



2024-25  
City of Happy Valley  
Proposed Budget



# City of Happy Valley Fiscal Year 2024 - 2025 Budget

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# City of Happy Valley Organization Chart

Population 26,799

**Citizens of Happy Valley**



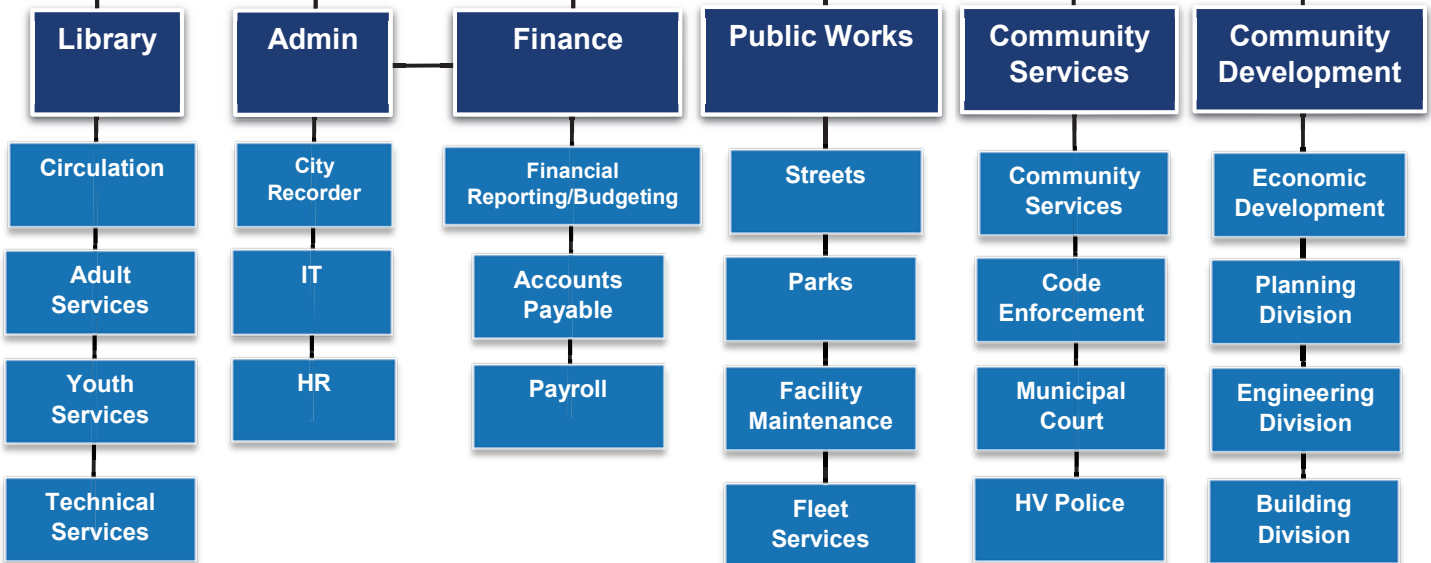
**Mayor and Council**

**City Attorney**

**City Manager**

**Municipal Judge**

**Assistant City Manager**





**City of Happy Valley  
Fiscal Year 2024 - 2025 Budget**

# Budget Committee

## Council Members

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

## Citizen Members

Geri Naumcheff  
Mark Aasland  
Asher Chen  
Sheila Ritz  
Glen Wachter



# City of Happy Valley Fiscal Year 2024 - 2025 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 2024 - 2025 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](http://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 2024 - 2025 Budget

The City received the Distinguished Budget Presentation Award for its 2022 annual budget from the GFOA, making this the 6<sup>th</sup> 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 2024 - 2025 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 2024 - 2025 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 2024 - 2025 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 2024 - 2025 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 2024 - 2025 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 \$209 million as of June 2023. 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 2024 - 2025 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 2024-25 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 2024 - 2025 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 2024 - 2025 Budget

