

As with most organizations the City struggles with the questions of when to strategically add employees to provide service in key areas. Do we decrease service levels, pay for more overtime, or contract out some functions? The determination of whether the need is short term or long term is one of the most important criteria used. The graph at the right shows the actual FTE from 2006 to 2012 along with FTE when the 2006 calculation of FTE to number of citizens is used as the metric. In 2006 the City employed 1 FTE for every 281 citizens. In 2012 that number was 1 FTE for every 459 citizens. If the 2006 metric was used for 2012 the City should have employed 53 FTE instead of the 37.12 FTE we actually employed. This graph illustrates our commitment to changing the paradigm by employing technology whenever possible to achieve our high level of service. There are times when technology is not available or cost effective and so the City must increase the number of FTE.



This budget includes funding for 40.02 Full Time Equivalent (FTE) positions which is an increase of 5.28 FTE from the prior fiscal year budget. This is the result of four new positions in this budget (3.5 FTE), one position eliminated (-1.0 FTE), an IT Administrator and 2 building inspectors hired in the current fiscal year (3.0 FTE), and staff schedule decreases (-.22 FTE). There were also two staff moved from Administration to Community Services. These staffing changes accommodate increased development and building activity.

Goals and Initiatives

With annexations and increased development and building activity the City continues to add streets to its capital assets. This addition of streets requires a long term strategy for maintenance. The 5 year projection illuminated a significant funding gap in the Street Fund as current funding sources for street maintenance are inadequate to cover maintenance at a level consistent with City PQI standards. We are in the process of reviewing several options within our control and with other agencies to create new funding sources for street maintenance. We see this as an issue that will continue to be of concern until an adequate funding source is identified. As part of this budget we propose to eliminate the transfer from the Street Fund to the Reserve for Replacement Fund and have the General Fund make the contribution for the Street Fund. This would allow more of the resources in the Street Fund be used for street maintenance. This is not a long term solution and we continue to look for additional funding sources.

The Pedestrian Improvement Project Fund will be used to construct pedestrian improvements in strategic areas of the City. These projects will assist with citizen safety and improve the livability of our City.

We continue to build a cooperative environment with neighboring jurisdictions and overlapping districts using intergovernmental agreements. This budget includes revenues provided by those partnerships and we continue to look for opportunities to share our expertise and excellent staff where possible. The City currently contract with the following jurisdictions: 1) Damascus for Code Enforcement and Public Works, 2) Water Environment Services for street sweeping, and 3) Milwaukie for building inspections. Staff is currently evaluating additional contracts as follows: 1) Damascus for IT services, 2) Oregon City for building inspections and 3) ODOT for truck inspections.

We continue our expenditures for technology services because we rely on advances in technology to increase our effectiveness using limited resources. With the hiring of an IT Administrator we implemented several solutions to move the City in the direction of more cloud based systems. We changed to Office 365 for our email instead of purchasing a hardware server. This gives us offsite storage and archiving, additional options for Office product upgrades and administration, as well as a higher level of service. We are enhancing our electronic Council and committee packet

process and integrating our Laserfiche program with the iPad for increased usability. We plan to move to the statewide building inspection service which will allow better accessibility of information for the public without using extensive staff time for that purpose.

Basis of Budgeting

This budget is the second year of the integration of the building function into the General Fund which consolidated the development cycle which consists of planning, engineering, and building, into one department. With this change the City offers a comprehensive management approach to the development cycle.

In the interest of long term financial sustainability the City maintains several reserve funds. These include a fund to address replacement of capital assets, a fund to stabilize resources available to maintain critical operations, and a fund to offset the long term volatility of PERS employer rates. This budget proposes a transfer to each of these funds to continue their intended purpose. In this budget we propose to fund the outstanding balance in the Reserve for Replacement Fund. All reserve funds are reviewed annually during the budget process to ensure they remain an essential component of the long term strategy of the City.

We also include a policy for review by the committee to address the appropriate fund balance for each of the reserve funds as well as what conditions trigger expending monies from any of the reserve funds.

Fiscal Policies

The City's fiscal policies with the exception of the new Budget Reserve policy are consistent with those used during preparation of the prior year budget. Given the variability of the development environment and the newness of the general operations reserve fund it may be necessary to revisit the level of adequate reserve fund balances. We strive to balance long and short term goals by creating reserve levels adequate to preserve services even during an economic downturn or change in funding from outside while providing a high level of service.

Conclusion

We use the budget process and the 5 year projection process to minimize risk by gaining a better understanding of what could happen. We review resources and create a budget to move the City forward by investing in our infrastructure, streets, technology, and employees. We see a continuation of the long term planning projects and believe these will stimulate development in key areas. Because of this we have proposed increased staffing we believe will enable us to reach our goals and honor our commitments.

In closing I want to thank the staff for their input into the creation of this budget document. Management is instrumental in the effort to ensure success of this budget and the longer term financial plan. I also want to thank our citizens for their involvement in the process as we work together to provide fiscal accountability, efficiency, and transparency.

Respectfully submitted,

Jason Tuck,
City Manager



**City of Happy Valley
Fiscal Year 2013 - 2014 Budget**

EXECUTIVE SUMMARY



City of Happy Valley Fiscal Year 2013 - 2014 Budget

EXECUTIVE SUMMARY

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.

<i>Fund/Department</i>	<i>2012-13 Budget</i>	<i>2013-14 Budget</i>	<i>Change</i>	<i>Reason for Change</i>
Total Budget				
Total Budget - Resources	16,371,770	17,534,189	7%	Higher BFB due to increased building and development
Total Budget - All Funds				
<i>Expenditures:</i>				
Personnel Services	3,548,730	4,454,860	26%	5% wage and 10% health benefit increase and 4 FTE increase
Materials and Services	3,899,500	4,481,670	15%	Increased contract services and professional development
Capital Outlay	2,467,768	2,732,135	11%	Based on replacement schedule
Debt Service	381,000	380,000	0%	Per debt schedule
Transfers	2,649,095	1,925,079	-27%	\$1 million transfer to Gen Ops Fund in PY
Contingency	2,425,677	1,749,445	-28%	Increase in above expenditures decreases contingency
Reserve for Future Exp	1,000,000	1,811,000	81%	Reclass of Pension Reserve, Debt Service balances
Total General Fund				
Resources	7,054,045	7,983,621	13%	Higher BFB due to increased building and development
All General Fund Departments				
<i>Expenditures:</i>				
Personnel Services	3,106,470	4,009,340	29%	5% wage and 10% health benefit increase and 4 FTE increase.
Materials and Services	1,119,300	1,267,000	13%	Increased contract services and professional development
Transfers	1,612,800	1,506,863	-7%	\$1 million transfer to Gen Ops Fund in PY.
Contingency	1,215,475	1,200,418	-1%	



City of Happy Valley Fiscal Year 2013 - 2014 Budget

<i>Fund/Department</i>	<i>2012-13 Budget</i>	<i>2013-14 Budget</i>	<i>Percent Change</i>	<i>Reason for Change</i>
General Fund by Department				
Total Resources	7,054,045	7,983,621	13.18%	Higher BFB due to increased development and building
Administration				
<i>Expenditures:</i>				
Personnel Services	1,031,800	1,069,100	3.62%	1 FTE eliminated due to retirement, 2 FTE moved to CSPA, 2 new FTE positions result in net 1 FTE decrease. Offset by 5% wage increase and 10% health benefit increase.
Materials and Services	615,800	778,200	26.37%	Moved public outreach and general op. exp from CSPA and Eco Devo to Admin
Community Services and Public Safety:				
<i>Expenditures:</i>				
Personnel Services	668,795	1,078,125	61.20%	Increase of 4 FTE along with 5% Salary increase and 10% medical benefit increase
Materials and Services	118,000	80,400	-31.86%	Moved some public outreach exp to Admin
Economic and Community Development:				
<i>Expenditures:</i>				
Personnel Services	1,068,785	1,472,225	37.75%	Increase of 1 FTE along with 5% Salary increase and 10% medical benefit increase
Materials and Services	174,500	179,500	2.87%	Increase in contract services based on development
Public Works:				
<i>Expenditures:</i>				
Personnel Services	208,030	235,645	13.27%	5% wage increase, 10% benefit increase
Materials and Services	74,000	79,900	7.97%	Increased fuel costs, maintenance costs



City of Happy Valley Fiscal Year 2013 - 2014 Budget

<i>Fund/Department</i>	<i>2012-13 Budget</i>	<i>2013-14 Budget</i>	<i>Percent Change</i>	<i>Reason for Change</i>
General Fund by Department, Continued:				
Parks:				
<i>Expenditures:</i>				
Personnel Services	129,060	154,245	19.51%	5% wage increase, 10% benefit increase
Materials and Services	137,000	149,000	8.76%	Increase in fuel and equipment costs
Other:				
Transfers Out	1,612,800	1,506,863	-6.57%	\$1 million transfer to Gen Op reserve in PY.
Contingency	1,215,475	1,200,418	-1.24%	Increase in development and building activity
Street Maintenance Fund				
Resources	1,317,950	1,211,000	-8.11%	Decrease in beginning fund balance due to paving projects in PY
<i>Expenditures:</i>				
Personnel Services	442,260	445,520	0.74%	5% wage increase and 10% benefit increase offset by retirement of long term employee
Materials and Services	207,000	223,500	7.97%	Increased vehicle maint. costs
Capital Outlay	502,954	441,435	-12.23%	Decrease in available funds due to level of projects in PY
Transfers Out	165,736	100,545	-39.33%	General fund is making the transfer to the Res for Repl Fund for the Street Fund
SDC Fund				
Resources	1,078,000	943,800	-12.45%	Decreasing BFB as Parks and Trans SDC's are no longer collected
<i>Expenditures:</i>				
Capital Outlay	1,078,000	943,800	-12.45%	Decreasing BFB as Parks and Trans SDC's are no longer collected
Pedestrian Improvement Projects Fund				
Resources	537,000	660,000	22.91%	Increase in beginning fund balance
<i>Expenditures:</i>				
Materials and Services	12,000	10,000	-16.67%	Decrease in contract engineering
Capital Outlay	486,814	585,605	20.29%	Increase in available funds for bicycle and ped pathways
Transfers	38,186	64,395	68.64%	Increased transfer to General Fund



City of Happy Valley Fiscal Year 2013 - 2014 Budget

<i>Fund/Department</i>	<i>2012-13 Budget</i>	<i>2013-14 Budget</i>	<i>Percent Change</i>	<i>Reason for Change</i>
Public Safety Fund				
Resources	3,325,000	3,321,000	-0.12%	Decrease in fund balance offset by increase in property taxes. Increase in building activity and annexations caused the increase in prop taxes.
<i>Expenditures:</i>				
Materials and Services	2,396,200	2,518,697	5.11%	Police contract with Clackamas county increased
Transfers	227,498	253,276	11.33%	Increased transfer to General Fund
Contingency	701,302	549,027	-21.71%	Increase in expenditures decreases available contingency
RESERVE FUNDS				
<i>Reserve for Pension:</i>				
Resources	180,000	240,000	33.33%	3% of wages per year to mitigate PERS increases
<i>Expenditures:</i>				
Reserve for Future Exp	180,000	240,000	33.33%	Set aside for use when PERS rates increase
<i>Reserve for General Operations</i>				
Resources	1,000,000	1,200,000	20.00%	Reserve based on policy
<i>Expenditures:</i>				
Reserve for Future Exp	1,000,000	1,200,000	20.00%	Reserve based on policy
<i>Reserve for Replacement:</i>				
Resources	893,900	1,223,768	36.90%	Increased beginning fund balance and transfers in
<i>Expenditures:</i>				
Materials and Services	165,000	462,473	180.29%	Higher appropriation to allow for needed expenditures
Capital Outlay	400,000	761,295	90.32%	Higher appropriation due to fully funded schedule
Contingency	328,900	-	-100.00%	Appropriated all funds
<i>Reserve for Debt Service</i>				
Resources	381,000	751,000	97.11%	
<i>Expenditures:</i>				
Principal	186,000	210,000	12.90%	Principal amount per schedule.
Interest	195,000	170,000	-12.82%	Interest amount per schedule.
Reserve for Future Exp	-	371,000	N/A	Reserve for early payment of debt



City of Happy Valley Fiscal Year 2013 - 2014 Budget

The City strives to ensure fiscal responsibility and operate each year sensibly while maintaining a high level of customer service for our citizens.

The positive change in net assets in 2007 was the effect of a rapid increase in development, construction, and building for the 3 year prior to 2007. There was also an increase in streets constructed as a result of new subdivisions which increased the assets of the City. Construction on the new city hall building began in late 2007 with expenditures reaching \$7M in 2008 and \$4.5M in 2009. The negative change in net assets between 2008 and 2009 was the result of the completion of the City Hall project. The Total Net Assets decreased because cash spent to build the City Hall was greater than the value of the building added to capital assets. This was due to other items needed to furnish the building which are not considered capital assets such as furniture, carpet, supplies, and other such operating expenses.

The negative change in net assets continued in 2010 when revenues continued to decrease due to a lack of development and building activity while depreciation on all City assets continued with no offsetting addition of assets. Revenues increased in 2011 due to increased gas tax collections and increased development and building within the City. There was still a decrease in net assets but it was much lower than 2010 due to an increase in revenues and building activity which resulted in streets being added to the total assets of the City. Annually the City has \$1.2M of depreciation related to streets. Without an offsetting increase in assets or revenues, depreciation is seen as an increase in expenditures. In 2012 net assets increased due to a substantial increase in building activity. These increased revenues offset the decline in the Beginning Net Assets and along with no increase in expenditures allowed for an increase in the Ending Net Assets. This reverses the trend of the previous four years of declining Ending Net Assets.

The following table shows the change in net assets and subsequent change on Ending Net Assets for each year.

SUMMARY 2007-2012

Annual Financial Report for the Year Ended June 30,						
	2007	2008	2009	2010	2011	2012
Revenue	7,178,888	7,498,117	6,812,676	6,472,267	6,855,253	8,008,085
Expenditures	(3,088,091)	(7,972,451)	(7,779,328)	(8,186,597)	(6,929,295)	(6,978,239)
Change in Net Assets	4,090,797	(474,334)	(966,652)	(1,714,330)	(74,042)	1,029,846
Beginning Net Assets	58,770,191	62,860,988	61,735,087	60,768,435	59,054,105	58,980,063
Ending Net Assets	62,860,988	62,386,654	60,768,435	59,054,105	58,980,063	60,009,909



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

SALARY SUMMARY



City of Happy Valley Fiscal Year 2013 - 2014 Budget

SALARY SUMMARY

- This page summarizes salary and benefits for City employees. The combining statement on the following page is used to show the cost for each department and fund. It also shows the Full Time Equivalent (FTE) budgeted for each fund, each department, and the City as a whole. When reviewing FTE remember personnel costs are not apportioned between funds. A methodology was created to determine an amount each dedicated fund would transfer to the General Fund to cover personnel costs attributable to that fund.
- 1.0 FTE equates to a 40-hour per week employee.
- Personnel costs: There is a 5% salary increase for current employees. This increase is composed of a 2.1% cost of living adjustment and up to a 2.9% merit increase. Overall FTE increased 5.28 over the previous budget. This is due to 4 new positions which increased FTE by 3.5, one staff member retired and that position was not replaced, a new full time IT position was established in FY2012-13 which increased FTE by 1.0, two building inspectors were hired in FY2012-13 which increased FTE by 2.0, staff schedule changes decreased FTE by .22 FTE.
- Benefits required by law are:
 - **FICA**
 - **Tri-Met**
 - **Workers' Compensation**
- Benefits as offered in the City's employee manual include the following:
 - **Medical and Dental Benefits:** The City offers employees medical coverage through CIS Insurance. Employees have the option to choose between Regence Blue Cross and Kaiser Permanente. The costs for these benefits have been estimated to increase 10% for this budget. Employees pay 5% of the premium costs for medical and dental benefits.
 - **Life Insurance:** The City provides a life insurance benefit for employees with a coverage amount of \$15,000.
 - **Retirement (PERS):** The estimated rate for PERS contributions is 19.7% but the actual rate will depend on current bills moving through the State legislature. The City will budget at the calculated actuarial rate of 19.7 in line with our conservative budgeting practices. The City understands the volatility of PERS rates and in the 2010-11 budget began setting aside an amount equal to 3% of salaries. This set aside amount will be used in future years to offset employer rate increases.
 - **Disability Insurance:** The City provides a long term disability insurance benefit for employees with coverage beginning after 90 days. The City also provides an accidental death and dismemberment (AD&D) benefit for employees with a coverage amount of \$15,000.

City of Happy Valley

Fiscal Year 2013 - 2014 Budget



FY 2012-13 ADOPTED BUDGET						FY 2013-14 APPROVED BUDGET						
Management	Technical Staff	Build Insp/ Plans Exam	Admin Staff	Overtime	Total	Expenditure Description	Management	Technical Staff	Build Insp/ Plans Exam	Admin Staff	Overtime	Total
						General Fund						
						General Government						
314,100	-	-	314,700	5,000	633,800	Budget	316,700	-	-	289,300	5,000	611,000
3.0000	-	-	5.8000		8.8000	FTE	3.0000	-	-	5.0000		8.0000
						Community Services / Public Safety						
91,300	219,600	-	103,800	5,000	419,700	Budget	91,300	266,000	-	187,000	5,000	549,300
1.0000	4.5000	-	2.1200		7.6200	FTE	1.0000	5.5000	-	4.2000		10.7000
						Economic and Community Development						
95,300	238,900	291,000	28,700	5,000	658,900	Budget	95,300	244,800	392,200	76,400	5,000	813,700
1.0000	4.0000	4.0000	0.7500		9.7500	FTE	1.0000	4.0000	6.0000	1.7500		12.7500
						Public Works						
87,800	-	-	32,100	5,000	124,900	Budget	87,800	-	-	32,100	5,000	124,900
1.0000	-	-	0.7500		1.7500	FTE	1.0000	-	-	0.7500		1.7500
						Parks						
-	75,800	-	-	5,000	80,800	Budget	-	71,700	-	-	5,000	76,700
-	2.0000	-	-		2.0000	FTE	-	2.0000	-	-		2.0000
						Street Maintenance Fund						
-	234,900	-	-	5,000	239,900	Budget	-	210,200	-	-	5,000	215,200
-	5.0000	-	-		5.0000	FTE	-	5.0000	-	-		5.0000
						Total						
588,500	769,200	291,000	479,300	30,000	2,158,000	Budget	591,100	792,700	392,200	584,800	30,000	2,390,800
6.0000	15.5000	4.0000	9.4200	-	34.9200	FTE	6.0000	16.5000	6.0000	11.7000	-	40.2000
					177,300	Taxes						204,900
					721,630	Insurance Benefits						1,037,660
					466,800	Retirement						704,300
					25,000	Post Employment Benefits						25,000
					1,390,730	Total Benefits						1,971,860
					3,548,730	TOTAL SALARIES AND BENEFITS						4,362,660



**City of Happy Valley
Fiscal Year 2013 - 2014 Budget**

GENERAL FUND



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND

- The General Fund accounts for all financial activities of the City except for those that by law or council decision are accounted for in other funds. The City's General Fund has five distinct departments: General Administration, Community Services and Public Safety, Economic and Community Development, Public Works, and Parks.
- Main sources of revenue in the General Fund are:
 - Property taxes
 - Franchise fees from utilities operating within the City
 - Land use and construction fees
 - Building permit fees
 - City's portion of various state shared revenues
 - Municipal Court fees
 - Intergovernmental Revenue
- Expenditures in the five departments are personnel and materials and services. General Fund capital outlay is expended in the Reserve for Replacement Fund which is financed by a transfer from the General Fund.

Budgets for Departments within the General Fund:


Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12	Budget This Year 12-13				
1,371,951	1,409,561	1,716,600	Administration	1,847,300	1,847,300	1,847,300
614,363	615,119	727,795	Community Services and Public Safety	1,158,525	1,158,525	1,158,525
948,532	886,174	1,233,285	Economic and Community Development	1,651,725	1,651,725	1,651,725
285,958	169,588	282,030	Public Works	315,545	315,545	315,545
193,930	209,079	266,060	Parks	303,245	303,245	303,245
550,877	436,550	2,828,275	Transfers/Contingency	2,707,281	2,707,281	2,707,281
3,965,611	3,726,071	7,054,045	Total	7,983,621	7,983,621	7,983,621



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

GENERAL FUND
RESOURCES

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

GENERAL FUND							
		Adopted			Budget for Fiscal Year 2013-2014		
Preceding	Preceding	Budget					
Year 10-11	Year 11-12	2012-13	Account No.	RESOURCES	Proposed	Approved	Adopted
			001-000-				
2,334,957	2,571,532	2,000,000	401000	Beginning Fund Balance	3,000,000	3,000,000	3,000,000
1,081,836	1,140,904	1,140,000	402100	Property Taxes	1,152,000	1,152,000	1,152,000
263,394	336,118	306,000	408500	State Shared Revenues	321,500	321,500	321,500
749,143	814,837	789,000	411100	Franchise Fees	778,300	778,300	778,300
117,890	205,030	139,000	414000	User Related Fees	143,200	143,200	143,200
458,306	1,149,150	816,500	415000	Building Permit Fees	1,182,300	1,182,300	1,182,300
84,795	115,227	95,000	416000	Planning Fees	103,000	103,000	103,000
104,241	36,633	60,000	416100	Engineering Fees	65,000	65,000	65,000
405,128	367,393	280,000	418100	Traffic Fines	350,000	350,000	350,000
119,882	77,412	38,000	418200	Court Related Fees	39,000	39,000	39,000
324,160	291,130	379,400	419100	Intergovernmental	380,800	380,800	380,800
150,514	207,499	60,000	440000	Other Revenues	62,000	62,000	62,000
342,900	337,533	951,145	490000	Transfers In	406,521	406,521	406,521
6,537,146	7,650,398	7,054,045		Total Resources	7,983,621	7,983,621	7,983,621



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND Resources

Beginning Fund Balance: Funds available but not spent during the previous fiscal year.

