



2023-24
City of Happy Valley
Proposed Budget



City of Happy Valley Fiscal Year 2023 - 2024 Budget

TABLE OF CONTENTS

INTRODUCTORY

ORGANIZATIONAL CHART, BUDGET COMMITTEE -----	4
MISSION AND GOALS -----	6
BUDGET MESSAGE - PRESENTED TO BUDGET COMMITTEE	

OVERVIEW

CITY -----	7
BUDGET PROCESS -----	8
FINANCIAL POLICIES -----	11
LONG TERM DEBT -----	13
DEMOGRAPHIC AND FINANCIAL TREND INFORMATION -----	16

FUNDS

GENERAL FUND -----	23
RESOURCES -----	26
ADMINISTRATION -----	30
COMMUNITY SERVICES AND PUBLIC SAFETY -----	37
ECONOMIC AND COMMUNITY DEVELOPMENT -----	43
PUBLIC WORKS -----	47
TRANSFERS AND CONTINGENCY -----	51

PARKS FUND -----	54
------------------	----

PUBLIC SAFETY FUND -----	63
--------------------------	----

LIBRARY FUND -----	70
--------------------	----

STREET MAINTENANCE FUND -----	76
-------------------------------	----

STORM UTILITY SYSTEMS DEVELOPMENT FUND -----	82
--	----

TRANSPORTATION SYSTEMS DEVELOPMENT FUND -----	86
---	----

PARKS SYSTEMS DEVELOPMENT FUND -----	90
--------------------------------------	----



City of Happy Valley Fiscal Year 2023 - 2024 Budget

TABLE OF CONTENTS (CONTINUED)

PEDESTRIAN IMPROVEMENT PROJECTS FUND ----- 94

FACILITIES CAPITAL PROJECTS FUND ----- 98

PARKS CAPITAL PROJECTS FUND ----- 102

RESERVE FUNDS

GENERAL OPERATIONS ----- 106

GENERAL RESERVE FOR REPLACEMENT ----- 110

LIBRARY RESERVE FOR REPLACEMENT ----- 114

STREET RESERVE FOR REPLACEMENT ----- 118

PARKS RESERVE FOR REPLACEMENT ----- 122

OTHER INFORMATION

GLOSSARY -----126

City of Happy Valley Organization Chart

Population 26,689

Citizens of Happy Valley



Mayor and Council

City Attorney

City Manager

Municipal Judge

**Assistant
City Manager**

Library

Admin

Finance

Public Works

**Community
Services**

**Community
Development**

Circulation

**City
Recorder**

**Financial
Reporting/Budgeting**

Streets

**Community
Services**

**Economic
Development**

**Adult
Services**

IT

**Accounts
Payable**

Parks

**Code
Enforcement**

**Planning
Division**

**Youth
Services**

HR

Payroll

**Facility
Maintenance**

**Municipal
Court**

**Engineering
Division**

**Technical
Services**

**Fleet
Services**

HV Police

**Building
Division**



City of Happy Valley
Fiscal Year 2023 - 2024 Budget

Budget Committee

Council Members

Tom Ellis – Mayor
David Emami – Council President
Brett Sherman – Councilor
David Golobay – Councilor
Josh Callahan – Councilor

Citizen Members

Grant Roper
Ana Sarish
Asher Chen
Sheila Ritz
Glen Wachter



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Mission Statement

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

Citywide goals:

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



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Happy Valley Overview

Happy Valley, Oregon is located in Clackamas County and is in the northwest corner of the state of Oregon. The city has a total area of approximately 11.6 square miles. It is a member of the Portland, Oregon metropolitan area bordering Portland on the southeast. The city is located within Clackamas County which is governed by a five-member board of commissioners. The city is included in several special districts governed by the Clackamas County Board of Commissioners. The city is also part of Metro, the regional government for the Portland metropolitan area. The city's interaction with Metro is in the areas of land use planning including the urban growth boundary, management of regional parks and natural area systems, and regional transportation systems.



Happy Valley includes beautiful parks, meandering trails, well maintained streets, safe neighborhoods, and attractive commercial centers, Happy Valley is a wonderful place to call home. Much of the look and feel of the city took decades of thoughtful planning and steadfast leadership to instill development standards that reflect the community values. Since its incorporation as a city, Happy Valley has grown from a rural area with a population of approximately 300 people to a thriving city of over 26,000 residents. Happy Valley is one of the fastest growing cities and has one of the highest median family incomes in Oregon. We are proud of our heritage and excited for the future ahead.

Happy Valley was organized in November of 1965, as a Council-Mayor form of government. From January 1991 to December 2000 the City operated under Ordinance 105 that created the position of City Administrator and operated under the Council-Administrator form of government. On November 7, 2000 voters approved a new charter now referred to as the 2000 Happy Valley Charter. The new charter created the position of City Manager and new form of government, Council-Manager. The City Manager is the administrative head of the city government.

Happy Valley is governed by the City Council, which is comprised of three City councilors, one Council president, and the Mayor. All councilors and the mayor serve four-year terms and are elected by the voters of Happy Valley in the general election in November. The City Manager is appointed by, reports to, and is responsible to the Mayor and City Council.

Councilor terms are staggered so term expiration occurs every two years. This assures the city has always at least two experienced Council members. The Happy Valley Council serves on a voluntary basis and dedicates a considerable amount of time in their involvement not only at Council meetings but also as representatives of the City in regional and statewide capacities. Council meets the first and third Tuesday of each month at City Hall. Council meetings are recorded and available for replay on the city's website: www.happyvalleyor.gov

The administration is committed to customer service, efficiency, and transparency. The City operates its own municipal court and provides street maintenance and operations, planning, engineering, building inspections, transportation planning, library, code enforcement, parks and recreation and community events. The City contracts with Clackamas County to provide police services funded by a local option levy first approved by the citizens in 2002 and passed again in 2006, 2010, and 2015. Sewer, storm water management, water, K12 and community college, and fire and emergency services are provided by separate districts overlaying the city.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

The City received the Distinguished Budget Presentation Award for its 2021 annual budget from the GFOA, making this the 5th consecutive City budget document to receive this award. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant accomplishment by a governmental entity, its finance staff, and its management. This international award program was first established in 1984 to encourage exemplary budgetary practices and to provide peer recognition for government finance officers who prepare budget documents. Budget proficiency is rated in four major categories: as a policy document, an operations guide, a financial plan, and a communications device.

We believe this budget document continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award. In addition to the budget award, the City received awards for its Comprehensive Annual Financial Reports (CAFR) in each of the previous three fiscal years.

Budget Process

Happy Valley prepares and adopts an annual budget in accordance with ORS 294.305 through 294.565. The budget is presented in fund and department categories for the fiscal year. Over-expenditures in any category are a violation of local budget law. Any unexpended budget appropriations lapse at the end of the fiscal year because the city does not employ an encumbrance system to encumber funds from one budget year to the next.

The Budget Committee for Happy Valley consists of the Council plus an equal number of legal voters who have resided in the city for at least a year. The citizen members are appointed by Council. Since Happy Valley has five councilors the Budget Committee consists of ten members, with the vote of each member being equal.



This committee is established in accordance with the provisions of Oregon Revised Statutes to review the City Manager's Proposed Budget document as prepared by the budget officer and to recommend a budget they approve to the Council for adoption. Terms for citizen members on the budget committee are three years. The City Recorder is the official record keeper for the committee and the Finance Director is the staff liaison.

Budgeted appropriations may be transferred after adoption of the budget document using a budget resolution passed by Council. The budget may be amended during the fiscal year using a supplemental budget process as outlined in Oregon Revised Statutes governing local budget law. Supplemental budgets are adopted during a public hearing at a Council meeting and do not extend beyond the end of the fiscal year.

The City Manager is responsible for management of the overall budget and for maintaining budgetary control at the adopted appropriation level including any budget resolutions and supplemental budgets passed by Council. Ongoing review and monitoring of revenues and expenditures is performed by the Finance Department in collaboration with the respective department directors.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Budget Phases and Calendar

Pre-budget – Long Term Planning December – February

Update the five-year financial projection. This process is completed each year prior to the beginning of the budget process. Long term issues and ideas are discussed and reviewed during the five-year projection process.

The projection is prepared by the Finance Department under the guidance of the City Manager. Projection assumptions are reviewed, updated and then applied to the current year forecast. The updated projection is reviewed by the management team.

After adjustments are made, the draft projection is presented to the Council at a work session. Changes from the Council are incorporated into the projection and a final version is then presented at the next available regular session for acceptance of the projection. The first year of the finalized projection is used as the basis for the annual budget. See excerpt from five-year projection after personnel overview.

Phase 1 February – April

Review and further refine numbers from the five-year projection based on the current year forecast and other available pertinent information. The management team meets to discuss and review all funds, programs, and services. During this timeframe, Budget Buddy meetings are held to educate the citizen volunteers on the Budget Committee about the budget process as well as city departments and services. The Proposed Budget is created based on programs and services planned for the upcoming budget period as well as information from the five-year projection to incorporate a longer-term vision.

Phase 2 April – May

The Budget Committee Meeting is held at City Hall. This public meeting requires public notices set out in statute. The entire Budget Committee is in attendance along with the city manager, department directors and other staff. City staff is in attendance to present the Proposed Budget and Budget Message as well as answer any questions the Budget Committee members may have regarding the Proposed Budget.

The Budget Committee Meeting allows in-depth review and discussion of the Proposed Budget. After discussion and review of the Proposed Budget is complete, the Budget Committee members vote on the budget. The budget and tax levies are approved if a majority of the committee votes in favor of the Proposed Budget including changes voted on and passed by the committee during the meeting. This vote of approval by the Budget Committee allows the Finance Department to convert the Proposed Budget into the Approved Budget. The Approved Budget is then sent to the Council for the Budget Hearing and adoption.

Phase 3 June – July

The Approved Budget is presented to City Council during a public meeting for adoption. Council holds a hearing to discuss the use of state shared revenues and passes resolutions to certify provision of city services and the election to receive state shared revenues. The Council holds the budget hearing to review and deliberate the Approved Budget. Council passes a resolution to adopt the budget, make appropriations, and impose taxes. If necessary, resolutions to create new reserve funds are also passed during this meeting.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Adoption of the budget by the Council allows the Finance Department to update the budget document to the Adopted version. The Adopted Budget is effective beginning July 1 of the fiscal year. The budget resolutions and property tax certification are submitted to the County before July 15 in order for the property taxes to be assessed.

Phase 4 July – June

If during the fiscal year a transfer of appropriation becomes necessary, the Finance Director and City Manager submit a resolution to the Council for approval. An increase in appropriation or creation of a new appropriation category or fund requires the Council to adopt a supplemental budget. A supplemental budget modifies the adopted budget and is effective through the end of the fiscal year.

Basis of Budgeting

All funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In the modified accrual basis of accounting, revenues are recognized when they become available and measurable. Measurable means the amount is known and available means it is collectible within the current period or soon enough after the end of the current period to pay liabilities of the current period. Major revenues considered measurable and available under the modified accrual basis of accounting are property taxes, franchise fees, and inter-governmental revenues received within 60 days of the end of the fiscal year. Expenditures are recognized when the liability is incurred, except for interest on general long-term obligations which is recorded when due.

The following governmental funds are included in this budget: General, Street, Library, Parks, Storm Utility SDC, Transportation SDC, Parks SDC, Pedestrian Improvement Projects (PIP), Public Safety, Facility Capital Projects and Parks Capital Projects funds. Also, included in the budget are the following reserve funds which are budgeted per Oregon local budget law but are combined into one of the governmental funds in the Comprehensive Annual Financial Report: General Operations Reserve, General Reserve for Replacement, Library Reserve for Replacement, Parks Reserve for Replacement and Street Reserve for Replacement.

Basis of Auditing

In the Comprehensive Annual Financial Report (CAFR), governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

Net Assets

The comprehensive annual financial report includes information about the City as a whole using accounting methods similar to those used by private-sector companies. The government-wide statements report the City's net position and how it has changed. Net position is the difference between the City's assets, deferred outflows of resources, liabilities



City of Happy Valley Fiscal Year 2023 - 2024 Budget

and deferred inflows of resources and are a way to measure the City's financial health. Over time, increases or decreases in the City's net position are indicators of whether its financial health is improving or deteriorating, respectively. To assess the overall health of the City, one must consider additional non-financial factors such as the City's tax base, local and statewide economic and legislative climate, as well as many other factors.

Fund Balance

In the budget each fund shows a beginning and ending fund balance. Fund balance refers to the excess of the assets of a fund over its liabilities and reserves. Budgeted beginning fund balance in a fund is an estimate of where that fund will be at the end of the preceding fiscal year. This amount is used in the budget process as part of the estimate of total resources for a fund. Ending fund balance is calculated based on the expenditures and resources estimated for the fiscal year in the current year.



Financial Policies

The City of Happy Valley has a responsibility to its citizens to carefully account for public funds and to manage municipal finances wisely. The City Council is ultimately responsible for decisions concerning the City Charter, ordinances, and all applicable state and federal laws in its decision making. These policies are designed to establish guidelines for the fiscal stability of Happy Valley and to provide guidance for the city manager.

Budget

The City shall prepare, adopt and amend its annual budget in accordance with Oregon Revised Statutes governing local budget law.

A balanced budget is a budget where revenues are equal to expenditures and neither a budget deficit nor a budget surplus exists. In the case of the city budget, it refers to a budget that does not have a budget deficit, but could possibly have a budget surplus. The budget surplus could be in the form of an unappropriated ending fund balance, a contingency amount, or an amount reserved for future expenditures. These categories allow amounts to be set aside and not expended in the current fiscal year.

The Finance Director will be responsible for maintaining a budgetary control system to ensure adherence to the adopted budget. The budget will support the Council's goals, long-range plans, as well as the needs of the community.

Asset Investment

Management responsibility for the asset investment program is delegated to the Finance Director with oversight by the City Manager. The Finance Director shall adhere to the Oregon Revised Statutes regarding managing the investment program for the city.

The Finance Director will invest the city's surplus funds only in those investments authorized by Oregon Revised Statutes. The city will not invest in stocks and it will not speculate or deal in futures or options.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

The city will conduct business only with financial institutions (banks investment brokers, investment bankers, trustees, paying agents, registrants, etc.) deemed to be credit worthy. Safety of principal is the foremost objective of the city. Each investment transaction shall be undertaken in a manner that seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.

The Finance Director shall match the city's investment portfolio with its cash flow requirement. Due to the changing requirements of cash flow caused by factors not totally within the control of the Finance Director, the ability to convert a security into cash must be considered.

Investments of the city shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles, taking into account constraints on investment instruments, cash flow characteristics of transactions and safety of principal.

Finance Director will maintain a capital asset record keeping system, to record capital asset values as support for amounts recorded in the financial statements, as well as establish specific procedures to ensure both the acquisition and retirement of capital assets are recorded on an ongoing basis.

Revenue

Dedicated revenue sources shall only be used for the purpose for which they are collected. One-time revenue sources will not be used to fund ongoing activities of the city. The city will closely manage the collection of revenues and when necessary, discontinuing service, collection agencies, liens, and other collection methods may be used.

The city shall endeavor to diversify its revenue system so as to shelter operations from over reliance on any specific revenue source. Interest earned shall be distributed to the appropriate fund in accordance with the equity balance of the particular fund from which the money was provided for investment.

Debt

Debt shall not be used for operational expenditures. No debt shall be in existence for longer than the useful life of the capital investment for which the debt was incurred.

The city will examine financial alternatives in addition to long-term debt. These alternatives include pay-as-you-go, joint financing, reserve funds, lease-purchase, local improvement districts, special assessments, borrowing from other funds, system development charges, and developer contributions. A cost benefit analysis will be performed for any alternative being considered with the goal of minimizing the cost of financing.

The city shall ensure its debt margins are within the 3 percent limitation as set forth in the Oregon Revised Statutes. The city will be actively involved in the selection of all financial advisors, underwriters, paying agents and bond counsel. Costs associated with the issuance of debt will be kept to a minimum while maintaining the goal of conducting business with stable, low risk, credit worthy firms.

Accounting

The city shall establish and maintain its accounting systems in accordance with Generally Accepted Accounting Principles (GAAP) and shall adhere to the principles and standards promulgated by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB) using guidance suggested by the Government Finance Officers Association (GFOA). The city shall maintain an accurate and current record of its capital assets in order to factor its investment in these capital assets into the fees the city charges for services.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

An annual audit shall be performed by an independent public accounting firm, which will issue an official opinion on the annual financial statements, as well as identify areas needing improvement, if required. A Comprehensive Annual Financial Report shall be to present the results, financial position and operations of the city for the prior fiscal year.

Reserve and Contingency

The city shall maintain a contingency plan in order to respond to significant shortfalls in the budget. The plan shall outline an appropriate course of action that management should take in response to significant gaps between revenues and expenditures. Policy 13-04 Budget Reserves & Contingency covers this issue.

The Council policy is to budget 20% of total expenditures to mitigate short term volatility of revenues, mitigate short term economic downturns, absorb unanticipated operating needs, and meet operating cash flow requirement prior to collection of property taxes and other operating revenues.



Long Term Debt

In February 2023, the Happy Valley Urban Renewal Agency issued \$14,575,000 of full faith and credit obligation bonds to provide funds for the purchase of property within the Urban Renewal boundary. Interest coupon rates range from 4% to 5%. The bonds are direct obligations and pledge the full faith and credit of the City. They were issued as 20-year serial bonds with increasing principal amounts due each year.

In the budget, debt payments are classified as expenditures for the fiscal year. In the Annual Comprehensive Financial Report (ACFR), long-term debt is reported as a liability and payments are a reduction of that liability and not an expenditure. In the Reserve for Debt Service Fund financial statement in the ACFR, bond premiums and discounts and bond issuance costs, are recognized when incurred. The face amount of the debt issued and premiums received on debt issuances are reported as other financing sources while discounts are reported as other financing uses. Issuance costs whether or not withheld from the actual debt proceeds received are reported as debt service expenditures.

Pursuant to Oregon Revised Statute 287.004, outstanding general obligation debt for cities in Oregon cannot exceed three percent of the real market value of all properties within the city limits. For Happy Valley, this maximum is \$102 million as of June 2017. The city has not issued debt subject to this limitation.

Residents of Happy Valley are subject to debt outside of that issued by the City. Debt issued by overlapping districts becomes part of the debt burden if residents are within those overlapping districts. Happy Valley residents may be part of various overlapping districts including school, community college, sewer, and fire, as well as county and regional government districts.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Goals

The Council has established the following seven goals:

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

Summary of 2023-24 Fiscal Year Budget

Happy Valley budgets at the fund level. A fund is a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, and balances and changes, which are segregated for specific activities and objectives. Happy Valley uses only governmental fund types. Governmental funds are used to account for most of the city's functions and include general, special revenue, debt service, and capital projects funds.

Description of Funds

General Fund – accounts for all financial resources and expenditures of the City, except those required to be accounted for in another fund. The principal revenue sources are property taxes, intergovernmental revenues, various fees for provided services, and interest income.

Street Fund – accounts for shared state highway revenues and expenditures authorized by the Oregon Constitution to be made from those revenues. This fund also accounts for other revenue sources so expenditures are also made from this fund based on those revenue sources.

Library Fund – accounts for operations and maintenance of library services within the area designated by the Library District. Revenues are primarily from the Library District calculated distribution based on an intergovernmental agreement.

Parks Fund – accounts for maintenance of Happy Valley parks, city trail systems, and the recreation program. Revenues are from the Parks 5-year operating levy (current levy runs through June 30, 2023), event sponsorships, vendor fees, and user fees.

Storm Utility Systems Development Charge (SDC) Fund – accounts for City's development of storm drain infrastructure and improvements. Expenditures include credits to developers and capital outlay for items on the capital improvement plan. Revenues are primarily fees collected from developers.

Transportation Systems Development Charge (SDC) Fund – accounts for City's development of transportation infrastructure and improvements. Expenditures include credits to developers and capital outlay for items on the capital improvement plan. Revenues are primarily fees collected from developers.

Parks Systems Development Charge (SDC) Fund – accounts for City's development of parks and improvements. Expenditures include credits to developers and capital outlay for items on the capital improvement plan. Revenues are primarily fees collected from developers.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Public Safety Fund – accounts for public safety operations and maintenance within the city. Revenues are primarily from a local option levy. Expenditures include a contract for police services.

The following reserve funds are budgeted per Oregon local budget law. However, they are not considered separate funds for financial reporting and are combined into one of the above funds in the ACFR.

Pedestrian Improvement Projects (PIP) Fund – accounts for pedestrian improvement projects such as bike lanes, pedestrian crossings, pedestrian refuge, sidewalks, and pathways. Revenues in this fund are primarily vehicle registration fees.

Facilities Capital Projects Fund – accounts for the purchase of land and construction of new facilities. Revenues in this fund are transfers from the General Fund.