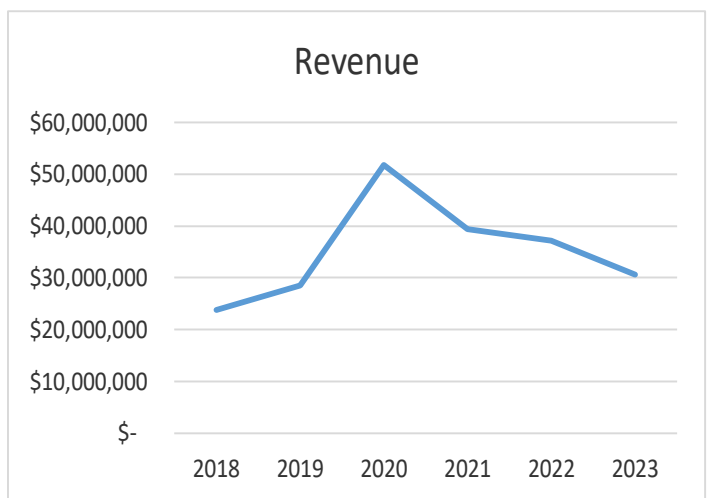
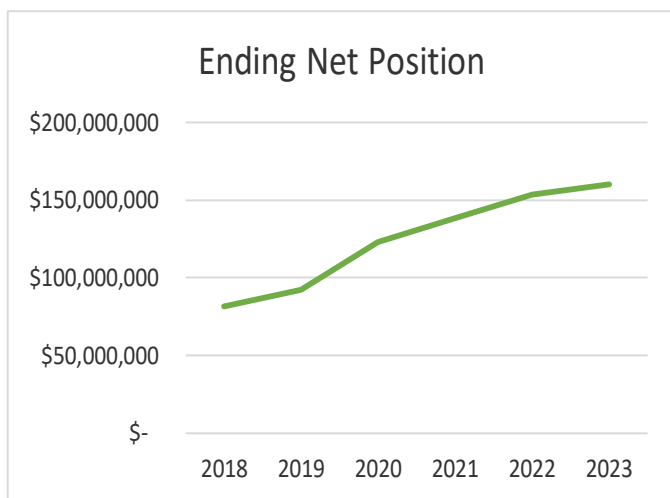
## Demographics and Financial Trend Information

The charts and graphs below illustrate the positive economic cycle we are currently experiencing. 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 increases 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 total revenues to stabilize and remain fairly flat after seeing a decline in the prior year.

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

	2018	2019	2020	2021	2022	2023
Revenue	\$ 23,821,866	\$ 28,462,144	\$ 51,732,802	\$ 39,457,798	\$ 37,144,475	\$ 30,592,836
Expenditures	(16,161,821)	(17,668,727)	(21,423,177)	(23,757,450)	(22,236,809)	(25,646,510)
Change in Net Position	7,660,045	10,793,417	30,309,625	15,700,348	14,907,666	4,946,326
Beginning Net Position	74,113,862	81,682,721	92,476,138	122,785,763	138,486,111	153,393,777
Prior Period Adjustment	(91,186)	-	-	-	-	1,936,868
Ending Net Position	\$ 81,682,721	\$ 92,476,138	\$ 122,785,763	\$ 138,486,111	\$ 153,393,777	\$ 160,276,971





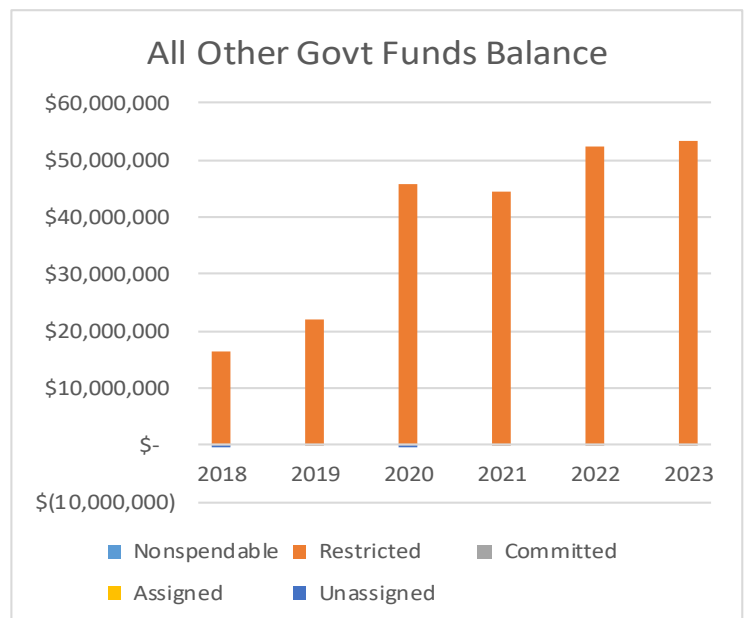
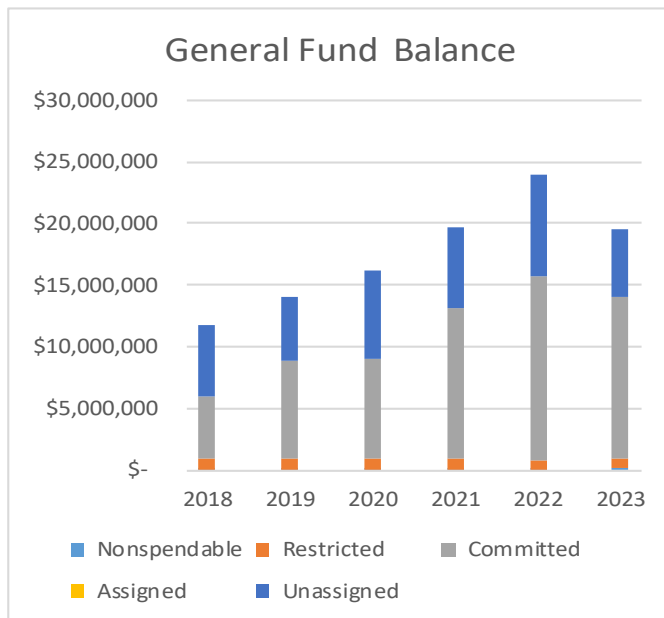