Property Taxes: The City's permanent tax rate is \$0.671 per thousand dollars and is levied on the assessed value of property within the City as determined under current state law. Includes taxes levied in prior years but collected in the current year.

State Shared Revenues: Includes 20% of liquor receipts distributed monthly to cities on a per capita basis with statutory authorization for distribution in ORS 471.810(a)(b) and 471.810(1)(d), 14% of liquor revenues paid quarterly to cities based on formula outlined in the ORS 221.770, and 2 cents of the \$1.18 per pack cigarette tax distributed monthly to cities on a per capita basis with statutory authorization for distribution in ORS 323.445. These funds may be used for general city operations.

Franchise Fees: Revenues related to franchise fee and privilege tax agreements with utilities operating within the City. Fees are based on revenues earned within the City limits. City ordinances require the following fees: Electric 3.5%, Telephone 7%, Cable TV 5% (includes FIOS), and Natural Gas 5.94%. The PGE 1.5% Privilege Tax is receipted directly in the Pedestrian Improvement Projects Fund.

User Related Fees: Includes fees paid to operate within or use services provided by the City. These include facility rental charges, cell phone tower rental fees, park reservation fees to reserve space at Happy Valley Park, bi-annual alarm permits for residential and commercial alarms, late payment and false alarm assessments, burn permits that allow burning within the City limits, registration fee for any dog 6 months or older, fees to operate a business within the City, photo passport fee for passport photos and process filing for US Customs, revenue from Metro for participation in their business license program.

Building Permit Fee: Residential and commercial, new and remodel inspection permit. Plan review for residential and commercial buildings including commercial buildings requiring a fire life safety plan. Permits and fees for mechanical inspection, plumbing inspection, and single lot erosion control. Other building permits not listed above such as: re-inspection, statewide Minor Label program revenue from the State of Oregon for performing plumbing and mechanical inspections, septic tank or sewer line abandonment, connection of public lateral to private homeowner sewer, residential construction sidewalk and driveway approach inspection, and certificates of occupancy.

Planning Fees: 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. Fees are set to cover staff time and administrative/overhead costs.

Engineering Fees: These fees are set to cover improvement plan review, overall development, erosion sediment control plan review, and periodic construction supervision of public improvements by the City to ensure compliance with National, State, Regional, and City standards.



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND Resources

Traffic Fines: Fines imposed in the Happy Valley Municipal Traffic Court.

Court Related Fees: State and county fees associated with Traffic Court fines, municipal code violation fines, traffic safety class for persons who commit minor traffic infractions, fee to review variance application and monitor for non-compliance issues.

Intergovernmental: Revenue from other municipalities or governmental agencies such as NCPRD for maintenance of parks per the IGA, solid waste franchise fees, 5% of park SDCs, 5% of Metro Construction Excise tax, 3% of North Clackamas School District Construction Excise Tax and other fees to cover administrative costs, payment for code enforcement, building inspection, street sweeping services provided to other jurisdictions,

Other Revenue: Includes but not limited to: unanticipated income such as copy fees or refunds, donations and fundraising to defray the costs of community events, interest income from cash is invested in the Local Government Investment Pool and in other investments. Any grants sponsored by federal, state, and regional governments and non-governmental organizations to fund projects and programs.

Transfers In: Transfers from other funds to cover overhead costs associated with personnel used by the respective funds. Transfer the fund balance from former Building Fund to the General Fund which is the last step in integrating the building program into the General Fund as a division of the Economic and Community Development Department.



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

GENERAL FUND

ADMINISTRATION



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND Administration

Manager: Barbara Muller, CPA, CGMA

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 policies and initiatives that set the course for the future. Staff members include the City Manager, City Recorder/Director of Human Resources, Director of Finance and IT, Accountant, IT Administrator, and Executive Administrative Assistant. The Administration 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, community partners and the elected and appointed officials of the City. These activities include:

- Management of all financial aspects of the City in accordance with generally accepted accounting principles as well as all Federal and State regulations. Automated systems are maintained to provide timely, useful, and accurate financial information to both internal and external users.
- Responsibility for the Annual Budget, financial statements, external annual audit and administration of the bond issuance process and subsequent debt service payments. Management of City investments in the Local Government Investment Pool and investments maintained in approved investment vehicles.
- Management of IT which includes the City's servers, WAN and LAN, computer and peripheral equipment, all software programs tailored specifically to meet the varying needs of the City staff.
- 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.
- Human Resources functions for the City, ensuring comprehensive and competitive benefit packages for its employees, and providing strategic interaction with all departments to attract, hire, and retain the best candidates for each position. When necessary, Human Resources also works collaboratively with managers to provide the best possible outcomes to challenges related to employees as they occur.
- Administration and evaluation of Contracts, Intergovernmental Agreements, Bonds and other forms of financial guaranty which the City regularly requires for both developments within the City, as well as for projects initiated by the City Council.



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND Administration

- Office of the City Recorder maintains the official Ordinances and Resolutions of the City, and all records pertaining to the City Council, liaison with the Clackamas County Recorder's Office, as well as all archival responsibilities for City records. The City Recorder also acts as the Elections Officer, ensuring all applicable laws are adhered to during the course of all elections within the City.

PROGRAM OBJECTIVES:

- Administrative support to City Council, Planning Commission and other volunteer committees.
- Expand the public's understanding and involvement in City government while always striving to improve and streamline procedures.
- Provide a work environment that promotes customer service while fully utilizing the talents of Staff by reinforcing and promoting their knowledge, competence and creativity.
- Provide accurate and transparent financial information thus providing assurance of outstanding stewardship of taxpayer monies.
- Maximize the City's resources.
- Manage the City's information and communication technology including the network, desktop equipment, and software applications.

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
959,642	941,898	1,031,800	Personnel Services	1,069,100	1,069,100	1,069,100
412,309	467,663	684,800	Material and Services	778,200	778,200	778,200
1,371,951	1,409,561	1,716,600	Total	1,847,300	1,847,300	1,847,300

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

GENERAL FUND							
		Budget - FY				Budget for Fiscal Year 2013-2014	
Preceding	Preceding	2012-2013					
Year 10-11	Year 11-12	Adopted	Account No.	EXPENDITURES	Proposed	Approved	Adopted
			001-002-	Administration			
				Personnel			
287,507	297,251	314,100	500051	Management	333,000	333,000	333,000
299,864	302,592	314,700	500063	Admin/Support	291,800	291,800	291,800
-	88	5,000	500100	Overtime	5,000	5,000	5,000
72,764	13,139	25,000	504600	Post employment benefits	25,000	25,000	25,000
44,862	45,217	52,400	504700	Taxes	52,100	52,100	52,100
149,423	156,679	182,700	504800	Insurance Benefits	182,800	182,800	182,800
105,222	126,932	137,900	505000	Retirement Plan	179,400	179,400	179,400
959,642	941,898	1,031,800		Total Personnel Services	1,069,100	1,069,100	1,069,100
				Materials and Services			
20,882	21,103	32,100	600100	Office Supplies	34,400	34,400	34,400
24,089	38,799	84,500	600200	Professional Development	90,400	90,400	90,400
65,158	69,916	90,200	600400	Utilities	96,500	96,500	96,500
20,820	35,226	32,000	602000	Public Accountability	34,300	34,300	34,300
18,923	26,504	29,500	602300	Repairs & Maintenance	31,600	31,600	31,600
26,731	53,645	88,500	602350	Facility & Office Service Contracts	95,000	95,000	95,000
79,179	66,086	64,000	602750	Public Outreach	80,000	80,000	80,000
78,846	78,930	74,000	602900	General Operating	120,000	120,000	120,000
55,377	31,751	90,000	603100	Legal	96,000	96,000	96,000
22,304	45,703	100,000	603950	Contract Services	100,000	100,000	100,000
412,309	467,663	684,800		Total Materials and Services	778,200	778,200	778,200
1,371,951	1,409,561	1,716,600		Total Administration	1,847,300	1,847,300	1,847,300



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND ***Expenditures, Administration***

PERSONNEL:

Salaries: City Manager, Director of Finance and IT, Director of Human Resources/City Recorder, Executive Assistant, Senior Accountant, IT Administrator, Project Coordinator, Administrative Assistant

Benefits: Items paid from these line items include: Unemployment claims as the City is self-insured for unemployment, any retirement incentives offered, FICA and Tri-met taxes paid by the City, medical and dental benefits paid for employees (employees pay 5% of the premium costs), life, disability, and workers' compensation insurance, payments into the PERS system for both the employer percentage and the 6% pick up employee portion.

MATERIALS AND SERVICES:

Office Supplies: General office supplies, postage costs, and computer and technology items not part of a system and under the capitalization threshold.

Professional Development: Training, travel, and meals related to City business, annual membership and professional organization dues, certifications, subscriptions, and books for staff budgeted under Administration and City Council. Also includes employee recognition and appreciation programs.

Utilities: All utilities include gas, electricity, trash, recycling, phone services, water, storm, and sewer for all City facilities. A portion of these items are allocated to the Parks Department and the Street Fund.

Public Accountability: Publication of legal notices, website hosting of the City's Municipal Code, and annual financial audit.

Public Outreach: Monthly newsletter costs including, printing services, mailing service, and postage. A portion of the cost for the newsletter is accounted for in the Public Safety Fund. Costs associated with the City's annexation program. Brochures and information regarding permit and inspection procedures. Items for sale to the public with the City's logo.

Repairs and Maintenance: Repairs, improvements, maintenance, recycling costs, and cleaning supplies for all City buildings and systems.

Facility and Office Service Contracts: Annual maintenance and service contracts related to the City's facilities and operations. This includes the accounting system, internet services, access and security, elevator, HVAC, website, document management, janitorial services, network and computer software and maintenance agreements.

General Operating: Property, General Liability and Automobile insurance costs pooled through the League of Oregon Cities, banking fees, payroll service, other miscellaneous fees, expenses for City sponsored events with other civic entities, costs associated with recruitment and hiring of personnel. Maps and printing separate from general office supplies.

Legal: Legal expenses pertaining to all General Fund departments are charged to this line item.

Contract Services: Unexpected items requested by Council.



**City of Happy Valley
Fiscal Year 2013 - 2014 Budget**

**GENERAL FUND
COMMUNITY SERVICES/PUBLIC SAFETY
DEPARTMENT**



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND Community Services and Public Safety

Manager: Steve Campbell

STATEMENT OF PURPOSE:

Public Safety/Community Services is a multi-functional department that encompasses Police/Emergency Services, Code Enforcement & Animal Control, the Municipal Court/Juvenile Diversion and Public Information & Services. Public Information & Services serves as the bridge between our city government, its citizens and the business community. Through our Community Events and the City's newsletter, website and press releases, we keep city residents informed and involved. Under this umbrella of service, we serve as the liaison to the business community to promote grand openings, special events and marketing assistance to benefit the Happy Valley Business Alliance and business community. We provide passport services, park and sports fields reservations, and oversee business and animal licensing education and compliance. Police/Emergency Services works in coordination with the Clackamas County Sheriff's Office and Clackamas Fire District 1 for public safety and emergency services, and oversees municipal code enforcement and animal control through its code officers. The Municipal Court administers judicial resolution of minor traffic and parking violations, minors in possession of alcohol and tobacco and City ordinance infractions. Court staff oversees the administrative duties of enrollment, instruction and compliance monitoring of its traffic safety classes to those who qualify for this educational component of the court process.

PROGRAM OBJECTIVES:

➤ Police/Emergency Services

- Responsible for managing and maintaining public safety through prevention of and protection from events that could endanger the safety of the general public.
- Management and budgetary oversight of police services.
- Maintain crime prevention program that includes Neighborhood Watch programs, business and home security surveys, National Night Out.
- Coordination of public forums (Traffic & Public Safety Committee) for citizens to directly address safety concerns with Happy Valley Police and applicable city departments.
- Development and implementation of Emergency Operations Plan, Hazard Mitigation Plan and Continuity of Operations Plan.
- Serve as the Emergency Manager for man-made or natural disasters.
- Serve as the Incident Commander for incidents enacting the Emergency Operations Center.
- Serve as on-call emergency responder for after-hours City concerns.
- Pursue grants and coordinate emergency services and homeland security.



City of Happy Valley

Fiscal Year 2013 - 2014 Budget

GENERAL FUND

Community Services and Public Safety

➤ **Code Enforcement / Animal Control**

- Prompt, professional response to complaints; strive to increase code compliance through pro-active enforcement and effective communication and mediation with citizens, businesses, builders/developers and neighbors.
- Effectively utilize the code compliance function as an early detection or prevention mechanism for other problem situations that may be present in the neighborhood.
- Contract services for Code Enforcement benefits the City of Damascus, while providing us a source of revenue.
- Reconnect lost or found animals with their owners through licensing records and chip ID recognition.
- Use owners in violation of leash laws as an opportunity to educate and to ensure pets are or will be properly licensed as a conditional measure in the adjudication of any citation or warning issued.
- Research and development for new or relevant amendments to current city code or new regulations.
- Coordinate and educate school staff on procedures to self-patrol and administer citations to vehicles in violation of parking regulations on school property.

➤ **Municipal Court / Juvenile Diversion**

- Court convenes biweekly for the resolution of traffic and municipal code violation citations written within City limits by law enforcement and city code officers, to be adjudicated by an appearance before a municipal judge.
- Certain violations, as outlined in the Violations Bureau Order, may be resolved without a judicial appearance.
- Court staff are empowered to resolve specified offenses through compliance, diversion or non-contested payment.
- Traffic Safety classes are a diversion option for violators who meet the requirements to be offered this alternate resolution. Happy Valley safety class instructors preside over a 4 hour course that requires student participation and testing for successful completion. The municipal courts of Damascus and Milwaukie send their diversion clients to Happy Valley's Traffic Safety Class.
- Fireworks Diversion is offered once annually to first-time offenders of the illegal fireworks law. Through multi- agency presenters, violators learn the extreme danger they pose to themselves and their community, and learn how to correct behaviors.
- Juvenile Diversion grants low level youth offenders the opportunity to perform community service in their own town, reinforcing their accountability and visualization of the impact of their actions. Youth offender hours are assigned by the Municipal Court, and work crews are under the supervision of the Happy Valley Code Enforcement team.



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND ***Community Services and Public Safety***

- Community Services serves as an effective sentencing tool for youth. As assigned by the municipal judge, basic sentencing includes time assigned to a work crew and additional probationary requirements.
- The Government Awareness Program is a limited offering to qualifying youth who, through city mentorship, participate in the administration of city services, acquire a positive awareness as a 'public servant' and share that message throughout their peer group.

➤ **Public Information Services**

- All news releases, media response and distribution of public information originate from this department, which serves as the Public Information Office.
- By keeping Happy Valley citizens informed and involved in their community, the City's livability will continue to thrive. Positive economic development will be one of many beneficial results to the City. Timely and informative newsletters, press releases and the city's website and news flashes are the avenues of information provided.
- The marketing of Happy Valley as a destination spot and gateway to regional activities will promote tourism and growth.
- Commercial filming and special event permits are in place for production companies who increasingly discover the scenic possibilities of our locale, and appreciate the straightforward, professional process that the City provides.
- Through active partnership with our local schools, we encourage students to learn and become dynamic young leaders through their participation in the Happy Valley Youth Council, Junior Achievement classes and Eagle Scout projects.
- Government awareness is reinforced through facility tours by elementary school children.
- Organizing and promoting the City's signature community events such as the 4th of July Family Festivals, the Summer Concerts series and Tree Lightings, as well as introducing new events and activities (Dumpster Day) encourages volunteerism and a sense of community.
- Provide assistance and coordination of services- planning and promotion, staging and traffic safety - for major, non- profit events (Fun Run, 9/11 Run, etc.)
- Community Blood Drives are an ongoing commitment with other community partners.



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND **Community Services and Public Safety**

- Working with the various Homeowners Associations, an HOA liaison serves to build an updated and organized listing of the City's HOAs, their officers and contact information. By attending meetings, we keep the City an informed partner, and can offer education and share knowledge regarding compliance with city ordinances and other neighborhood issues.
- Passport Services remains a highly-valued public service and revenue source. Our Acceptance Facility receives high praise for its service level and is regularly sought as a training locale by the Regional Passport Agency in Seattle.

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
555,330	584,655	668,795	Personnel Services	1,078,125	1,078,125	1,078,125
59,033	30,464	59,000	Material and Services	80,400	80,400	80,400
614,363	615,119	727,795	Total	1,158,525	1,158,525	1,158,525

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

GENERAL FUND							
		Budget - FY				Budget for Fiscal Year 2013-2014	
Preceding	Preceding	2012-2013					
Year 10-11	Year 11-12	Adopted	Account No.	EXPENDITURES	Proposed	Approved	Adopted
			001-004-	Community Services and Public Safety			
				Personnel			
85,100	87,181	91,300	500051	Management	96,700	96,700	96,700
108,529	114,609	130,000	500053	Community Services Officers	175,000	175,000	175,000
82,952	86,146	89,600	500055	Court Staff	93,500	93,500	93,500
75,787	78,562	103,800	500063	Admin/Support	197,200	197,200	197,200
1,278	2,274	5,000	500100	Overtime	5,000	5,000	5,000
26,878	28,333	31,800	504700	Taxes	47,000	47,000	47,000
111,211	108,613	126,295	504800	Insurance Benefits	302,225	302,225	302,225
63,595	78,937	91,000	505000	Retirement Plan	161,500	161,500	161,500
555,330	584,655	668,795		Total Personnel Services	1,078,125	1,078,125	1,078,125
				Materials and Services			
4,671	981	5,000	600150	CSPS Supplies	5,000	5,000	5,000
3,589	2,330	7,000	600200	Professional Development	20,000	20,000	20,000
50,773	26,838	42,000	603120	Public Safety Related	50,400	50,400	50,400
-	315	5,000	603950	Contract Services	5,000	5,000	5,000
59,033	30,464	59,000		Total Materials and Services	80,400	80,400	80,400
614,363	615,119	727,795		Total Community Services and Public Safety	1,158,525	1,158,525	1,158,525



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND ***Expenditures, Community Services and Public Safety***

PERSONNEL:

Salaries: Director of Community Services and Public Safety, Code Enforcement Supervisor, Code Enforcement Officer/ODOT Truck Inspector, Code Enforcement Officer/IGA Damascus, Court Clerks (2), Executive Assistant, Administrative Assistant (2), Crime Prevention Specialist, Community Involvement Specialist

Benefits: Items paid from these line items include: Unemployment claims as the City is self-insured for unemployment, any retirement incentives offered, FICA and Tri-met taxes paid by the City, medical and dental benefits paid for employees (employees pay 5% of the premium costs), life, disability, and workers' compensation insurance, payments into the PERS system for both the employer percentage and the 6% pick up employee portion.

MATERIALS AND SERVICES:

CSPS Supplies: Supplies other than Office Supplies needed for the various functions included in this department as well as equipment below the capital item threshold. Includes but not limited to items to provide service to the public for photo passport and process filing for US Customs and supplies needed in case of emergencies as stipulated in grant agreements.

Professional Development: Training, travel, and meals related to City business, annual membership dues to professional organization, certifications, subscriptions, and books for staff. Training in code enforcement, emergency services, animal control, and any of the various services provided by the department.

Public Safety Related: Lodging costs associated with non-licensed animals found in the City per the requirement that the City shelter any animals in custody. Costs for providing a judge for the City's Municipal Court sessions, translation services, to include signing, to aid communication between defendants and court staff, purchase of student books and materials for Driver Safety Classes, and the City's portion of costs for administering the juvenile diversion program.

Contract Services: Contract services for nuisance abatement. The City contracts services to remove nuisances on private property if court ordered abatement fails.



**City of Happy Valley
Fiscal Year 2013 - 2014 Budget**

**GENERAL FUND
ECONOMIC AND COMMUNITY DEVELOPMENT
DEPARTMENT**



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND Economic and Community Development

Manager: Michael D. Walter, AICP

STATEMENT OF PURPOSE:

The Economic and Community Development Department consists of three divisions, the Planning & Economic Development Division; the Engineering Division; and, the Building Division. Each has specific responsibilities, though many are inter-departmental responsibilities, particularly in relation to development reviews.