Parks Capital Projects Fund – resources consist of a transfer from the Parks Fund. These resources will be available to supplement a Parks SDC project when the time comes. Not all SDC projects are 100% SDC eligible so having dedicated funds set aside will help get a project off the ground smoothly.

General Operations Reserve Fund – reserve amounts to offset the cyclical nature of resources used to provide the general operations of the City. Revenues are transfers from the General Fund.

General Reserve for Replacement Fund – reserve amounts for purchase of large dollar maintenance and capital replacement and purchase, according to an annually reviewed and updated replacement schedule. Accounting for these items here allows operational expenditures to be comparable year over year without spikes caused by capital replacement purchases. Revenues are transfers from the General Fund and PEG fees.

Library Reserve for Replacement Fund – reserve amounts for purchase of large dollar maintenance and capital replacement and purchase, according to an annually reviewed and updated Library replacement schedule. Accounting for these items here allows operational expenditures to be comparable year over year without spikes caused by capital replacement purchases. Revenues are transfers from the Library Fund.

Street Reserve for Replacement Fund – reserve amounts for purchase of large dollar maintenance and capital replacement and purchase, according to an annually reviewed and updated Street replacement schedule. Accounting for these items here allows operational expenditures to be comparable year over year without spikes caused by capital replacement purchases. Revenues are transfers from the Street Fund.

Parks Reserve for Replacement Fund – reserve amounts for purchase of large dollar maintenance and capital replacement and purchase, according to an annually reviewed and updated Parks replacement schedule. Accounting for these items here allows operational expenditures to be comparable year over year without spikes caused by capital replacement purchases. Revenues are transfers from the Parks Fund.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

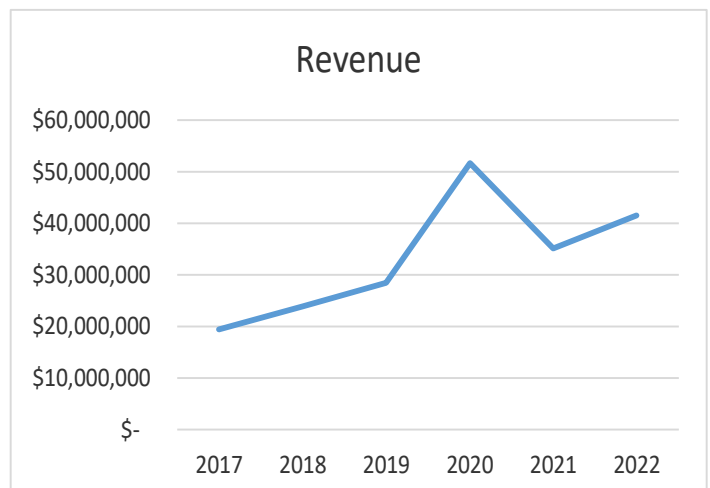
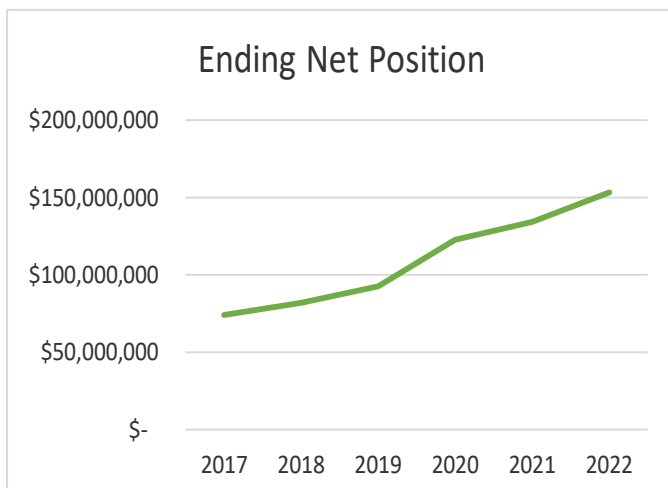
Demographics and Financial Trend Information

The charts and graphs below illustrate the positive economic cycle we experienced in the prior years. Over the 2017-2022 time span, we continued to see healthy amounts of development and building within the City which accounts for much of the revenue increases. Other factors include the increase in population which increases our proportionate share of state revenues and in-creases in assessed value which increase property taxes assessed and collected. Projections going forward are unclear but less optimistic as a pending recession seems to be a strong possibility.

Net position increases are due to our continued diligence in keeping expenditures below revenues. This is done by creating efficiencies whenever possible. We expect the economic upturn to continue and this budget was created using that assumption.

The following information illustrates the change in net position and subsequent change in Ending Net Position for each year.

	2017	2018	2019	2020	2021	2022
Revenue	\$ 19,387,830	\$ 23,821,866	\$ 28,462,144	\$ 51,732,802	\$ 35,095,757	\$ 41,506,516
Expenditures	(14,703,089)	(16,161,821)	(17,668,727)	(21,423,177)	(23,757,450)	(22,236,809)
Change in Net Position	4,684,741	7,660,045	10,793,417	30,309,625	11,338,307	19,269,707
Beginning Net Position	69,429,121	74,113,862	81,682,721	92,476,138	122,785,763	134,124,070
Prior Period Adjustment	-	-	-	-	-	-
Ending Net Position	\$ 74,113,862	\$ 81,682,721	\$ 92,476,138	\$ 122,785,763	\$ 134,124,070	\$ 153,393,777



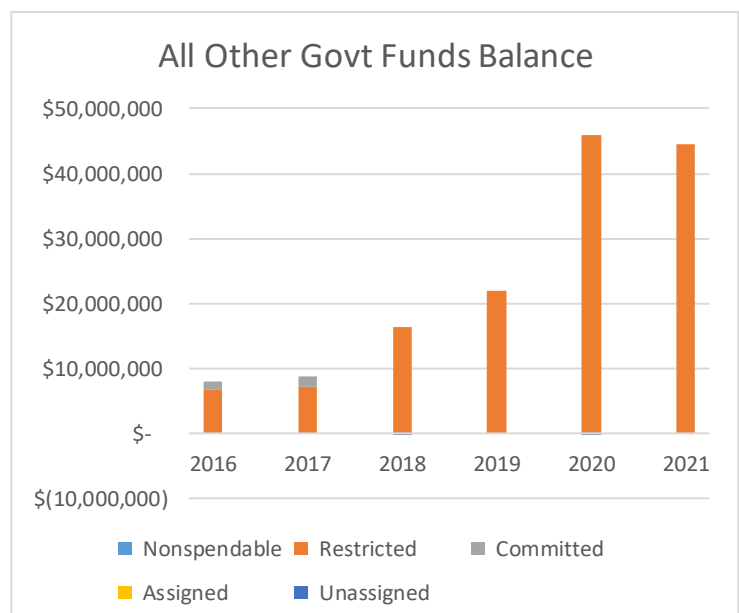
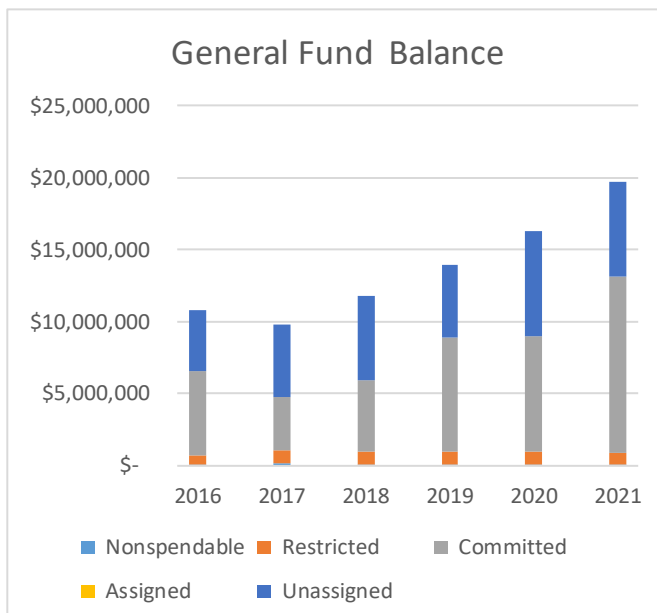


City of Happy Valley Fiscal Year 2023 - 2024 Budget

The following shows the various components of the General Fund ending fund balance as well as the various components of all other governmental funds combined from 2017 – 2022. The General Fund – Committed increases represented reserves for capital replacement and maintenance and amounts to counter the next economic downturn.

	Fiscal Year					
	2016	2017	2018	2019	2020	2021
Nonspendable	\$ 20,054	\$ 152,186	\$ 42,773	\$ 60,998	\$ 68,139	\$ 62,786
Restricted	677,784	919,791	917,259	879,969	846,032	793,450
Committed	5,860,117	3,688,533	4,965,481	7,952,893	8,058,724	12,264,231
Assigned	-	-	-	-	-	-
Unassigned	4,186,913	5,017,696	5,839,541	5,079,303	7,268,787	6,601,872
Total General Fund	\$ 10,744,868	\$ 9,778,206	\$ 11,765,054	\$ 13,973,163	\$ 16,241,682	\$ 19,722,339

	Fiscal Year					
	2016	2017	2018	2019	2020	2021
Nonspendable	\$ -	\$ -	\$ 30,739	\$ 16,964	\$ 5,500	\$ 26,695
Restricted	6,856,183	7,326,609	16,373,527	21,996,564	45,821,739	44,427,710
Committed	1,145,945	1,415,222	-	-	-	-
Assigned	-	-	-	-	-	-
Unassigned	-	-	(22,812)	-	(1,819)	-
Total All Other Govt Funds	\$ 8,002,128	\$ 8,741,831	\$ 16,381,454	\$ 22,013,528	\$ 45,825,420	\$ 44,454,405





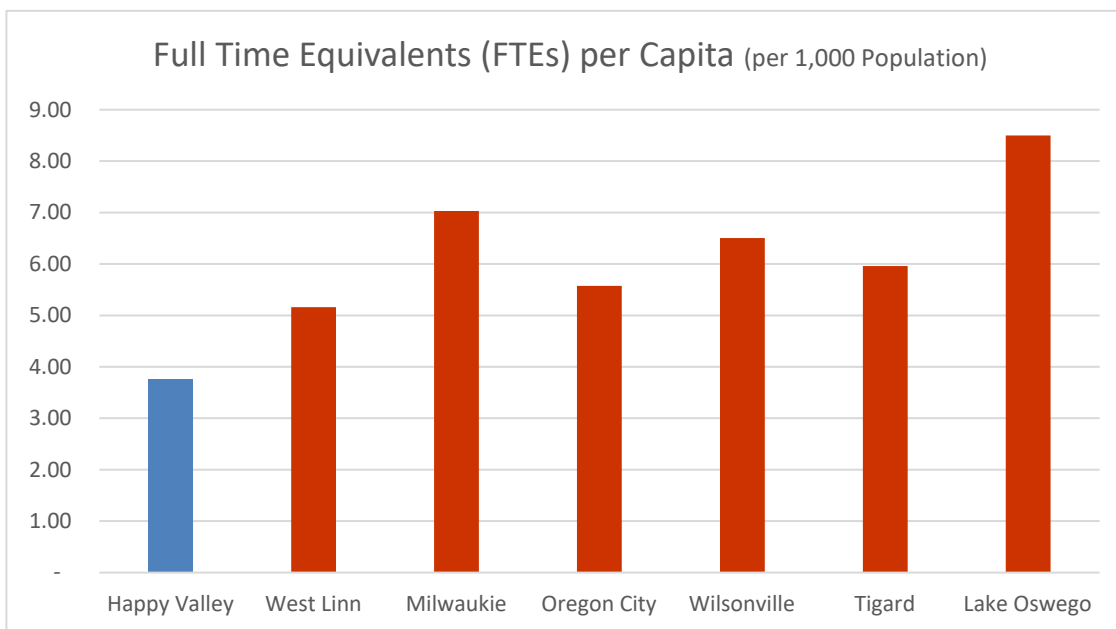
City of Happy Valley Fiscal Year 2023 - 2024 Budget

Personnel Overview

The following pages summarize salary and benefits for City employees. 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.

Overall budgeted FTE decreased 1.0 from the previous budget. This decrease consists of reduction of 2.0 FTE General Fund – Economic and Community Development, and a 1.0 FTE increase in the Parks Fund. Total FTE increased from 81 FTE in the 2021-22 budget to 80 FTE in this budget.

As the following chart shows, we continue to run a lean organization. The City operates with just over 4 FTE per 1,000 population which is well below other similar sized organizations in the area. As personnel costs are the number one cost driver, we are very deliberate with our hiring and seek efficiencies elsewhere whenever possible.





City of Happy Valley Fiscal Year 2023 - 2024 Budget

Benefits

Benefits as offered to City employees can be found in the employee manual. Along with benefits required by law the City also offers employees other benefits including medical coverage through CIS Insurance. Employees have the option to choose between Regence Blue Cross and Kaiser Permanente. Full time employees pay 5% of the premium costs for medical and dental benefits.

The City provides a life insurance benefit for employees with a coverage amount of \$50,000. Employees can opt to have supplemental coverage for themselves and their families. The cost of any supplemental life insurance is paid by the employee.

Employees of the City are eligible to become members of the Public Employees Retirement System (PERS). The City pays the employer rate for member's pension share accounts as well as picks up the 6% contribution to the Individual Account Program. In this budget PERS employer contribution rates from the previous budget as they are the 2023-25 biennium rates. The Tier1 / Tier2 rate is 22.15% and the OPSPR rate is 19%.

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.

Following is information related to positions by department along with their respective FTE's.



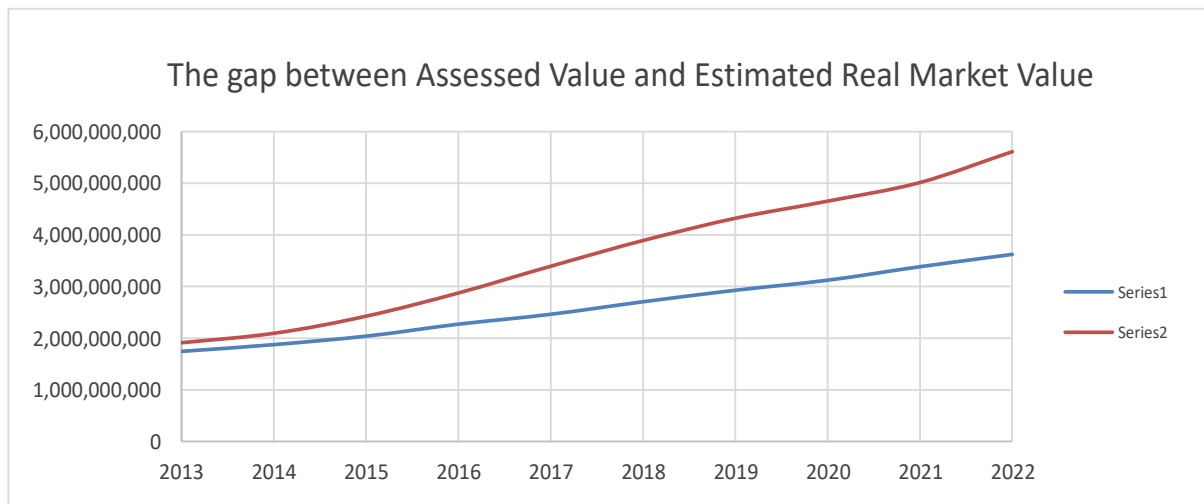
City of Happy Valley Fiscal Year 2023 - 2024 Budget

Also included are various charts and graphs as added information. Included are property values with a chart to illustrate the gap between assessed value and estimated real market value, tax rates including overlapping rates, ratios of outstanding debt, direct and overlapping activities debt, legal debt margin information, demographic and economic statistics, principal employers, and operating indicators by program related to Happy Valley. This information is included to help illustrate how financial information in the budget relates to services provided and activities performed by the City as well as provide information about the overall city environment both economic and demographic.

Fiscal Year Ended June 30	Assessed Value					Total direct tax rate	RMV	Assessed value as percentage of RMV
	Real property	Personal property	Manuf'd structure	Public utility	Total assessed value		Estimated real market value (RMV)	
2017	2,398,435,939	8,482,412	2,283,394	53,606,800	2,462,808,545	2.05	3,393,208,454	73%
2018	2,631,897,068	15,683,359	2,927,826	54,349,830	2,704,858,083	2.05	3,889,314,139	70%
2019	2,852,512,294	22,198,356	3,261,749	48,955,700	2,926,928,099	2.59	4,320,368,740	68%
2020	3,047,960,020	20,162,975	3,120,309	51,435,000	3,122,678,304	2.05	4,651,611,326	67%
2021	3,290,886,433	24,085,598	3,248,430	65,299,300	3,383,519,761	2.59	5,013,115,146	67%
2022	3,527,283,771	23,720,763	3,338,469	67,547,800	3,621,890,803	2.59	5,611,742,435	65%

Source: Clackamas County Assessor's Office

Note: Property is generally assessed as of July 1st of each fiscal year





City of Happy Valley Fiscal Year 2023 - 2024 Budget

Demographic and economic statistics

Fiscal Year	Population(1)	Median Age(1)	Household Income	Per Capita Income (2)	Public School Enrollment (3)	Unemployment Rate(4)
2017	19,985	37	101,250	38,358	6,877	3.9
2018	20,181	37	106,029	44,220	6,592	3.7
2019	20,945	38	111,066	44,761	6,838	3.8
2020	21,700	37	114,111	47,713	7,918	11.1
2021	22,552	37	113,276	45,664	8,310	4.5
2022	25,738	37	126,851	53,500	8,137	3.3

Sources (1) Portland Population Research Center.

(2) U.S. Census Bureau.

(3) North Clackamas School District; included all schools in City limits plus Clackamas High School.

(4) State Department of Labor unemployment rate for the County (not seasonally adjusted).

PRINCIPAL EMPLOYERS

<u>Employer</u>	<u>2022</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>
Fred Meyer	295	1	8%
Ag Specialty Foods	175	2	5%
New Seasons Market	165	3	4%
Camp Withycombe	100	4	3%
Providence Medical Group Happy Valley	80	5	2%
City of Happy Valley	78	6	2%
Morningstar of Happy Valley	64	7	2%
McDonalds	55	8	1%
Sunnyside Meadows Memory Care	50	9	1%
Goodwill	45	10	1%
	1,107		29%

Source: City business licenses



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Benefits

Benefits as offered to City employees can be found in the employee manual. Along with benefits required by law the City also offers employees other benefits including medical coverage through CIS Insurance. Employees have the option to choose between Regence Blue Cross and Kaiser Permanente. Full time employees pay 5% of the premium costs for medical and dental benefits.

The City provides a life insurance benefit for employees with a coverage amount of \$50,000. Employees can opt to have supplemental coverage for themselves and their families. The cost of any supplemental life insurance is paid by the employee.

Employees of the City are eligible to become members of the Public Employees Retirement System (PERS). The City pays the employer rate for member's pension share accounts as well as picks up the 6% contribution to the Individual Account Program. In this budget PERS employer contribution rates from the previous budget as they are the 2019-21 biennium rates. The Tier1 / Tier2 rate is 24.29% and the OPSPR rate is 18.53% up from 20.07% and 14.02% respectively in the previous biennium.

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 2023 - 2024 Budget

General Fund



City of Happy Valley Fiscal Year 2023 - 2024 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: Administration, Community Services and Public Safety, Economic and Community Development, and Public Works.

Revenue Sources

The main sources of revenue in the General Fund are property taxes, right of way 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, and intergovernmental revenue.