# City of Happy Valley Fiscal Year 2024 - 2025 Budget

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 2018 – 2023. The General Fund – Committed increases represented reserves for capital replacement and maintenance and amounts to counter the next economic downturn.

	Fiscal Year					
	2018	2019	2020	2021	2022	2023
Nonspendable	\$ 42,773	\$ 60,998	\$ 68,139	\$ 62,786	\$ 45,878	\$ 156,605
Restricted	917,259	879,969	846,032	793,450	698,450	738,195
Committed	4,965,481	7,952,893	8,058,724	12,264,231	14,971,100	13,097,678
Assigned	-	-	-	-	-	-
Unassigned	5,839,541	5,079,303	7,268,787	6,601,872	8,316,576	5,608,677
<b>Total General Fund</b>	<b>\$ 11,765,054</b>	<b>\$ 13,973,163</b>	<b>\$ 16,241,682</b>	<b>\$ 19,722,339</b>	<b>\$ 24,032,004</b>	<b>\$ 19,601,155</b>

	Fiscal Year					
	2018	2019	2020	2021	2022	2023
Nonspendable	\$ 30,739	\$ 16,964	\$ 5,500	\$ 19,910	\$ 34,612	\$ 20,404
Restricted	16,373,527	21,996,564	45,821,739	44,434,715	52,226,774	53,502,203
Committed	-	-	-	-	-	-
Assigned	-	-	-	-	-	-
Unassigned	(22,812)	-	(1,819)	-	-	-
<b>Total All Other Govt Funds</b>	<b>\$ 16,381,454</b>	<b>\$ 22,013,528</b>	<b>\$ 45,825,420</b>	<b>\$ 44,454,625</b>	<b>\$ 52,261,386</b>	<b>\$ 53,522,607</b>





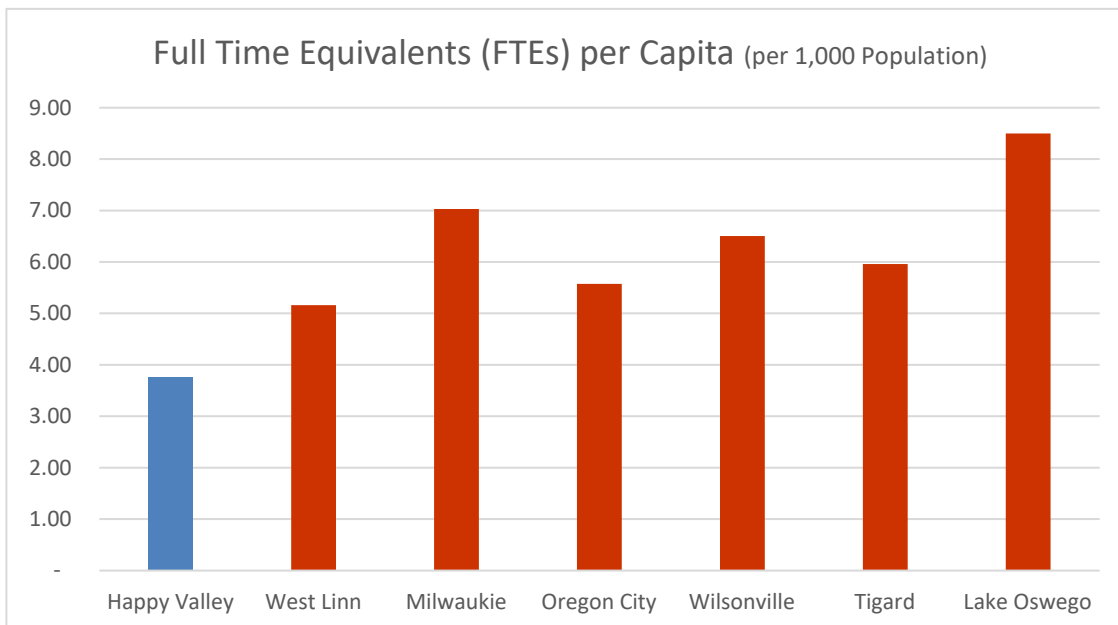
# City of Happy Valley Fiscal Year 2024 - 2025 Budget

## 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 increased 4.0 from the previous budget. The increase consists of the following additions: 1.0 FTE General Fund – Administration, 1.0 FTE increase in the Library Fund, 1.0 Increase in Parks Fund, and 1.0 FTE increase in the Public Safety Fund. Total FTE increased from 80 FTE in the 2023-24 budget to 84 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 2024 - 2025 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.