PLANNING & ECONOMIC DEVELOPMENT DIVISION

The Planning & Economic Development Division guides residential, institutional, commercial and industrial growth to facilitate the continual improvement of Happy Valley and the quality of life of our residents. The Planning & Economic Development Division 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, but are not limited to, all the components of the Comprehensive Plan, including ancillary documents; the Development Code; the Transportation System Plan; and the Master Plans of various service providers (sanitary and storm sewer, parks, water, etc.), in addition to county, regional (Metro) state and federal regulations and policies. The Planning Division is responsible for technical review of preliminary and final subdivision plats, design review, transportation planning, environmental planning, landscape plan review, annexations, and “special projects” such as development agreements and intergovernmental agreements (IGA's). In addition, the Planning & Economic Development Division is responsible for all economic development activities and programs as well as all long range planning projects. The Planning & Economic Development Division is a key resource in developing the city's Capital Improvement Plans and for conducting strategic planning to include future annexation of property to enhance the livability of the city and expand the City's tax base. The Planning & Economic Development Division staff is responsible for coordination with surrounding jurisdictions including adjacent and nearby cities, Clackamas County, Metro and various state departments.



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND Economic and Community Development

PROGRAM OBJECTIVES:

General:

- Ensure the design of development projects to enhance functional and visual characteristics of the community.
- 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.
- Coordinate planning and economic development efforts with other city departments and local, regional, and state planning agencies and organizations.
- Review, research, and update the Comprehensive Plan and Land Development Code for the city to ensure that it meets the goals prescribed by regional and state planning agencies as well as the City Council and Planning Commission.
- 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.
- Promote the development and expansion of commercial, industrial and health care sector businesses.
- Promote & pursue the annexation of properties within the city limits in order to provide future economic development opportunities and promote residential growth.

ENGINEERING DIVISION

The Engineering Division oversees construction 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, grant applications and capital improvement projects within the city. In conjunction with other city departments and divisions, the engineering staff works to provide strategic planning related to new development, transportation improvements, utilities, city-supported public works programs and capital improvement projects.



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND *Economic and Community Development*

PROGRAM OBJECTIVES:

General:

- Provide city residents a high level of customer service relative to the following:
 - Street construction, improvements, maintenance and repairs
 - Public rights-of-way
 - Coordination of surface water issues with Water Environment Services (WES) of Clackamas County
 - Installation and maintenance of signage and traffic control devices within public rights-of-way (This process includes working with the Traffic Safety Committee, City Traffic Engineer, Code Enforcement and Public Works Director).
 - Coordinate with Public Works on street cleaning including; sweeping, debris pick-up and hazardous spill removal coordination – MS4 Reporting
- Review construction plans for compliance with national, regional and city standards and oversee construction and improvement projects relative to new development and growth within the city.
- Oversee capital, upgrade, and public improvement projects:
 - Within the public rights-of-way
 - Utilizing System Development Charges for capital projects
 - City properties excluding parks
 - Update Street Inventory
 - Pavement Management Program
 - Conduct Feasibility Study's – Street Pre-Design
- Work with Building Department, Community Development, Code Enforcement and Community Services relative to the following items:
 - New site development(s)
 - City Code compliance
 - Final plat review to assure compliance with conditions of approval
- Work with committees to address existing and anticipated concerns and goals of residents
- Construction Design Standards – Maintain and Update as necessary



City of Happy Valley

Fiscal Year 2013 - 2014 Budget

GENERAL FUND

Economic and Community Development

BUILDING DIVISION:

The Building Division 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. Services are provided to architects, engineers, contractors, and members of the public who need code interpretation of the various specialty codes. Building Division staff maintain updated copies of Oregon's construction codes and rules for use within 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 Division issues permits to administer and enforce the state's building codes. The permit process may include the review of plans for construction. Inspection services are also provided to building contractors and owner/builders in structural, mechanical, plumbing and electrical areas.

PROGRAM OBJECTIVES:

- Provide a full service, computerized permit issuance/tracking, plan review and inspection Building Division.
- Recognize and meet the work plan and program standards mandated through the Tri-County Service Board (State of Oregon Building Codes Division Northwest Regional Office).
- Issue timely building permits for residential and commercial projects following submission of complete permit applications and plans.
- Accomplish all requested building inspections within 24 hours of date of request.
- Respond to public concerns within 48 hours from date received.
- Provide inspection services and plan review to the City of Milwaukie per the IGA.
- Manage revenues and expenditures prudently and responsibly.
- Allow for, facilitate, and encourage alternate methods of construction and or materials.
- Provide code resources for architects, engineers, building contractors and homeowners.
- Uniformly administer and enforce the state building codes, city ordinances and policies that set standards for construction.



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

GENERAL FUND
Economic and Community Development

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
857,841	795,406	1,068,785		Personnel Services	1,472,225	1,472,225
90,691	90,768	164,500	Material and Services	179,500	179,500	179,500
948,532	886,174	1,233,285	Total	1,651,725	1,651,725	1,651,725

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

GENERAL FUND							
		Budget - FY				Budget for Fiscal Year 2013-2014	
Preceding	Preceding	2012-2013					
Year 10-11	Year 11-12	Adopted	Account No.	EXPENDITURES	Proposed	Approved	Adopted
			001-006-	Economic & Community Development			
				Personnel			
177,001	90,610	95,300	500051	Management	101,000	101,000	101,000
49,546	49,172	53,600	500054	Planning	112,600	112,600	112,600
124,910	125,711	137,600	500058	Engineering	144,400	144,400	144,400
148,866	176,520	291,000	500060	Building Inspect/ Plan Exam	408,900	408,900	408,900
70,564	72,548	76,400	500063	Admin/Support	80,200	80,200	80,200
-	-	5,000	500100	Overtime	5,000	5,000	5,000
45,603	42,154	50,100	504700	Taxes	70,700	70,700	70,700
139,076	125,497	216,385	504800	Insurance Benefits	306,225	306,225	306,225
102,275	113,194	143,400	505000	Retirement Plan	243,200	243,200	243,200
857,841	795,406	1,068,785		Total Personnel Services	1,472,225	1,472,225	1,472,225
				Materials and Services			
-	-	-	600150	ECD Supplies	5,000	5,000	5,000
12,701	13,646	27,500	600200	Professional Development	29,500	29,500	29,500
77,990	77,122	137,000	603950	Contract Services	145,000	145,000	145,000
90,691	90,768	164,500		Total Materials and Services	179,500	179,500	179,500
948,532	886,174	1,233,285		Total Economic & Community Development	1,651,725	1,651,725	1,651,725



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND ***Expenditures, Economic and Community Development***

PERSONNEL:

Salaries: Director of Economic and Community Development, Planners (2), Engineers (2), Building Official, Structural Engineer, Building Inspectors (2), Plumbing Inspector, Plans Examiner, Permit Technician, Planning Assistant

Benefits: Items paid from these line items include: Unemployment claims as the City is self-insured for unemployment, any retirement incentives offered, FICA and Tri-met taxes paid by the City, medical and dental benefits paid for employees (employees pay 5% of the premium costs), life, disability, and workers' compensation insurance, payments into the PERS system for both the employer percentage and the 6% pick up employee portion.

MATERIALS AND SERVICES:

ECD Supplies: Supplies other than Office Supplies needed for the various functions included in this department as well as equipment below the capital item threshold.

Professional Development: Training, travel, and meals related to City business, annual membership dues, professional organization dues, certifications, subscriptions, professional and code books. Annual membership dues paid to local and national planning associations, Regional Partners dues, and Oregon Economic Development Association dues

Contract Services: Contract for review of City transportation issues and reviewing development applications. Consulting professional engineer responsible for evaluating traffic safety and control issues throughout the City, provide assistance with construction plans, plat review, and project close out if needed, may include professional staff for erosion control permitting and inspections, as well as assistance with the green streets design standards. Code revision and project work related to growth and future expansion 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, over-load current planning review, municipal code updates, and economic development plan assistance.



**City of Happy Valley
Fiscal Year 2013 - 2014 Budget**

**GENERAL FUND
PUBLIC WORKS DEPARTMENT**



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND Public Works

Manager: Chris Randall

STATEMENT OF PURPOSE:

The Public Works Department oversees operations related to the maintenance of City facilities and infrastructure. The primary goal is to manage and maintain quality public roads, parks, trails, storm drains, open spaces, and other infrastructure for the residents of the City. Public Works is committed to providing quality community services for the health and safety of residents and the environment.

PROGRAM OBJECTIVES:

- Provide City citizens a high level of customer service related to the following:
 - Street construction, implementation, maintenance and repair.
 - Public rights-of-way maintenance and repair.
 - Coordination of surface water issues with Water Environment Services.
 - Installation and maintenance of signage within public rights-of-way.
 - Street cleaning including: sweeping, debris pickup-up and hazardous spill removal coordination.
 - Coordinate work efforts of volunteers and community work force.
- Work with committees to address existing and anticipated concerns and goals of the community.
- Maximize budgetary resources.
- Promote recycling and sustainability practices through building maintenance.
- Provide accurate and timely communication to staff and the community.
- Assure continued staffing and support to city wide Safety Committee.



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND **Public Works**

- Work with the Public Safety and Community Services Department related to the following
 - Public rights-of-ways
 - Public event staffing
 - Warning sign maintenance and install
- Work with the Planning and Engineering Departments related to the following
 - Surface water issues
 - Associated feasibility forecasting
 - Master planning

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
249,848	128,260	208,030	Personnel Services	235,645	235,645	235,645
36,110	41,328	74,000	Material and Services	79,900	79,900	79,900
285,958	169,588	282,030	Total	315,545	315,545	315,545

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

GENERAL FUND							
		Budget - FY				Budget for Fiscal Year 2013-2014	
Preceding	Preceding	2012-2013					
Year 10-11	Year 11-12	Adopted	Account No.	EXPENDITURES	Proposed	Approved	Adopted
			001-008-	Public Works			
				Personnel			
81,900	83,674	87,800	500051	Management	93,100	93,100	93,100
80,310	-	32,100	500063	Staff	33,700	33,700	33,700
-	-	5,000	500100	Overtime	5,000	5,000	5,000
12,369	6,199	10,000	504700	Taxes	10,700	10,700	10,700
46,256	20,735	46,830	504800	Insurance Benefits	56,745	56,745	56,745
29,013	17,652	26,300	505000	Retirement Plan	36,400	36,400	36,400
249,848	128,260	208,030		Total Personnel Services	235,645	235,645	235,645
				Materials and Services			
4,697	6,085	12,000	600150	Public Works Supplies	13,000	13,000	13,000
1,800	2,642	5,000	600200	Professional Development	5,400	5,400	5,400
13,960	19,468	27,000	601500	Vehicle Operation & Main.	29,000	29,000	29,000
14,453	13,133	30,000	602300	Repairs & Maintenance	32,500	32,500	32,500
1,200	-	-	603950	Contract Services			
36,110	41,328	74,000		Total Materials and Services	79,900	79,900	79,900
285,958	169,588	282,030		Total Public Works	315,545	315,545	315,545



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND Expenditures, Public Works

PERSONNEL:

Salaries: Public Works Director, Administrative Assistant

Benefits: Items paid from these line items include: Unemployment claims as the City is self-insured for unemployment, any retirement incentives offered, FICA and Tri-met taxes paid by the City, medical and dental benefits paid for employees (employees pay 5% of the premium costs), life, disability, and workers' compensation insurance, payments into the PERS system for both the employer percentage and the 6% pick up employee portion.

MATERIALS AND SERVICES:

Public Works Supplies: Supplies and materials for repairs and continued operation of Public Works facilities. Safety equipment worn by Public works staff for protection from injury such as hardhats, boots, gloves and safety goggles.

Professional Development: Training, travel, and meals related to City business, annual membership dues, professional organization dues, certifications, subscriptions, professional and code books. Training classes and certifications on subjects such as insecticide/herbicide use, road maintenance, safety, construction, first aid and flagman training. Staff membership in Public Works/Environmental associations, such as the American Public Works Association (APWA), Association of Clean Water Agencies (ACWA), Regional Erosion Prevention Awards program, and Pacific Northwest Clean Water Association (PNCWA).

Vehicle Operation & Maintenance: Operation and maintenance of all General Fund vehicles.

Repairs and Maintenance: Maintenance and repairs of non-vehicular equipment such as upkeep of trees, shrubs, and landscape in the public rights of way. Continued equipment repairs and improvements associated with the Public Works Operations Facility. Additional equipment rented during special projects.

Contract Services: Shown for historical purposes.



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

GENERAL FUND

PARKS DEPARTMENT



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND **Parks**

Manager: Chris Randall

STATEMENT OF PURPOSE:

The City annexed into the North Clackamas Parks and Recreation District (NCPRD) as of July 1, 2007 as a result of a voter election. Per the Intergovernmental Agreement (IGA) with NCPRD the City Parks Department provides continued maintenance of the following: Happy Valley City Park, Mt. Scott Creek Trail, Rebstock Park, Happy Valley Wetland Park, Happy Valley Nature Park, City owned open spaces, and City owned trails. The Parks Department also provides O&M of the splash pad, restrooms, playground structures and wooden walking paths.

The IGA with NCPRD expired September 2012. The City Council and NCPRD agreed to a one year extension of the IGA at the existing service and included a 3% increase. This extension will expire in September 2013. Negotiations are currently underway between the City and NCPRD.

PROGRAM OBJECTIVES:

- Provide a high level of customer service to the city residence relative to:
 - Picnic areas
 - Sport fields
 - Splash pad
 - Boardwalk
 - Park equipment
 - Playgrounds
- Ensure a clean, safe environment, including friendly park personnel on a daily basis.
- Work with volunteers providing improvements to City Parks and Trail Systems.
- Provide general park maintenance at a level established in the Service Agreement with NCPRD.
- Maintenance for sports fields in the City Park at a level established in the Service Agreement with NCPRD.
- Operate irrigation system to maintain healthy turf and conserve water.
- Conduct documented park inspections once every month during the year.
- Staff support during City sponsored and endorsed park activities.
- Maintain City trail systems at the level established in the Service Agreement with NCPRD.



City of Happy Valley Fiscal Year 2013 - 2014 Budget

- Assist where possible with the construction of new trails and trail connections utilizing City and volunteer labor.
- Top dress and fertilize all sports fields spring and fall.
- Assist in the planning and construction of new park facilities.
- Promote recycling and sustainability practices.
- Meet quarterly with the Parks Advisory Committee to discuss capital projects.

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
97,051	102,563	129,060	Personnel Services	154,245	154,245	154,245
96,879	106,516	137,000	Material and Services	149,000	149,000	149,000
193,930	209,079	266,060	Total	303,245	303,245	303,245

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

GENERAL FUND							
		Budget - FY				Budget for Fiscal Year 2013-2014	
Preceding	Preceding	2012-2013					
Year 10-11	Year 11-12	Adopted	Account No.	EXPENDITURES	Proposed	Approved	Adopted
			001-009-	Parks			
				Personnel			
64,741	75,747	75,800	500059	Public Works	72,400	72,400	72,400
553	239	5,000	500100	Overtime	5,000	5,000	5,000
5,235	6,121	6,300	504700	Taxes	6,100	6,100	6,100
15,098	4,131	25,260	504800	Insurance Benefits	49,945	49,945	49,945
11,424	16,325	16,700	505000	Retirement Plan	20,800	20,800	20,800
97,051	102,563	129,060		Total Personnel Services	154,245	154,245	154,245
				Materials and Services			
14,795	8,807	20,000	600160	Park Supplies	22,000	22,000	22,000
925	75	3,000	600200	Professional Development	3,500	3,500	3,500
33,184	26,033	36,000	600400	Utilities	39,000	39,000	39,000
18,229	20,622	25,000	601500	Vehicle Operation & Maint.	27,000	27,000	27,000
29,746	39,324	38,000	602300	Repairs & Maintenance	41,000	41,000	41,000
-	11,655	15,000	602900	General Operating	16,500	16,500	16,500
96,879	106,516	137,000		Total Materials and Services	149,000	149,000	149,000
193,930	209,079	266,060		Total Parks	303,245	303,245	303,245



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND Expenditures, Parks

PERSONNEL:

Salaries: Maintenance Worker I, Parks Seasonal Workers

Benefits: Items paid from these line items include: Unemployment claims as the City is self-insured for unemployment, any retirement incentives offered, FICA and Tri-met taxes paid by the City, medical and dental benefits paid for employees (employees pay 5% of the premium costs), life, disability, and workers' compensation insurance, payments into the PERS system for both the employer percentage and the 6% pick up employee portion.

MATERIALS AND SERVICES:

Park Supplies: Supplies used for City parks, open spaces, and trail systems to maintain safe and user-friendly environment. Safety equipment worn by park staff to protect them from possible injury such as hardhats, safety goggles, gloves and boots.

Professional Development: Training, travel, and meals related to City business, annual membership dues, professional organization dues, certifications, subscriptions, professional and code books. Training classes and certifications on subjects such as insecticide/herbicide use, safety, first aid, splash pad and general equipment operation. Staff membership in Oregon Recreation and Parks Association, trade journal subscriptions, and dues associated with professional memberships.

Utilities: All utilities including gas, electricity, trash, recycling, phone services, water, storm, and sewer. Also includes portable toilets and operation of all facilities within the park.

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. Replacement motors for mowers are included in this line item.

Repairs and Maintenance: Expenses for cleanup and repair of picnic areas, routine maintenance of restroom facilities, invasive plant control, costs related to vandalism, as well as costs to maintain the sports fields. Cost of operating and maintaining the Splash Pad facility. This includes supplies, chemicals, and power. Additional equipment rental during special projects.

General Operating: Allocation of a portion of items associated with the general operation of the City such as office supplies, janitorial, legal, IT services, postage, etc.




City of Happy Valley
Fiscal Year 2013 - 2014 Budget

GENERAL FUND

TRANSFERS
CONTINGENCY
TOTAL REQUIREMENTS

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

GENERAL FUND							
		Budget - FY				Budget for Fiscal Year 2013-2014	
Preceding	Preceding	2012-2013					
Year 10-11	Year 11-12	Adopted	Account No.			Proposed	Approved
					EXPENDITURES		Adopted
			001-030-	Transfers			
21,440	-	-	800003	Transfers		-	-
60,000	60,000	60,000	800123	To Reserve for Pension Fund		60,000	60,000
-	-	1,000,000	800124	To Reserve for Gen Op Fund		200,000	200,000
95,024	-	171,800	800126	To Reserve for Replacement Fund		495,863	495,863
374,413	376,550	381,000	800127	To Debt Service Fund		380,000	380,000
550,877	436,550	1,612,800		Total Transfers		1,135,863	1,135,863
			001-030-	Contingency			
-	-	1,215,475	880000	Contingency		1,571,418	1,571,418
3,965,611	3,726,071	7,054,045		Total Requirements		7,983,621	7,983,621



City of Happy Valley Fiscal Year 2013 - 2014 Budget

GENERAL FUND *Transfers, Contingency*

Manager: Barbara Muller, CPA, CGMA

Transfers:

Transfers: Transfers to other funds not specified in other line items.

To Reserve for Pension Fund: Reserve to mitigate increase in PERS employer rates.

To Reserve for General Operations Fund: Reserve to mitigate effect of cyclical nature of development and building revenues.

To Reserve for Replacement Fund: Reserve for the purchase of items per the replacement schedules.

To Reserve for Debt Service Fund: Transfer to pay principal and interest on outstanding bond issuance.

Other:

Contingency: An amount set aside to meet unforeseen circumstances. Contingency funds may only be transferred to Personnel Services, Materials and Services, and Transfers by resolutions approved by City Council. This budget has 26% in Contingency for the General Fund.



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

STREET MAINTENANCE FUND



City of Happy Valley Fiscal Year 2013 - 2014 Budget

STREET MAINTENANCE FUND

Manager: Chris Randall

- The Street Maintenance Fund accounts for the maintenance of streets and rights of way in the City.
- The majority of revenue is from the City's share of the State Highway Trust Fund from a per-gallon gasoline tax and state vehicle registration fees. State Highway Trust Fund dollars must be used for road related purposes according to Section 3, Article IX, of the Oregon Constitution.
 - The majority of State Highway Trust Fund revenues are divided between the state, counties, and cities, after the cost of collection and administration are subtracted. The 2009 Transportation Package (HB2001) passed in 2009 provided a six-cent increase in state gas tax and was fully implemented January 1, 2011; increases in vehicle title and registration fees; and weight-mile fees paid by truckers. This increase is reflected in the estimated revenues.
- A new revenue source beginning this fiscal year is Intergovernmental based on agreements with neighboring jurisdictions for street sweeping and public works type projects.
- Also included in revenue is interest earned on the level of fund balance.
- Expenditures are directly related to street operation, maintenance, preservation, signage, reconstruction, overlays, thin lift overlays, slurry seals, and crack seals.