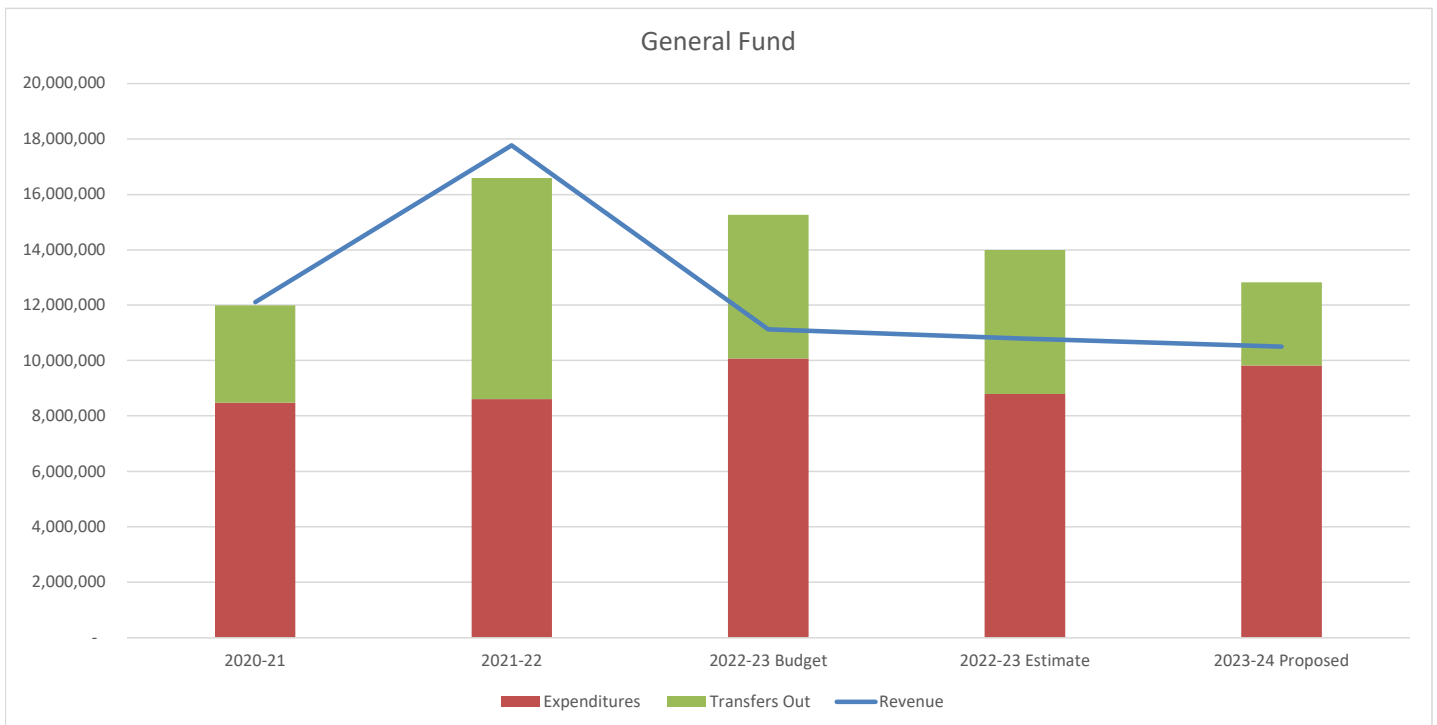
Expenditures

The main expenditures within the five departments are personnel and materials and services. General Fund capital outlay is expended in the Reserve for Replacement Fund which receives revenue as a transfer from the General Fund.

	Budget for Fiscal Year 2023 - 2024					
	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Proposed	Approved	Adopted
Administration	3,217,704	3,098,473	3,694,200	3,693,500	-	-
Community Services and Public Safety	1,247,480	1,275,290	1,392,900	1,381,700	-	-
Economic and Community Development	3,298,629	3,465,915	4,089,400	3,836,700	-	-
Public Works	720,631	761,087	895,900	908,000	-	-
Non-Departmental	-	-	-		-	-
Transfers	3,500,000	8,000,000	5,200,000	3,000,000	-	-
Contingency	-	-	3,993,242	3,102,436	-	-
Total	11,984,444	16,600,765	19,265,642	15,922,336	-	-

General Fund

	Preceding 2020-21	Preceding 2021-22	Adopted 2022-23 Budget	2022-23 Estimate	2023-24 Proposed	2023-24 Approved	2023-24 Adopted
Revenue	12,105,626	17,765,993	11,120,000	10,793,000	10,500,000	-	-
Expenditures	8,484,444	8,600,765	10,072,400	8,794,000	9,819,900	-	-
Transfers Out	3,500,000	8,000,000	5,200,000	5,200,000	3,000,000	-	-
Annual Operating Surplus / (Shortfall)	121,182	1,165,228	(4,152,400)	(3,201,000)	(2,319,900)	-	-
Beginning Fund Balance	7,336,926	7,458,108	8,145,642	8,623,336	5,422,336	-	-
Ending Fund Balance / Contingency	7,458,108	8,623,336	3,993,242	5,422,336	3,102,436	-	-





City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund Resources

General Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	7,336,926	7,458,108	8,145,642	8,623,336	5,422,336	-	-
Property Taxes	2,179,593	2,288,700	2,415,000	2,415,000	2,510,000	-	-
State Shared Rev	842,701	789,240	827,000	850,000	850,000	-	-
ROW Use Fee	1,912,466	2,145,835	2,050,000	2,200,000	2,250,000	-	-
User Related Fees	414,061	574,159	450,000	600,000	600,000	-	-
Building Fees	2,963,619	3,218,799	2,000,000	1,200,000	1,000,000	-	-
Planning Fees	200,650	268,036	150,000	180,000	150,000	-	-
Engineering Fees	531,750	779,574	300,000	280,000	250,000	-	-
SDC Compliance	278,350	202,528	200,000	50,000	50,000	-	-
Urban Renewal Admin Fee	25,000	66,712	100,000	170,000	200,000	-	-
Traffic Fines	561,804	608,060	600,000	490,000	500,000	-	-
Court Related Fees	114,781	166,233	150,000	90,000	100,000	-	-
Intergovernmental	436,886	248,056	200,000	350,000	200,000	-	-
Misc Revenue	152,007	149,194	100,000	340,000	200,000	-	-
ARPA	94,958	4,782,867	-	-	-	-	-
Transfers In	1,397,000	1,478,000	1,578,000	1,578,000	1,640,000	-	-
Total Revenues	12,105,626	17,765,993	11,120,000	10,793,000	10,500,000	-	-
Total Resources	19,442,552	25,224,101	19,265,642	19,416,336	15,922,336	-	-



City of Happy Valley Fiscal Year 2023 - 2024 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) and 14% of liquor revenues paid quarterly to cities based on formula outlined in the ORS 221.770. HB3601 passed in the 2013 Special Session and implemented January 1, 2014 raised the cigarette tax 13 cents. Although the tax per pack increased cities will not receive any additional proceeds. Two 2 cents of the \$1.31 per pack cigarette tax is distributed monthly to cities on a per capita basis with statutory authorization for distribution in ORS 323.445. Population estimates compiled each July by Portland State University's Center for Population Research are certified in January of the following year and thereafter govern the distributions. Cities are to receive 10% of marijuana state tax revenues. Distribution will be based on the number of licenses issued by OLCC in the previous year for premises located in each city, after administrative and enforcement expenses are deducted. The share will be based on the number of licenses for premises located in the city compared to the total issued by the OLCC for all premises in the state. Key statutes are ORS 475B.700-.710, and .760. These state shared revenues may be used for general city operations.

ROW Use Fees: Revenues related to right of way ordinance. Fees are calculated on revenues earned within the City limits.

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, bi-annual alarm permits, late payment and false alarm assessments, burn permits, registration fee for any dog 6 months or older, fees to operate a business within the City, local marijuana tax revenue, fee for passport photos and process filing for US Customs, and Metro business license program revenue.

Building Permit Fee: Residential and commercial, new and remodel inspection permits. 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.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund Resources

Planning Fees: Includes all categories of development fees including fees by type of application and fees associated with a cost per lot to be developed. Fees are set to cover staff time and all related costs.

Engineering Fees: Includes fees 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.

SDC Compliance: Per the adopted SDC methodology, 5% of Transportation and Parks SDC's goes to the General fund for the administration of the SDC programs.

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

Court Related Fees: Includes 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 applications and monitor for non-compliance issues.

Intergovernmental: Revenue from other municipalities or governmental agencies such as solid waste franchise fees, 5% of Metro Construction Excise tax, 3% of North Clackamas School District Construction Excise Tax and fees to cover administrative costs, payments from other jurisdictions for code enforcement, building inspection, street sweeping services provided, and grant revenue received from other municipalities or governmental agencies.

Misc Revenue: Includes but not limited to: unanticipated income for copy fees, refunds, donations, interest income from cash in the Local Government Investment Pool, grant revenue received from other than governmental agencies.

Transfers In: From other funds to cover respective portion of allocated costs associated with administration.



**City of Happy Valley
Fiscal Year 2023 - 2024 Budget**

**General Fund
Administration**



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Administration

Manager: Jason Tuck, ICMA-CM

Administration consists of the Office of the City Manager, Human Resources, City Recorder, Risk, Finance, and Information Technology.

City Manager

The Office of the City Manager is responsible for governmental coordination/cooperation, program evaluation/management, management of City staff, Council coordination/communication, special project management, implementation of Council goals and policies, fiscal responsibility/transparency, and franchise agreement negotiation/administration.

Staff members include City Manager, Assistant City Manager, Program Technician Policy Analyst, Executive Assistant.

Human Resources/Risk Management

Human Resources is responsible for ensuring comprehensive competitive benefit packages, providing strategic interaction with departments to attract, hire, and retain top candidates for each position, work collaboratively to provide the best outcomes to challenges related to employees as they occur.

Staff members include Human Resources Director.

City Recorder / Risk Management

The City Recorder is responsible for the maintenance of official Ordinances and Resolutions and 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.

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. 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. Management of the City's insurance program including Property, Casualty, and Workers' Compensation.

Staff members include City Recorder, Records Specialist.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Administration

Information Technology

Information Technology manages City servers, WAN and LAN, computer and peripheral equipment, all software programs tailored specifically to meet the varying needs of staff.

Staff members include Information Services Manager, Information Systems Support Specialist.

Finance Department

Finance is responsible for management of all financial aspects in accordance with generally accepted accounting principles and Federal and State regulations, maintenance of automated systems to provide useful accurate financial information to internal and external users, creation of annual budget per local budget statutes, creation of financial statements, management of annual audit process, manage banking and investments.

Staff members include Finance Director, Accounting & Grant Supervisor, Accounting Specialist, Financial Analyst.

Budget Summary:

	Preceding		Adopted	Budget For Fiscal Year 2023 - 2024		
	2020-21	2021-22	Budget 2022-23	Proposed	Approved	Adopted
Personnel Services	1,602,908	1,602,908	2,104,200	2,168,500	-	-
Material and Services	1,614,796	1,614,796	1,590,000	1,525,000	-	-
Total	3,217,704	3,217,704	3,694,200	3,693,500	-	-

General Fund - Administration

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Personnel Services							
FTE Positions	11.0	12.0	13.0	13.0	13.0	-	-
Wages	\$ 1,067,027	\$ 1,232,396	\$ 1,304,600	\$ 1,230,000	\$ 1,387,800	\$ -	\$ -
Benefits	535,881	576,250	799,600	650,000	780,700	-	-
Total Personnel Services	<u>1,602,908</u>	<u>1,808,646</u>	<u>2,104,200</u>	<u>1,880,000</u>	<u>2,168,500</u>	<u>-</u>	<u>-</u>
Materials and Services							
Office Supplies	191,175	200,614	160,000	140,000	160,000	-	-
Professional Development	101,378	104,142	160,000	115,000	150,000	-	-
Utilities	100,357	112,882	150,000	130,000	155,000	-	-
Public Accountability	33,784	17,582	40,000	60,000	60,000	-	-
Repairs & Maintenance	5,488	872	-	-	-	-	-
Facility & Office Service Contracts	331,477	335,183	350,000	300,000	350,000	-	-
Public Outreach	415,214	78,535	80,000	40,000	50,000	-	-
General Operating	244,766	252,097	250,000	250,000	300,000	-	-
Legal	43,220	64,543	150,000	70,000	100,000	-	-
Contract Services	147,937	123,377	250,000	160,000	200,000	-	-
Total Materials and Services	<u>1,614,796</u>	<u>1,289,827</u>	<u>1,590,000</u>	<u>1,265,000</u>	<u>1,525,000</u>	<u>-</u>	<u>-</u>
Total Administration	<u>\$ 3,217,704</u>	<u>\$ 3,098,473</u>	<u>\$ 3,694,200</u>	<u>\$ 3,145,000</u>	<u>\$ 3,693,500</u>	<u>\$ -</u>	<u>\$ -</u>



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Goals and Priorities

General Administration

- Continue partnership with the City's lobbyist to monitor upcoming legislative session and engage with local legislators.
- Implement and track progress on the DEI Strategic Plan.
- Finalize Municipal Code updates regarding anti-camping laws.
- Participate on the Cities Workgroup for the Clackamas County Climate Action Plan.
- Complete the Community Center Feasibility Study.
- Continue to pursue land acquisition for Community Center and future downtown.
- Complete the design for the Library expansion and Village Green Park renovation.
- Coordinate with Public Works Department and Metro to finalize transfer of miscellaneous properties at Mt. Talbert.
- Finalize Intergovernmental Agreement with Metro to receive "local share" dollars as part of the Parks and Nature Bond Measure.
- Develop short-term rental regulation options for City Council.

Human Resources, Risk Management

- Implement City equivalent plan for Oregon Paid Sick Leave.
- Complete a full Job Description Review and Equal Pay Analysis.
- Finalize digitizing new employee pre-boarding and onboarding process.
- Finalize programming for regular training programs to auto deploy.
- Finalize moving remaining electronic employee files to Laserfiche.
- Continue to develop and grow diverse and qualified applicant pools for vacant positions.
- Complete violence in the workplace training for staff, City Councilors and committee members.
- Complete the development of a formalized volunteer program in partnership with Risk Management.

City Recorder

- Continue to lead the effort to digitize current and historical records with the support of supervisors.
- Plan a successful Laserfiche Week 2023 with 2,300 records or more digitized records during that event.
- Automate processes for Human Resources using Laserfiche, such as pre-boarding and onboarding.
- Digitize all annexation files from the records storage room in partnership with the Records Specialist.

Risk Management

- Complete the development of a formalized volunteer program in partnership with Human Resources.
- Partner with the Safety Committee to complete the audit of Safety Data Sheets.
- Implement improved written documentation and tracking for facility safety inspections.
- Coordinate the Best Practices Survey with City County Insurance Services.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Information Technology

- Look into moving the Library to Microsoft Teams Phone later in 2023.
- Start moving files server data into various Department Teams locations.
- Transition more software deployment to automated systems when possible.
- Expand the use of our JIRA platform for more options and departments.
- Deployment of new Tyler Enterprise Permitting software for call city services.
- Transition all users to Adobe Acrobat Enterprise from FoxIT.
- Decide best solution for Microsoft licensing renewal.
- Provide new FTP with training options.
- Migrate all city Apple devices to managed solution.
- Continue providing internal customer service on help desk requests.

Finance

- Create comprehensive internal control document and review all financial policies and compare to GFOA best practices.
- Create a Capital Improvement Plan (CIP) as it relates to each Reserve for Replacement Fund to become part of the budget document.
- Complete software implementation projects for Energov.
- Complete debt issuance and disclosures for the purchase of property.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Expenditures, Administration

Personnel:

Wages: City Manager, Assistant City Manager, Finance Director, Human Resources Director, Information Systems Manager, City Recorder, Program Technician Policy Analyst, Executive Assistant, Records Management Specialist, Information Systems Support Specialist, Accounting & Grant Supervisor, Accounting Specialist, Financial Analyst.

Benefits: Unemployment claims, retirement incentives, employer portion of FICA and Tri-met taxes, Paid Leave Oregon tax (1% employee and employer cost share picked up by the City), medical and dental benefits (employees pay 5% of premium costs), life and disability insurance, payments to PERS system for both the employer percentage and 6% employee portion, and workers' compensation insurance pooled through the League of Oregon Cities.

Materials and Services:

Office Supplies: General office supplies, postage, computer, and technology items less than \$5,000.

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.

Utilities: All utilities including gas, electricity, trash, recycling, phone services, water, storm, and sewer for all City facilities excluding the Library and Community Policing Center.

Public Accountability: Legal notices, website hosting of Municipal Code, financial audit, city recorder fees.

Public Outreach: Costs associated with City events, expenses for City sponsored events with other civic entities, community events, social media, newsletter (portion allocated to the Public Safety Fund), tourism, annexation program, merchandise for sale with the City logo, and Youth Council.

Repairs and Maintenance: Repairs, improvements, maintenance, and cleaning supplies for the City Hall building 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, website, document management, network, computer software, facility access and security, elevator, HVAC, landscape, and janitorial services maintenance agreements.

General Operating: Property, General Liability Automobile, banking fees, title search fees, other miscellaneous fees, costs associated with recruiting and hiring, and employee recognition and appreciation programs.

Legal: Legal expenses pertaining to all General Fund departments.

Contract Services: Services required beyond the scope of staff and items requested by Council.



**City of Happy Valley
Fiscal Year 2023 - 2024 Budget**

General Fund

***Community Services/Public Safety
Department***



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Community Services and Public Safety

Manager: Steve Campbell

Community Services and Public Safety consists of Police, Emergency Management, Code Enforcement, Animal Control, Municipal Court/Juvenile Diversion and Public Information & Services.

Police/Emergency Management

Police/Emergency Services works in coordination with the Clackamas County Sheriff's Office and Clackamas Fire District #1 for public safety and emergency services, oversees the police contract including police staffing, mission/goals and general police services. Maintain safety through prevention of events that could endanger the safety of the public, maintain crime prevention programs, coordinate public forums (Traffic & Public Safety Committee) for citizens to address safety concerns, develop Emergency Operations Plan, Hazard Mitigation Plan and Continuity of Operations Plan, serve as Emergency Manager, serve as Incident Commander when Emergency Operations Center enacted.

Staff members include Director of Community Services & Public Safety.

Code Enforcement & Animal Control

Municipal code enforcement, and animal control enforcement occurs through its code officers and volunteers with prompt, professional response to complaints and strives to increase code compliance through pro-active enforcement and effective communication and mediation with citizens, businesses, builders/developers, and neighbors. Officers and volunteers utilize the code compliance function as early detection mechanism for other problem situations that may be present in the neighborhood. Oversees the crime prevention program and crime watch volunteers to patrol parks, schools, and open spaces. Reconnect lost or found animals with their owners through licensing records and chip ID recognition. Investigates animal neglect and abuse complaints. Educate owners about animal laws regarding the benefits of a properly licensed pets.

Staff members include Community Service Officer Coordinator, Community Service Officer, Administrative Assistant II.

Municipal Court / Juvenile Diversion

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 and fireworks diversion classes to those who qualify for this educational component of the court process. Court staff resolve specified offenses through compliance, diversion, or non-contested payment. Juvenile Diversion grants low level youth offenders the opportunity to perform community service.

Staff members include Municipal Court Clerk I (1), Municipal Court Clerk II (1).



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Community Services and Public Safety

Public Information & Services

Serve as the bridge between our city government, local media, citizens and the business community. Serve as the Public Information Office, manage the newsletter, press releases, community radio station, city website, and City social media. Serve as liaison to the Happy Valley Business Alliance. Oversee Happy Valley Youth Council program, tourism program, passport services program, residential tree permits, business licenses, special event permits, filming permits, alarm permits, burn permits and animal licensing. Organize community events such as National Night Out, Safety Fair, and Dumpster Day. Aids with major profit and non- profit events, HOA liaison to share knowledge regarding city ordinances and other neighborhood issues. Coordinate's school activities involving the city government, manages the city's volunteer program including blood drives and community service projects. Manages the solid waste franchise, city store and marketing.

Staff members include Program Supervisor, Administrative Assistant I, Administrative Assistant II, Communication & Public Relations Coordinator.

Budget Summary:

	Preceding		Adopted	Budget For Fiscal Year 2023- 2024		
	2020-21	2021-22	2022-23	Proposed	Approved	Adopted
Personnel Services	1,206,184	1,223,460	1,313,900	1,301,700	-	-
Material and Services	41,296	51,830	79,000	80,000	-	-
Total	1,247,480	1,275,290	1,392,900	1,381,700	-	-

General Fund - Community Services and Public Safety

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Personnel Services							
FTE Positions	10.0	10.0	10.0	10.0	10.0	-	-
Wages	\$ 738,855	\$ 768,452	\$ 788,300	\$ 770,000	\$ 794,000	\$ -	\$ -
Benefits	467,329	455,008	525,600	450,000	507,700	-	-
Total Personnel Services	<u>1,206,184</u>	<u>1,223,460</u>	<u>1,313,900</u>	<u>1,220,000</u>	<u>1,301,700</u>	<u>-</u>	<u>-</u>
Materials and Services							
CSPS Supplies	1,981	5,220	4,000	7,000	10,000	-	-
Professional Development	4,946	10,964	25,000	13,000	20,000	-	-
Public Safety Related	34,369	33,516	40,000	30,000	40,000	-	-
Contract Services	-	2,130	10,000	-	10,000	-	-
Total Materials and Services	<u>41,296</u>	<u>51,830</u>	<u>79,000</u>	<u>50,000</u>	<u>80,000</u>	<u>-</u>	<u>-</u>
Total Community Services and Public Safety	<u>\$ 1,247,480</u>	<u>\$ 1,275,290</u>	<u>\$ 1,392,900</u>	<u>\$ 1,270,000</u>	<u>\$ 1,381,700</u>	<u>\$ -</u>	<u>\$ -</u>



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Expenditures, Community Services and Public Safety

Goals and Priorities

Community Services

- Continue to increase communication efforts through real time messaging on social media.
- Participate in social media training focusing on industry standards for government messaging.
- Continue to research and develop prospective programs that may be utilized in Happy Valley to bolster Community Safety (Lock Box program) and Parks and Recreation marketing (Marketing Brand Representatives).
- Continue working with finance to initiate online dog/business/alarm licensing and permitting with Energov. Scheduled to switch over in May 2023.
- Build Meals on Wheels fundraising opportunities through success of Pints with Purpose. Search for other ways to help with funding of the growing service in Happy Valley.
- Continue to accept passport applications by walk-in Monday, Tuesday, Thursday, Friday 9:00-2:30 – no passport services on Wednesday (pre-covid hours).