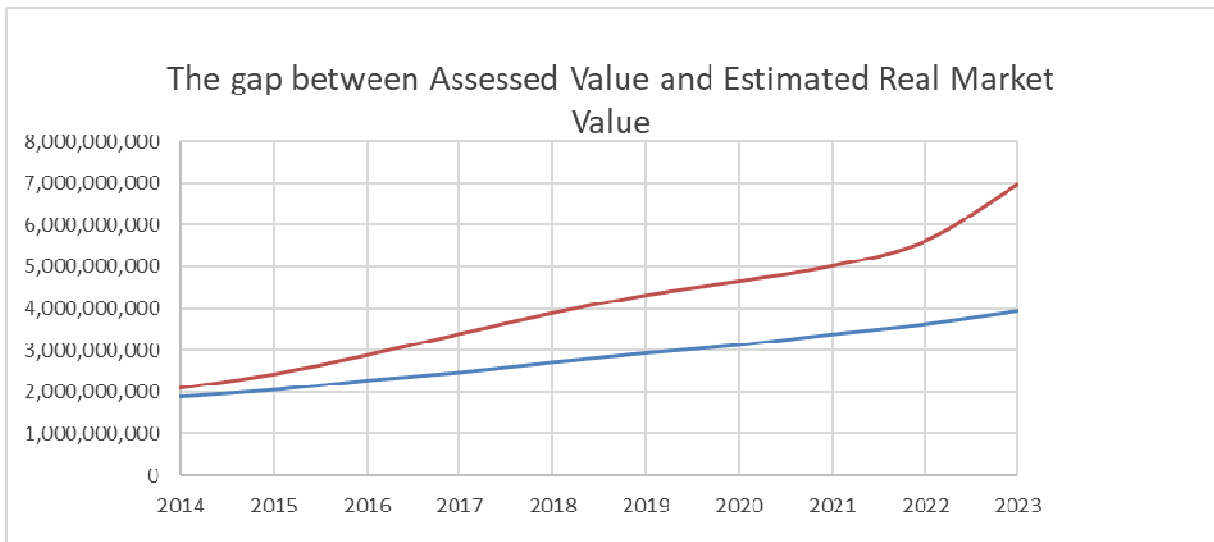
# City of Happy Valley Fiscal Year 2024 - 2025 Budget

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 assessed value	Total direct tax rate	RMV	Assessed value as percentage of RMV
	Real property	Personal property	Manuf'd structure	Public utility	Estimated real market value (RMV)				
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%	
2023	3,833,153,426	27,295,939	3,466,434	74,894,200	3,938,809,999	2.59	6,968,760,110	57%	

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 2024 - 2025 Budget

## Demographic and economic statistics

Fiscal Year	Population(1)	Median Age(1)	Household Income	Per Capita Income (2)	Public	Unemployment Rate(4)
					School Enrollment (3)	
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
2023	26,689	39	131,980	54,540	8,279	3.3

Source: (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).

<b>Employer</b>	<b>Employees</b>	<b>Rank</b>	<b>of Total City Employment</b>
Fred Meyer	328	1	8%
Ag Specialty Foods	175	2	5%
New Seasons Market	150	3	4%
Camp Withycombe	100	4	3%
Morningstar of Happy Valley	90	5	2%
City of Happy Valley	76	6	2%
McDonalds	55	7	2%
Sunnyside Meadows Memory Care	53	8	1%
Goodwill	45	9	1%
Providence Medical Group Happy Valley	35	10	1%
	1,107		21%