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
162,052	309,147	442,260	Personnel Services	445,520	445,520	445,520
90,213	97,588	207,000	Material and Services	223,500	223,500	223,500
26,345	66,113	495,546	Capital Outlay	441,435	441,435	441,435
154,208	157,668	173,144	Transfers	100,545	100,545	100,545
432,818	630,516	1,317,950	Total	1,211,000	1,211,000	1,211,000



City of Happy Valley Fiscal Year 2013 - 2014 Budget

STREET MAINTENANCE FUND

STATEMENT OF PURPOSE:


The Street Maintenance Fund provides operation, maintenance, and preservation of all paved roads and streets within the City. Maintenance activities include but are not limited to pothole patching, street reconstruction, thin lift overlays, seal coating, crack sealing, street sweeping, sign replacement, fog and centerline striping, median maintenance, debris pickup and removal, and hazardous spill cleanup. All maintenance activities are coordinated with other agencies such as Water Environment Services (WES) of Clackamas County, Clackamas County Department of Transportation and Development, and the Oregon Department of Transportation. This combined effort activities listed above improve the quality of life for the citizens of the City.

PROGRAM OBJECTIVES:

Provide City citizens a high level of customer service related to the following.

- Operations, maintenance and preservation of city streets.
 - Coordination of surface water issues with Water Environmental Services.
 - Installation and maintenance of signage.
 - Installation and maintenance of traffic striping.
 - Street sweeping.
 - Debris pickup and hazardous spill removal coordination.
 - Inclement weather services including: snow removal and sanding icy roads.
- Meet and exceed when possible the street maintenance index.
- Utilize best management practices (BMP) on all street reconstruction projects, when project scope allows.
- Consider the use of all applicable street maintenance practices to include one inch thin lift overlays when applicable.
- Promote and pursue the use of the Pedestrian Master Plan.
- Update as needed our street standard construction details to address changing needs.
- Promote recycling and sustainability practices.
- Work with the Engineering Department related to the following
 - Inspections
 - Public Rights-of-ways
 - Street maintenance and preservation
 - BMP reviews
 - Street design and reconstruction
 - Training and continued education related to street maintenance practices

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

STREET FUND							
		Budget - FY			Budget for Fiscal Year 2013-2014		
Preceding	Preceding	2012-2013					
Year 10-11	Year 11-12	Adopted	Account No.	RESOURCES	Proposed	Approved	Adopted
			002-000-				
266,535	441,838	460,600	401000	Beginning Fund Balance	325,000	325,000	325,000
602,531	774,660	800,000	413100	State Shared Revenues	824,000	824,000	824,000
-	3,621	55,350	419100	Intergovernmental Revenue	60,000	60,000	60,000
5,591	12,342	2,000	440000	Misc Revenue	2,000	2,000	2,000
874,657	1,232,461	1,317,950		Total Resources	1,211,000	1,211,000	1,211,000
				EXPENDITURES			
103,177	187,116	234,900	500059	Public Works	219,500	219,500	219,500
256	1,078	5,000	500100	Overtime	5,000	5,000	5,000
8,084	14,677	19,600	504700	Taxes	18,300	18,300	18,300
32,000	65,879	131,260	504800	Insurance Benefits	139,720	139,720	139,720
18,535	40,397	51,500	505000	Retirement Plan	63,000	63,000	63,000
162,052	309,147	442,260		Total Personnel Services	445,520	445,520	445,520
2,676	-	7,000	600100	Supplies	7,500	7,500	7,500
21,866	874	5,000	600200	Professional Development	5,300	5,300	5,300
12,358	7,461	10,000	600400	Utilities	10,700	10,700	10,700
16,406	16,851	25,000	601500	Vehicle Operation & Maint.	37,000	37,000	37,000
36,875	60,757	120,000	602300	Repairs and Maintenance	120,000	120,000	120,000
-	11,645	15,000	602900	General Operating	16,000	16,000	16,000
32	-	25,000	603950	Contract Services	27,000	27,000	27,000
90,213	97,588	207,000		Total Materials and Services	223,500	223,500	223,500
26,345	66,113	495,546	700211	Street Reconstruction	441,435	441,435	441,435
26,345	66,113	495,546		Total Capital Outlay	441,435	441,435	441,435
69,208	72,668	88,144	800101	To General Fund	100,545	100,545	100,545
85,000	85,000	85,000	800126	To Reserve for Replacement Fund	-	-	-
154,208	157,668	173,144		Total Transfers	100,545	100,545	100,545
432,818	630,516	1,317,950		Total Requirements	1,211,000	1,211,000	1,211,000



City of Happy Valley Fiscal Year 2013 - 2014 Budget

STREET MAINTENANCE FUND

Resources

Beginning Fund Balance: Funds available but not spent during the previous fiscal year.

State Shared 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.

Intergovernmental Revenue: Revenue from other municipalities or governmental agencies. Payment for street sweeping services and public works projects provided to other jurisdictions,

Misc, Admin, Donations: Includes but not limited to: unanticipated income and interest income from cash is invested in the Local Government Investment Pool and in other investments.

Expenditures

PERSONNEL:

Public Works: Maintenance Worker II (2), Maintenance Worker I (3)

Benefits: Items paid from these line items include: Unemployment claims as the City is self-insured for unemployment, any retirement incentives offered, FICA and Tri-met taxes paid by the City, medical and dental benefits paid for employees (employees pay 5% of the premium costs), life, disability, and workers' compensation insurance, payments into the PERS system for both the employer percentage and the 6% pick up employee portion.

MATERIALS AND SERVICES:

Supplies: Safety equipment worn by Public works staff to protect them from possible injury. Examples: Hardhats, safety goggles, gloves and boots.

Professional Development: Training, travel, and meals related to City business, annual membership dues, professional organization dues, certifications, subscriptions, professional and code books. Cost of travel, meals and lodging while attending training and meetings. Costs for the attendance of street construction/inspection and/or maintenance seminars and training materials. Memberships associated with street repair and maintenance and subscriptions to trade journals.



City of Happy Valley Fiscal Year 2013 - 2014 Budget

STREET MAINTENANCE FUND *Expenditures (continued)*

Utilities: Share of cost of utilities for Public Works Shop. Equipment to control vehicle speeds and routes, i.e., lights, speed humps, barricades, and school zone indicators. Also includes Street Lighting District expense.

Vehicle Operation & Maintenance: Cost share for operation of vehicles including; tractor, backhoe, street sweeper, large and mid-size dump trucks and attachments for work on public streets.

Repairs and Maintenance: Maintenance and repairs of non-vehicular equipment such as upkeep of trees, shrubs, and landscape in the public rights of way. Street name, warning, notification signage, and striping located within the public rights of way. Street sweeping recycling and disposal. Continued equipment repairs and improvements associated with the Public Works Operations Facility. Materials for minor or emergency street repairs such as crushed rock, cold patch, and sealers. Costs due to severe or inclement weather where snow or ice create driving hazards. Cost of debris removal caused by severe wind or rain events. Expenditures related to any emergency events that cause damage to publicly owned infrastructure. Additional equipment rental during special projects or emergency situations.

General Operating: Allocation of a portion of items associated with the general operation of the City such as office supplies, janitorial, legal, IT services, postage, etc.

Contract Services: Cost of using outside organizations or companies for the routine maintenance of streets, such as crack sealing, tree maintenance, and street sweeping. Utilization of traffic and civil engineering consulting services as required for street improvements projects.

CAPITAL OUTLAY

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 deterioration to a worse condition category. Additional costs are associated with the replacement of streets and roads that have suffered deteriorations rates of 80% or more. All maintenance is based on the Pavement Quality Index.

TRANSFERS OUT:

To General Fund: Amount to cover the overhead costs associated with personnel used by the Street Maintenance Fund but expended in the General Fund.

To Reserve for Replacement Fund: Transfer to accumulate funds for purchases per the Reserve for Replacement list.



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

SYSTEMS DEVELOPMENT CHARGES FUND



City of Happy Valley Fiscal Year 2013 - 2014 Budget

SYSTEMS DEVELOPMENT CHARGES FUND

Manager: Michael Walter / Chris Randall

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 223.307 sets authorized expenditure of system development charges. Stating improvement fees may be spent only on capacity increasing capital improvements, including expenditures relating to repayment of debt for such improvement. An increase in system capacity may be established if improvement increases level of performance or service provided by existing facilities or provides new facilities.

ORS 223.311 requires systems development charges be deposited into accounts designated for such monies and an annual accounting of these funds is to be made.

Revenue consists of Storm Drainage systems development charges as per the City's adopted capital improvement plan and interest allocated on the fund balance.

Expenditures are discussed below.

Storm Drainage SDCs

- The Storm Drainage SDCs will be used to complete Capital Storm Drain Projects as identified in the City's Storm Drain Master Plan. Projects are planned within the City's major drainage ways and are focused on watershed protection/enhancement activities.

Transportation SDCs

- All transportation SDCs collected after January 2002 would be transferred to Clackamas County per the joint Transportation SDC agreement. The intergovernmental agreement (IGA) states Clackamas County would be the administrator and provide an accounting for the Joint Transportation SDC funds.
- The City retained transportation SDC money collected prior to January 2002. Those remaining funds are used on a list of capital projects identified in Resolution 91-04, 04-02, and updated in Resolution 12-06.



City of Happy Valley Fiscal Year 2013 - 2014 Budget

SYSTEMS DEVELOPMENT CHARGES FUND


Park SDCs

- June 2006 the City annexed into the North Clackamas Parks and Recreation District (NCPRD). Park SDCs collected after July 1, 2006 are transferred to NCPRD for Capital Projects. NCPRD is the administrator and is responsible to provide an accounting of the Parks SDC funds.
- The City retained any Park SDC funds collected prior to July 1, 2006. Those funds are used on a prioritized list of capital projects approved by City Council in May 4, 2010.

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
181,616	260,251	1,078,000	Capital Outlay	943,800	943,800	943,800
181,616	260,251	1,078,000	Total	943,800	943,800	943,800

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

SDC FUND							
		Budget - FY					
		2012-2013			Budget for Fiscal Year 2013-2014		
Preceding Year 10-11	Preceding Year 11-12	Adopted	Account No.	RESOURCES	Proposed	Approved	Adopted
		111	005-000-		175		
1,355,701	1,206,826	1,050,000	401000	Beginning Fund Balance	898,000	898,000	898,000
3,163	5,752	4,000	403000	Misc Revenue	4,000	4,000	4,000
				System Development Fees:			
-	-	-	404003	SDC - Parks	-	-	-
29,579	82,626	24,000	404002	SDC - Storm Drainage	41,800	41,800	41,800
1,388,443	1,295,204	1,078,000		Total Resources	943,800	943,800	943,800
				EXPENDITURES			
			005-440-				
				Capital Outlay			
6,785	7,491	146,800	701100	SDC Projects - Transportation	146,800	146,800	146,800
22,218	233,290	487,900	701200	SDC Projects - Storm Drainage	383,000	383,000	383,000
152,613	19,470	443,300	701300	SDC Projects - Parks	414,000	414,000	414,000
181,616	260,251	1,078,000		Total Capital Outlay	943,800	943,800	943,800
181,616	260,251	1,078,000		Total Requirements	943,800	943,800	943,800



City of Happy Valley Fiscal Year 2013 - 2014 Budget

SYSTEMS DEVELOPMENT CHARGES FUND

Resources

Beginning Fund Balance: Funds available but not spent during the previous fiscal year.

Misc Revenue: The City's cash is invested in the Local Government Investment Pool and in other investments.

System Development Fees (SDC)

SDC – Parks: Revenues collected to fund Park improvements or maintenance.

SDC – Storm Drainage: System development charges collected on building permits or on subdivisions to fund the City's capital improvement plan for storm drainage.

Expenditures

CAPITAL OUTLAY:

Planned projects for Transportation

City Road projects on the intermediate and long term capital improvement plan list.

- Entry monument at Sunnyside and 122nd

Planned projects for Storm Drainage

Typical projects include the removal of existing roadside drainage ways with the installation of underground drainage systems including inlets and manhole structures.

- Storm Drain Master Plan update
- Storm Drain system construction in undeveloped storm drain system areas
- Partnerships with outside agencies associated with capital storm drain projects within Clackamas County Service District #1
- 145th storm drain installation from Happy Valley Wetland Park to the King Road intersection

Planned projects for Parks

Projects will be in Happy Valley Park

- Capital projects as prioritized by the Parks Advisory Committee and City Council



**City of Happy Valley
Fiscal Year 2013 - 2014 Budget**

PEDESTRIAN IMPROVEMENT PROJECTS FUND



City of Happy Valley Fiscal Year 2013 - 2014 Budget

PEDESTRIAN IMPROVEMENT PROJECTS FUND


Manager: Michael Walter / Chris Randall

- Revenue is from collections from other entities or transfers from the General Fund for road construction or maintenance. Beginning in 2004-05, revenue also includes the 1.5% privilege tax collected by Portland General Electric reserved for construction of bicycle and pedestrian pathways.
- Expenditures in this fund are planned bicycle and pedestrian pathways and other improvements based on the City's adopted Pedestrian Master Plan.
 - High priority projects will be constructed as funds become available
 - Council also approved funding smaller projects that connect existing pedestrian networks
- The City continues to apply for grants and if received, the resources in this fund are used as the City's matching portion.

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
	-	12,000		Material and Services	10,000	10,000
30,240	208,345	483,272	Capital Outlay	585,605	585,605	585,605
12,981	13,630	41,728	Transfers	64,395	64,395	64,395
43,221	221,975	537,000	Total	660,000	660,000	660,000

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

PEDESTRIAN IMPROVEMENT PROJECTS FUND							
		Budget - FY				Budget for Fiscal Year 2013-2014	
Preceding	Preceding	2012-2013					
Year 10-11	Year 11-12	Adopted	Account No.	RESOURCES	Proposed	Approved	Adopted
			021-000-				
639,372	697,037	430,000	401000	Beginning Fund Balance	550,000	550,000	550,000
894	3,076	2,000	403000	Misc Revenue	2,000	2,000	2,000
99,992	107,439	105,000	410000	Privilege Tax	108,000	108,000	108,000
740,258	807,552	537,000		Total Resources	660,000	660,000	660,000
				EXPENDITURES			
			021-008-				
				Materials & Services			
-	-	12,000	700227	Contract Engineering	10,000	10,000	10,000
-	-	12,000		Total Materials & Services	10,000	10,000	10,000
				Capital Outlay			
30,240	8,345	483,272	700227	Bicycle & Ped Pathways	585,605	585,605	585,605
-	200,000	-	700228	ODOT Grant match	-	-	-
30,240	208,345	483,272		Total Capital Outlay	585,605	585,605	585,605
				Transfers			
12,981	13,630	41,728	800101	To General Fund	64,395	64,395	64,395
12,981	13,630	41,728		Total Transfers	64,395	64,395	64,395
43,221	221,975	537,000		Total Requirements	660,000	660,000	660,000



City of Happy Valley Fiscal Year 2013 - 2014 Budget

PEDESTRIAN IMPROVEMENT PROJECTS FUND

Resources

Beginning Fund Balance: Funds available but not spent during the previous fiscal year.

Misc Revenue: Interest earned on cash invested in the Local Government Investment Pool and other investments.

Privilege Tax: 1.5% Privilege Tax collected for the construction of pedestrian rights of way.

Expenditures

MATERIALS AND SERVICES:

Contract Engineering: Transportation engineering and planning.

CAPITAL OUTLAY:

Bicycle and Pedestrian Pathways: Construction of bicycle and pedestrian pathways.

Grant Match: Payment Grant award match.

TRANSFERS:

Transfer to General Fund: Transfer to cover overhead costs associated with personnel used by the Pedestrian Improvement Projects Fund but expended in the General Fund.



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

PUBLIC SAFETY FUND



City of Happy Valley Fiscal Year 2013 - 2014 Budget

PUBLIC SAFETY FUND

Manager: Steve Campbell

The purpose of the Public Safety Fund is to provide public safety services to citizens at the level promised when the Local Option Levy was passed by the voters of the City.

- This fund accounts for tax dollars collected for contract law enforcement services which include around the clock services by sworn officers dedicated to the City, a full time sergeant as a field supervisor, Happy Valley identification on police cars, as well as local control, supervision and administration of the services provided.
- Revenue consists of Local Option Levy property tax collections and interest allocated based on any reserves.
- Expenditures in this fund are for public safety services, administration, equipment and facilities costs.

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
24,365	14,043	-	Personnel Services	-	-	-
2,166,835	2,223,449	2,396,200	Material and Services	2,518,697	2,518,697	2,518,697
239,271	276,235	227,498	Transfers	253,276	253,276	253,276
-	-	701,302	Contingency	549,027	549,027	549,027
2,430,471	2,513,727	3,325,000	Total	3,321,000	3,321,000	3,321,000

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

PUBLIC SAFETY FUND							
		Budget - FY			Budget for Fiscal Year 2013-2014		
Preceding	Preceding	2012-2013					
Year 10-11	Year 11-12	Adopted	Account No.	RESOURCES	Proposed	Approved	Adopted
			022-000-				
1,577,636	1,411,051	1,000,000	401000	Beginning Fund Balance	885,000	885,000	885,000
2,198,041	2,203,977	2,300,000	402100	Property Taxes	2,411,000	2,411,000	2,411,000
65,846	39,789	25,000	440000	Misc Revenue	25,000	25,000	25,000
3,841,523	3,654,817	3,325,000		Total Resources	3,321,000	3,321,000	3,321,000
				EXPENDITURES			
				Personnel Services			
24,365	14,043	-		Wages and Benefits	-	-	-
24,365	14,043	-		Total Personnel Services	-	-	-
				Materials and Services			
26,738	4,923	5,000	600100	PS Supplies	10,000	10,000	10,000
6,521	7,806	12,000	600200	Professional Development	10,000	10,000	10,000
11,140	13,717	16,000	600400	Utilities	14,000	14,000	14,000
1,374	3,451	2,700	601500	Vehicle Operation & Maint.	8,000	8,000	8,000
7,857	4,654	20,000	602300	Repairs & Maintenance	15,000	15,000	15,000
14,289	10,202	15,000	602750	Public Outreach	17,000	17,000	17,000
-	2,175	7,500	603100	Legal	5,000	5,000	5,000
13,779	12,260	18,000	603950	Contract Services	30,000	30,000	30,000
2,085,138	2,164,261	2,300,000	604900	Police Contract - IGA	2,409,697	2,409,697	2,409,697
2,166,836	2,223,449	2,396,200		Total Materials and Services	2,518,697	2,518,697	2,518,697
				Transfers			
239,271	251,235	216,398	800101	To General Fund	241,581	241,581	241,581
-	25,000	11,100	800126	To Reserve for Replacement	11,695	11,695	11,695
239,271	276,235	227,498		Total Transfers	253,276	253,276	253,276
-	-	701,302	880000	Contingency	549,027	549,027	549,027
2,430,472	2,513,727	3,325,000		Total Requirements	3,321,000	3,321,000	3,321,000



City of Happy Valley Fiscal Year 2013 - 2014 Budget

PUBLIC SAFETY FUND

Resources

Beginning Fund Balance: Funds available but not spent during the previous fiscal year.

Property Taxes: The voters passed a 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. Includes taxes levied in prior years but collected in the current year.

Misc Revenue: Includes but not limited to: unanticipated income, interest income from cash invested in the Local Government Investment Pool and other investments and the result of the reconciliation process between the City and Clackamas County regarding the actual services provided compared to the services outlined in the contract. The reconciliation process happens annually in September.

Expenditures

MATERIALS AND SERVICES:

PS Supplies: Office supplies needed for the various functions included in this department as well as non-capital type equipment.

Professional Development: Training, travel, and meals related to City business, annual membership dues to professional organization, certifications, subscriptions, and books for staff. Training in code enforcement, emergency services, animal control, and any of the various public safety services provided by the department.

Utilities: Costs for utilities at facility provided for Sheriff Personnel.

Vehicle Operation & Maintenance: Costs related to vehicle operation and maintenance of vehicles used for public safety.

Repairs & Maintenance: Costs associated with the upkeep of the facility used by Sheriff Personnel. Costs for unexpected and unanticipated events which are beyond the scope of the current contract.

Public Outreach: Costs for Community Services officers, uniforms badges, nametags, and other required clothing and portion of newsletter.

Legal: Costs associated with municipal court prosecutor and any other legal costs.

Contract Services: Costs for contract services providing public safety in the City not covered in the inter-governmental agreement (IGA) with Clackamas County. Maintenance costs for e-ticketing software.

Police Contract - IGA: Contract with Clackamas County Sheriff for full time police protection.



City of Happy Valley Fiscal Year 2013 - 2014 Budget

PUBLIC SAFETY FUND

Expenditures

TRANSFERS:

To General Fund: Transfer to cover overhead costs associated with personnel used by the Public Safety Fund.

To Reserve for Replacement Fund: Transfer to accumulate funds for purchases per the Reserve for Replacement list.

OTHER:

Contingency: Amount set aside to meet unforeseen circumstances. Contingency funds may only be transferred to Personnel Services, Materials and Services, and Transfers by resolutions approved by City Council. This budget has 20% in Contingency for the Public Safety Fund.