Code Enforcement

- Create the tree trimming program to help residents with proper time to trim trees in violation of the city code and provides disposal services at leaf drop off and guidance with the City arborist.
- Staff certification for mediation services.
- Obtain Animal Abuse Investigator Certification for Staff.
- Obtain current information on HOA's and boards. Create and keep a database with updated information bi-annually.
- Establish a park/business watch program.
- Create a partnership with local veterinarians and Clackamas County Dog Services to increase dog licenses within the city

Court

- Research Tyler Incode Notify
- Re-visit Parking E-cites
- Implement updated credit card processing procedure
- Oregon Court Administration Certification Level 1 – Brionna
- Oregon Court Administration Certification Level 2/3 - Kim



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Expenditures, Community Services and Public Safety

Personnel:

Wages: Director of Community Services & Public Safety, Program Supervisor, Community Services Officer Coordinator, Community Services Officer, Communication & Public Relations Coordinator, Municipal Court Clerk I (1), Municipal Court Clerk II (1), Administrative Assistant I (1), Administrative Assistant II (2).

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, Paid Leave Oregon tax (1% employee and employer cost share picked up by the City), medical and dental benefits paid for employees (employees pay 5% of the premium costs), life, and disability 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 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 requirement the City shelter animals in custody. Judge for Municipal Court sessions, translation services including signing to aid communication between defendants and court staff, student books and materials for Driver Safety Classes, and City's portion of costs for administering 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 2023 - 2024 Budget**

General Fund

***Economic and Community Development
Department***



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Economic and Community Development

Manager: Michael D. Walter, AICP

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 in relation to development reviews.

Planning and Economic Development Division

Guide residential, institutional, commercial and industrial growth to facilitate improvement of quality of life of our residents. Provide information and assistance to developers and the general public about development requirements, the planning process, and Planning Commission and City Council procedures. Optimize land development, confirm compliance with adopted land use regulations and policies, and ensure development projects enhance the functional and visual characteristics of the community. Provide technical review of preliminary and final subdivision plats, design review, transportation planning, environmental planning, landscape plan review, annexations, development agreements, and long-range planning. Coordinate planning and economic development efforts with other city departments and local, regional, and state planning agencies and organizations. Review, research, and update our Comprehensive Plan and Land Development Code to be certain it meets the goals prescribed by regional and state planning agencies as well as the City Council. Promote the development and expansion of commercial, industrial and health care sector businesses. Promote the annexation of properties in order to provide future economic development opportunities and residential growth.

Staff members include the Economic and Community Development Director, Planning Services Manager, Senior Planner (2), and Planning Assistant.

Engineering Division

Oversee construction and improvement of city facilities and infrastructure, provide public works related inspections, review plans, monitor construction activities, and submit grant applications. Provide strategic planning related to new development, transportation improvements, utilities, city-supported public works programs and capital improvement projects in conjunction with other city departments. Provide city residents a high level of customer service relative to street construction, improvements, maintenance and repairs, and public rights-of-way. Coordinate surface water issues with Clackamas County Water Environment Services (WES). Coordinate with the Traffic and Public Safety Committee, City Traffic Engineer, Code Enforcement, and Public Works Director regarding the installation and maintenance of signage and traffic control devices within public rights-of-way. Coordinate with Public Works on street cleaning including; sweeping, debris pick-up and hazardous spill removal coordination, and 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 limits.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Economic and Community Development

Oversee capital, upgrade, and public improvement projects within the public rights-of-way, utilizing System Development Charges for capital projects. Update Street Inventory Pavement Management Program and conduct feasibility studies regarding street pre-design. Work with the other departments relative to new site development, code compliance, and final plat review to assure compliance with conditions of approval. Maintain and updates as necessary the City's Construction Design Standards.

Staff members include the City Engineer, Senior Civil Engineer (2), Engineering Inspector II, Engineering Technician II, and Administrative Assistant II.

Building Division

Provide code administration, inspection, plan review and permit services integral to the safe and effective construction of structures in the City. Services provided to architects, engineers, contractors, and members of the public who need code interpretation of various specialty codes. Maintain updated copies of Oregon's construction codes and rules for use within the jurisdiction. Ensure organizations are operating in compliance with appropriate laws, individuals are properly licensed, and products meet legal specifications. Permit and inspection services provided for structural, mechanical, electrical, and plumbing permits. Issue permits to administer and enforce the state's building codes including plan review for construction. 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 construction 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 and City of Oregon City per existing Intergovernmental Agreements. 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.

Staff members include the Building Official, Building Inspector I (1), Building Inspector II (2), Plans Examiner I, Plans Examiner II, Permit Technician Supervisor, Building Permit Technician (2), and Administrative Assistant I.

Budget Summary:

	Preceding		Adopted	Budget For Fiscal Year 2023 - 2024		
	2020-21	2021-22	Budget 2022-23	Proposed	Approved	Adopted
Personnel Services	2,654,196	2,971,534	3,444,400	3,276,700	-	-
Material and Services	644,433	494,381	645,000	560,000	-	-
Total	3,298,629	3,465,915	4,089,400	3,836,700	-	-

General Fund - Economic & Community Development

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Personnel Services							
FTE Positions	20.0	24.0	24.0	22.0	22.0	-	-
Wages	\$ 1,705,923	\$ 1,912,899	\$ 2,135,500	\$ 2,000,000	\$ 2,064,300	\$ -	\$ -
Benefits	948,273	1,058,635	1,308,900	1,110,000	1,212,400	-	-
Total Personnel Services	<u>2,654,196</u>	<u>2,971,534</u>	<u>3,444,400</u>	<u>3,110,000</u>	<u>3,276,700</u>	<u>-</u>	<u>-</u>
Materials and Services							
ECD Supplies	1,023	1,910	5,000	1,000	5,000	-	-
Professional Development	15,332	19,986	40,000	28,000	35,000	-	-
Contract Services	628,078	472,485	600,000	470,000	520,000	-	-
Total Materials and Services	<u>644,433</u>	<u>494,381</u>	<u>645,000</u>	<u>499,000</u>	<u>560,000</u>	<u>-</u>	<u>-</u>
Total Economic & Community Development	<u>3,298,629</u>	<u>3,465,915</u>	<u>4,089,400</u>	<u>3,609,000</u>	<u>3,836,700</u>	<u>-</u>	<u>-</u>



**City of Happy Valley
Fiscal Year 2023 - 2024 Budget**

General Fund

Public Works Department



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Public Works

Manager: Chris Randall

Public Works

Oversee operations related to the maintenance of City facilities and infrastructure, maintenance of the city's fleet of vehicles and equipment, manage and maintain quality public roads, parks, trails, storm drains, open spaces, and other infrastructure for the residents of the City. Provide quality community services for the health and safety of residents and the environment. Provide high level of customer service related to 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 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. Promote recycling and sustainability practices through building maintenance. Work with the other departments to maintain a Safety Committee, coordinate issues related to public rights-of-ways, event staffing, warning sign installation and maintenance, surface water issues, feasibility studies, forecasting, and master planning projects.

Staff members include the Public Works Director, Utility Worker III, Heavy Equipment Mechanic, and Administrative Assistant III.

Budget Summary:

	Preceding		Adopted	Budget For Fiscal Year 2023 - 2024		
	2020-21	2021-22	Budget 2022-23	Proposed	Approved	Adopted
Personnel Services	550,780	584,906	668,900	678,000	-	-
Material and Services	169,851	176,181	227,000	230,000	-	-
Total	720,631	761,087	895,900	908,000	-	-

Goals and Priorities

Public Works

- In 2023, staff would like to provide a biddable design and specification for the superb-lock phase III effort. This work will include curbs, sidewalks, and half street improvements along the north side of King Rd while also providing an underground solution for overhead utilities.
- Work over the next year on the public works facility design. This effort will identify overall construction costs and provide the documents needed to bid and construct the project.

General Fund - Public Works

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Personnel Services							
FTE Positions	4.0	4.0	4.0	4.0	4.0	-	-
Wages	\$ 346,706	\$ 375,961	\$ 401,300	\$ 375,000	\$ 427,100	\$ -	\$ -
Benefits	204,074	208,945	267,600	210,000	250,900	-	-
Total Personnel Services	<u>550,780</u>	<u>584,906</u>	<u>668,900</u>	<u>585,000</u>	<u>678,000</u>	<u>-</u>	<u>-</u>
Materials and Services							
Public Works Supplies	26,695	28,656	22,000	15,000	20,000	-	-
Professional Development	12,735	11,990	15,000	15,000	15,000	-	-
Vehicle Operation & Main.	52,071	73,108	70,000	75,000	75,000	-	-
Repairs & Maintenance	39,368	51,418	70,000	50,000	70,000	-	-
Contract Services	38,982	11,009	50,000	30,000	50,000	-	-
Total Materials and Services	<u>169,851</u>	<u>176,181</u>	<u>227,000</u>	<u>185,000</u>	<u>230,000</u>	<u>-</u>	<u>-</u>
Total Public Works	<u>720,631</u>	<u>761,087</u>	<u>895,900</u>	<u>770,000</u>	<u>908,000</u>	<u>-</u>	<u>-</u>



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Expenditures, Public Works

Personnel:

Wages: Public Works Director, Utility Worker III, Heavy Equipment Mechanic, and Administrative Assistant III.

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, Paid Leave Oregon tax (1% employee and employer cost share picked up by the City), medical and dental benefits paid for employees (employees pay 5% of the premium costs), life, and disability 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, repair, 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 to maintain our Tree City USA status. Equipment rented during special projects. Repairs, improvements, maintenance, recycling costs, and cleaning supplies for all City buildings and systems excluding the Library and the Community Policing Center.

Contract Services: Public Works facility feasibility study and project engineering.



**City of Happy Valley
Fiscal Year 2023 - 2024 Budget**

General Fund

***Transfers
Contingency
Total Requirements***

General Fund - Non-Departmental, Transfers, and Contingency

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Transfers							
To Parks Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To Parks Capital Projects Fund	-	4,000,000	-	-	-	-	-
To Gen Res for Replacement Fund	500,000	500,000	500,000	500,000	500,000	-	-
To Facility Cap Project Fund	3,000,000	3,500,000	4,700,000	4,700,000	2,500,000	-	-
Total Transfers	<u>3,500,000</u>	<u>8,000,000</u>	<u>5,200,000</u>	<u>5,200,000</u>	<u>3,000,000</u>	<u>-</u>	<u>-</u>
Contingency	<u>-</u>	<u>-</u>	<u>3,993,242</u>	<u>-</u>	<u>3,102,436</u>	<u>-</u>	<u>-</u>

General Fund - Total by Department

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Administration	\$ 3,217,704	\$ 3,098,473	\$ 3,694,200	\$ 3,145,000	\$ 3,693,500	\$ -	\$ -
Community Services / Public Safety	1,247,480	1,275,290	1,392,900	1,270,000	1,381,700	-	-
Economic & Community Development	3,298,629	3,465,915	4,089,400	3,609,000	3,836,700	-	-
Public Works	720,631	761,087	895,900	770,000	908,000	-	-
Non-Departmental	-	-	-	-	-	-	-
Transfers	3,500,000	8,000,000	5,200,000	5,200,000	3,000,000	-	-
Contingency	-	-	3,993,242	-	3,102,436	-	-
Total General Fund Requirements	<u>11,984,444</u>	<u>16,600,765</u>	<u>19,265,642</u>	<u>13,994,000</u>	<u>15,922,336</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	7,458,108	8,623,336	-	5,422,336	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Fund

Transfers, Contingency

Manager: Jason Tuck, ICMA-CM

Transfers:

To General Reserve for Replacement Fund: Transfer to reserve fund for the purchase of items per the replacement schedule.

To Facility Capital Projects Fund: Transfer to fund future construction of new facilities including, but not limited to a public works facility.

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 20% in Contingency for the General Fund.

General Fund Department Totals:

Department Totals: Summary total for each department as well as total for Non-Departmental, Transfers, and Contingency.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Parks Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Parks Fund

Manager: Chris Randall / Steve Campbell

Ensure a clean, safe park and trail environment, including friendly park personnel on a daily basis. Provide a high level of customer service regarding picnic areas, sport fields, splash pad, boardwalk, park equipment, and playgrounds. Work with volunteers who provide improvements to parks and trail systems. Conduct documented park inspections once a month, provide staff support for City sponsored and endorsed park activities, maintain trail systems, and assist with construction of new trails and trail connections using City staff and volunteer labor. Maintain irrigation system to provide healthy turf and conserve water, semiannually top dress and fertilize all sports fields for optimum use throughout the year. Assist in the planning and construction of new park facilities, promote recycling and sustainability practices, and meet quarterly with the Parks Advisory Committee to discuss capital projects. Provide recreation programming to the community and plan and organize community events throughout the year.

Revenue

Property Taxes provided through the Parks operating levy. User related and program fees come from citizens utilizing programs and park space. Event revenue provided through event sponsorship and vendors. Park and trail grants received from other entities. Miscellaneous revenue is interest earned on the level of fund balance.

Expenditures

Parks operations department covers maintenance and operation of all parks facilities. Parks programming department plans and organizes recreational programming and community events.

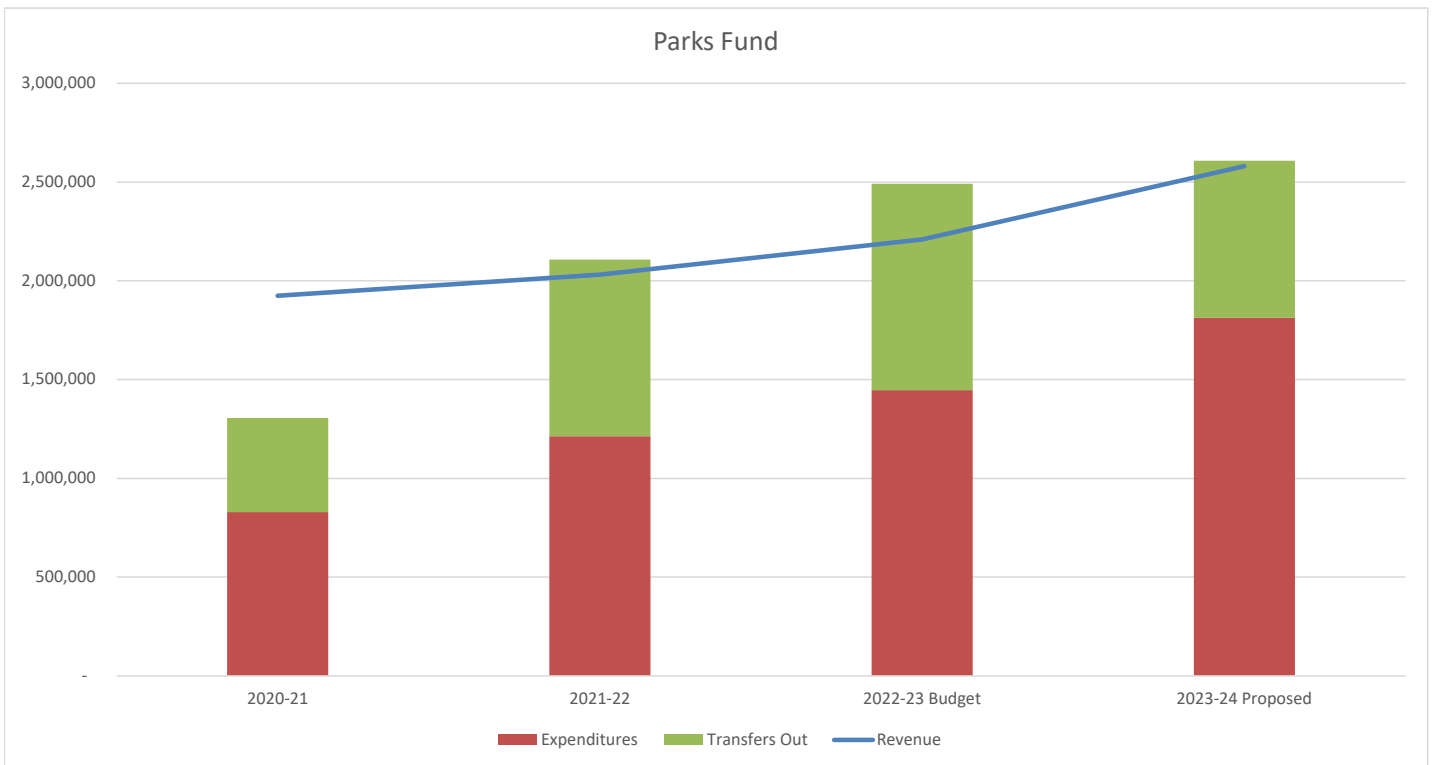
Staff includes Public Works Supervisor, Utility Worker I (3), Program Supervisor, Program Technician (1), Program Technician II (1)

Budget Summary:

	Preceding		Adopted	Budget For Fiscal Year 2023 - 2024		
	2020-21	2021-22	Budget 2022-23	Proposed	Approved	Adopted
Operations	597,621	783,913	811,800	1,158,400	-	-
Programming	231,377	417,694	600,000	623,900	-	-
Non-Departmental	350	11,100	35,000	30,000	-	-
Transfers	477,000	895,000	1,045,000	795,000	-	-
Contingency	-	-	607,535	611,308	-	-
Total	1,306,348	2,107,707	3,099,335	3,218,608	-	-

Parks Fund

	Preceding 2020-21	Preceding 2021-22	Adopted 2022-23 Budget	2022-23 Estimate	2023-24 Proposed	2023-24 Approved	2023-24 Adopted
Revenue	1,924,412	2,030,570	2,210,000	2,257,000	2,580,000	-	-
Expenditures	829,348	1,212,707	1,446,800	1,116,500	1,812,300	-	-
Transfers Out	477,000	895,000	1,045,000	1,045,000	795,000	-	-
Annual Operating Surplus / (Shortfall)	618,064	(77,137)	(281,800)	95,500	(27,300)	-	-
Beginning Fund Balance	2,181	620,245	889,335	543,108	638,608	-	-
Ending Fund Balance / Contingency	620,245	543,108	607,535	638,608	611,308	-	-



Parks Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 2,181	\$ 620,245	\$ 889,335	\$ 543,108	\$ 638,608	\$ -	\$ -
Property Taxes	1,776,407	1,880,444	1,960,000	2,000,000	2,120,000	-	-
Intergovernmental	3,835	-	20,000	-	-	-	-
User Related	30,038	45,014	40,000	35,000	5,000	-	-
Program Fees	8,611	25,693	15,000	30,000	30,000	-	-
Event Revenue	7,500	70,220	100,000	75,000	75,000	-	-
Grant Revenue	23,521	-	50,000	57,000	300,000	-	-
Misc Revenue	74,500	9,199	25,000	60,000	50,000	-	-
Total Resources	<u>1,926,593</u>	<u>2,650,815</u>	<u>3,099,335</u>	<u>2,800,108</u>	<u>3,218,608</u>	<u>-</u>	<u>-</u>

Parks Fund - Operations

Requirements	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Personnel Services							
FTE Positions	2.0	3.0	3.0	3.0	4.0	-	-
Wages	110,729	144,809	211,900	190,000	275,200	-	-
Benefits	70,388	81,189	129,900	100,000	148,200	-	-
Total Personnel Services	<u>181,117</u>	<u>225,998</u>	<u>341,800</u>	<u>290,000</u>	<u>423,400</u>	<u>-</u>	<u>-</u>
Materials and Services							
Park Supplies	20,463	16,192	30,000	20,000	30,000	-	-
Professional Development	3,013	2,814	10,000	3,500	5,000	-	-
Utilities	40,451	43,171	45,000	56,000	60,000	-	-
Vehicle Operation & Maint.	2,658	5,745	5,000	10,000	10,000	-	-
Repairs & Maintenance	157,726	130,492	110,000	110,000	120,000	-	-
Contract Services	192,193	359,501	270,000	140,000	510,000	-	-
Total Materials and Services	<u>416,504</u>	<u>557,915</u>	<u>470,000</u>	<u>339,500</u>	<u>735,000</u>	<u>-</u>	<u>-</u>
Total Operations	<u>597,621</u>	<u>783,913</u>	<u>811,800</u>	<u>629,500</u>	<u>1,158,400</u>	<u>-</u>	<u>-</u>

Parks Fund - Recreation

Requirements	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Personnel Services							
FTE Positions	2.5	3.0	3.0	3.0	3.0	-	-
Wages	118,389	158,387	212,000	180,000	223,300	-	-
Benefits	86,335	111,859	128,000	110,000	135,600	-	-
Total Personnel Services	<u>204,724</u>	<u>270,246</u>	<u>340,000</u>	<u>290,000</u>	<u>358,900</u>	<u>-</u>	<u>-</u>
Materials and Services							
Program Supplies	1,085	12,514	20,000	10,000	20,000	-	-
Community Events	13,457	85,598	150,000	130,000	175,000	-	-
Professional Development	1,549	7,339	20,000	20,000	20,000	-	-
Program Services	9,113	13,048	50,000	12,000	25,000	-	-
Contract Services	449	17,630	10,000	10,000	10,000	-	-
Public Outreach	1,000	11,319	10,000	13,000	15,000	-	-
Total Materials and Services	<u>26,653</u>	<u>147,448</u>	<u>260,000</u>	<u>195,000</u>	<u>265,000</u>	<u>-</u>	<u>-</u>
Total Programming	<u>231,377</u>	<u>417,694</u>	<u>600,000</u>	<u>485,000</u>	<u>623,900</u>	<u>-</u>	<u>-</u>

Parks Fund - Non-Departmental, Transfers, and Contingency

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Public Outreach	350	11,100	25,000	2,000	20,000	-	-
Legal	-	-	10,000	-	10,000	-	-
Contract Services	-	-	-	-	-	-	-
Total Non-departmental	<u>350</u>	<u>11,100</u>	<u>35,000</u>	<u>2,000</u>	<u>30,000</u>	<u>-</u>	<u>-</u>
Transfers							
To General Fund	177,000	195,000	245,000	245,000	270,000	-	-
To Parks Res for Replacement	300,000	700,000	800,000	800,000	525,000	-	-
Total Transfers	<u>477,000</u>	<u>895,000</u>	<u>1,045,000</u>	<u>1,045,000</u>	<u>795,000</u>	<u>-</u>	<u>-</u>
Contingency	<u>-</u>	<u>-</u>	<u>607,535</u>	<u>-</u>	<u>611,308</u>	<u>-</u>	<u>-</u>

Parks Fund - Total by Department

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Operations	597,621	783,913	811,800	629,500	1,158,400	-	-
Programming	231,377	417,694	600,000	485,000	623,900	-	-
Non-Departmental	350	11,100	35,000	2,000	30,000	-	-
Transfers	477,000	895,000	1,045,000	1,045,000	795,000	-	-
Contingency	-	-	607,535	-	611,308	-	-
Total Parks Fund Requirements	<u>1,306,348</u>	<u>2,107,707</u>	<u>3,099,335</u>	<u>2,161,500</u>	<u>3,218,608</u>	<u>-</u>	<u>-</u>
Annual operating surplus/(deficit)	618,064	(77,137)	(889,335)	95,500	(638,608)	-	-
Ending Fund Balance	<u>620,245</u>	<u>543,108</u>	<u>-</u>	<u>638,608</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contingency % (incl transfers out)	-	-	-	-	19%	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Parks Fund

Resources

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

Property Tax Revenue: Property tax revenue received through the Parks operating levy.