Source: City business licenses



**City of Happy Valley  
Fiscal Year 2024 - 2025 Budget**

**General Fund**



# City of Happy Valley Fiscal Year 2024 - 2025 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.

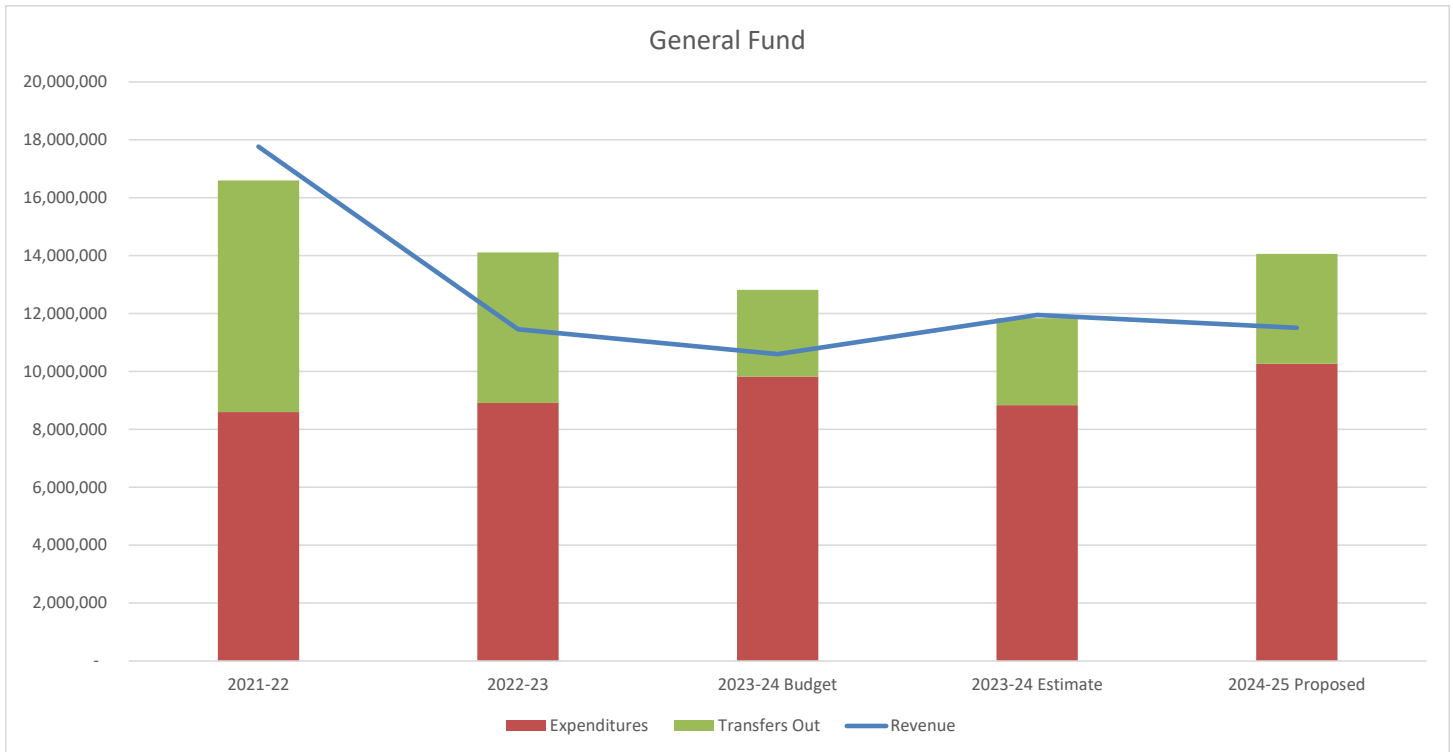
### Expenditures

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 2024 - 2025					
	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Proposed	Approved	Adopted
Administration	3,098,473	3,312,118	3,693,500	4,186,100	-	-
Community Services and Public Safety	1,275,290	1,268,866	1,381,700	1,407,800	-	-
Economic and Community Development	3,465,915	3,553,140	3,836,700	3,769,900	-	-
Public Works	761,087	782,103	908,000	902,700	-	-
Non-Departmental	-	-	-	-	-	-
Transfers	8,000,000	5,200,000	3,000,000	3,800,000	-	-
Contingency	-	-	3,202,436	3,518,393	-	-
<b>Total</b>	<b>16,600,765</b>	<b>14,116,227</b>	<b>16,022,336</b>	<b>17,584,893</b>	<b>-</b>	<b>-</b>

## General Fund

	Preceding 2021-22	Preceding 2022-23	Adopted 2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved	2024-25 Adopted
Revenue	17,765,993	11,455,384	10,600,000	11,955,000	11,505,400	-	-
Expenditures	8,600,765	8,916,227	9,819,900	8,838,000	10,266,500	-	-
Transfers Out	8,000,000	5,200,000	3,000,000	3,000,000	3,800,000	-	-
Annual Operating Surplus / (Shortfall)	1,165,228	(2,660,843)	(2,219,900)	117,000	(2,561,100)	-	-
Beginning Fund Balance	7,458,108	8,623,336	5,422,336	5,962,493	6,079,493	-	-
Ending Fund Balance / Contingency	8,623,336	5,962,493	3,202,436	6,079,493	3,518,393	-	-