**City of Happy Valley
Fiscal Year 2013 - 2014 Budget**

RESERVE FOR PENSION FUND



City of Happy Valley Fiscal Year 2013 - 2014 Budget

RESERVE FOR PENSION FUND


Manager: Barbara Muller

- This reserve fund was created to set aside funds to offset the volatility of the Public Employees Retirement System (PERS) employer rates charged to the City. Due to the economic downturn the PERS unfunded liability has grown and will impact rates charged. Under current statute there is a 6% rate increase if the Oregon Public Employee Retirement Fund (OPERF) is less than 80% funded. The City's current rate will be in affect this budget year. The bi-annual employer contribution rate for 2013-15 will be determined by the status of the PERS fund at December 2011.
- The City's bi-annual employer contribution rates for 2011-13 increased 5.12% from 9.61% to 14.73% for PERS and 2.17% from 8.94% to 11.11% for OPSRP employees from the preceding bi-annual rates. Those rates are reflected in this budget.
- Revenue for this fund is a transfer from the General Fund for future pension liability.
- Expenditures in this fund will be used to offset the increase in the City's PERS employer rates in future years.
- The fund will be reviewed to determine whether it will be continued or abolished each year.
 - When it is determined it is no longer necessary to maintain this reserve fund
 - any unexpended balance in the fund will be transferred to another fund
 - any unexpended balance is not required to be held for subsequent expenditure for the purposes for which this fund was established.

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
60,000	120,000	180,000		Reserved for Future Expenditures	240,000	240,000
60,000	120,000	180,000	Total	240,000	240,000	240,000

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

RESERVE FOR PENSION FUND						Reviewed:	4/29/2013
		Budget - FY			Budget for Fiscal Year 2013-2014		
Preceding	Preceding	2012-2013					
Year 10-11	Year 11-12	Adopted	Account No.	RESOURCES	Proposed	Approved	Adopted
			023-000-				
-	60,000	120,000	401000	Beginning Fund Balance	180,000	180,000	180,000
60,000	60,000	60,000	490030	Transfer from General Fund	60,000	60,000	60,000
60,000	120,000	180,000		Total Resources	240,000	240,000	240,000
				EXPENDITURES			
			023-002-				
-	-	180,000		Reserved for Future Expenditures	240,000	240,000	240,000
-	-	180,000		Total Reserved for Future Expenditures	240,000	240,000	240,000



City of Happy Valley Fiscal Year 2013 - 2014 Budget

RESERVE FOR PENSION FUND

Resources

Beginning Fund Balance: Funds available but not spent during the previous fiscal year.

Transfer from General Fund: Transfer from the General Fund.

Expenditures

OTHER:

Reserved for Future Expenditures: Amount set aside to meet unforeseen circumstances. Will be appropriated based on policy thresholds.



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

RESERVE FOR GENERAL OPERATIONS FUND



City of Happy Valley Fiscal Year 2013 - 2014 Budget

RESERVE FOR GENERAL OPERATIONS FUND


Manager: Barbara Muller

- This reserve fund was created to hold moneys to be accumulated and expended to offset the cyclical nature of resources used to provide the general operations of the City. The most recent economic downturn highlighted the cyclical nature of revenues in the General Fund and the impact that has on the ability to provide the general operations of the City.
- Revenue for this fund is a transfer from the General Fund for future general operations expenditures.
- Expenditures in this fund will be used to offset the effects of the cyclical nature of revenue generation in the General Fund in future years.
- The fund will be reviewed to determine whether it will be continued or abolished each year.
 - When it is determined it is no longer necessary to maintain this reserve fund
 - any unexpended balance in the fund will be transferred to another fund
 - any unexpended balance is not required to be held for subsequent expenditure for the purposes for which this fund was established.

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
-	-	1,000,000	Reserved for Future Expenditures	1,200,000	1,200,000	1,200,000
-	-	1,000,000	Total	1,200,000	1,200,000	1,200,000

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

RESERVE FOR GENERAL OPERATIONS FUND						Reviewed:	4/29/2013
		Budget - FY			Budget for Fiscal Year 2013-2014		
Preceding Year 10-11	Preceding Year 11-12	2012-2013 Adopted	Account No.	RESOURCES	Proposed	Approved	Adopted
			024-000-				
				Beginning Fund Balance	1,000,000	1,000,000	1,000,000
-	-	1,000,000	490024	Transfer from General Fund	200,000	200,000	200,000
-	-	1,000,000		Total Resources	1,200,000	1,200,000	1,200,000
				EXPENDITURES			
			024-002-				
-	-	1,000,000		Reserved for Future Expenditures	1,200,000	1,200,000	1,200,000
-	-	1,000,000		Total Reserved for Future Expenditures	1,200,000	1,200,000	1,200,000



City of Happy Valley Fiscal Year 2013 - 2014 Budget

RESERVE FOR GENERAL OPERATIONS FUND

Resources

Transfer from General Fund: Transfer from the General Fund.

Expenditures

OTHER:

Reserved for Future Expenditures: Amount set aside to meet unforeseen circumstances. Will be appropriated based on policy thresholds.



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

RESERVE FOR REPLACEMENT FUND



City of Happy Valley Fiscal Year 2013 - 2014 Budget

RESERVE FOR REPLACEMENT FUND

Manager: Barbara Muller

- Created to accumulate funds for replacement of vehicles, heavy equipment, and equipment per the replacement schedules
- Revenue in this fund is transferred from the General Fund, Street Maintenance Fund, and the Public Safety Fund.
- Expenditures in this fund are for items listed on the replacement schedules. The schedules are reviewed periodically throughout the year and annually for the budget process. The assumptions used to create the schedules are reviewed for validity and changed if required.
- The fund will be reviewed to determine whether it will be continued or abolished each year.
 - When it is determined it is no longer necessary to maintain this reserve fund
 - any unexpended balance in the fund will be transferred to another fund
 - any unexpended balance is not required to be held for subsequent expenditure for the purposes for which this fund was established.

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
15,750	25,578	165,000		Materials and Services	490,123	490,123
83,504	16,503	400,000	Capital Outlay	761,295	761,295	761,295
-	-	328,900	Contingency			
99,254	42,081	893,900	Total	1,251,418	1,251,418	1,223,768

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

RESERVE FOR REPLACEMENT FUND						Reviewed:	4/29/2013
		Budget - FY			Budget for Fiscal Year 2013-2014		
Preceding	Preceding	2012-2013					
Year 10-11	Year 11-12	Adopted	Account No.	RESOURCES	Proposed	Approved	Adopted
			026-000-				
567,521	648,291	626,000		Beginning Fund Balance	716,210	716,210	716,210
180,024	110,000	267,900	490030	Transfers In	507,558	507,558	507,558
747,545	758,291	893,900		Total Resources	1,223,768	1,223,768	1,223,768
				EXPENDITURES			
			026-				
				Materials and Services			
1,377	16,523	50,000	00x-600190	Equipment - under \$5,000	275,000	275,000	275,000
12,041	9,055	100,000	00x-602300	Repairs and Maintenance	200,123	200,123	172,473
2,332	-	15,000	002-600202	Education Benefits	15,000	15,000	15,000
15,750	25,578	165,000		Total Materials and Services	490,123	490,123	462,473
				Capital Outlay			
21,595	-	100,000	00x-700200	Vehicles	261,295	261,295	261,295
61,909	16,503	300,000	00x-700300	Equipment - over \$5,000	500,000	500,000	500,000
83,504	16,503	400,000		Total Capital Outlay	761,295	761,295	761,295
				Contingency			
-	-	328,900	030-880000	Contingency	-	-	-
-	-	328,900		Total Contingency	-	-	-
99,254	42,081	893,900		Total Requirements	1,251,418	1,251,418	1,223,768



City of Happy Valley Fiscal Year 2013 - 2014 Budget

RESERVE FOR REPLACEMENT FUND

Resources

Beginning Fund Balance: Funds available but not spent during the previous year.

Transfers In: Amounts from the General Fund, Street Maintenance Fund, and Public Safety Funds per replacement schedules.

Expenditures

MATERIALS AND SERVICES:

Equipment – under \$5,000: Equipment to be replaced in the current budget year per replacement schedules.

Repairs and Maintenance: Repairs and maintenance items estimated to need funding in the current budget year.

Education Benefits: Benefits provided to staff for education.

CAPITAL OUTLAY:

Vehicles: Vehicles scheduled to be replaced in the current budget per replacement schedules.

Equipment – over \$5,000: Equipment scheduled to be replaced in the current budget per replacement schedules.

Facility Improvements: Facility improvements scheduled for the current budget year per replacement schedules.

CONTINGENCY:

Contingency: Reserve for future replacement of items according to the replacement schedules.



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

RESERVE FOR DEBT SERVICE FUND



City of Happy Valley Fiscal Year 2013 - 2014 Budget

RESERVE FOR DEBT SERVICE FUND


Manager: Barbara Muller

- Created to pay debt service payments for City of Happy Valley, Oregon Full Faith and Credit Obligations Series 2007 issued August 15, 2007.
- Revenue in this fund is a transfer from the General Fund.
- Expenditures in this fund are for principal and interest payments for City of Happy Valley, Oregon full Faith and Credit Obligations Series 2007 issued August 15, 2007.
- The fund will be reviewed to determine whether it will be continued or abolished each year.
 - When it is determined it is no longer necessary to maintain this reserve fund
 - any unexpended balance in the fund will be transferred to another fund
 - any unexpended balance is not required to be held for subsequent expenditure for the purposes for which this fund was established.

BUDGET SUMMARY:

Historical Data			Description	Budget For Next Year 2013 - 2014		
Actual		Adopted Budget This Year 12-13		Proposed	Approved	Adopted
Preceding Year 10-11	Preceding Year 11-12					
374,413	376,550	381,000		Debt Service	380,000	380,000
-	-	-	Reserved for Future Expenditures	-	-	371,000
374,413	376,550	381,000	Total	380,000	380,000	751,000

CITY OF HAPPY VALLEY
FY 2013-2014 BUDGET

RESERVE FOR DEBT SERVICE FUND						Reviewed:	4/29/2013
		Budget - FY			Budget for Fiscal Year 2013-2014		
Preceding Year 10-11	Preceding Year 11-12	2012-2013 Adopted	Account No.	RESOURCES	Proposed	Approved	Adopted
			027-000-				
374,413	376,550	381,000	490030	Transfer from General Fund	380,000	380,000	751,000
374,413	376,550	381,000		Total Resources	380,000	380,000	751,000
				EXPENDITURES			
			027-002-				
				Debt Service			
180,000	190,000	186000	650010	Principal Payment	210,000	210,000	210,000
194,413	186,550	195000	650020	Interest Payment	170,000	170,000	170,000
374,413	376,550	381,000		Total Debt Service	380,000	380,000	380,000
374,413	376,550	381,000		Total Requirements	380,000	380,000	380,000
-	-	-		Reserved for Future Expenditures	-	-	371,000



City of Happy Valley Fiscal Year 2013 - 2014 Budget

RESERVE FOR DEBT SERVICE FUND

Resources

Transfer from General Fund: General Fund amount for Debt Service principal and interest payment.

Expenditures

DEBT SERVICE

Principal Payment: Principal payment due on repayment of debt per schedule.

Interest Payment: Interest payment due on repayment of debt per schedule.

OTHER:

Reserved for Future Expenditures: Amount set aside to meet unforeseen circumstances. Will be appropriated based on policy thresholds.



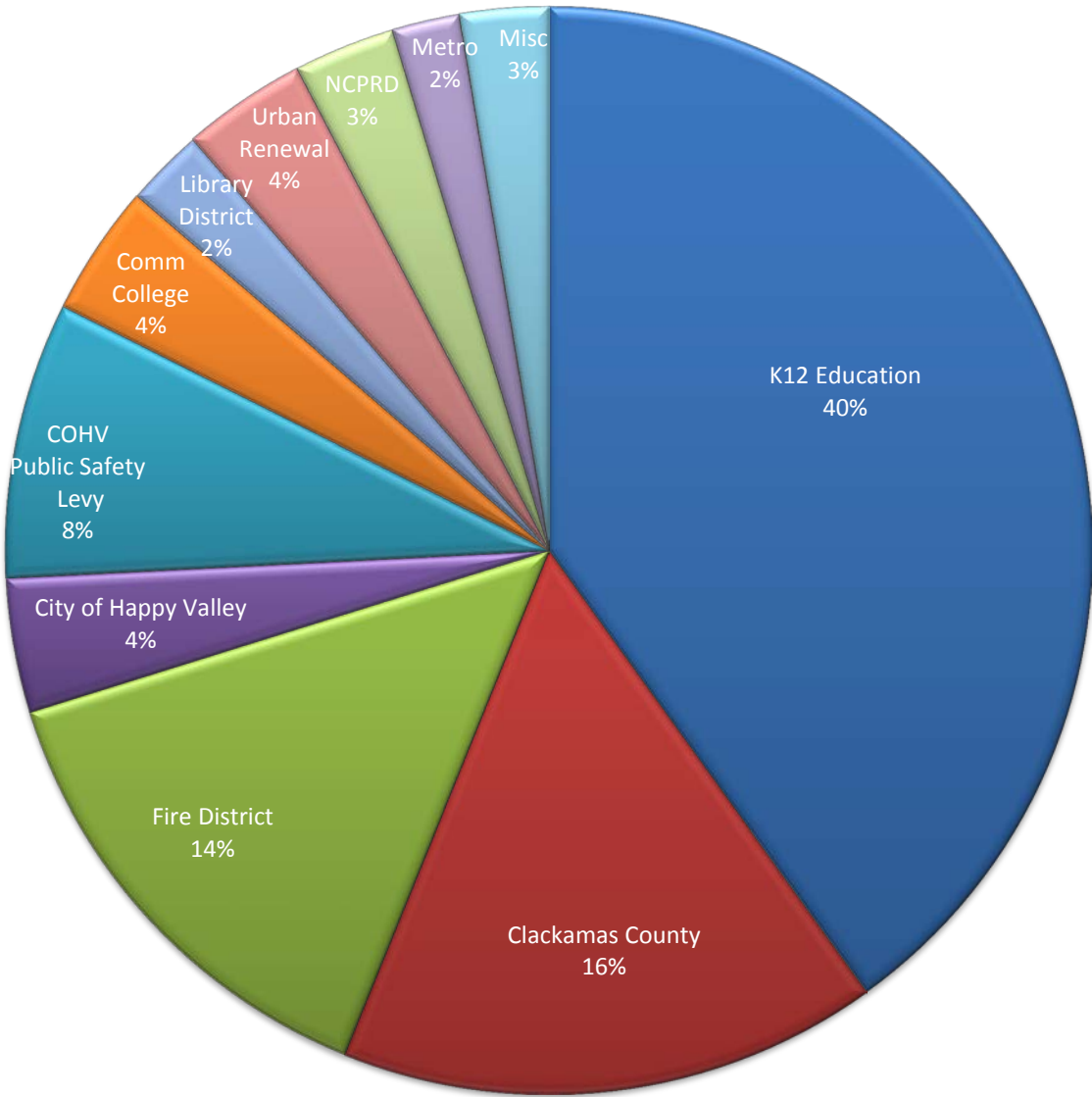
City of Happy Valley
Fiscal Year 2013 - 2014 Budget

STATISTICAL SECTION

\$304,883 Real Market Value Home \$302,739 Assessed Value Home		
District	Dollar	%
K12 Education	\$ 2,038	39.92%
Clackamas County	817	16.01%
Fire District	716	14.02%
City of Happy Valley	203	3.98%
COHV Public Safety Levy	418	8.18%
Comm College	199	3.89%
Library District	118	2.32%
Urban Renewal	189	3.70%
NCPRD	153	3.00%
Metro	121	2.00%
Misc	134	2.62%
Total	\$ 5,105	100.00%

Misc includes:
Port of Portland
SRV Lighting
Vector Control
Trimet Bond
Extension & 4H

Clackamas County Property Tax Bill Where does your money go?





City of Happy Valley
Fiscal Year 2013 - 2014 Budget
REVENUE BY TYPE
10 Year History
All Funds

Fiscal Year Ending June 30,	Property Taxes	Inter- Governmental	Franchise Fees	Building, Construction & Development	Local Revenue and Interest	Gas Tax	Other Street Fund Revenue	SDC Fees	Other SDC Fund Revenue	Total
2003	355,863	94,046	243,509	1,235,040	848,493	218,197	20,858	326,974	19,438	3,362,418
2004	1,197,847	105,093	367,827	1,894,717	1,174,918	267,775	7,305	482,465	18,666	5,516,613
2005	1,394,371	111,440	359,109	2,386,585	461,473	312,783	12,665	1,095,635	40,091	6,174,152
2006	1,716,791	165,905	460,440	3,530,588	965,602	367,268	25,113	2,058,166	119,746	9,409,619
2007	2,176,495	379,287	581,808	2,302,382	988,049	389,193	46,059	80,183	214,450	7,157,906
2008	2,595,325	555,905	657,528	1,412,512	1,127,617	428,381	32,085	44,250	74,668	6,928,271
2009	2,961,417	558,862	736,898	1,023,990	897,042	422,485	8,276	123,046	27,252	6,759,268
2010	3,173,950	536,583	824,763	521,528	849,573	475,910	4,759	48,581	21,377	6,457,024
2011	3,279,877	573,855	749,143	678,060	943,125	602,531	5,591	29,579	3,163	6,864,924
2012	3,344,880	653,180	814,837	1,309,062	973,655	774,660	15,963	82,626	5,752	7,974,615

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. Beginning 2004, also includes local option levy of \$1.38 per thousand dollars of assessed valuation for police protection provided by Clackamas County.

Intergovernmental: Revenue from other municipalities or governmental agencies.

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 categorized 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 storm water.

Other SDC Revenue: Generally interest on SDC funds.

Source: City of Happy Valley Annual Financial Reports for the Years Ended June 30, 2002 - 2012



City of Happy Valley
Fiscal Year 2013 - 2014 Budget
SUMMARY OF TAXES ASSESSED
By Tax Code

Total Assessed Value 1,749,178,652
Average Education 4.48
Average Gen Gov 7.07
Average Taxes 13.53

Tax Code	012-149	012-158	012-188	012-194	012-195	012-196	012-235
Assessed Valuation	\$ 1,477,200,064	\$ 127,527,641	\$ 45,857,505	\$ 49,548,367	\$ 4,097,009	\$ 8,557,090	\$ 5,972,399
M-50 Consolidated Tax Rate	17.0221	17.0221	17.0221	17.0221	17.0221	17.0221	17.0221
Clackamas Community College	0.5455	0.5455	0.5455	0.5455	0.5455	0.5455	0.5455
ESD Clackamas	0.3623	0.3623	0.3623	0.3623	0.3623	0.3623	0.3623
N Clackamas SD #12	4.5783	4.5783	4.5783	4.5783	4.5783	4.5783	4.5783
Total Education	5.4861	5.4861	5.4861	5.4861	5.4861	5.4861	5.4861
City of Happy Valley Permanent Rate	0.6710	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	1.3800
Clackamas County	2.4039	2.4039	2.4039	2.4039	2.4039	2.4039	2.4039
County Extension & 4H	0.0492	0.0492	0.0492	0.0492	0.0492	0.0492	0.0492
County Library	0.3908	0.3908	0.3908	0.3908	0.3908	0.3908	0.3908
County Public Safety Loc Opt 2006	0.2480	0.2480	0.2480	0.2480	0.2480	0.2480	0.2480
County Soil Cons	0.0483	0.0483	0.0483	0.0483	0.0483	0.0483	0.0483
FD #1	2.3019	2.3019	2.3019	2.3019	2.3019	2.3019	2.3019
N Clackamas Parks	0.5062	0.5062	0.5062	0.5062	0.5062	0.5062	0.5062
Port of Portland	0.0691	0.0691	0.0691	0.0691	0.0691	0.0691	0.0691
Service District 2 Metro - Zoo	0.0945	0.0945	0.0945	0.0945	0.0945	0.0945	0.0945
Urban Renewal County SP	0.1090	0.1090	0.1090	0.1090	0.1090	0.1090	0.1090
Urban Renewal	0.5150	0.5150	0.5150	0.5150	0.5150	0.5150	0.5150
Vector Control	0.0065	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	0.0250
Total General Government	8.8184	8.8184	8.8184	8.8184	8.8184	8.8184	8.8184
Community College Bond CCC	0.1551	0.1551	0.1551	0.1551	0.1551	0.1551	0.1551
FD #1 Bond	0.0617	0.0617	0.0617	0.0617	0.0617	0.0617	0.0617
N Clackamas SD #12 Bond	0.8107	0.8107	0.8107	0.8107	0.8107	0.8107	0.8107
N Clackamas SD #12 Bond 2006	1.3860	1.3860	1.3860	1.3860	1.3860	1.3860	1.3860
Service #2 Metro Bond	0.1619	0.1619	0.1619	0.1619	0.1619	0.1619	0.1619
Service #2 Metro Bond 2006	0.1422	0.1422	0.1422	0.1422	0.1422	0.1422	0.1422
Tri Met Bond	-	-	-	-	-	-	-
Total Excluded From Limitations	2.7176	2.7176	2.7176	2.7176	2.7176	2.7176	2.7176
Total Rate	17.0221	17.0221	17.0221	17.0221	17.0221	17.0221	17.0221