Intergovernmental Revenue: Revenue from other municipalities or governmental agencies.

User Related – Fees paid for park reservations.

Program Fees – Enrollment fees for recreation programming.

Grant Revenue: Grant Revenue received from other entities.

Event Revenue: Event sponsorships and event vendor fees.

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

Transfer In - from General Fund: Transfer from General Fund to cover operating deficit.

Goals and Priorities

Parks – Programming

- ACTIVE Net software implemented and running smoothly. Continuing to discover other aspects and functions of ACTIVE Net, allowing staff to efficiently meet the needs of residents.
- Enhance recreation programming and continue building programming for youth, adults, and seniors in the City.

Parks – Operations

- Finalize design plans for a redeveloped Village Green Park (and associated phasing). Staff will be working with the Parks Advisory Committee and City Council on updating the park in conjunction with the Happy Valley Library improvements.
- Upgrade Scott Creek Trail through a grant received from ODOT. This reconstruction will happen over the next three years and will include a completely new paved trail system from SE Cedar Way to Southern Lites Park.
- The Metro trail grant was awarded in 2022 with an official intergovernmental agreement anticipated in 2023. Staff estimates moving forward with the Scott Creek Trail planning grant effort within this budget year. The Clackamas River Trail will follow once development options for the Clackamas River property (Grabhorn) are developed.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

- Complete sports field upgrades for Happy Valley. This effort will include new irrigation, turf surfacing, drainage and top dressing. Based on the Parks Advisory's recommendation this project will be moving forward following 4th of July 2023. The sports field reconstruction effort will then conclude in October of 2024.
- In an effort to complete all of the playground replacements staff will be coordinating both Ashley Meadows and Southern Lites Parks spring of 2023. This final effort will secure the replacement of 100% of the playgrounds within our entire park system.

Expenditures

Personnel:

Wages: Public Works Supervisor, Utility Worker I (3), Program Supervisor, Program Technician I, Program Technician II.

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, Paid Leave Oregon tax (1% employee and employer cost share picked up by the City), medical and dental benefits paid for employees (employees pay 5% of the premium costs), life, and disability 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 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



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Parks Fund

Expenditures (continued)

Parks Association, trade journal subscriptions, and dues associated with professional memberships.

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

Vehicle Operation & Maintenance: Fuel, supplies, servicing, parts, and maintenance of park vehicles and equipment. Equipment included are items such as the small utility vehicle, backhoe, trucks, tractor, and mowers.

Repairs and Maintenance: Expenses related to cleanup and repair of picnic areas, routine maintenance of restroom facilities, invasive plant control, repair due to vandalism, sports field maintenance, repair and maintenance of Splash Pad and equipment rental for special projects.

Public Outreach: Costs associated with the production of educational and promotional material, social media, and events associated with park operations.

Grant Expenditures: Expenditures related to grant received from other entities.

Contract Services: Project engineering for park system projects. Programming instructors.

Program Supplies: Supplies used for running recreation programs.

Community Events – Cost associated with planning and running community events.

Transfers Out:

To General Fund: Amount calculated with cost allocation plan to cover administrative overhead costs. Included in these costs are city administration, finance, payroll, accounts payable, human resources, city recorder, overall administrative costs related to running the city.



**City of Happy Valley
Fiscal Year 2023 - 2024 Budget**

Public Safety Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Public Safety Fund

Manager: Steve Campbell

Provide public safety services to citizens at the level promised when the Local Option Levy was passed by the voters of the City. Account for tax dollars collected for contract law enforcement services which includes around the clock services by sworn and non-sworn officers dedicated to the City, two full time sergeants act as a field supervisor, a dedicated traffic officer, dedicated detective, Happy Valley identification on police cars, as well as local control, supervision and administration of the services provided. Services are provided through an intergovernmental agreement with the Clackamas County Sheriff Office.

Revenue

Local Option Levy property tax collections, amount from contract reconciliation with Clackamas County Sheriff Office, and interest allocated based on fund balance.

Expenditures

Public safety related services, wages and benefits for Non-Sworn Community Services Officer, contracted police services, equipment, training, facilities costs, and transfer to cover costs of administration. Contract includes Police Chief, Sergeant (2), Traffic Enforcement Officer (2), Detective, Patrol Officer (9), School Resource Officer (1), Community Service Desk Officer (1).

Budget Summary:

	Preceding		Adopted	Budget For Fiscal Year 2023-24		
	2020-21	2021-22	2022-23	Proposed	Approved	Adopted
Personnel Services	-	98,259	121,000	127,700	-	-
Material and Services	4,103,315	4,195,068	4,726,000	5,160,000	-	-
Capital Outlay	6,110	-	10,000	10,000	-	-
Transfers	502,000	550,000	515,000	550,000	-	-
Contingency	-	-	1,441,183	1,451,433	-	-
Total	4,611,425	4,843,327	6,813,183	7,299,133	-	-



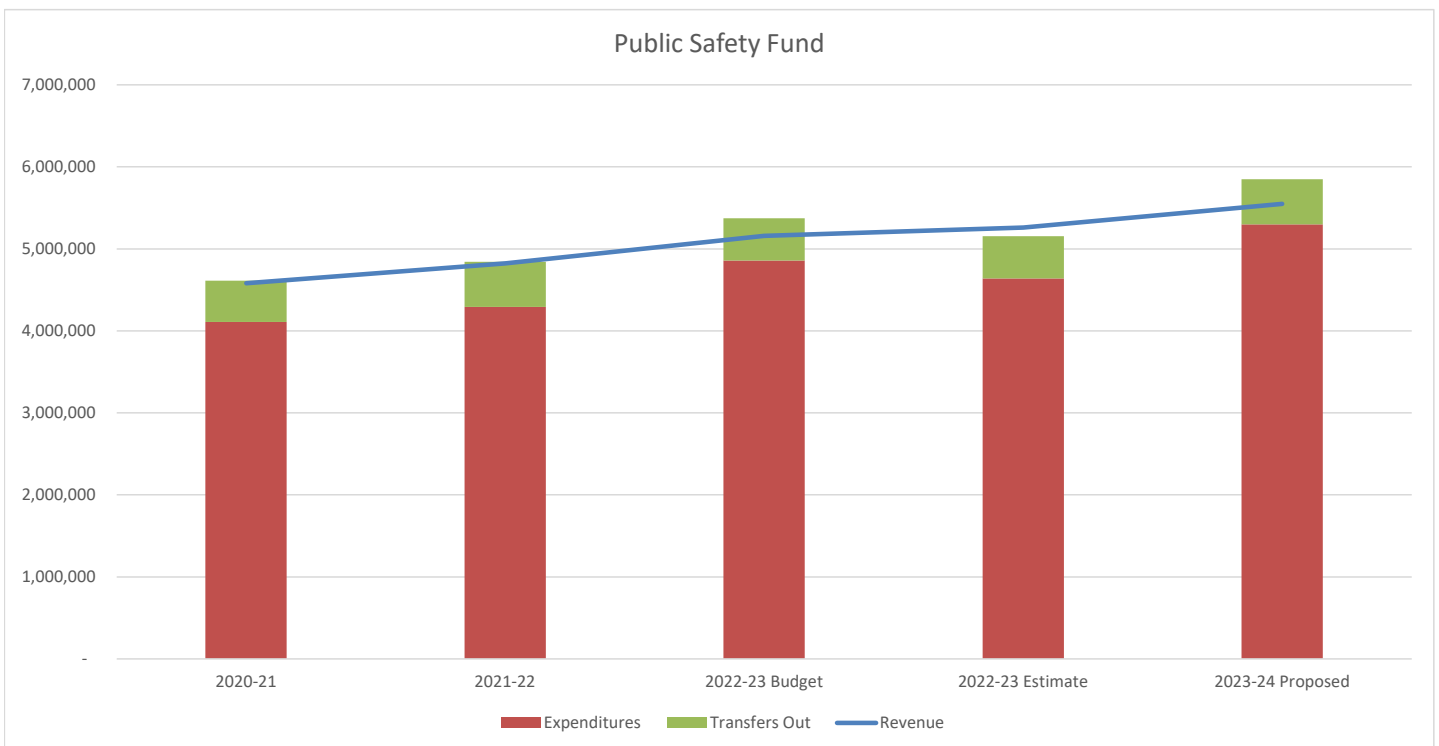
City of Happy Valley Fiscal Year 2023 - 2024 Budget

Goals and Priorities

- Police Oversight Committee for Contract Cities will be conducting a contract review in the year 2023. This includes working with CCSO and 3 contract police cities to review the IGA and Cost Book. Its been more than 10 years since the last contract review and IGA agreement.
- Work with apartment managers to develop a landlord – tenant program.
- Conduct a study to determine the best approach for police staffing. Finding the best methodology to apply based on our demographic, response times, contract police services, geographic boundaries, crime rate and assigned time verses unassigned time.
- Review data to create boundaries for two patrol districts.
- Explore adding an additional Sergeant to allow better direct supervision throughout the continuous operation work week.
- Continue to review crime and safety data and analyze growth to maintain effective staffing levels, consistent with the 5-year staffing plan.
- Build on the relationships developed during the social injustice protests to create a meaningful relationships in the community with the goal of promoting diversity, equity, inclusion.

Public Safety Fund

	Preceding 2020-21	Preceding 2021-22	Adopted 2022-23 Budget	2022-23 Estimate	2023-24 Proposed	2023-24 Approved	2023-24 Adopted
Revenue	4,582,731	4,824,777	5,160,000	5,260,000	5,550,000	-	-
Expenditures	4,109,425	4,293,327	4,857,000	4,640,000	5,297,700	-	-
Transfers Out	502,000	550,000	515,000	515,000	550,000	-	-
Annual Operating Surplus / (Shortfall)	(28,694)	(18,550)	(212,000)	105,000	(297,700)	-	-
Beginning Fund Balance	1,691,377	1,662,683	1,653,183	1,644,133	1,749,133	-	-
Ending Fund Balance / Contingency	1,662,683	1,644,133	1,441,183	1,749,133	1,451,433	-	-



Public Safety Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 1,691,377	\$ 1,662,683	\$ 1,653,183	\$ 1,644,133	\$ 1,749,133	\$ -	\$ -
Property Taxes	4,565,013	4,805,597	5,140,000	5,200,000	5,500,000	-	-
Misc Revenue	17,718	19,180	20,000	60,000	50,000	-	-
Total Resources	<u>6,274,108</u>	<u>6,487,460</u>	<u>6,813,183</u>	<u>6,904,133</u>	<u>7,299,133</u>	<u>-</u>	<u>-</u>
Requirements							
Personnel Services							
FTE Positions	15	16	17	17	18	-	-
Wages	-	62,037	77,400	72,000	81,700	-	-
Benefits	-	36,222	43,600	43,000	46,000	-	-
Total Personnel Services	<u>-</u>	<u>98,259</u>	<u>121,000</u>	<u>115,000</u>	<u>127,700</u>	<u>-</u>	<u>-</u>
Materials and Services							
PS Supplies	5,278	9,895	10,000	5,000	10,000	-	-
Professional Development	6,751	12,957	20,000	20,000	20,000	-	-
Utilities	21,110	16,648	24,000	20,000	25,000	-	-
Vehicle Operation & Maint.	8,667	14,032	15,000	10,000	15,000	-	-
Repairs & Maintenance	17,646	25,612	25,000	30,000	35,000	-	-
Public Outreach	4,920	7,106	10,000	10,000	10,000	-	-
Contract Services	101,501	52,185	70,000	70,000	80,000	-	-
Police Contract - Personnel	3,937,442	4,056,633	4,552,000	4,360,000	4,965,000	-	-
Total Materials and Services	<u>4,103,315</u>	<u>4,195,068</u>	<u>4,726,000</u>	<u>4,525,000</u>	<u>5,160,000</u>	<u>-</u>	<u>-</u>
Capital Outlay							
Equip over \$5,000	6,110	-	10,000	-	10,000	-	-
Total Capital Outlay	<u>6,110</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>-</u>
Transfers							
To General Fund	502,000	550,000	515,000	515,000	550,000	-	-
Total Transfers	<u>502,000</u>	<u>550,000</u>	<u>515,000</u>	<u>515,000</u>	<u>550,000</u>	<u>-</u>	<u>-</u>
Contingency	-	-	1,441,183	-	1,451,433	-	-
Total Requirements	<u>4,611,425</u>	<u>4,843,327</u>	<u>6,813,183</u>	<u>5,155,000</u>	<u>7,299,133</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	1,662,683	1,644,133	-	1,749,133	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 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 five 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. Prior to the 2018-19 budget, this also included revenue from the reconciliation process between the City and Clackamas County regarding the actual services provided compared to the services outlined in the contract. The County now bills based on actuals so there will be no reconciliation revenue.

Transfer In: Transfer from Reserve for Replacement Fund. The decision was made to split the Reserve for Replacement Fund into separate funds associated with the respective funds of origin. That analysis determined the Public Safety Fund does not have enough high dollar items to warrant a separate reserve fund.

Expenditures

Personnel:

Wages: Non-Sworn Community Services Officer.

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, Paid Leave Oregon tax (1% employee and employer cost share picked up by the City), medical and dental benefits paid for employees (employees pay 5% of the premium costs), life, and disability insurance, payments into the PERS system for both the employer percentage and the 6% pick up employee portion.

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.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

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

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. Contract includes Police Chief, Sergeant (2), Traffic Enforcement Officer, Detective, Patrol Officer (7), Non-sworn Community Services Officer.

Capital Outlay:

Equipment over \$5,000: Items associated with the maintenance and upkeep of the Community Policing Station and items to be used in connection with public safety.

Transfers:

To General Fund: Amount calculated with cost allocation plan to cover administrative overhead costs. Included in these costs are city administration, finance, payroll, accounts payable, human resources, city recorder, overall administrative costs related to running the city.

Other:

Contingency: Amount set aside to meet unforeseen circumstances. Contingency funds may only be transferred to 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 2023 - 2024 Budget**

Library Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Library Fund

Manager: Doris Grolbert

The Library Fund provides and promotes informational, educational, cultural and recreational materials, resources and programs to enhance the economic, social and cultural vitality of the community. The library is responsive to the needs of the community with welcoming environments, a broad range of relevant programs and materials in a variety of formats and highly qualified, customer-focused employees.

Revenue

The primary revenue for Library operations is from the distribution of Library District funds. The Library District distributes funds to each Library City according to a set formula outlined in the intergovernmental agreement and includes an assessed value and unincorporated population served calculation. In addition, the Library receives revenue from a Ready to Read grant from the State of Oregon and collection of fines, lost books, and copier fees.

Expenditures

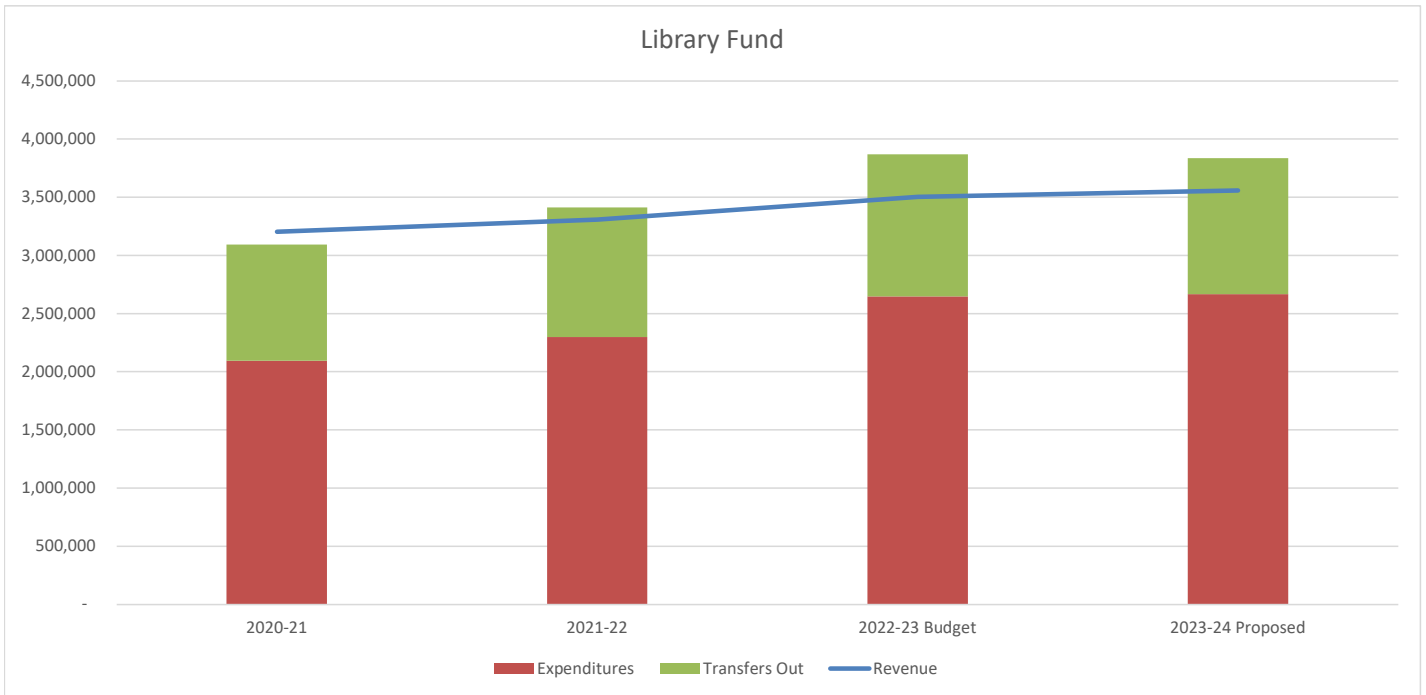
The Library maintains a seven day a week operation in a 18,300 sq. ft. building. Staff provide adult and children's programming, reference, and circulations services, cataloging of materials, and management of the Library Fund. Internet stations, public access computers and Wi-Fi access equipment and software are provided for public use. Books, DVDs, audio books, compact discs, magazines, eBooks, and other electronic resources are purchased and processed for use by the public.