**City of Happy Valley  
Fiscal Year 2024 - 2025 Budget**

**General Fund  
Resources**

## General Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	7,458,108	8,623,336	5,422,336	5,962,493	6,079,493	-	-
Property Taxes	2,288,700	2,414,914	2,510,000	2,510,000	2,610,400	-	-
State Shared Rev	789,240	927,881	850,000	940,000	950,000	-	-
ROW Use Fee	2,145,835	2,394,980	2,250,000	2,500,000	2,600,000	-	-
User Related Fees	574,159	570,175	600,000	550,000	550,000	-	-
Building Fees	3,218,799	1,406,058	1,000,000	1,200,000	1,000,000	-	-
Planning Fees	268,036	354,424	150,000	160,000	150,000	-	-
Engineering Fees	779,574	267,305	250,000	700,000	250,000	-	-
SDC Compliance	202,528	45,962	50,000	40,000	50,000	-	-
Urban Renewal Admin Fee	66,712	162,938	200,000	275,000	320,000	-	-
Traffic Fines	608,060	508,280	500,000	600,000	500,000	-	-
Court Related Fees	166,233	89,918	100,000	110,000	120,000	-	-
Intergovernmental	248,056	442,204	200,000	250,000	200,000	-	-
Misc Revenue	149,194	362,345	200,000	480,000	400,000	-	-
ARPA	4,782,867	-	-	-	-	-	-
Transfers In	1,478,000	1,508,000	1,740,000	1,640,000	1,805,000	-	-
<b>Total Revenues</b>	<b>17,765,993</b>	<b>11,455,384</b>	<b>10,600,000</b>	<b>11,955,000</b>	<b>11,505,400</b>	<b>-</b>	<b>-</b>
<b>Total Resources</b>	<b>25,224,101</b>	<b>20,078,720</b>	<b>16,022,336</b>	<b>17,917,493</b>	<b>17,584,893</b>	<b>-</b>	<b>-</b>

## 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:** 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 Fees:** 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.

**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.

*General Fund*

*Resources*

**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.

# **General Fund Administration**

## **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, Communication & Public Relations Coordinator.

#### **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.

**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 2024 - 2025		
	2021-22	2022-23	2023-24	Proposed	Approved	Adopted
Personnel Services	1,808,646	1,916,356	2,168,500	2,486,100	-	-
Material and Services	1,289,827	1,395,762	1,525,000	1,700,000	-	-
Total	3,098,473	3,312,118	3,693,500	4,186,100	-	-

## General Fund - Administration

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Personnel Services</b>							
FTE Positions	12.0	13.0	13.0	13.0	14.0	-	-
Wages	\$ 1,232,396	\$ 1,266,109	\$ 1,387,800	\$ 1,325,000	\$ 1,566,200	\$ -	\$ -
Benefits	576,250	650,247	780,700	780,000	919,900	-	-
<b>Total Personnel Services</b>	<b>1,808,646</b>	<b>1,916,356</b>	<b>2,168,500</b>	<b>2,105,000</b>	<b>2,486,100</b>	<b>-</b>	<b>-</b>
<b>Materials and Services</b>							
Office Supplies	200,614	149,822	160,000	100,000	140,000	-	-
Professional Development	104,142	153,365	150,000	150,000	170,000	-	-
Utilities	112,882	158,230	155,000	160,000	200,000	-	-
Public Accountability	17,582	64,250	60,000	60,000	70,000	-	-
Repairs & Maintenance	872	-	-	-	-	-	-
Facility & Office Service Contracts	335,183	287,113	350,000	440,000	400,000	-	-
Public Outreach	78,535	39,459	50,000	65,000	70,000	-	-
General Operating	252,097	321,823	300,000	335,000	350,000	-	-
Legal	64,543	81,009	100,000	40,000	100,000	-	-
Contract Services	123,377	140,691	200,000	140,000	200,000	-	-
<b>Total Materials and Services</b>	<b>1,289,827</b>	<b>1,395,762</b>	<b>1,525,000</b>	<b>1,490,000</b>	<b>1,700,000</b>	<b>-</b>	<b>-</b>
<b>Total Administration</b>	<b>\$ 3,098,473</b>	<b>\$ 3,312,118</b>	<b>\$ 3,693,500</b>	<b>\$ 3,595,000</b>	<b>\$ 4,186,100</b>	<b>\$ -</b>	<b>\$ -</b>



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, Communication & Public Relations Coordinator, 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.

***General Fund***

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

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**

The Police/Emergency Services department operates in close coordination with the Clackamas County Sheriff's Office and Clackamas Fire District #1 to ensure public safety and provide efficient emergency services. This department oversees the police contract, which includes managing police staffing, setting mission and goals, and delivering general police services to the community. A primary focus is maintaining public safety through preventive measures that help avoid events that could endanger the well-being of the public. The department also takes charge of crime prevention programs to proactively address potential threats and ensure a secure environment. In addition, they facilitate public forums, such as the Traffic & Public Safety Committee, where citizens can express their safety concerns and collaborate on finding solutions. To ensure preparedness for emergencies, the department plays a pivotal role in developing comprehensive plans like the Emergency Operations Plan, Hazard Mitigation Plan, and Continuity of Operations Plan. They also serve as the Emergency Manager and take on the role of Incident Commander when the Emergency Operations Center is activated, effectively coordinating responses during critical situations. Through these efforts, the Police/Emergency Services department works diligently to safeguard the community and respond swiftly and effectively in times of crisis.