Source: Clackamas County Statement of Taxes Levied in Clackamas County, Oregon for Year Ending June 30, 2012 Summary of Assessment and Tax Roll 2011-2012



City of Happy Valley
Fiscal Year 2013 - 2014 Budget
SUMMARY OF TAXES ASSESSED
By Tax Code

Total Assessed Value 1,749,178,652
Average Education 4.48
Average Gen Gov 7.07
Average Taxes 13.53

Tax Code	012-235	012-236	012-237	012-243	012-250	012-254	302-015
Assessed Valuation	\$ 5,972,399	\$ 683,782	\$ 1,149,162	\$ 4,793,222	\$ 371,701	\$ -	\$ 2,273,902
M-50 Consolidated Tax Rate	17.0221	17.0221	17.0221	17.0221	17.0221	17.0221	15.7138
Clackamas Community College	0.5455	0.5455	0.5455	0.5455	0.5455	0.5455	-
Mt. Hood Community College	0.3623	0.3623	0.3623	0.3623	0.3623	0.3623	0.4917
ESD Clackamas	4.5783	4.5783	4.5783	4.5783	4.5783	4.5783	-
N Clackamas SD #12	-	-	-	-	-	-	-
ESD Multnomah Co	-	-	-	-	-	-	0.4576
Centennial SD #302	-	-	-	-	-	-	4.7448
Total Education	5.4861	5.4861	5.4861	5.4861	5.4861	5.4861	5.6941
City of Happy Valley Permanent Rate	0.6710	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	1.3800
Clackamas County	2.4039	2.4039	2.4039	2.4039	2.4039	2.4039	2.4039
County Extension & 4H	0.0492	0.0492	0.0492	0.0492	0.0492	0.0492	0.0492
County Library	0.3908	0.3908	0.3908	0.3908	0.3908	0.3908	0.3908
County Public Safety Loc Opt 2006	0.2480	0.2480	0.2480	0.2480	0.2480	0.2480	0.2480
County Soil Cons	0.0483	0.0483	0.0483	0.0483	0.0483	0.0483	0.0483
FD #1	2.3019	2.3019	2.3019	2.3019	2.3019	2.3019	2.3019
N Clackamas Parks	0.5062	0.5062	0.5062	0.5062	0.5062	0.5062	0.5062
Port of Portland	0.0691	0.0691	0.0691	0.0691	0.0691	0.0691	0.0691
Service District 2 Metro - Zoo	0.0945	0.0945	0.0945	0.0945	0.0945	0.0945	0.0945
Urban Renewal County SP	0.1090	0.1090	0.1090	0.1090	0.1090	0.1090	0.1090
Urban Renewal	0.5150	0.5150	0.5150	0.5150	0.5150	0.5150	0.1490
Vector Control	0.0065	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	0.0250
Total General Government	8.8184	8.8184	8.8184	8.8184	8.8184	8.8184	8.4524
Community College Bond CCC	0.1551	0.1551	0.1551	0.1551	0.1551	0.1551	-
FD #1 Bond	0.0617	0.0617	0.0617	0.0617	0.0617	0.0617	0.0617
N Clackamas SD #12 Bond	0.8107	0.8107	0.8107	0.8107	0.8107	0.8107	-
N Clackamas SD #12 Bond 2006	1.3860	1.3860	1.3860	1.3860	1.3860	1.3860	-
Centennial SD #302 Bond	0.1619	0.1619	0.1619	0.1619	0.1619	0.1619	1.2015
Service #2 Metro Bond	0.1422	0.1422	0.1422	0.1422	0.1422	0.1422	0.1619
Service #2 Metro Bond 2006	-	-	-	-	-	-	0.1422
Tri Met Bond	-	-	-	-	-	-	-
Total Excluded From Limitations	2.7176	2.7176	2.7176	2.7176	2.7176	2.7176	1.5673
Total Rate	17.0221	17.0221	17.0221	17.0221	17.0221	17.0221	15.7138

Source: Clackamas County Statement of Taxes Levied in Clackamas County, Oregon for Year Ending June 30, 2012 Summary of Assessment and Tax Roll 2011-2012



City of Happy Valley
Fiscal Year 2013 - 2014 Budget
SUMMARY OF TAXES ASSESSED
By Tax Code

Total Assessed Value 1,749,178,652
Average Education 4.48
Average Gen Gov 7.07
Average Taxes 13.53

Tax Code	302-016	302-020	302-021				
Assessed Valuation	\$ -	\$ 2,598,086	\$ 12,576,323				
M-50 Consolidated Tax Rate	15.7138	15.7138	15.7138	0.0000	0.0000	0.0000	0.0000
Clackamas Community College	-	-	-				
Mt. Hood Community College	0.4917	0.4917	0.4917				
ESD Clackamas	-	-	-				
ESD Multnomah Co	0.4576	0.4576	0.4576				
Centennial SD #302	4.7448	4.7448	4.7448				
Total Education	5.6941	5.6941	5.6941	-	-	-	-
City of Happy Valley Permanent Rate	0.6710	0.6710	0.6710				
City of Happy Valley Public Safety	1.3800	1.3800	1.3800				
Clackamas County	2.4039	2.4039	2.4039				
County Extension & 4H	0.0492	0.0492	0.0492				
County Library	0.3908	0.3908	0.3908				
County Public Safety Loc Opt 2006	0.2480	0.2480	0.2480				
County Soil Cons	0.0483	0.0483	0.0483				
FD #1	2.3019	2.3019	2.3019				
N Clackamas Parks	0.5062	0.5062	0.5062				
Port of Portland	0.0691	0.0691	0.0691				
Service District 2 Metro - Zoo	0.0945	0.0945	0.0945				
Urban Renewal County SP	0.1090	0.1090	0.1090				
Urban Renewal	0.1490	0.1490	0.1490				
Vector Control	0.0065	0.0065	0.0065				
Vector Control LOC OPT 2005	0.0250	0.0250	0.0250				
Total General Government	8.4524	8.4524	8.4524	-	-	-	-
Community College Bond CCC	-	-	-				
FD #1 Bond	0.0617	0.0617	0.0617				
N Clackamas SD #12 Bond	-	-	-				
N Clackamas SD #12 Bond 2006	-	-	-				
Centennial SD #302 Bond	1.2015	1.2015	1.2015				
Service #2 Metro Bond	0.1619	0.1619	0.1619				
Service #2 Metro Bond 2006	0.1422	0.1422	0.1422				
Tri Met Bond	-	-	-				
Total Excluded From Limitations	1.5673	1.5673	1.5673	-	-	-	-
Total Rate	15.7138	15.7138	15.7138	-	-	-	-

Source: Clackamas County Statement of Taxes Levied in Clackamas County, Oregon for Year Ending June 30, 2012 Summary of Assessment and Tax Roll 2011-2012



City of Happy Valley
Fiscal Year 2013 - 2014 Budget
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
2004	**	1,259,059	245.68%	607,541,173	12.26%	2.0510
2005	**	1,443,493	14.65%	695,152,888	14.42%	2.0510
2006	**	1,770,442	22.65%	848,369,654	22.04%	2.0510
2007	**	2,253,189	27.27%	1,090,535,805	28.54%	2.0510
2008	**	2,699,731	19.82%	1,308,402,753	19.98%	2.0510
2009	**	3,092,721	14.56%	1,508,430,197	15.29%	2.0510
2010	**	3,275,833	5.92%	1,597,188,078	5.88%	2.0510
2011	**	3,406,971	4.00%	1,661,126,639	4.00%	2.0510
2012	**	3,456,634	1.46%	1,702,929,604	2.52%	2.0510
2013	**	3,532,604	2.20%	1,743,206,253	2.37%	2.0510

* 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

Source: Clackamas County Department of Assessment and Taxation Table 4A-Detail of Taxing District Levies City of Happy Valley



City of Happy Valley
Fiscal Year 2013 - 2014 Budget
ASSESSED VALUE BY PROPERTY TYPE
10 Year History

Fiscal Year Ending June 30,	Real Property	Manufactured Structures	Personal Property	Public Utility	Total Taxable
2004	592,660,467	1,032,749	4,201,801	9,646,156	607,541,173
2005	676,633,373	918,943	3,939,159	13,661,413	695,152,888
2006	828,827,404	1,102,142	4,387,149	14,052,959	848,369,654
2007	1,067,150,898	1,089,594	5,132,513	17,162,800	1,090,535,805
2008	1,279,795,614	1,092,109	5,357,440	22,157,590	1,308,402,753
2009	1,473,382,597	1,150,881	9,569,639	24,327,080	1,508,430,197
2010	1,548,398,234	1,072,634	8,249,070	39,468,140	1,597,188,078
2011	1,610,806,718	1,046,052	8,698,169	40,575,700	1,661,126,639
2012	1,651,831,555	1,052,525	7,806,424	42,239,100	1,702,929,604
2013	1,694,660,433	1,174,223	6,990,997	40,380,600	1,743,206,253

Source: Clackamas County Statement of Taxes Levied in Clackamas County, Oregon for Year Ending June 30, 2013
Summary of Assessment and Tax Roll 2012-2013



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

SUMMARY OF KEY DATA

Fiscal Year Ending June 30,	Ending Fund Balance	% Increase Ending Fund Balance	Tax Levy	% Increase Tax Levy	Assessed Valuation	% Increase Assessed Valuation	Tax Rate per \$1,000	% Increase Tax Rate per \$1,000	Population	% Increase Population	All Funds Expenditures	% Increase All Funds Expenditures
2003	1,126,173	-12%	1,259,059	246%	607,541,173	12%	2.0510	206%	6,370	10%	2,434,603	22%
2004	2,357,131	109%	1,443,493	15%	695,152,888	14%	2.0510	0%	6,640	4%	3,704,335	52%
2005	3,067,406	30%	1,770,442	23%	848,369,654	22%	2.0510	0%	7,264	9%	4,096,631	11%
2006	3,113,992	2%	2,253,189	27%	1,090,535,805	29%	2.0510	0%	9,210	27%	6,752,987	65%
2007	2,639,191	-15%	2,699,731	20%	1,308,402,753	20%	2.0510	0%	10,380	13%	5,916,379	-12%
2008	2,495,184	-5%	3,092,721	15%	1,508,430,197	15%	2.0510	0%	11,455	10%	15,090,029	155%
2009	2,468,676	-1%	3,275,833	6%	1,597,188,078	6%	2.0510	0%	11,465	0%	11,136,605	-26%
2010	3,285,971	33%	3,406,971	4%	1,661,126,639	4%	2.0510	0%	14,100	23%	6,902,689	-38%
2011	3,875,317	18%	3,456,634	1%	1,702,929,604	3%	2.0510	0%	14,337	2%	6,570,072	-5%
2012	5,605,944	45%	3,532,604	2%	1,743,206,253	2%	2.0510	0%	14,965	4%	6,887,088	5%

Source: City of Happy Valley Annual Financial Reports for the Years Ended June 30, 2002 - 2012



City of Happy Valley
Fiscal Year 2013 - 2014 Budget

LEGAL REQUIREMENTS



City of Happy Valley Fiscal Year 2013 – 2014 Budget Calendar

January - April, 2013	<ul style="list-style-type: none"> • Prepare Proposed Budget
April 17, 2013	<ul style="list-style-type: none"> • Publish Notice of Budget Committee Meeting (5 to 30 days before the meeting)
April 19 - 29, 2013	<ul style="list-style-type: none"> • Publish Notice of Budget Committee Meeting on City website (5 to 30 days before the meeting)
April 29, 2013	<ul style="list-style-type: none"> • Budget Committee Meeting
May 29, 2013	<ul style="list-style-type: none"> • Publish 'Notice of Budget Hearing' (5 to 30 days before the meeting)
June 4, 2013	<ul style="list-style-type: none"> • Hold the Budget Hearing <ul style="list-style-type: none"> ○ Enact Resolutions to: ○ Adopt Budget ○ Make Appropriations ○ Impose Taxes ○ Certify municipal services ○ City election to receive State Revenues
July 8, 2013	<ul style="list-style-type: none"> • Submit Tax Certification Documents to the Assessor by July 15, 2013 • Turn in Official Budget to County Clerk for Permanent Record by September 30, 2013

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Happy Valley will be held on June 4, 2013 at 7pm at City Hall, 16000 SE Misty Drive , Happy Valley, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 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, 16000 SE Misty Drive, Happy Valley, Oregon, between the hours of 8:30 a.m. and 4:30p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Barbara Muller

Telephone: 503-783-3800

Email: barbaram@happyvalleyor.gov

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2011-12	Adopted Budget This Year 2012-13	Approved Budget Next Year 2013-14
Beginning Fund Balance/Net Working Capital	7,036,575	6,291,475	7,554,210
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,485,010	2,346,500	2,810,600
Federal, State and All Other Grants, Gifts, Allocations and Donations	1,427,840	1,540,750	1,586,300
Interfund Transfers / Internal Service Reimbursements	884,083	2,660,045	1,554,079
All Other Resources Except Property Taxes	716,885	93,000	95,000
Property Taxes Estimated to be Received	3,344,880	3,440,000	3,563,000
Total Resources	15,895,273	16,371,770	17,163,189

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	2,875,971	3,548,730	4,454,860
Materials and Services	3,083,355	3,899,500	4,481,670
Capital Outlay	551,212	2,456,818	2,732,135
Debt Service	376,550	381,000	380,000
Interfund Transfers	884,083	2,660,045	1,554,079
Contingencies	0	2,425,677	2,120,445
Unappropriated Ending Balance and Reserved for Future Expenditure	8,124,102	1,000,000	1,440,000
Total Requirements	15,895,273	16,371,770	17,163,189

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program FTE for that unit or program			
General Administration	1,409,561	1,716,600	1,847,300
FTE	9.90	8.80	8.00
Community Services/Public Safety	4,539,897	4,052,795	4,479,525
FTE	7.49	7.62	10.70
Economic & Community Development	2,410,060	2,375,160	2,311,725
FTE	8.75	9.75	12.75
Public Works	1,636,665	1,360,030	1,259,345
FTE	1.00	1.75	1.75

FORM LB-1
NOTICE OF BUDGET HEARING

Parks	209,079	266,060	303,245
FTE	2.00	2.00	2.00
Streets	1,072,355	1,317,950	1,211,000
FTE	4.00	5.00	5.00
Non-Departmental / Non-Program	4,617,656	5,283,175	5,751,049
FTE	0.00	0.00	0.00
Total Requirements	15,895,273	16,371,770	17,163,189
Total FTE	33.14	34.92	40.20

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

There has been a significant increase in development and building in the current fiscal year. This follows an increase in the previous fiscal year which leads us to believe this increase in activity will continue into the 2013-14 budget year. Based on that outlook we are adding staff positions and increasing the amount in our reserve funds to allow us to better stabilize our financial resources. There is an increase in overall FTE of 5.28 from the prior year budget. This is the result of four new positions added which increases FTE by 3.5 and one position eliminated which decreased FTE by 1.0, an IT Administrator and 2 Building Inspectors hired in the current fiscal year which increased FTE by 3.0 and staff schedule decreases of .22 FTE. These changes accommodate increased development and building activity and allow us to become more efficient and effective.

PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 0.671 per \$1,000)	0.671	0.671	0.671
Local Option Levy	1.380	1.380	1.380
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$4,170,000	\$0
Other Borrowings	\$0	\$0
Total	\$4,170,000	\$0

**CITY OF HAPPY VALLEY
RESOLUTION NO. 13-11**

**RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR 2013-2014,
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 2013-2014 in the sum of \$17,534,189 now on file at City Hall.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2013, and for the purposes shown below are hereby appropriated.

GENERAL FUND

Personal Services	4,009,340
Materials & Services	1,267,000
Transfers	1,506,863
Contingency	1,200,418
FUND TOTAL	7,983,621

STREET FUND

Personal Services	445,520
Materials & Services	223,500
Capital Outlay	441,435
Transfers	100,545
FUND TOTAL	1,211,000

SYSTEM DEVELOPMENT CHARGES FUND

Capital Outlay	943,800
FUND TOTAL	943,800

**CITY OF HAPPY VALLEY
RESOLUTION NO. 13-11**

MAKING APPROPRIATIONS, CONTINUED:

PEDESTRIAN IMPROVEMENT PROJECTS FUND

Materials & Services	10,000
Capital Outlay	585,605
Transfers	64,395
FUND TOTAL	660,000

PUBLIC SAFETY FUND

Materials & Services	2,518,697
Transfers	253,276
Contingency	549,027
FUND TOTAL	3,321,000

RESERVE FOR REPLACEMENT FUND

Materials & Services	462,473
Capital Outlay	761,295
FUND TOTAL	1,223,768

RESERVE FOR DEBT SERVICE FUND

Debt Service	380,000
FUND TOTAL	380,000

**CITY OF HAPPY VALLEY
RESOLUTION NO. 13-11**

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 2013-2014 upon the assessed value of all taxable property within the district.

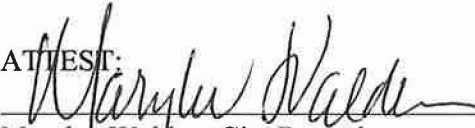
	<i>Subject to the General Government Limitation</i>	<i>Excluded from the Limitation</i>
GENERAL FUND	\$0.6710/\$1000	\$-0-
PUBLIC SAFETY FUND	\$1.3800/\$1000	\$-0-


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 4th day of June 2013.

APPROVED by the Mayor this 4th day of June 2013.

ATTEST:


Marylee Walden, City Recorder


Lori DeRemer, Mayor



6605 SE Lake Road, Portland, OR 97222 • PO
Box 22109, Portland, OR 97269-2109
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@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
CLK12797

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

1

week in the following issue:

April 17, 2013

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
April 17, 2013.

René R. Muller

NOTARY PUBLIC FOR OREGON

My commission expires *Sept. 11, 2016*

Acct #50603

Attn: **Barbara Muller**

City of Happy Valley
16000 SE Misty Drive
Happy Valley, OR 97086-6299

Size: 2 x 2"

Amount Due: \$47.40*

*Please 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, 2013 to June 30, 2014 will be held at City Hall, 16000 SE Misty Drive, Happy Valley, OR 97086. The meeting will take place on **April 29, 2013 at 6:00 PM**. The purpose of the meeting is to receive the budget 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 23, 2013 at City Hall, 16000 SE Misty Drive, Happy Valley during normal business hours. This notice and the proposed budget for fiscal year 2013-14 will be posted on the city website: www.happyvalleyor.gov. 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 04/17/2013. CLK12797



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All City News & Announcements

Posted on: April 19, 2013

The City of Happy Valley annual Budget Committee meeting will be held April 29th, 2013 at 6:00 PM

The meeting will take place on April 29, 2013 at 6:00 PM. The purpose of the meeting is to receive the budget 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 23, 2013 at City Hall, 16000 SE Misty Drive, Happy Valley during normal business hours. This notice and the proposed budget for fiscal year 2013-14 will be posted on the city website: www.happyvalleyor.gov 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.

Next ⇒

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- Police

Other News in All City News & Announcements

The Clackamas County Sheriff's Office has partnered with Las Vegas-based Alert ID

Posted on: April 18, 2013

Happy Valley Youth Council Opening

Posted on: April 11, 2013

Sunnyside Farmers Market 2013 Grand Opening Coming May 11th.

Posted on: April 1, 2013

RX Drug Turn-In Day

Posted on: March 1, 2013

City of Happy Valley • 16000 SE Misty Drive • Happy Valley, OR 97086 • Ph. (503) 783-3800 • Fx. (503) 658-5174
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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 and Estacada News*, newspapers of
general circulation, published at Milwaukie, in
the aforesaid county and state, as defined by
ORS 193.010 and 193.020, that

City of Happy Valley
Notice of Budget Hearing
CLK12831

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

1

week in the following issue:

May 29, 2013

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
May 29, 2013.

René R. Muller

NOTARY PUBLIC FOR OREGON

My commission expires *Sept. 11, 2016*

Acct #50603

Attn: Travis Warneke

City of Happy Valley
16000 SE Misty Drive
Happy Valley, OR 97086-6299

Size: 3 x 7.25"

Amount Due: \$257.74*

*Please remit to the address above.

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Happy Valley will be held on June 4, 2013 at 7pm at City Hall, 16000 SE Misty Drive, to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Happy Valley Budget Committee. A copy of the budget may be inspected or obtained at City Hall, 16000 SE Misty Drive, Happy Valley, Oregon, between an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Barbara Muller

Telephone: 503-783-3800

Email:

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2011-12
Beginning Fund Balance/Net Working Capital	7,036,575
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,485,010
Federal, State and All Other Grants, Gifts, Allocations and Donations	1,427,840
Interfund Transfers / Internal Service Reimbursements	884,083
All Other Resources Except Property Taxes	716,885
Property Taxes Estimated to be Received	3,344,880
Total Resources	15,895,273

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	2,875,971
Materials and Services	3,083,355
Capital Outlay	551,212
Debt Service	376,550
Interfund Transfers	884,083
Contingencies	0
Unappropriated Ending Balance and Reserved for Future Expenditure	8,124,102
Total Requirements	15,895,273

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT

Name of Organizational Unit or Program FTE for that unit or program	
General Administration	1,409,561
FTE	9.90
Community Services/Public Safety	4,539,897
FTE	7.49
Economic & Community Development	2,410,080
FTE	8.75
Public Works	1,636,865
FTE	1.00

FORM LB-1

NOTICE OF BUDGET HEARING

Parks	209,079
FTE	2.00

Streets	1,072,355
FTE	4.00
Non-Departmental / Non-Program	4,617,856
FTE	0.00
Total Requirements	15,895,273
Total FTE	33.14

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FUNDS

There has been a significant increase in development and building in the current fiscal year. This follows an increase in activity will continue into the 2013-14 budget year. Based on that outlook we are adding staff positions to better stabilize our financial resources. There is an increase in overall FTE of 5.28 from the prior year budget. The increases FTE by 3.5 and one position eliminated which decreased FTE by 1.0, an IT Administrator and 2 Building Inspectors. FTE by 3.0 and staff schedule decreases of .22 FTE. These changes accommodate increased development and building activity.