Budget Summary:

	Preceding		Adopted	Budget For Fiscal Year 2023 - 2024		
	2020-21	2021-22	2022-23	Proposed	Approved	Adopted
Personnel Services	1,666,552	1,772,584	1,944,900	2,021,100	-	-
Material and Services	427,336	524,322	703,000	645,000	-	-
Transfers	1,000,000	1,115,000	1,220,000	1,170,000	-	-
Contingency	-	-	938,246	896,029	-	-
Total	3,093,888	3,411,906	4,806,146	4,732,129	-	-

Library Fund

	Preceding 2020-21	Preceding 2021-22	Adopted 2022-23 Budget	2022-23 Estimate	2023-24 Proposed	2023-24 Approved	2023-24 Adopted
Revenue	3,205,561	3,307,889	3,504,000	3,469,000	3,559,000	-	-
Expenditures	2,093,888	2,296,906	2,647,900	2,331,000	2,666,100	-	-
Transfers Out	1,000,000	1,115,000	1,220,000	1,220,000	1,170,000	-	-
Annual Operating Surplus / (Shortfall)	111,673	(104,017)	(363,900)	(82,000)	(277,100)	-	-
Beginning Fund Balance	1,247,473	1,359,146	1,302,146	1,255,129	1,173,129	-	-
Ending Fund Balance / Contingency	1,359,146	1,255,129	938,246	1,173,129	896,029	-	-



Library Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 1,247,473	\$ 1,359,146	\$ 1,302,146	\$ 1,255,129	\$ 1,173,129	\$ -	\$ -
District Revenue	3,132,510	3,218,934	3,406,000	3,325,000	3,450,000	-	-
User Related	1,142	35,447	40,000	35,000	40,000	-	-
Grant Revenue	-	-	8,000	9,000	9,000	-	-
Misc Revenue	71,909	53,508	50,000	100,000	60,000	-	-
Total Resources	4,453,034	4,667,035	4,806,146	4,724,129	4,732,129	-	-
Requirements							
Personnel Services							
FTE Positions	18.0	18.0	18.0	17.0	18.0	-	-
Wages	1,080,862	1,149,225	1,244,700	1,180,000	1,313,700	-	-
Benefits	585,690	623,359	700,200	610,000	707,400	-	-
Total Personnel Services	1,666,552	1,772,584	1,944,900	1,790,000	2,021,100	-	-
Materials and Services							
Office Supplies (inc- State Aid Grant)	40,950	51,763	50,000	55,000	60,000	-	-
Professional Development	2,315	4,434	10,000	6,000	10,000	-	-
Library Media	229,078	263,656	375,000	230,000	325,000	-	-
Utilities	35,749	37,590	45,000	40,000	45,000	-	-
Repairs & Maintenance	11,086	29,525	38,000	60,000	45,000	-	-
Facility and Office Contracts	108,158	137,354	185,000	150,000	160,000	-	-
Total Materials and Services	427,336	524,322	703,000	541,000	645,000	-	-
Transfers							
To General Fund	500,000	515,000	520,000	520,000	570,000	-	-
To Lib. Res. for Replacement Fund	500,000	600,000	700,000	700,000	600,000	-	-
Total Transfers	1,000,000	1,115,000	1,220,000	1,220,000	1,170,000	-	-
Contingency	-	-	938,246	-	896,029	-	-
Total Requirements	3,093,888	3,411,906	4,806,146	3,551,000	4,732,129	-	-
Ending Fund Balance	1,359,146	1,255,129	-	1,173,129	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Goals and Priorities

- Increase our programming to meet the needs of our community and demonstrate the need for more community meeting space.
- Work with the City, architects, and contractors to plan, design, and begin construction on a new program and community room space.
- Work with Parks and Recreation on planning Village Green Park.
- Evaluate our capacity to grow our outreach to other senior living facilities.
- Continue to provide outreach to low-income preschools.
- Continue to partner with schools to encourage library use by both students and teachers.
- Continue to develop partnership with Parks & Recreation for collaboration on programs and services.
- Continue our commitment to equity, diversity and inclusion in our programs, services, and collection.
- Continue to manage our collection so the items provided are relevant and meet the needs of our community.

Library Fund

Resources

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

District Revenue: Each year the District receives the amount collected for the year plus delinquent taxes recovered from the previous year. The District distributes funds when received using the formula. The Formula has two components:

City Assessed Value Component: The annual distribution to a Library City for properties within its boundaries shall equal the assessed value of such Library City's properties, as established annually by the Clackamas County Assessor, divided by the total assessed value of all properties in the District. This determines the Assessed Value Percentage Rate for each Library City. Each Library City will receive funds equal to the Assessed Value fund amount multiplied by its individual Assessed Value Percentage Rate.

Unincorporated Population Served Component: After calculation of each Library City's Assessed Value fund amount, the District shall calculate the remaining funds to be distributed (the "Remainder Amount") and distribute those funds based on the Unincorporated Population Served Percentage Rate based on their Service Population Area.

User Related Fees: Library receives overdue fines, payments for lost material, internet fees, copier fees, and printer fees.

Misc. Revenue: Includes but not limited to donations, interest income from cash invested in the Local Government Investment Pool and other investments. Ready to Read grant from the State of Oregon to provide funds for Summer Reading and reading readiness programs.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Expenditures

Personnel:

Wages: Library Director, Library Operations Supervisor, Library Program Coordinator, Librarian I (7), Librarian II (1), Library Assistant I (12), Library Assistant II (1), Library Aide (9).

Benefits: Items paid from these line items include unemployment claims as the City is self-insured for unemployment, any retirement incentives offered, FICA, Tri-met taxes paid by the City, Paid Leave Oregon tax (1% employee and employer cost share picked up by the City), medical and dental benefits paid for employees (employees pay 5% of the premium costs), life, and disability 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, Ready to Read grant expenditures, program expenditures, and cleaning supplies for the Library building and systems.

Professional Development: Training, travel, and meals related to City business, annual membership and professional organization dues, certifications, subscriptions, and books for Library staff.

Library Media: Books, music CDs, audio books, DVDs and Blu-Ray discs, kits, e-books, periodicals, databases, and electronic resources for the public's use.

Utilities: Gas, electricity, trash, recycling, phone services, water, internet, storm, and sewer.

Repairs and Maintenance: Repairs, improvements, maintenance, and computer and technology items less than \$5,000.

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

Transfers:

To General Fund: Amount calculated with cost allocation plan to cover administrative overhead costs. Included in these costs are city administration, finance, payroll, accounts payable, human resources, city recorder, overall administrative costs related to running the city.

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

Other:

Contingency: An amount set aside to meet unforeseen circumstances. Contingency funds may be transferred to Personnel Services, Materials and Services, and Transfers by resolutions approved by Council. This budget has 24% in Contingency for the Library Fund.



**City of Happy Valley
Fiscal Year 2023 - 2024 Budget**

Street Maintenance Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Street Maintenance Fund

Manager: Chris Randall

The Street Maintenance Fund provides maintenance, and preservation of all paved roads and streets within the City. Provide high level of customer service related to street construction, 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 sweeping, debris pickup-up, and hazardous spill removal coordination. Maintenance activities include but are not limited to pot-hole patching, street reconstruction, overlays, seal coating, crack sealing, street sweeping, sign replacement, fog and centerline striping, median maintenance, debris pickup and removal, and hazardous spill cleanup. Promote and pursue the use of the Pedestrian Master Plan. Update street standard construction details to address changing needs. Promote recycling and sustainability practices. Work with Engineering Department related to inspections, public rights-of-ways, street design, maintenance, and preservation, and reconstruction. Maintenance activities are coordinated with other agencies such as Clackamas County Water Environment Services (WES) and Department of Transportation and Development, and Oregon Department of Transportation.

Staff members include Utility Worker I (4)

Revenue

City's share of State Highway Trust Fund from a per-gallon tax and state vehicle registration fees, intergovernmental revenue based on agreements with neighboring jurisdictions for street sweeping and public works projects, and interest earned on the level of fund balance. Also included is revenue from City gas tax from any gas station operating within city boundaries as well as the City's portion of the vehicle registration fee administered by Clackamas County.

Expenditures

Reconstruction, overlays, slurry seals, and crack seals, installation and maintenance of traffic signage and striping, street sweeping, debris pickup, hazardous spill removal coordination, inclement weather services including snow removal and sanding icy roads, maintenance, and improvements to meet the street maintenance index. Staff training and continued education related to street maintenance practices. Contracted WES Street Sweeping.

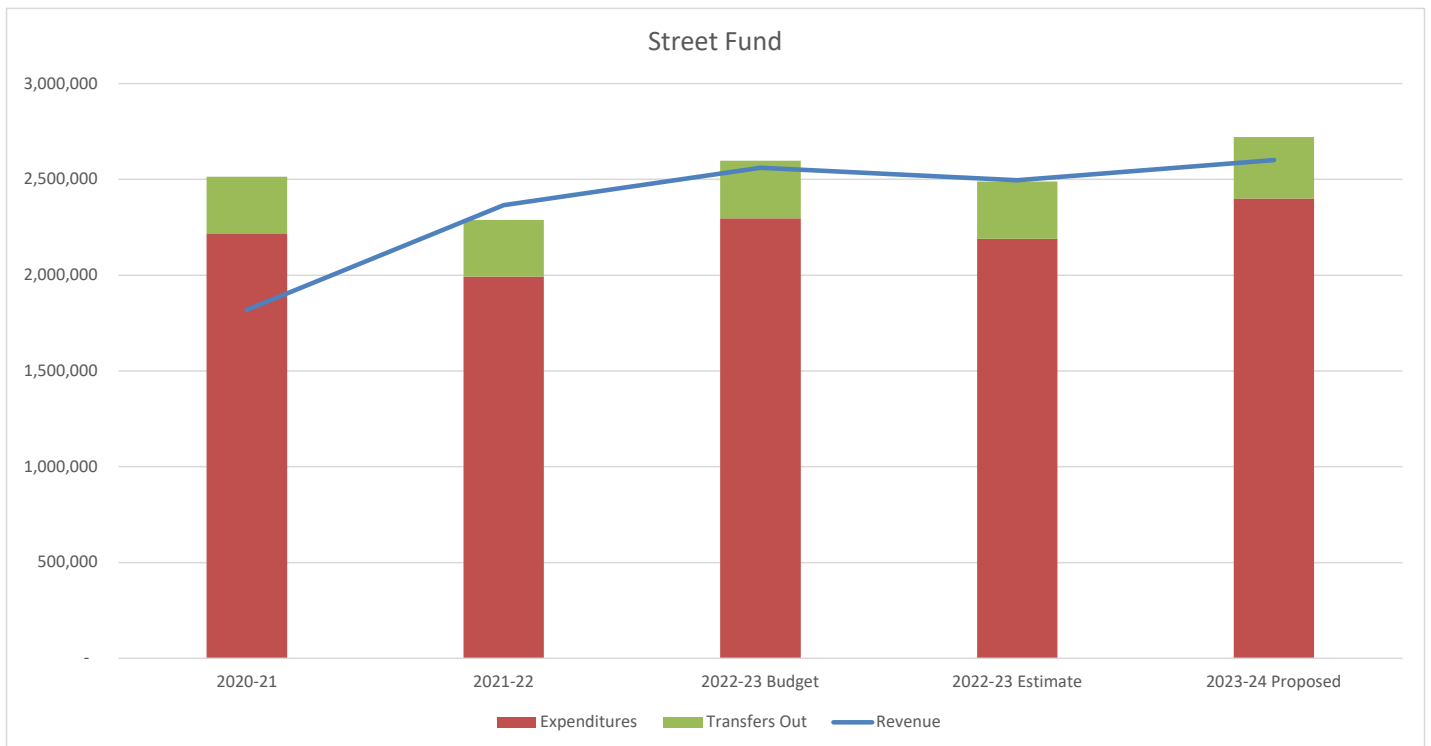
Budget Summary:

	2020-21	2021-22	Adopted Budget 2022-23	Budget for Fiscal Year 2023 - 24		
				Proposed	Approved	Adopted
Personnel Services	340,181	369,219	426,900	456,800	-	-
Material and Services	581,521	467,278	520,000	644,000	-	-
Capital Outlay	1,297,043	1,156,714	1,300,000	1,300,000	-	-
Transfers	296,000	296,000	300,000	320,000	-	-
Contingency	-	-	381,784	193,159	-	-
Total	2,514,745	2,289,211	2,928,684	2,913,959	-	-

Street Fund

	Preceding 2020-21	Preceding 2021-22	Adopted 2022-23 Budget	2022-23 Estimate	2023-24 Proposed	2023-24 Approved	2023-24 Adopted
Revenue	1,819,148	2,364,986	2,560,000	2,495,000	2,600,000	-	-
Expenditures	2,218,745	1,993,211	2,296,900	2,189,500	2,400,800	-	-
Transfers Out	296,000	296,000	300,000	300,000	320,000	-	-
Annual Operating Surplus / (Shortfall)	(695,597)	75,775	(36,900)	5,500	(120,800)	-	-
Beginning Fund Balance	928,281	232,684	368,684	308,459	313,959	-	-
Ending Fund Balance / contingency	232,684	308,459	331,784	313,959	193,159	-	-

2018-19 Spike is from the transfer out of Fee in Lieu, and increased Capital Outlay appropriation.



Street Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	928,281	232,684	368,684	\$ 308,459	\$ 313,959	\$ -	\$ -
State Shared Revenues	1,645,180	1,952,952	2,000,000	2,075,000	2,180,000	-	-
Intergovernmental Revenue	52,409	47,295	150,000	-	-	-	-
Local Gas Tax Revenue	103,659	111,986	130,000	110,000	120,000	-	-
Vehicle Registration Fee	-	232,479	260,000	240,000	260,000	-	-
Misc Revenue	17,900	20,274	20,000	70,000	40,000	-	-
Total Resources	<u>2,747,429</u>	<u>2,597,670</u>	<u>2,928,684</u>	<u>2,803,459</u>	<u>2,913,959</u>	<u>-</u>	<u>-</u>
Requirements							
Personnel Services							
FTE Positions	4.0	4.0	4.0	4.0	4.0	-	-
Wages	196,480	228,513	247,600	225,000	264,900	-	-
Benefits	143,701	140,706	179,300	162,000	191,900	-	-
Total Personnel Services	<u>340,181</u>	<u>369,219</u>	<u>426,900</u>	<u>387,000</u>	<u>456,800</u>	<u>-</u>	<u>-</u>
Materials and Services							
Supplies	234	151	5,000	500	2,000	-	-
Professional Development	4,666	13,259	10,000	10,000	12,000	-	-
Utilities	9,079	8,916	15,000	12,000	15,000	-	-
Vehicle Operation & Maint.	42,337	46,115	40,000	60,000	65,000	-	-
Repairs and Maintenance	207,876	61,061	250,000	250,000	300,000	-	-
Contract Services	317,329	337,776	250,000	220,000	250,000	-	-
Total Materials and Services	<u>581,521</u>	<u>467,278</u>	<u>570,000</u>	<u>552,500</u>	<u>644,000</u>	<u>-</u>	<u>-</u>
Capital Outlay							
Street Reconstruction	1,297,043	1,156,714	1,300,000	1,250,000	1,300,000	-	-
Total Capital Outlay	<u>1,297,043</u>	<u>1,156,714</u>	<u>1,300,000</u>	<u>1,250,000</u>	<u>1,300,000</u>	<u>-</u>	<u>-</u>
Transfers							
To General Fund	196,000	196,000	200,000	200,000	220,000	-	-
To Street Reserve for Replacement Fund	100,000	100,000	100,000	100,000	100,000	-	-
Total Transfers	<u>296,000</u>	<u>296,000</u>	<u>300,000</u>	<u>300,000</u>	<u>320,000</u>	<u>-</u>	<u>-</u>
Contingency	<u>-</u>	<u>-</u>	<u>331,784</u>	<u>-</u>	<u>193,159</u>	<u>-</u>	<u>-</u>
Total Requirements	<u>2,514,745</u>	<u>2,289,211</u>	<u>2,928,684</u>	<u>2,489,500</u>	<u>2,913,959</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	-	-	-	-	-
Ending Fund Balance	232,684	308,459	-	313,959	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 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,

Local Vehicle Registration Fee: Revenue from the City's portion of the vehicle registration fee administered by Clackamas County.

Local Gas Tax Revenue: Revenue from City gas tax from any gas station operating within city boundaries.

Transportation Maintenance Fee (TMF) Revenue: Revenue collected from residents for maintenance of streets within city boundaries if passed by council.

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

Expenditures

Goals and Priorities

Streets

- Street maintenance continues to be a priority for our department. Maintaining our current pavement quality index while delivering approximately 1.3m in annual street maintenance will again be a major effort for both Engineering and Public Works in 2023.

Personnel:

Wages: Utility Worker I (4)

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, Paid Leave Oregon tax (1% employee and employer cost share picked up 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 staff to protect them from injury. Examples: Hardhats, safety goggles, gloves, and boots.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

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 at street construction/inspection and/or maintenance seminars and training materials. Memberships associated with street repair and maintenance and subscriptions to trade journals.

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. 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.

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 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.

Potential projects for the current year include:

Spring Mountain Road

Valley View Terrace

Transfers Out:

To General Fund: Amount calculated with cost allocation plan to cover administrative overhead costs. Included in these costs are city administration, finance, payroll, accounts payable, human resources, city recorder, overall administrative costs related to running the city.

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

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 2023 - 2024 Budget**

***Storm Utility System Development Charges
Fund***



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Storm Utility System Development Charges Fund

Managers: Michael D. Walter, AICP / Chris Randall

ORS 223.297 to 223.314 provides a uniform framework for imposing 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 SDC's. 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 SDC's be deposited into accounts designated for such monies and an annual accounting of these funds is to be made.

Revenue

Storm Drain SDCs, interest, miscellaneous revenue.

Expenditures

Storm Drain SDCs

Used to complete Capital Storm Drain Projects as identified in the City's Storm Drain Master Plan and Capital Improvement Plan (CIP). Projects are planned within the City's major drainage ways and focused on watershed protection/enhancement activities.

Contract Services

Used to complete Storm and Sewer Master Plans.

Budget Summary:

	Preceding		Adopted	Budget for Fiscal Year 2023-24		
	2020-21	2021-22	Budget 2022-23	Proposed	Approved	Adopted
Materials and Services	-	-	200,000	100,000	-	-
Capital Outlay	-	-	1,273,963	709,069	-	-
Transfers	-	-	-	-	-	-
Total	-	-	1,473,963	809,069	-	-

Storm Utility System Development Charges (SDC) Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 1,189,884	\$ 1,328,137	\$ 1,353,963	\$ 1,453,069	\$ 759,069	\$ -	\$ -
SDC - Storm Drainage	130,607	117,443	100,000	35,000	30,000	-	-
Misc Revenue	7,646	7,489	20,000	20,000	20,000	-	-
Transfers In	-	-	1,000	1,000	-	-	-
Total Resources	<u>1,328,137</u>	<u>1,453,069</u>	<u>1,474,963</u>	<u>1,509,069</u>	<u>809,069</u>	<u>-</u>	<u>-</u>
Requirements							
Materials and Services							
Contract Services	-	-	200,000	-	100,000	-	-
Total Materials and Services	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>-</u>
Capital Outlay							
SDC Projects - Storm Drain	-	-	1,273,963	750,000	709,069	-	-
Total Capital Outlay	<u>-</u>	<u>-</u>	<u>1,273,963</u>	<u>750,000</u>	<u>709,069</u>	<u>-</u>	<u>-</u>
Transfers							
To Parks SDC Fund	-	-	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Requirements	<u>-</u>	<u>-</u>	<u>1,473,963</u>	<u>750,000</u>	<u>809,069</u>	<u>-</u>	<u>-</u>
Reserve for Future Expenditures	-	-	1,000	-	-	-	-
Ending Fund Balance	1,328,137	1,453,069	-	759,069	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Storm Utility System Development Charges 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.

SDC – Storm Drain: SDC's collected on building permits to fund the City's CIP for storm drainage.

Expenditures

Capital Outlay:

Planned projects for Storm Drain

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 No. 1 (CCSD#1).



**City of Happy Valley
Fiscal Year 2023 - 2024 Budget**

***Transportation System Development
Charges Fund***



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Transportation System Development Charges Fund

Managers: Michael D. Walter, AICP / Chris Randall

ORS 223.297 to 223.314 provides a uniform framework for imposing 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 SDC's. 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

Transportation SDCs, interest, miscellaneous revenue.

Expenditures

Completion of Capital Transportation Projects as identified in the City's Transportation System Plan (TSP) and Capital Improvement Plan (CIP). Also includes an SDC methodology and administrative documents.