Staff members include Director of Community Services & Public Safety.

### **Code Enforcement & Animal Control**

Our dedicated team of community service officers provide code enforcement and animal control as their primary function. Our main objective is to promote code compliance through proactive enforcement, effective communication, and mediation with citizens, businesses, builders/developers, and neighbors. In addition to addressing specific code violations, our officers and volunteers use their role in code compliance to identify other potential issues within the neighborhood, working towards a safer and more harmonious community. We also prioritize community safety through a comprehensive crime prevention program, engaging crime watch volunteers to patrol parks, schools, and open spaces. When it comes to animal control, we strive to reunite lost or found animals with their owners by leveraging licensing records and chip ID recognition. Our team also investigates complaints related to animal neglect and abuse, advocating for the welfare of our furry companions. We emphasize education for pet owners, highlighting the importance of adhering to animal laws and the benefits of properly licensing their pets. Furthermore, we acknowledge the needs of our homeless community and promptly respond to calls, providing resources and support. Collaborating with a transitional shelter, that offer shelter and food to those in need, recognizing the importance of providing assistance and care for vulnerable individuals. To ensure the safety and compliance of our parks and trails, our Community Service Officers (CSOs) regularly patrol Happy Valley parks, including larger Metro-owned parks, to uphold park rules and ensure the well-being of all patrons.

Staff members include Community Service Officer Coordinator, 2 Community Service Officers, Administrative Assistant II.

General Fund

**Community Services and Public Safety**

**Municipal Court / Juvenile Diversion**

The Court Administration is responsible for the judicial resolution of minor traffic and parking violations, as well as cases involving minors in possession of alcohol, tobacco, and City ordinance infractions. The dedicated court staff oversees various administrative duties, including enrollment, instruction, and compliance monitoring of traffic safety and fireworks diversion classes. These classes serve as an educational component of the court process and are offered to individuals who qualify. The court staff diligently work towards resolving specified offenses through compliance, diversion, or non-contested payment, ensuring a fair and efficient legal process. In cases involving low-level youth offenders, the Juvenile Diversion program provides an opportunity for community service, offering a constructive alternative to traditional legal proceedings. Through these efforts, the Court Administration aims to administer justice, promote education, and provide appropriate resolutions for minor offenses within the community.

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

**Public Information/Marketing & Administrative support Services**

The Community Services and Administrative Support Services team serves as a crucial link between the city government, local media, citizens, and the business community. In their role as the Public Information Office, they oversee various communication channels, including the management of the newspaper, media releases, the community radio station, city website, and City social media platforms. Furthermore, they act as a liaison to the Happy Valley Business Alliance and Homeowner Associations, fostering collaboration and engagement between these entities. In addition to their communication and liaison duties, the team also takes charge of overseeing key programs such as the Happy Valley Youth Council, tourism program, and passport services program. They facilitate residential tree permits, business licenses, special event permits, filming permits, alarm permits, burn permits, and animal licensing. Furthermore, they manage the solid waste franchise, city store, and marketing efforts. Another essential aspect of their work involves providing administrative support to both residents and staff members. They assist residents and business owners in navigating administrative processes smoothly, ensuring the issuance of licenses and permits, and facilitating passport services. Moreover, the team supports internal staff by managing incoming calls, providing notary services, maintaining office supplies, and efficiently handling mail distribution throughout the organization.

Staff members include Program Supervisor, Administrative Assistant I, Administrative Assistant II.

**Budget Summary:**

	Preceding		Adopted	Budget For Fiscal Year 2024- 2025		
	2021-22	2022-23	Budget 2023-24	Proposed	Approved	Adopted
Personnel Services	1,223,460	1,210,716	1,301,700	1,322,800	-	-
Material and Services	51,830	58,150	80,000	85,000	-	-
<b>Total</b>	<b>1,275,290</b>	<b>1,268,866</b>	<b>1,381,700</b>	<b>1,407,800</b>	<b>-</b>	<b>-</b>