PROPERTY TAX LEVIES

	Rate or Amount Imposed
Permanent Rate Levy (rate limit 0.671 per \$1,000)	0.671
Local Option Levy	1.380
Levy For General Obligation Bonds	0

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.
General Obligation Bonds	\$0
Other Bonds	\$4,170,000
Other Borrowings	\$0
Total	\$4,170,000

Publish 05/29/2013.







**City of Happy Valley
Fiscal Year 2013 - 2014 Budget**

ADDENDUMS

CITY OF HAPPY VALLEY
FY 2012 -2013 BUDGET

				FTE Allocations					
			General Fund						
	FTE	Admin	Comm Svcs / Pub Sfty	Comm. Dev	Public Works	Parks	Street Fund	Total	
City Manager	1.00	1.00	-	-	-	-	-	1.00	
Executive Assistant	1.00	1.00	-	-	-	-	-	1.00	
Finance/IT Director	1.00	1.00	-	-	-	-	-	1.00	
Senior Accountant	1.00	1.00	-	-	-	-	-	1.00	
City Recorder/HR Director	1.00	1.00	-	-	-	-	-	1.00	
IT Administrator	1.00	1.00	-	-	-	-	-	1.00	
Proj Admin	1.00	1.00	-	-	-	-	-	1.00	
Admin Asst II	1.00	1.00	-	-	-	-	-	1.00	
Comm. Dev Director	1.00	-	-	1.00	-	-	-	1.00	
Associate Planner	1.00	-	-	1.00	-	-	-	1.00	
Associate Planner	1.00	-	-	1.00	-	-	-	1.00	
Admin Asst II	0.75	-	-	0.75	-	-	-	0.75	
Engineer	1.00	-	-	1.00	-	-	-	1.00	
Eng Tech	1.00	-	-	1.00	-	-	-	1.00	
Structural Eng	1.00	-	-	1.00	-	-	-	1.00	
Permit Tech	1.00	-	-	1.00	-	-	-	1.00	
Building Official	1.00	-	-	1.00	-	-	-	1.00	
Building Inspector	1.00	-	-	1.00	-	-	-	1.00	
Building Insp/Plans Examiner	1.00	-	-	1.00	-	-	-	1.00	
Plumbing/Bldg Insp	1.00	-	-	1.00	-	-	-	1.00	
Building Insp	1.00	-	-	1.00	-	-	-	1.00	
Public Works Director	1.00	-	-	-	1.00	-	-	1.00	
Maint Worker II	1.00	-	-	-	-	-	1.00	1.00	
Maint Worker I	1.00	-	-	-	-	-	1.00	1.00	
Maint Worker I	1.00	-	-	-	-	1.00	-	1.00	
Maint Worker II	1.00	-	-	-	-	-	1.00	1.00	
Maint Worker I	1.00	-	-	-	-	-	1.00	1.00	
Admin Asst	0.75	-	-	-	0.75	-	-	0.75	
Maint Worker I - WES Contract	1.00	-	-	-	-	-	1.00	1.00	
PW Seasonal Worker	1.00	-	-	-	-	1.00	-	1.00	
Comm Svcs/Pub Safety Director	1.00	-	1.00	-	-	-	-	1.00	
Admin Asst II	1.00	-	1.00	-	-	-	-	1.00	
Admin Asst I	1.00	-	1.00	-	-	-	-	1.00	
Comm Svcs Officer	1.00	-	1.00	-	-	-	-	1.00	
Comm Svcs Officer	1.00	-	1.00	-	-	-	-	1.00	
Comm Svcs Officer	0.50	-	0.50	-	-	-	-	0.50	
Comm Svcs Officer	0.50	-	0.50	-	-	-	-	0.50	
ODOT Inspector	0.50	-	0.50	-	-	-	-	0.50	

CITY OF HAPPY VALLEY
FY 2012 -2013 BUDGET

	FTE Allocations							
	General Fund							
	FTE	Admin	Comm Svcs / Pub Sfty	Comm. Dev	Public Works	Parks	Street Fund	Total
Crime Prevention Specialist	0.50	-	0.50	-	-	-	-	0.50
Comm Involvement Specialist	0.70	-	0.70	-	-	-	-	0.70
Admin Asst II	1.00	-	1.00	-	-	-	-	1.00
Court Clerk	1.00	-	1.00	-	-	-	-	1.00
Court Clerk	1.00	-	1.00	-	-	-	-	1.00
43	40.20	8.00	10.70	12.75	1.75	2.00	5.00	40.20

Reserve for Replacement Fund Schedule

**CITY OF HAPPY VALLEY
FISCAL YEAR 2013-14 BUDGET
RESERVE FOR REPLACEMENT**




Annual Cost	Amount to fully fund	Actual Balance	Amt to fully fund less Actual Balance	Fund
59,839	528,236	313,914	214,322	Street Total
6,950	26,200	14,505	11,695	Public Safety Total
184,046	773,568	492,027	281,541	General Total
250,835	1,328,004	820,446	507,558	

<u>Parks Equipment</u>		
Amount to fully fund	Annual Cost	Fund
159,727	692,817	Parks
159,727	692,817	

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Reserve for Replacement Fund Schedule

CITY OF HAPPY VALLEY										
FISCAL YEAR 2013-14 BUDGET										
RESERVE FOR REPLACEMENT										
<div style="text-align: center;">  </div>										
Description	Dept	Date	Cost to Replace	Sched Years	Years until Rep	Amount to fully fund	Annual Cost	Actual Balance	\$ to fully fund less Actual Balance	Notes
CH Gate & Fenced area	General		40,000	25	17	12,800	1,600			
Pole Barn - Large	General		68,000	25	18	19,040	2,720			
Pole Barn - Medium	General		40,000	25	17	12,800	1,600			
PW - FFE	General		50,000	10	3	35,000	5,000			
CH - FFE	General		200,000	10	6	80,000	20,000			
Repairs and Maintenance (items above)			517,910			210,339	35,358	140,000	70,339	
Education Funding	General		15,000	10	0	15,000	1,500	10,000	5,000	
Commissioned Artwork	General		30,000	1	0	30,000	30,000	30,000	-	
Generator - City Hall	PW		70,000	20	16	14,000	3,500	10,500	3,500	
Well Pump System	PW		35,000	10	8	7,000	3,500	3,500	3,500	
Generator - PW Ops Center	PW		35,000	20	17	5,250	1,750	3,500	1,750	
ADT PW Building	PW		20,000	20	0	20,000	1,000	20,000	-	New in 2013-14
ADT CH Ped Gate	General		5,000	20	0	5,000	250	5,000	-	New in 2013-14
Bunker System PW Yard	PW		25,000	25	22	3,000	1,000	2,000	1,000	
Fueling station Diesel w/card lock system	PW		35,000	10	0	35,000	3,500	35,000	-	New in 2013-14
Fueling Station	PW		45,000	10	4	27,000	4,500	22,500	4,500	
Shop Equip Vehicle Lift	PW		7,500	10	5	3,750	750	3,750	-	
Toyota Fork Lift	PW	7/1/2003	30,000	15	0	30,000	2,000	6,000	24,000	Replace this year
Tire Balancing Equipment	PW		7,500	15	13	1,000	500	500	500	
Other Total						406,339	89,108	292,250	114,089	-

Reserve for Replacement Fund Schedule


CITY OF HAPPY VALLEY										
FISCAL YEAR 2013-14 BUDGET										
RESERVE FOR REPLACEMENT										
Description	Dept	Purchase Date	Cost to Replace	Sched Years	Years until Rep	Amount to fully fund	Annual Cost	Actual Balance	Amt to fully fund less Actual Balance	Notes
Vehicles										
General Fund										
97 Ford F-350 Truck - 3yd Dump	Public Works	2/13/2007	50,000	18					-	Sell
13 Ford F-550 Truck - 3 yd Dump	Public Works	1/24/2013	50,000	15	15	-	3,333		-	
07 Ford F150 4X4 Pickup	Public Works	8/30/2007	21,000	7	5	6,000	3,000	3,000	3,000	
05 Ford Ranger Super Cab 4x4	Public Works	12/28/2004	21,000	12	5	12,250	1,750	7,865	4,385	
06 Ford Ranger Pickup 4x4	Public Works	1/30/2006	21,000	12	6	10,500	1,750	6,562	3,938	
01 Ford Ranger 4X4 Pickup	Public Works	5/16/2005	27,000	12	1	24,750	2,250	19,250	5,500	
06 Landscaping 16' Tandem Axle Tra	Public Works	8/9/2006	10,000	8	3	6,250	1,250	1,500	4,750	
03 Landscaping Trailer	Public Works		7,500	8	3	4,688	938	-	4,688	
Utility ATV	Parks		15,000	10	9	1,500	1,500		1,500	
Lazer 2XP mower diesel	Parks	6/30/2005	15,000	10	2	12,000	1,500	9,000	3,000	
Lazer 2XP mower gas	Parks	6/6/2001	7,000	10	0	7,000	700	7,000	-	
Lazer 2XP mower gas	Parks	8/17/1998	7,000	10	0	7,000	700	7,000	-	
Kawasaki; Mule	Parks	7/1/2003	12,000	10	2	9,600	1,200	7,200	2,400	
08 Ford Escape 4X4	General Gov	4/13/2007	22,000	12	7	9,167	1,833	5,500	3,667	
08 Ford Escape 4X4	General Gov	6/15/2007	22,000	12	7	9,167	1,833	5,500	3,667	
13 Ford Escape 4X4	General Gov	1/1/2013	27,000	5	5	-	5,400	-	-	
01 Ford Ranger Pickup	Com Dev	5/16/2001	22,000	12	0	22,000	1,833	-	22,000	
01 Ford Ranger Pickup	Com Dev	5/16/2001	22,000	12	0	22,000	1,833	-	22,000	
04 Ford Ranger 4X4 Ext. Cab	Com Dev	6/30/2004	22,000	12	3	16,500	1,833	-	16,500	
05 Ford Ranger Pickup 4x4	Com Dev	8/26/2005	21,000	12	4	14,000	1,750	10,000	4,000	
06 Ford Ranger Pickup 4x4	Com Dev	3/30/2006	21,000	12	5	12,250	1,750	8,000	4,250	
06 Ford Ranger Pickup 4x4	Com Dev	5/15/2006	21,000	12	5	12,250	1,750	8,000	4,250	
08 Ford Escape 4X4	Com Dev	9/11/2007	22,000	12	7	9,167	1,833	5,000	4,167	
07 Ford F150 4X4 Pickup	Code Enforcement	8/30/2007	21,000	10	4	12,600	2,100	7,000	5,600	
07 Ford F150 4X4 Pickup	Code Enforcement	8/30/2007	21,000	10	4	12,600	2,100	7,000	5,600	
97 Jeep Cherokee 4x4	Code Enforcement	12/5/2005	-							Sell
General Fund Total						253,239	45,721	124,377	128,862	

Reserve for Replacement Fund Schedule

CITY OF HAPPY VALLEY										
FISCAL YEAR 2013-14 BUDGET										
RESERVE FOR REPLACEMENT										
										
Description	Dept	Purchase Date	Cost to Replace	Sched Years	Years until Rep	Amount to fully fund	Annual Cost	Actual Balance	Amt to fully fund less Actual Balance	Notes
Vehicles										
Street Fund										Current Hours
2010 F550 3yd Dump Truck	Public Works	12/31/2009	60,000	24	21	7,500	2,500	7,500	-	490
1993 International Dump Truck 5yd	Public Works		80,000	24	4	66,667	3,333	50,000	16,667	7,000
1994 Ford C-7000 Street Sweeper	Public Works	6/17/2005	280,000	15	0	280,000	18,667	117,711	162,289	7,000
1995 Ford C-7000 Street Sweeper	Public Works	10/1/2012								Do not replace
2008 Street Sweeper - Challenger	Public Works	10/1/2008	280,000	15	10	93,333	18,667	70,000	23,333	1,800
2008 Backhoe B95	Public Works	10/23/2008	80,000	20	15	20,000	4,000	20,000	-	750
2003 Ford F350 Truck 2WD	Public Works	5/20/2003	40,000	12	2	33,333	3,333	23,529	9,804	
Pothole Repair - Unibody Patcher	Public Works	7/1/2008	30,000	17	12	8,824	1,765	8,824	-	2,200
Chipper Morbark Twister 12	Public Works	10/1/2008	35,000	20	15	8,750	1,750	8,750	-	55
Parking Lot Striper - Line Lazer 3900	Public Works	12/31/2008	6,000	7	3	3,429	857	1,200	2,229	
New Holland TC 35	Public Works	2/19/2004	16,000	20	12	6,400	800	6,400	-	810
1983 Ford F350 Boom Truck	Public Works	6/9/2006								Do not replace
2013 1 Ton Pickup w/sander and plow attachments	Public Works	7/1/2012	50,000	12	12	-	4,167	-	-	
Street Fund Total						528,236	59,839	313,914	214,322	
Public Safety Fund										
Generator -CPC	Public Safety		25,000	20	18	2,500	1,250	-	2,500	
Jeep	Public Safety									Plan to replace with GF vehicles
Jeep	Public Safety									Plan to replace with GF vehicles
2006 Ford Explorer - Damascus	Public Safety	8/15/2011	21,000	7	0	21,000	3,000	11,805	9,195	Replace this year
2011 Ford Explorer	Public Safety	7/1/2011	27,000	10	9	2,700	2,700	2,700	-	
Public Safety Fund Total						26,200	6,950	14,505	11,695	
All Funds Vehicle Total						807,675	112,509	452,796	354,879	

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Reserve for Replacement Fund Schedule

CITY OF HAPPY VALLEY						
FISCAL YEAR 2013-14 BUDGET						
RESERVE FOR REPLACEMENT						
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> Description Dept </div> <div>  </div> </div>						
		Purchase Date	Cost to Replace	Sched Years	Years until Rep	Notes
Note: Items on this page will not be funded via a transfer to the Reserve for Replacement Fund.						
Homeland Security Equipment						
	Light Bank Trailer	Code Enforcement		15		
	Mobile Message Boards	Code Enforcement		15		
Park Equipment - SDC eligible						
Replacement of park equipment to be funded by SDC amounts received by the City prior to joining the Park District						
	Boardwalk	Parks	Various	406,000	10	1
	Sprinkler System	Parks	Various	100,000	10	0
Park Equipment - SDC Eligible Total				506,000		

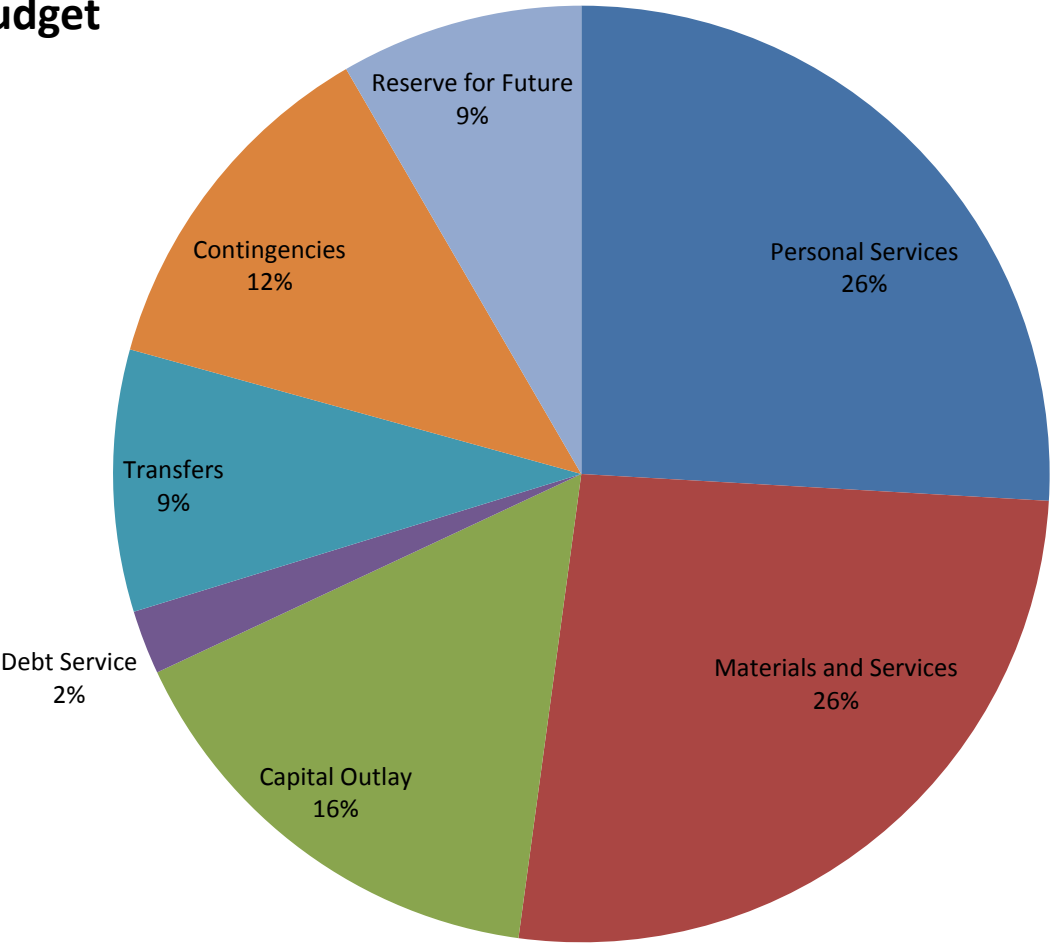


City of Happy Valley
Fiscal Year 2013 - 2014 Budget

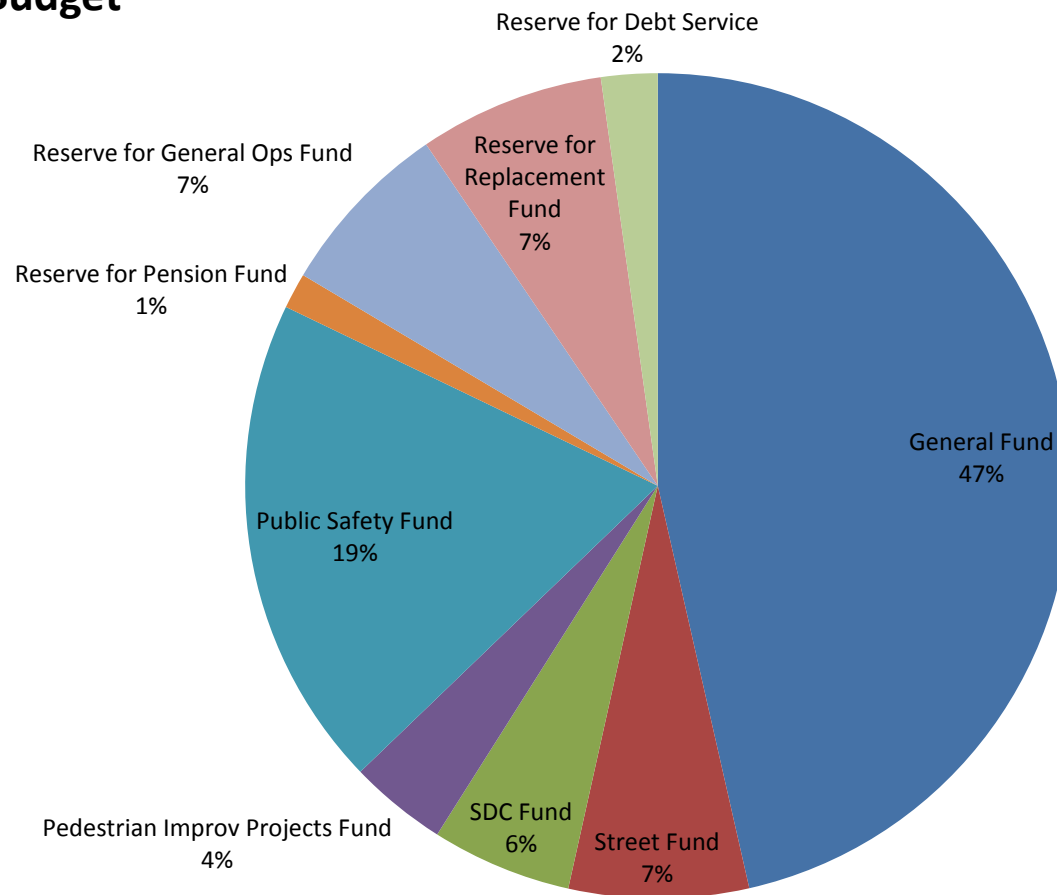
Total

All Funds by Category
Percentage by Fund


Percentage by Category
2013-14 Budget



Percentage by Fund 2013-14 Budget



CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted					
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014		
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved	Adopted
Total - All Funds by Category								
1	6,741,722	7,036,575	5,686,600		BFB	7,554,210	7,554,210	7,554,210
2	2,168,956	2,955,747	2,346,500		Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,810,600	2,810,600	2,810,600
3	1,190,085	1,405,529	1,540,750		Intergovernmental	1,586,300	1,586,300	1,586,300
4	957,337	884,083	2,660,045		Interfund Transfers	1,554,079	1,554,079	1,925,079
5	226,008	268,458	93,000		All Other Resources	95,000	95,000	95,000
6	3,279,877	3,344,881	3,440,000		Property Taxes	3,563,000	3,563,000	3,563,000
7	14,563,985	15,895,273	15,766,895		Total Resources	17,163,189	17,163,189	17,534,189
8	2,906,129	2,875,972	3,548,730		Personnel Services	4,454,860	4,454,860	4,454,860
9	2,967,821	3,083,354	3,899,500		Materials & Services	4,509,320	4,509,320	4,481,670
10	321,705	551,212	2,456,818		Capital Outlay	2,732,135	2,732,135	2,732,135
11	374,413	376,550	381,000		Debt Service	380,000	380,000	380,000
12	957,337	884,083	2,055,170		Transfers	1,554,079	1,554,079	1,925,079
13	-	-	2,245,677		Contingency	2,120,445	2,120,445	1,749,445
14	-	-	1,180,000		Reserved for Future Expenditures	1,440,000	1,440,000	1,811,000
15	7,527,405	7,771,171	15,766,895		Total Requirements	17,190,839	17,190,839	17,534,189