Budget Summary:

	Preceding		Adopted	Budget for Fiscal Year 2023-24		
	2020-21	2021-22	2022-23	Proposed	Approved	Adopted
Materials and Services	24,924	339,753	1,000,000	1,000,000	-	-
Capital Outlay	10,819,721	3,556,120	8,840,942	11,963,916	-	-
Transfers	-	-	-	-	-	-
Total	10,844,645	3,895,873	9,840,942	12,963,916	-	-

Transportation System Development Charges (SDC) Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 11,955,862	\$ 5,615,942	\$ 8,590,942	\$ 8,653,916	\$ 9,013,916	\$ -	\$ -
SDC - Transportation	1,899,324	377,052	500,000	300,000	300,000	-	-
SDC - Transportation Credits	440,554	6,464,900	600,000	-	-	-	-
Privilege Tax	-	-	-	-	500,000	-	-
Misc Revenue	2,164,847	91,895	150,000	140,000	150,000	-	-
Transfers In	-	-	260,000	260,000	3,000,000	-	-
Total Resources	<u>16,460,587</u>	<u>12,549,789</u>	<u>10,100,942</u>	<u>9,353,916</u>	<u>12,963,916</u>	<u>-</u>	<u>-</u>
Requirements							
Materials and Services							
Contract Services	24,924	339,753	1,000,000	300,000	1,000,000	-	-
Total Materials and Services	<u>24,924</u>	<u>339,753</u>	<u>1,000,000</u>	<u>300,000</u>	<u>1,000,000</u>	<u>-</u>	<u>-</u>
Capital Outlay							
SDC Projects	10,819,721	3,556,120	8,840,942	40,000	8,563,916	-	-
Undergrounding Projects	-	-	-	-	3,400,000	-	-
Total Capital Outlay	<u>10,819,721</u>	<u>3,556,120</u>	<u>8,840,942</u>	<u>40,000</u>	<u>11,963,916</u>	<u>-</u>	<u>-</u>
Total Requirements	<u>10,844,645</u>	<u>3,895,873</u>	<u>9,840,942</u>	<u>340,000</u>	<u>12,963,916</u>	<u>-</u>	<u>-</u>
Reserve for Future Expenditures	-	-	260,000	-	-	-	-
Ending Fund Balance	5,615,942	8,653,916	-	9,013,916	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Transportation System Development Charges Fund

Resources

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

SDC – Transportation (TSDC's): TSDC's collected on building permits to fund the City's CIP for transportation.

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

Transfers In: Transfer from the Street Fund for Fee in Lieu collections for TSDC related projects.

Expenditures

Materials and Services:

Contract Services: Completion of the Capital Improvement Plan (CIP), SDC methodology, and administrative documents.

Capital Outlay: Expenditures for TSDC capital and electric line undergrounding projects.

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 2023 - 2024 Budget**

Parks System Development Charges Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Parks System Development Charges Fund

Managers: Michael D. Walter, AICP / Chris Randall

ORS 223.297 to 223.314 provides a uniform framework for imposing 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 SDC's. 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

Parks SDCs, interest, miscellaneous revenue.

Expenditures

Completion of Capital Parks Projects as identified in the City's Parks Master Plan and Capital Improvement Plan (CIP). Also includes an SDC methodology and administrative documents.

Budget Summary:

	Preceding		Adopted	Budget for Fiscal Year 2023-24		
	2020-21	2021-22	2022-23	Proposed	Approved	Adopted
Materials and Services	40,300	78,389	500,000	500,000	-	-
Capital Outlay	719,898	2,845,927	23,367,344	19,926,273	-	-
Total	760,198	2,924,316	23,867,344	20,426,273	-	-

Parks System Development Charges (SDC) Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 16,054,668	\$ 18,802,344	\$ 21,767,344	\$ 19,266,273	\$ 19,826,273	\$ -	\$ -
SDC - Parks	3,396,944	3,283,811	2,000,000	300,000	300,000	-	-
Misc Revenue	110,930	104,434	100,000	300,000	300,000	-	-
Total Resources	<u>19,562,542</u>	<u>22,190,589</u>	<u>23,867,344</u>	<u>19,866,273</u>	<u>20,426,273</u>	<u>-</u>	<u>-</u>
Requirements							
Materials and Services							
Contract Services	40,300	78,389	500,000	20,000	500,000	-	-
Total Materials and Services	<u>40,300</u>	<u>78,389</u>	<u>500,000</u>	<u>20,000</u>	<u>500,000</u>	<u>-</u>	<u>-</u>
Capital Outlay							
SDC Projects	719,898	2,845,927	23,367,344	20,000	19,926,273	-	-
Total Capital Outlay	<u>719,898</u>	<u>2,845,927</u>	<u>23,367,344</u>	<u>20,000</u>	<u>19,926,273</u>	<u>-</u>	<u>-</u>
Total Requirements	<u>760,198</u>	<u>2,924,316</u>	<u>23,867,344</u>	<u>40,000</u>	<u>20,426,273</u>	<u>-</u>	<u>-</u>
Reserve for Future Expenditures	-	-	-	-	-	-	-
Ending Fund Balance	18,802,344	19,266,273	-	19,826,273	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Parks System Development Charges Fund

Resources

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

SDC – Parks (PSDC's): PSDC's collected on building permits to fund the City's CIP for Parks.

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

Expenditures

Materials and Services:

Contract Services: Completion of the Capital Improvement Plan (CIP), SDC methodology, and administrative documents.

Capital Outlay:

SDC Projects: Capital expenditures on SDC eligible projects.

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 2023 - 2024 Budget**

Pedestrian Improvement Projects Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Pedestrian Improvement Projects Fund

Managers: Michael D. Walter, AICP / Chris Randall

Purpose of this fund is to account for pedestrian pathways and other improvements based on the City's adopted Pedestrian Master Plan. High priority projects constructed as funds become available. Smaller projects to connect existing pedestrian networks approved by Council annually.

Revenue

Revenues received from the Vehicle Registration Fee.

Expenditures

Project engineering and costs for construction of planned pedestrian projects. PIP amounts allocated annually for Traffic and Public Safety projects as well as for boulevard sidewalk maintenance. Amounts used for matching when grants are awarded to the City.

Budget Summary:

	Preceding		Adopted	Budget For Fiscal Year 2023 - 2024		
	2020-21	2021-22	Budget 2022-23	Proposed	Approved	Adopted
Material and Services	-	22,520	30,000	30,000	-	-
Capital Outlay	49,159	26,421	1,700,911	1,895,562	-	-
Transfers	22,000	22,000	28,000	30,000	-	-
Total	71,159	70,941	1,758,911	1,955,562	-	-

Pedestrian Improvement Projects (PIP) Fund

	Preceding 2019-20	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 946,731	\$ 1,304,711	\$ 1,488,911	\$ 1,473,562	\$ 1,685,562	\$ -	\$ -
Misc Revenue	6,663	7,313	10,000	30,000	10,000	-	-
Vehicle Registration Fee	422,476	232,479	260,000	240,000	260,000	-	-
Total Resources	<u>1,375,870</u>	<u>1,544,503</u>	<u>1,758,911</u>	<u>1,743,562</u>	<u>1,955,562</u>	<u>-</u>	<u>-</u>
Requirements							
Materials and Services							
Contract Engineering	-	22,520	30,000	30,000	30,000	-	-
Total Materials and Services	<u>-</u>	<u>22,520</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>-</u>	<u>-</u>
Capital Outlay							
Pedestrian Pathways	49,159	26,421	1,700,911	-	1,895,562	-	-
Total Capital Outlay	<u>49,159</u>	<u>26,421</u>	<u>1,700,911</u>	<u>-</u>	<u>1,895,562</u>	<u>-</u>	<u>-</u>
Transfers							
To General Fund	22,000	22,000	28,000	28,000	30,000	-	-
Total Transfers	<u>22,000</u>	<u>22,000</u>	<u>28,000</u>	<u>28,000</u>	<u>30,000</u>	<u>-</u>	<u>-</u>
Total Requirements	<u>71,159</u>	<u>70,941</u>	<u>1,758,911</u>	<u>58,000</u>	<u>1,955,562</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	-	-	-	-	-
Ending Fund Balance	1,304,711	1,473,562	-	1,685,562	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 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.

Vehicle Registration Fee: The City's share of the vehicle registration fee administered through Clackamas County.

Transfers In: Transfer to fund projects.

Expenditures

Materials and Services:

Contract Engineering: Transportation engineering and planning.

Capital Outlay:

Pedestrian Pathways: Construction of pedestrian pathways. The Traffic and Public Safety Committee reviews and prioritizes a list of projects up to \$50,000 per budget cycle to the Public Works Director and City Manager for consideration. Also \$10,000 per budget cycle for the maintenance of boulevard street sidewalks.

Grant Match: Matching funds paid to comply with grant award. Included are the 122nd/129th RFFA grant design engineering phase.

Transfers:

To General Fund: Amount calculated with cost allocation plan to cover administrative overhead costs. Included in these costs are city administration, finance, payroll, accounts payable, human resources, city recorder, overall administrative costs related to running the city.



**City of Happy Valley
Fiscal Year 2023 - 2024 Budget**

Facility Capital Projects Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Facility Capital Projects Fund

Manager: Travis Warneke, CPA

This fund was created for the construction of new facilities including but not limited to a public works facility and a police station. The timing of these projects is uncertain, but the eventual purchase of land and construction of the facilities will be accounted for in this fund.

Revenue

Transfers from the General Fund.

Expenditures

Purchase of land and expenditures related to the construction of facilities.

Budget Summary:

	Preceding		Adopted Budget 2022-23	Budget For Fiscal Year 2023 - 2024		
	2020-21	2020-21		Proposed	Approved	Adopted
Materials and Services	-	24,695	500,000	500,000	-	-
Capital Outlay	425	-	16,941,886	9,847,321	-	-
Total	425	24,695	17,441,886	10,347,321	-	-

Facility Capital Projects Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 6,179,492	\$ 9,221,886	\$ 12,741,886	\$ 12,752,321	\$ 7,647,321	\$ -	\$ -
Misc Revenue	42,819	55,130	-	200,000	200,000	-	-
Transfers In - General Fund	3,000,000	3,500,000	4,700,000	4,700,000	2,500,000	-	-
Total Resources	<u>9,222,311</u>	<u>12,777,016</u>	<u>17,441,886</u>	<u>17,652,321</u>	<u>10,347,321</u>	<u>-</u>	<u>-</u>
Requirements							
Materials and Services							
Contract Services	-	24,695	500,000	5,000	500,000	-	-
Total Materials and Services	<u>-</u>	<u>24,695</u>	<u>500,000</u>	<u>5,000</u>	<u>500,000</u>	<u>-</u>	<u>-</u>
Capital Outlay							
Project Construction	425	-	12,941,886	-	1,000,000	-	-
Land	-	-	4,000,000	10,000,000	8,847,321	-	-
Total Capital Outlay	<u>425</u>	<u>-</u>	<u>16,941,886</u>	<u>10,000,000</u>	<u>9,847,321</u>	<u>-</u>	<u>-</u>
Total Requirements	<u>425</u>	<u>24,695</u>	<u>17,441,886</u>	<u>10,005,000</u>	<u>10,347,321</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	-	-	-	-	-
Ending Fund Balance	9,221,886	12,752,321	-	7,647,321	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Facility Capital Projects Fund

Resources

Transfer from General Fund: Amounts from the General Fund to allow for the construction of facilities.

Expenditures

Capital Outlay:

Land: Purchase of land for future facility location.



**City of Happy Valley
Fiscal Year 2023 - 2024 Budget**

Parks Capital Projects Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Parks Capital Projects Fund

Manager: Travis Warneke, CPA

The Parks Capital Projects Fund resources consist of a transfer from the Parks Fund. These resources will be available to supplement a Parks SDC project when the time comes. Not all SDC projects are 100% SDC eligible so having dedicated funds set aside will help get a project off the ground smoothly.

Revenue

Transfers from the Parks Fund.

Expenditures

Capital expenditures for parks facilities.

Budget Summary:

	Preceding		Adopted Budget 2022-23	Budget For Fiscal Year 2023 - 2024		
	2020-21	2021-22		Proposed	Approved	Adopted
Capital Outlay	-	343,932	9,028,220	7,283,097	-	-
Total	-	343,932	9,028,220	7,283,097	-	-

Parks Capital Projects Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 4,938,934	\$ 4,970,220	\$ 9,003,220	\$ 8,653,097	\$ 7,183,097	\$ -	\$ -
Misc Revenue	31,286	26,809	25,000	130,000	100,000	-	-
Transfers In	-	4,000,000	-	-	-	-	-
Total Resources	<u>4,970,220</u>	<u>8,997,029</u>	<u>9,028,220</u>	<u>8,783,097</u>	<u>7,283,097</u>	<u>-</u>	<u>-</u>
Requirements							
Capital Outlay							
Projects	-	343,932	4,000,000	1,500,000	4,000,000	-	-
Land	-	-	5,028,220	100,000	3,283,097	-	-
Total Capital Outlay	<u>-</u>	<u>343,932</u>	<u>9,028,220</u>	<u>1,600,000</u>	<u>7,283,097</u>	<u>-</u>	<u>-</u>
Contingency	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Requirements	<u>-</u>	<u>343,932</u>	<u>9,028,220</u>	<u>1,600,000</u>	<u>7,283,097</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	-	-	-	-	-
Ending Fund Balance	4,970,220	8,653,097	-	7,183,097	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Parks Capital Projects Fund

Resources

Transfer from Parks Fund: Amounts from the Parks Fund to supplement Parks SDC eligible projects.

Expenditures

Capital Outlay: Amount set aside for park improvements in 2022-23, as well as future land purchases or upgrades. The full balance of \$9 million is available to exercise opportunities as they arise.

SDC Match: Capital expenditures for parks facilities.



**City of Happy Valley
Fiscal Year 2023 - 2024 Budget**

Reserve for General Operations Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Reserve for General Operations Fund

Manager: Travis Warneke, CPA

This reserve fund will hold amounts to be accumulated and expended to offset the cyclical nature of general operation resources. The most recent economic downturn highlighted the cyclical nature of revenues in the General Fund and the impact that has on the ability to ensure service delivery in the event of an economic downturn. The amount to be accumulated in this fund along with the conditions for expenditures are set forth in Policy 13-04 - Budget Reserves & Contingency.

Revenue

Transfer from the General Fund for future general operations expenditures.

Expenditures

Will be used to offset the effects of the cyclical nature of revenue generation in the General Fund in future years based on Policy 13-04 – Budget Reserves & Contingency.

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:

	Preceding		Adopted Budget 2022-23	Budget For Fiscal Year 2023 - 2024		
	2020-21	2021-22		Proposed	Approved	Adopted
Materials and Services	-	-	-	-	-	-
Reserve for Future Expenditures	-	-	838,974	838,974	-	-
Total	-	-	838,974	838,974	-	-

Reserve for General Operations Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 838,974	\$ 838,974	\$ 838,974	\$ 838,974	\$ 838,974	\$ -	\$ -
Total Resources	<u>838,974</u>	<u>838,974</u>	<u>838,974</u>	<u>838,974</u>	<u>838,974</u>	<u>-</u>	<u>-</u>
Requirements							
Materials and Services	-	-	-	-	-	-	-
Total Requirements	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	838,974	-	838,974	-	-
Ending Fund Balance	<u>838,974</u>	<u>838,974</u>	<u>-</u>	<u>838,974</u>	<u>-</u>	<u>-</u>	<u>-</u>



City of Happy Valley Fiscal Year 2023 - 2024 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 2023 - 2024 Budget**

General Reserve for Replacement Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Reserve for Replacement Fund

Manager: Travis Warneke, CPA

Created to provide a long-term approach to funding the purchase and replacement of equipment and major facility maintenance expenditures. A schedule was established to calculate the amount required annually based on the expected useful life of equipment and facilities. The schedule is reviewed and updated annually based on an assessment of the condition of items along with any additions or deletions of equipment or facilities. 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. This fund allows the City to save for replacement of all major capital items without having dramatic swings in the General Fund and makes for clear and relevant analysis of operating trends.

Revenue

Transfers from the General Fund, PEG revenue, interest.

Expenditures

Repair and replacement of 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 transfers out are the Library and Street reserve balances to create their own reserve funds. The Public Safety reserve balance was transferred back to the Public Safety fund.

Budget Summary:

	Preceding		Adopted Budget 2022-23	Budget For Fiscal Year 2023 - 2024		
	2020-21	2021-22		Proposed	Approved	Adopted
Material and Services	48,217	247,958	650,000	650,000	-	-
Capital Outlay	237,840	262,661	900,000	900,000	-	-
Total	286,057	510,619	1,550,000	1,550,000	-	-
Reserved for Future Expenditures	-	-	1,318,371	1,305,774	-	-

General Reserve for Replacement Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 1,886,290	\$ 2,203,371	\$ 2,298,371	\$ 2,260,774	\$ 2,295,774	\$ -	\$ -
PEG revenue	59,546	60,692	60,000	60,000	60,000	-	-
Misc Revenue	43,592	7,330	10,000	-	-	-	-
Transfers In	500,000	500,000	500,000	500,000	500,000	-	-
Total Resources	<u>2,489,428</u>	<u>2,771,393</u>	<u>2,868,371</u>	<u>2,820,774</u>	<u>2,855,774</u>	<u>-</u>	<u>-</u>
Requirements							
Materials and Services							
Equipment - under \$5,000	48,217	246,758	150,000	70,000	150,000	-	-
Repairs and Maintenance	-	1,200	500,000	200,000	500,000	-	-
Total Materials and Services	<u>48,217</u>	<u>247,958</u>	<u>650,000</u>	<u>270,000</u>	<u>650,000</u>	<u>-</u>	<u>-</u>
Capital Outlay							
Vehicles	-	38,495	300,000	100,000	300,000	-	-
Equipment - over \$5,000	237,840	122,746	400,000	50,000	400,000	-	-
Facility Improvements	-	22,991	100,000	25,000	100,000	-	-
PEG Grants	-	78,429	100,000	80,000	100,000	-	-
Total Capital Outlay	<u>237,840</u>	<u>262,661</u>	<u>900,000</u>	<u>255,000</u>	<u>900,000</u>	<u>-</u>	<u>-</u>
Total Requirements	<u>286,057</u>	<u>510,619</u>	<u>1,550,000</u>	<u>525,000</u>	<u>1,550,000</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	1,318,371	-	1,305,774	-	-
Ending Fund Balance	2,203,371	2,260,774	-	2,295,774	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

General Reserve for Replacement Fund

Resources

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

PEG Revenue: Cable PEG fees collected for Public, Educational and Governmental access.

Misc Revenue: Includes interest income from cash in the Local Government Investment Pool.

Transfers In: Amounts from the General Fund per replacement schedules.

Expenditures

Materials and Services:

Equipment – under \$5,000: Equipment per replacement schedules.

Repairs and Maintenance: Repairs and maintenance items per replacement schedules.

Education Benefits: Benefits provided to staff for education.

Capital Outlay:

Vehicles: Vehicles per replacement schedules.

Equipment – over \$5,000: Equipment per replacement schedules.

Facility Improvements: Facility improvements per replacement schedules.

Park Improvements: Park improvements scheduled for the current budget year per Council direction.

PEG Grants: Grants awarded based on criteria.

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 2023 - 2024 Budget**

Library Reserve for Replacement Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Library Reserve for Replacement Fund

Manager: Travis Warneke, CPA

Created to provide a long-term approach to funding the purchase and replacement of equipment and major facility maintenance expenditures associated with the Library. A schedule was established to calculate the amount required annually based on the expected useful life of equipment and facilities. The schedule is reviewed and updated annually based on an assessment of the condition of items along with any additions or deletions of equipment or facilities.

The fund will be reviewed to determine whether it will be continued or eliminated 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 the Library Fund. Any unexpended balance is not required to be held for subsequent expenditure for the purposes for which this fund was established.

This fund allows the City to save for replacement of all major library capital items without having dramatic swings in the operating Library Fund and makes for clear and relevant analysis of operating trends.

Revenue

Transfers from the Library Fund and interest earned on amounts invested in the Local Government Investment Pool and other investments.

Expenditures

Repair and replacement of 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.

Budget Summary:

	Preceding		Budget			
	2020-21	2021-22	2022-23	Proposed	Approved	Adopted
Material and Services	980	1,533	150,000	150,000	-	-
Capital Outlay	35,314	127,705	5,718,290	5,245,552	-	-
Total	36,294	129,238	5,868,290	5,395,552	-	-
Reserved for Future Expenditures	-	-	-	-	-	-

Library Reserve for Replacement Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 4,201,584	\$ 4,665,290	\$ 5,168,290	\$ 5,136,052	\$ 4,795,552	\$ -	\$ -
Misc Revenue	-	-	-	2,500	-	-	-
Transfers In	500,000	600,000	700,000	700,000	600,000	-	-
Total Resources	<u>4,701,584</u>	<u>5,265,290</u>	<u>5,868,290</u>	<u>5,838,552</u>	<u>5,395,552</u>	<u>-</u>	<u>-</u>
Requirements							
Materials and Services							
Equipment - under \$5,000	-	-	50,000	-	50,000	-	-
Repairs and Maintenance	980	1,533	100,000	-	100,000	-	-
Total Materials and Services	<u>980</u>	<u>1,533</u>	<u>150,000</u>	<u>-</u>	<u>150,000</u>	<u>-</u>	<u>-</u>
Capital Outlay							
Equipment - over \$5,000	-	-	500,000	12,000	500,000	-	-
Facility Improvements	35,314	127,705	4,887,290	700,000	4,745,552	-	-
Total Capital Outlay	<u>35,314</u>	<u>127,705</u>	<u>5,387,290</u>	<u>712,000</u>	<u>5,245,552</u>	<u>-</u>	<u>-</u>
Transfers							
To General Fund	-	-	70,000	70,000	-	-	-
To Storm SDC Fund	-	-	1,000	1,000	-	-	-
To TSDC Fund	-	-	260,000	260,000	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>331,000</u>	<u>331,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Requirements	<u>36,294</u>	<u>129,238</u>	<u>5,868,290</u>	<u>1,043,000</u>	<u>5,395,552</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	-	-	-	-	-
Ending Fund Balance	4,665,290	5,136,052	-	4,795,552	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Library Reserve for Replacement Fund

Resources

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

Transfers In: Amounts from the Library Fund per the replacement schedule.

Expenditures

Materials and Services:

Equipment – under \$5,000: Equipment per replacement schedules.

Repairs and Maintenance: Repairs and maintenance items per replacement schedules.

Capital Outlay:

Equipment – over \$5,000: Equipment per replacement schedules.

Facility Improvements: Facility improvements per replacement schedules.

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 2023 - 2024 Budget**

Street Reserve for Replacement Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Street Reserve for Replacement Fund

Manager: Travis Warneke, CPA

Created to provide a long-term approach to funding the purchase and replacement of equipment and major facility maintenance expenditures associated with the street maintenance. A schedule was established to calculate the amount required annually based on the expected useful life of equipment and facilities. The schedule is reviewed and updated annually based on an assessment of the condition of items along with any additions or deletions of equipment or facilities.

The fund will be reviewed to determine whether it will be continued or eliminated 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 the Street Fund. Any unexpended balance is not required to be held for subsequent expenditure for the purposes for which this fund was established.

This fund allows the City to save for replacement of all major street capital equipment items without having dramatic swings in the Street Maintenance Fund and makes for clear and relevant analysis of operating trends.

Revenue

Transfers from the Street Fund and interest earned on amounts invested in the Local Government Investment Pool and other investments.

Expenditures

Repair and replacement of 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.

Budget Summary:

	Preceding		Adopted	Budget For Fiscal Year 2023 - 2024		
	2020-21	2021-22	2022-23	Proposed	Approved	Adopted
Material and Services	79,686	-	125,000	125,000	-	-
Capital Outlay	-	70,839	998,652	415,817	-	-
Transfers	-	-	-	3,000,000	-	-
Total	79,686	70,839	1,123,652	3,540,817	-	-
Reserved for Future Expenditures	-	-	3,000,000	-	-	-

Street Reserve for Replacement Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ 2,668,446	\$ 2,988,632	\$ 3,923,652	\$ 3,957,817	\$ 3,340,817	\$ -	\$ -
Misc Revenue	299,872	940,024	100,000	110,000	100,000	-	-
Transfers In	100,000	100,000	100,000	100,000	100,000	-	-
Total Resources	<u>3,068,318</u>	<u>4,028,656</u>	<u>4,123,652</u>	<u>4,167,817</u>	<u>3,540,817</u>	<u>-</u>	<u>-</u>
Requirements							
Materials and Services							
Equipment - under \$5,000	-	-	25,000	2,000	25,000	-	-
Repairs and Maintenance	79,686	-	100,000	-	100,000	-	-
Total Materials and Services	<u>79,686</u>	<u>-</u>	<u>125,000</u>	<u>2,000</u>	<u>125,000</u>	<u>-</u>	<u>-</u>
Capital Outlay							
Vehicles	-	-	500,000	-	-	-	-
Tree Planting	-	-	-	285,000	-	-	-
Equipment - over \$5,000	-	70,839	498,652	540,000	415,817	-	-
Total Capital Outlay	<u>-</u>	<u>70,839</u>	<u>998,652</u>	<u>825,000</u>	<u>415,817</u>	<u>-</u>	<u>-</u>
Total Requirements	<u>79,686</u>	<u>70,839</u>	<u>1,123,652</u>	<u>827,000</u>	<u>540,817</u>	<u>-</u>	<u>-</u>
Transfers							
To TSDC Fund	-	-	-	-	3,000,000	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,000,000</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures							
Fee in Lieu	-	-	3,000,000	-	-	-	-
Ending Fund Balance	2,988,632	3,957,817	-	3,340,817	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Street Reserve for Replacement Fund

Resources

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

Transfers In: Amounts from the Street Fund per the replacement schedule.

Expenditures

Materials and Services:

Equipment – under \$5,000: Equipment per replacement schedules.

Repairs and Maintenance: Repairs and maintenance items per replacement schedules.

Capital Outlay:

Vehicles: Vehicles per replacement schedules.

Equipment – over \$5,000: Equipment per replacement schedules.

Transfers:

To Transportation Development Charges Fund: Transfer to the TSDC fund for Fee in Lieu payments utilized for TSDC eligible projects.



**City of Happy Valley
Fiscal Year 2023 - 2024 Budget**

Parks Reserve for Replacement Fund



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Parks Reserve for Replacement Fund

Manager: Travis Warneke, CPA

Created to provide a long-term approach to funding the purchase and replacement of equipment and major facility maintenance expenditures associated with park maintenance. A schedule was established to calculate the amount required annually based on the expected useful life of equipment and facilities. The schedule is reviewed and updated annually based on an assessment of the condition of items along with any additions or deletions of equipment or facilities.

The fund will be reviewed to determine whether it will be continued or eliminated 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 the Parks Fund. Any unexpended balance is not required to be held for subsequent expenditure for the purposes for which this fund was established.

This fund allows the City to save for replacement of all major park capital equipment items without having dramatic swings in the Parks Fund and makes for clear and relevant analysis of operating trends.

Revenue

Transfers from the Parks Fund and interest earned on amounts invested in the Local Government Investment Pool and other investments.

Expenditures

Repair and replacement of 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.

Budget Summary:

	Preceding		Adopted Budget 2022-23	Budget For Fiscal Year 2023 - 2024		
	2020-21	2021-22		Proposed	Approved	Adopted
Material and Services	4,357	-	60,000	60,000	-	-
Capital Outlay	71,825	35,000	240,000	225,000	-	-
Total	76,182	35,000	300,000	285,000	-	-
Reserved for Future Expenditures	-	-	1,423,818	1,866,818	-	-

Parks Reserve for Replacement Fund

	Preceding 2020-21	Preceding 2021-22	Adopted Budget 2022-23	Estimate 2022-23	Proposed Budget 2023-24	Approved Budget 2023-24	Adopted Budget 2023-24
Resources							
Beginning Fund Balance	\$ -	\$ 223,818	\$ 923,818	\$ 888,818	\$ 1,626,818	\$ -	\$ -
Transfers In	300,000	700,000	800,000	800,000	525,000	-	-
Total Resources	<u>300,000</u>	<u>923,818</u>	<u>1,723,818</u>	<u>1,688,818</u>	<u>2,151,818</u>	<u>-</u>	<u>-</u>
Requirements							
Materials and Services							
Equipment - under \$5,000	4,357	-	10,000	2,000	10,000	-	-
Repairs and Maintenance	-	-	50,000	-	50,000	-	-
Total Materials and Services	<u>4,357</u>	<u>-</u>	<u>60,000</u>	<u>2,000</u>	<u>60,000</u>	<u>-</u>	<u>-</u>
Capital Outlay							
Equipment - over \$5,000	71,825	35,000	150,000	60,000	150,000	-	-
Facility Improvements	-	-	90,000	-	75,000	-	-
Total Capital Outlay	<u>71,825</u>	<u>35,000</u>	<u>240,000</u>	<u>60,000</u>	<u>225,000</u>	<u>-</u>	<u>-</u>
Total Requirements	<u>76,182</u>	<u>35,000</u>	<u>300,000</u>	<u>62,000</u>	<u>285,000</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	1,423,818	-	1,866,818	-	-
Ending Fund Balance	223,818	888,818	-	1,626,818	-	-	-



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Parks Reserve for Replacement Fund

Resources

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

Transfers In: Amounts from the Parks Fund per the replacement schedule.

Expenditures

Materials and Services:

Equipment – under \$5,000: Equipment per replacement schedules.

Repairs and Maintenance: Repairs and maintenance items per replacement schedules.

Capital Outlay:

Equipment – over \$5,000: Equipment per replacement schedules.

Facility Improvements: Facility improvements per replacement schedules.



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Glossary



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Glossary

Accrual basis. Method of accounting recognizing transactions when they occur without regard toward cash flow timing [ORS 294.311(1)].

Activity. That portion of the work of an organizational unit relating to a specific function or class of functions, a project or program, a subproject or subprogram, or any convenient division of these [ORS 294.311(2)].

Adopted budget. Financial plan that is the basis for appropriations. Adopted by the governing body [ORS 294.456].

Ad valorem tax. A property tax computed as a percentage of the value of taxable property. See “Assessed Value.”

Appropriation. Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body [ORS 294.311(3)].

Approved budget. The budget that has been approved by the budget committee. The data from the approved budget is published in the Financial Summary before the budget hearing [ORS 294.428].

Assessed value. The value set on real and personal property as a basis for imposing taxes. It is the lesser of the property’s maximum assessed value or real market value. The growth is limited to 3% unless an exception applies (e.g., new or enlarged structure).

Assessment date. The date on which the real market value of property is set—January 1.

Audit. The annual review and appraisal of a municipal corporation’s accounts and fiscal affairs conducted by an accountant under contract or the Secretary of State [ORS 297.425].

Audit report. A report in a form prescribed by the Secretary of State made by an auditor expressing an opinion about the propriety of a local government’s financial statements, and compliance with requirements, orders and regulations.

Balanced Budget. A budget is “balanced” when total resources (beginning fund balance plus current revenues plus transfers-in) equals total requirements (expenditures plus contingency plus transfers-out plus ending fund balance) for each fund. Per Oregon Administrative Rule 150-294.352(1)-(B), “The...total resources in a fund equal to the total of expenditures and requirements for that fund.”

Bequest. A gift by will of personal property; a legacy.

Biennial budget. A budget for a 24-month period.

Billing rate. A district’s tax rate used to compute ad valorem taxes for each property. The billing rate is expressed in dollars per \$1,000 of assessed property value.

Budget. Written document showing the local government’s comprehensive financial plan for one fiscal year or biennium. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year [ORS 294.311(5)].

Budget committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of registered voters appointed from the district [ORS 294.414].

Budget message. Written explanation of a local government’s budget and financial policies, including any changes from the prior fiscal year. It is prepared and presented under the direction of the executive officer or chairperson of the governing body [ORS 294.403].

Budget officer. Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget [ORS 294.331].



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Budget period. For local governments on a biennial budget, the 24-month period beginning July 1 and ending June 30 of the second following calendar year. See also “Fiscal year.”

Budget transfers. Amounts moved from one fund to finance activities in another fund. They are shown as expenditures in the originating fund and revenues in the receiving fund.

Capital outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment, or buildings.

Capital projects fund. A fund used to account for resources, such as bond sale proceeds, and expenditures to be used for major capital item purchase or construction [OAR 150- 294.352(1)].

Cash basis. System of accounting under which revenues are accounted for only when received in cash, and expenditures are accounted for only when paid [ORS 294.311(9)].

Category of limitation. The three categories of taxes on property for the purpose of the constitutional limits - education, general government, excluded from limitation [ORS 310.150].

Compression. A reduction in taxes required by Measure 5 (1990) property tax limits. Compression is computed on a property-by-property basis, and is first applied towards local option tax levies, then permanent rate levies.

Consolidated billing tax rate. The consolidated billing tax rate is the combined total of the billing rates for all taxing districts in a limitation category in the code area but does not include the billing rate for any urban renewal special levies or non-ad valorem taxes, fees, or other charges.

Constitutional limits. The maximum amount of tax on property that can be collected from an individual property for education and for other government activities (Art. XI, sect. 11b, Or Const.).

Contingency. An amount appropriated in anticipation that some operating expenditures will become necessary which cannot be foreseen and planned in the budget. A general operating fund may contain one line for operating contingency [ORS 294.388].

Debt service fund. A fund established to account for payment of general long-term debt principal and interest [OAR 150-294.352(1)].

Devise. A gift by will of the donor of real property.

District. See “Local government.” A local government entity that imposes property taxes (e.g. county, city, K-12 school district).

Division of tax. Division of tax refers to the process of, and revenue from, apportioning tax to urban renewal agencies based on the relationship of the excess to frozen value, a.k.a. tax increment revenue.

Double majority. A term that refers to an election where at least 50 percent of the registered voters eligible to vote in the election cast a ballot and more than 50 percent voting approve the question. (*Any March or September Election*)

Education category. The limitation category for taxes that will be used to support the public school system and that are not used to pay exempt bonded indebtedness [ORS 310.150(1)(b)].

Encumbrance. An obligation chargeable to an appropriation and for which part of the appropriation is reserved [ORS 294.311(13)].

Enterprise fund. A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self- supporting. Examples of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, transit systems, and ports [OAR 150-294.352(1)].

Excluded from limitation category. The category for taxes used to pay principal and interest on exempt bonded indebtedness [ORS 310.150(1)(a)].



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Exempt bonded indebtedness. 1) Bonded indebtedness authorized by a specific provision of the Oregon Constitution, or 2) bonded indebtedness issued as a general obligation on or before November 6, 1990, incurred for capital construction or capital improvements, or 3) bonded indebtedness issued as a general obligation after November 6, 1990, incurred for capital construction or capital improvements with the approval of the electors of the local government. Bonded indebtedness issued to refund or refinance any bonded indebtedness described above is also included [ORS 310.140(7)(b)].

Existing plan. An existing urban renewal plan is defined as a plan that existed in December 1996, and, 1) chose an option and, 2) established a maximum amount of indebtedness by July 1998 and has not been amended to increase the land area or maximum indebtedness [ORS 457.435(4)(a)].

Expenditures. Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis. Does not include amounts budgeted for interfund transfers, contingency, reserved for future expenditure or unappropriated ending fund balance. [ORS 294.311(16)].

Fiscal year. A 12-month period to which the annual operating budget applies. The fiscal year is July 1 through June 30 for local governments [ORS 294.311(17)].

Fund. A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

Fund balance. The excess of the assets of a fund over its liabilities and reserves. [ORS 294.311(18)].

Fund type. One of nine fund types: General, special revenue, debt service, capital projects, special assessment, enterprise, internal service, trust and agency, and reserve [OAR 150- 294.352(1)].

General fund. A fund used to account for most fiscal activities except for those activities required to be accounted for in another fund [OAR 150-294.352(1)].

General government category. The limitation category for taxes used to support general government operations that are not for the purposes of paying exempt bonded indebtedness [ORS 310.150(1)(c)].

Governing body. County court or board of commissioners, city council, school board, board of trustees, board of directors, or other managing board of a local government unit [ORS 294.311(20)].

Grant. A donation or contribution in cash by one governmental unit to another unit which may be made to support a specified purpose or function, or general purpose [ORS 294.311(21)].

Interfund loan. Loan made from one fund to another and authorized by resolution or ordinance [ORS 294.468].

Interfund Transfer. Transfer from an existing appropriation category in one fund to another existing appropriation category in another fund. [ORS 294.463].

Intrafund Transfer. Transfer from one existing appropriation category to another within the same fund. [ORS 294.463].

Internal service fund. A fund used to account for fiscal activities when goods or services are provided by one organizational unit to another on a cost-reimbursement basis [ORS 294.311(23) and 294.343].

Levy. Amount of ad valorem tax certified by a local government for the support of governmental activities.

Liability. Debt or other legal obligation arising from transactions in the past which must be liquidated, renewed, or refunded at a future date; does not include encumbrances [ORS 294.311(24)].



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Local government. Any city, county, port, school district, community college, public or quasi-public corporation (including a municipal utility or dock commission) operated by a separate board or commission; a municipal corporation or municipality [ORS 294.311(26)].

Local option tax. Taxing authority approved by voters that is in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose or capital projects. They are limited to five years unless they are for a capital project, then they are limited to the useful life of the project or 10 years, whichever is less.

Materials and Services. Expenses for operating costs and supplies and contracted services, such as utilities, rent, liability insurance, repair parts, fuel, accountant's fees, etc.

Maximum assessed value (MAV). The maximum taxable value limitation placed on real or personal property by the Article XI, section 11 of the Constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property, such as a major addition or new construction.

Maximum authority. The limitation on the amount of revenue that can be raised each year for an existing urban renewal plan area [ORS 457.435(3)(a)]. Plans that are not existing plans do not have a maximum authority amount. This amount is adjusted each year based on the growth of excess value in the plan area.

Maximum indebtedness. The amount of the principal of the indebtedness necessary to complete an urban renewal plan. This does not include indebtedness incurred to refund or refinance existing indebtedness [ORS 457.190(3)(a)]. It is specified in dollars and cents and based on good faith estimates of the scope and costs of the anticipated project or projects. All existing plans are required to have an ordinance which establishes a maximum indebtedness.

Measure 5. A constitutional tax rate limitation (Article XI, Section 11b) passed by the voters in 1990 which restricts the amount an individual property can be taxed. Measure 5 limits school taxes to \$5 per \$1,000 of 'real market value'. All other general government taxes are limited to \$10 per \$1,000 of 'real market value'.

Measure 50. Initially this measure was passed as Measure 47 in 1996 and was found to be unworkable, so was rewritten and submitted to the voters as Measure 50 in 1997 and passed. M50 reduced every property's 1995-96 assessed value by 10%, and also limited the amount of annual growth of the assessed value to 3 %. M50 also established permanent rate limitations for each taxing district in the state based on the current year tax in 1997, and then reduced 13% for most districts. If a district did not have a tax levy in 1997 and had never levied a tax, they could later request a permanent rate limit by going to the voters through a ballot measure.

Municipal corporation. See "Local government."

Municipality. See "Local government."

Net working capital. The sum of the cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, prepaid expenses less current liabilities and, if encumbrance method of accounting is used, reserve for encumbrances [ORS 294.311(27)].

Object classification. A grouping of expenditures, such as personnel services, materials and services, capital outlay, debt services, and other types of requirements [ORS 294.311(29)].

Operating rate. The rate determined by dividing the local government's tax amount by the estimated assessed value in district. This rate is calculated by the assessor when a local government imposes its operating tax as an amount, rather than a tax rate.

Ordinance. A formal enactment by the governing board of a municipality.

Organizational unit. Any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions such as a department, office or division. [ORS 294.311(31)].



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Personnel Services. Expenses related to the compensation of salaried employees, such as health and accident insurance premiums, Social Security and retirement contributions, civil service assessments.

Permanent rate limit. The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can increase or decrease a permanent rate limit. A district can levy any rate or amount up to their permanent rate authority each year.

Prior years' tax levies. Taxes levied for fiscal years preceding the current one.

Program. A group of related activities to accomplish a major service or function for which the local government is responsible [ORS 294.311(33)].

Property taxes. An ad valorem tax, another other "tax on property", or fees, charges and assessments that are specifically authorized by statute to be certified to the county assessor by a local government unit.

Proposed budget. Financial and operating plan prepared by the budget officer. It is submitted to the public and the budget committee for review.

Publication. Public notice given by publication in a newspaper of general circulation within the boundaries of the local government; mailing through the U.S. Postal Service by first class mail to each street address, PO Box and Rural Route within the boundaries of the local government; or hand delivery to each street address, PO Box and Rural Route address within the boundaries of the local government.

Real Market Value (RMV). The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date (Jan 1). [ORS 308.205].

Reserve for Future Expenditure. An amount budgeted, but not appropriated, that is not anticipated to be spent in the fiscal year, but rather carried forward into future fiscal years. The correct way to "save" money under Local Budget Law.

Reserve fund. Established to accumulate money from year to year for a specific purpose, such as purchase of new equipment [ORS 294.346; 280.050].

Resolution. A formal order of a governing body; lower legal status than an ordinance.

Resource. Estimated beginning funds on hand plus anticipated receipts [ORS 294.361].

Special levy. A special levy is an ad valorem tax imposed for an existing urban renewal plan. It is not a result of a division of tax but rather imposed directly for the plan.

Special revenue fund. A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes [OAR 150-294.352(1)].

Special payment. A budget expenditure category for distributions, pass-through payments, grants made to other organizations and other one-time or unusual expenditures where goods or services are not received in return, and that do not fall into the other categories of personal services, materials and services, capital outlay, etc.

Supplemental budget. A revised financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize additional taxes. [ORS 294.471].

Tax increment financing. A financial mechanism for urban renewal plans which captures the tax from the growth in property value within a designated geographical area. AKA urban renewal division of tax.

Tax on property. Any tax, fee, charge or assessment imposed by any government unit upon property or upon a property owner as a direct consequence of ownership of that property [ORS 310.140(18)].



City of Happy Valley Fiscal Year 2023 - 2024 Budget

Tax rate. The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

Tax roll. The official list showing the amount of taxes imposed against each taxable property.

Tax year. The fiscal year from July 1 through June 30.

Trust fund. A fund used to account for fiscal activities of assets held in trust by a local government.

Unappropriated ending fund balance. Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with operating cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency [ORS 294.398].