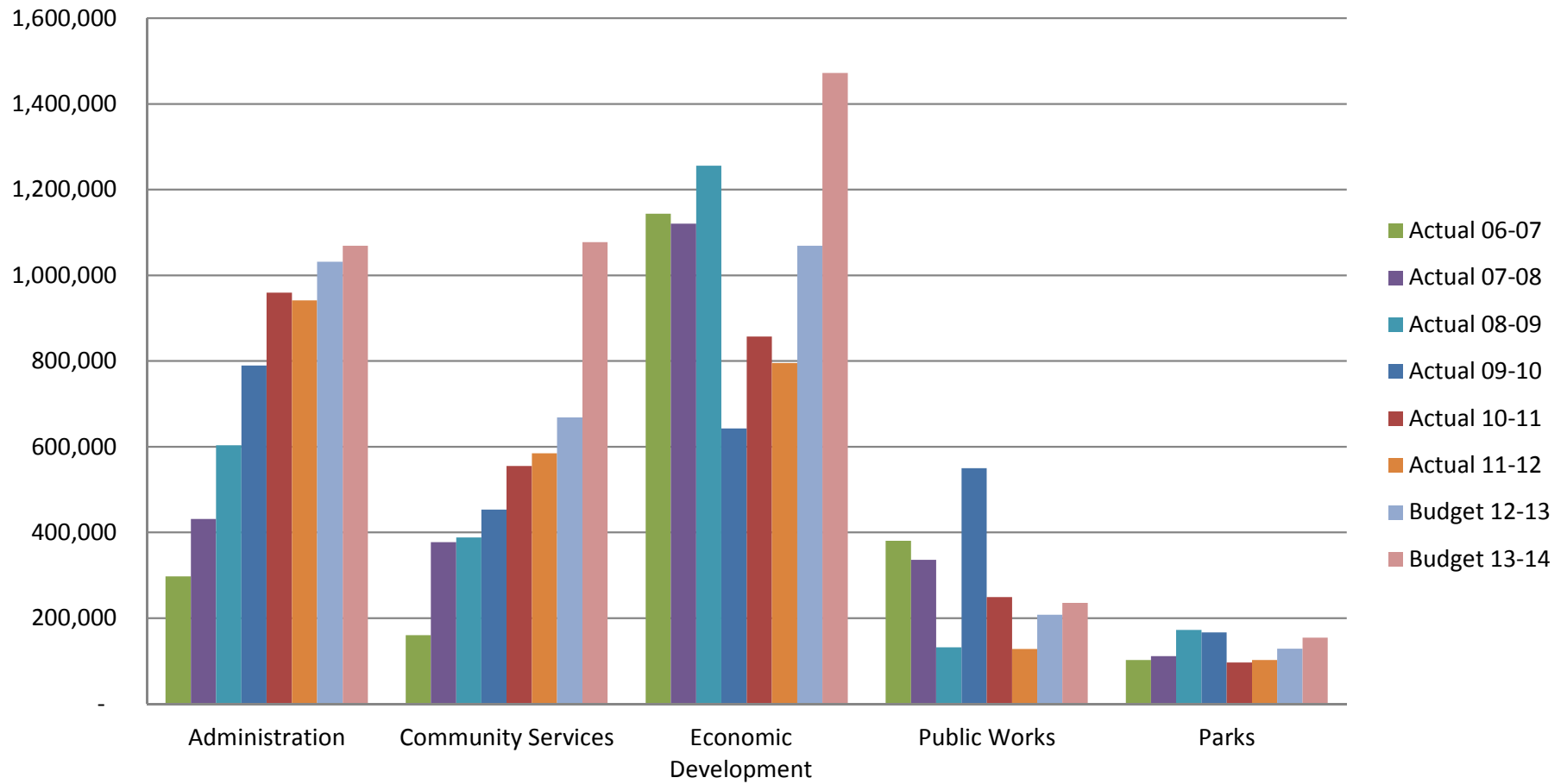


City of Happy Valley
Fiscal Year 2013 - 2014 Budget

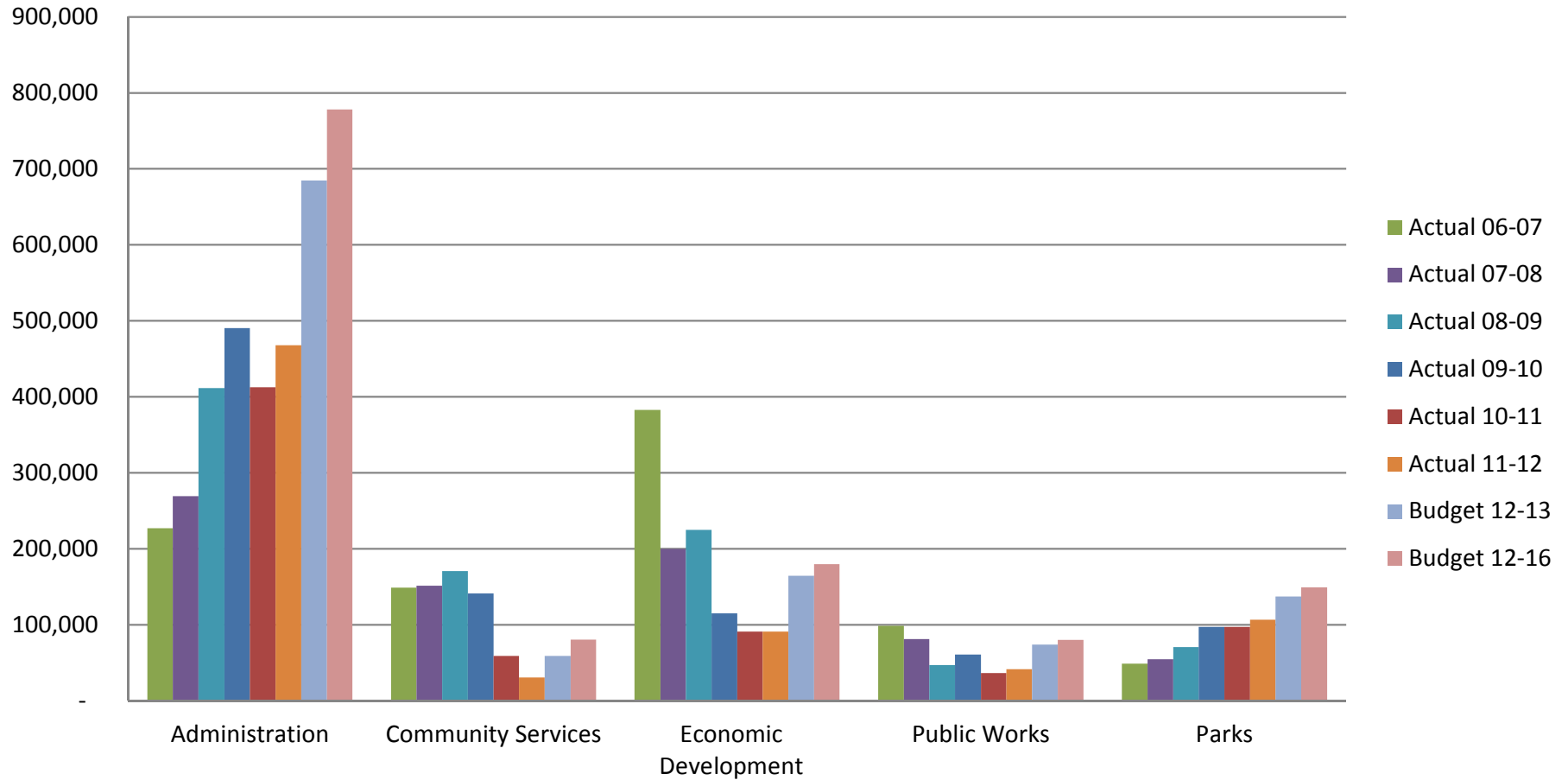
General Fund

Personnel Expenditures – Year/Department
Materials and Services Expenditures – Year/Department
Revenue
Expenditures – Department/Category


Personnel Services




Materials and Services




CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted				
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014	
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved
							Adopted
					General Fund		
					Revenues		
1	1,081,836	1,140,904	1,140,000		Property Taxes	1,152,000	1,152,000
2	263,394	336,118	306,000		State Shared Revenues	321,500	321,500
3	749,143	814,837	789,000		Franchise Fees	778,300	778,300
4	117,890	205,030	139,000		User Related Fees	143,200	143,200
5	647,342	1,301,010	971,500		Planning, Engineering, Bldg Fees	1,350,300	1,350,300
6	525,010	444,805	318,000		Municipal Court	389,000	389,000
7	324,160	291,130	379,400		Intergovernmental	380,800	380,800
8	150,514	207,499	60,000		Misc, Admin, Donations	62,000	62,000
9	342,900	337,533	951,145		Transfers In	406,521	406,521
10	4,202,189	5,078,866	5,054,045		Total Revenue	4,983,621	4,983,621
11							
12					Expenditures by Department		
13	959,642	941,898	1,031,800		Personnel Services	1,069,100	1,069,100
14	412,309	467,663	684,800		Materials and Services	778,200	778,200
15	1,371,951	1,409,561	1,716,600		Total Administration	1,847,300	1,847,300
16							
17	555,330	584,655	668,795		Personnel Services	1,078,125	1,078,125
18	59,033	30,464	59,000		Materials and Services	80,400	80,400
19	614,363	615,119	727,795		Total Comm Svcs/Public Safety	1,158,525	1,158,525
20							
21	857,841	795,406	1,068,785		Personnel Services	1,472,225	1,472,225
22	90,691	90,768	164,500		Materials and Services	179,500	179,500
23	948,532	886,174	1,233,285		Total Eco & Community Development	1,651,725	1,651,725
24							
25	249,848	128,260	208,030		Personnel Services	235,645	235,645
26	36,110	41,328	74,000		Materials and Services	79,900	79,900
27	285,958	169,588	282,030		Total Public Works	315,545	315,545

CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted				
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014	
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved
28							
29	97,051	102,563	129,060		Personnel Services	154,245	154,245
30	96,879	106,516	137,000		Materials and Services	149,000	149,000
31	193,930	209,079	266,060		Total Parks	303,245	303,245
32							
33	21,440	-	-		Transfers To Other Funds	-	-
33	60,000	60,000	60,000		To Reserve for Pension Fund	60,000	60,000
34	-	-	1,000,000		To Res for Gen Operations Fund	200,000	200,000
35	95,024	-	171,800		To Reserve for Replacement Fund	495,863	495,863
36	374,413	376,550	381,000		To Debt Service Fund	380,000	380,000
37	550,877	436,550	1,612,800		Total Transfers	1,135,863	1,135,863
38							
39	-	-	1,215,475		Contingency	1,571,418	1,571,418
40							
41	3,965,611	3,726,071	7,054,045		Total Requirements	7,983,621	7,983,621
42							
43	236,578	1,352,795	(2,000,000)		Balance, (Deficit)	(3,000,000)	(3,000,000)
44	2,334,957	2,571,532	2,000,000		Beginning Fund Balance	3,000,000	3,000,000
45	2,571,535	3,924,327	-		Ending Fund Balance	-	-

CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted					
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014		
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved	Adopted
Total - General Fund by Category								
1	4,202,189	5,078,866	5,054,045		Revenues	4,983,621	4,983,621	4,983,621
2	2,334,957	2,571,532	2,000,000		BFB	3,000,000	3,000,000	3,000,000
3	6,537,146	7,650,398	7,054,045		Total Resources	7,983,621	7,983,621	7,983,621
4	2,719,712	2,552,782	3,106,470		Personnel Services	4,009,340	4,009,340	4,009,340
5	695,022	736,739	1,119,300		Materials & Services	1,267,000	1,267,000	1,267,000
6	550,877	436,550	1,612,800		Transfers	1,135,863	1,135,863	1,506,863
7	2,571,535	3,924,327	-		Contingency	1,571,418	1,571,418	1,200,418
8	6,537,146	7,650,398	5,838,570		Total Requirements	7,983,621	7,983,621	7,983,621




City of Happy Valley
Fiscal Year 2013 - 2014 Budget


All Other Funds

Revenue
Expenditures – Category


CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted				
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014	
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved
							Adopted
					Street Fund		
					Revenue		
1	602,531	774,660	800,000		State Shared Revenues	824,000	824,000
2	-	3,621	55,350		Intergovernmental	60,000	60,000
3	5,591	12,342	2,000		Misc Revenue	2,000	2,000
4							
5	608,122	790,623	857,350		Total Revenue	886,000	886,000
6							
7					Expenditures		
8	162,052	309,147	442,260		Personnel Services	445,520	445,520
9	90,213	97,588	207,000		Materials and Services	223,500	223,500
10	26,345	66,113	495,546		Capital Outlay	441,435	441,435
11	69,208	72,668	88,144		Transfer to General Fund	100,545	100,545
12	85,000	85,000	85,000		Transfer to Reserve for Replacment	-	-
13							
14	432,818	630,516	1,317,950		Total Requirements	1,211,000	1,211,000
15							
16	175,304	160,107	(460,600)		Balance, (Deficit)	(325,000)	(325,000)
17							
18	266,535	441,838	460,600		Beginning Fund Balance	325,000	325,000
19							
20	441,839	601,945	-		Ending Fund Balance	-	-


CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted				
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014	
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved
							Adopted
					Public Safety Fund		
					Revenues		
1	2,198,041	2,203,977	2,300,000		Property Taxes	2,411,000	2,411,000
2	65,846	39,789	25,000		Misc Revenue	25,000	25,000
3							
4	2,263,887	2,243,766	2,325,000		Total Revenues	2,436,000	2,436,000
5							
6					Expenditures		
7	24,365	14,043	-		Personnel Services	-	-
8	2,166,836	2,223,449	2,396,200		Materials and Services	2,518,697	2,518,697
9	239,271	251,235	216,398		To General Fund	241,581	241,581
10	-	25,000	11,100		To Reserve for Replacement Fund	11,695	11,695
11	-	-	701,302		Contingency	549,027	549,027
12							
13	2,430,472	2,513,727	3,325,000		Total Requirements	3,321,000	3,321,000
14							
15	(166,585)	(269,961)	(1,000,000)		Balance, (Deficit)	(885,000)	(885,000)
16							
17	1,577,636	1,411,051	1,000,000		Beginning Fund Balance	885,000	885,000
18							
19	1,411,051	1,141,090	-		Ending Fund Balance	-	-


CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted				
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014	
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved
					SDC Fund		
					Revenues		
1	29,579	82,626	24,000		System Development Fees	41,800	41,800
2	3,163	5,752	4,000		Interest	4,000	4,000
3	32,742	88,378	28,000		Total Resources	45,800	45,800
4							
5					Expenditures		
6	181,616	260,251	1,078,000		Capital Outlay	943,800	943,800
7							
8	181,616	260,251	1,078,000		Total Requirements	943,800	943,800
9							
10	(148,874)	(171,873)	(1,050,000)		Balance, (Deficit)	(898,000)	(898,000)
11							
12	1,355,701	1,206,826	1,050,000		Beginning Fund Balance	898,000	898,000
13							
14	1,206,827	1,034,953	-		Ending Fund Balance	-	-


CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted					
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014		
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved	Adopted
					Pedestrian Improvement Projects Fund			
					Revenues			
1	99,992	107,439	105,000		Franchise Fees	108,000	108,000	108,000
2	894	3,076	2,000		Interest	2,000	2,000	2,000
3	100,886	110,515	107,000		Total Resources	110,000	110,000	110,000
4								
5					Expenditures			
6	-	-	12,000		Materials and Services	10,000	10,000	10,000
7	30,240	208,345	483,272		Capital Outlay	585,605	585,605	585,605
8	12,981	13,630	41,728		Transfer to General Fund	64,395	64,395	64,395
9								
10	43,221	221,975	537,000		Total Requirements	660,000	660,000	660,000
11								
12	57,665	(111,460)	(430,000)		Balance, (Deficit)	(550,000)	(550,000)	(550,000)
13								
14	639,372	697,037	430,000		Beginning Fund Balance	550,000	550,000	550,000
15								
16	697,037	585,577	-		Ending Fund Balance	-	-	-


CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted				
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014	
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved
					Reserve for Pension Fund		
					Revenues		
1	60,000	60,000	60,000		Transfer from General Fund	60,000	60,000
2	60,000	60,000	60,000		Total Resources	60,000	60,000
3							
4					Expenditures		
5	-	-	180,000		Reserved for Future Expenditures	240,000	240,000
6							
7	-	-	180,000		Total Requirements	240,000	240,000
8							
9	60,000	60,000	(120,000)		Balance, (Deficit)	(180,000)	(180,000)
10							
11	-	60,000	120,000		Beginning Fund Balance	180,000	180,000
12							
13	60,000	120,000	-		Ending Fund Balance	-	-


CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted				
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014	
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved
					Reserve for General Operations Fund		
					Revenues		
1	-	-	1,000,000		Transfer from General Fund	200,000	200,000
2	-	-	1,000,000		Total Resources	200,000	200,000
3							
4					Expenditures		
5	-	-	1,000,000		Reserved for Future Expenditures	1,200,000	1,200,000
6							
7	-	-	1,000,000		Total Requirements	1,200,000	1,200,000
8							
9	-	-	-		Balance, (Deficit)	(1,000,000)	(1,000,000)
10							
11	-	-	-		Beginning Fund Balance	1,000,000	1,000,000
12							
13	-	-	-		Ending Fund Balance	-	

CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted				
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014	
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved
					Reserve for Replacement Fund		
					Revenues		
1	180,024	110,000	267,900		Transfers In	507,558	507,558
2	180,024	110,000	267,900		Total Resources	507,558	507,558
3							
4					Expenditures		
5	15,750	25,578	165,000		Materials and Services	490,123	490,123
6	83,504	16,503	400,000		Capital Outlay	761,295	761,295
7	-	-	328,900		Contingency	-	-
8							
9	99,254	42,081	893,900		Total Requirements	1,251,418	1,251,418
10							
11	80,770	67,919	(626,000)		Balance, (Deficit)	(743,860)	(743,860)
12							
13	567,521	648,291	626,000		Beginning Fund Balance	716,210	716,210
14							
15	648,291	716,210	-		Ending Fund Balance	(27,650)	(27,650)

CITY OF HAPPY VALLEY
FY 2013 - 2014 BUDGET

			Adopted				
	Preceding	Preceding	Budget			Budget for Fiscal Year 2013-2014	
	Year 10-11	Year 11-12	Year 12-13		DESCRIPTION	Proposed	Approved
					Reserve for Debt Service Fund		
					Revenues		
1	374,413	376,550	381,000		Transfers In	380,000	380,000
2	374,413	376,550	381,000		Total Resources	380,000	380,000
3							
4					Expenditures		
5	180,000	190,000	186,000		Principal	210,000	210,000
6	194,413	186,550	195,000		Interest	170,000	170,000
7							
8	374,413	376,550	381,000		Total Requirements	380,000	380,000
9							
10	-	-	-		Reserved for Future Expenditures	-	-
11							
12	-	-	-		Ending Fund Balance	-	-