**General Fund - Community Services and Public Safety**

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Personnel Services</b>							
FTE Positions	10.0	10.0	10.0	10.0	10.0	-	-
Wages	\$ 768,452	\$ 767,604	\$ 794,000	\$ 800,000	\$ 806,900	\$ -	\$ -
Benefits	455,008	443,112	507,700	510,000	515,900	-	-
<b>Total Personnel Services</b>	<u>1,223,460</u>	<u>1,210,716</u>	<u>1,301,700</u>	<u>1,310,000</u>	<u>1,322,800</u>	<u>-</u>	<u>-</u>
<b>Materials and Services</b>							
CSPS Supplies	5,220	9,788	10,000	5,000	10,000	-	-
Professional Development	10,964	15,682	20,000	25,000	25,000	-	-
Public Safety Related	33,516	32,255	40,000	35,000	40,000	-	-
Contract Services	2,130	425	10,000	-	10,000	-	-
<b>Total Materials and Services</b>	<u>51,830</u>	<u>58,150</u>	<u>80,000</u>	<u>65,000</u>	<u>85,000</u>	<u>-</u>	<u>-</u>
<b>Total Community Services and Public Safety</b>	<u>\$ 1,275,290</u>	<u>\$ 1,268,866</u>	<u>\$ 1,381,700</u>	<u>\$ 1,375,000</u>	<u>\$ 1,407,800</u>	<u>\$ -</u>	<u>\$ -</u>

*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, 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.

***General Fund***

***Economic and Community Development  
Department***

## *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.



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	<b>Budget For Fiscal Year 2024 - 2025</b>		
	2021-22	2022-23	Budget 2023-24	Proposed	Approved	Adopted
Personnel Services	2,971,534	3,047,948	3,276,700	3,379,900	-	-
Material and Services	494,381	505,192	560,000	390,000	-	-
<b>Total</b>	<b>3,465,915</b>	<b>3,553,140</b>	<b>3,836,700</b>	<b>3,769,900</b>	<b>-</b>	<b>-</b>

## General Fund - Economic & Community Development

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Personnel Services</b>							
FTE Positions	24.0	22.0	22.0	20.0	22.0	-	-
Wages	\$ 1,912,899	\$ 1,955,915	\$ 2,064,300	\$ 1,800,000	\$ 2,129,300	\$ -	\$ -
Benefits	1,058,635	1,092,033	1,212,400	1,080,000	1,250,600	-	-
<b>Total Personnel Services</b>	<b>2,971,534</b>	<b>3,047,948</b>	<b>3,276,700</b>	<b>2,880,000</b>	<b>3,379,900</b>	<b>-</b>	<b>-</b>
<b>Materials and Services</b>							
ECD Supplies	1,910	577	5,000	1,000	5,000	-	-
Professional Development	19,986	31,088	35,000	35,000	35,000	-	-
Contract Services	472,485	473,527	520,000	220,000	350,000	-	-
<b>Total Materials and Services</b>	<b>494,381</b>	<b>505,192</b>	<b>560,000</b>	<b>256,000</b>	<b>390,000</b>	<b>-</b>	<b>-</b>
<b>Total Economic &amp; Community Development</b>	<b>3,465,915</b>	<b>3,553,140</b>	<b>3,836,700</b>	<b>3,136,000</b>	<b>3,769,900</b>	<b>-</b>	<b>-</b>

*General Fund*

*Expenditures, Economic and Community Development*

**Personnel:**

**Wages:** Economic and Community Development Director, Planning Services Manager, City Engineer, Senior Planner (2), Planning Assistant, Senior Civil Engineer (2), Engineering Inspector II, Engineering Technician II, Administrative Assistant II, Building Official, Building Inspector I, Building Inspector II (2), Plans Examiner I, Plans Examiner II, Permit Technician Supervisor, Building Permit Technician (2) and Administrative Assistant I.

**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 five percent of the premium costs), life, and disability insurance, payments into the PERS system for both the employer percentage and the six percent employee match.

**Materials and Services:**

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

**Professional Development:** Training, travel, and meals related to City business, annual membership dues, professional organization dues, certifications, subscriptions, professional and code books. Annual membership dues paid to local, regional and national economic development, planning, engineering and building associations.

**Contract Services:** Contract for review of City transportation issues and reviewing development applications. Consulting professional engineer responsible for evaluating traffic safety and control issues throughout the city limits, provide assistance with construction plans, plat review, and project close out if needed, may include professional staff for erosion control permitting and inspections, as well as assistance with street design standards. Code revision and project work related to growth and future expansion most of which is proposed to be funded by grants. Costs associated with development of required legal descriptions for annexations. Fees paid to Metro for annexation. Costs associated with special projects, over-load current planning review, municipal code updates, and economic development plan assistance.

***General Fund***  
***Public Works Department***

*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 2024 - 2025		
	2021-22	2022-23	Budget 2023-24	Proposed	Approved	Adopted
Personnel Services	584,906	589,084	678,000	682,700	-	-
Material and Services	176,181	193,019	230,000	220,000	-	-
<b>Total</b>	<b>761,087</b>	<b>782,103</b>	<b>908,000</b>	<b>902,700</b>	<b>-</b>	<b>-</b>

## General Fund - Public Works

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Personnel Services</b>							
FTE Positions	4.0	4.0	4.0	4.0	4.0	-	-
Wages	\$ 375,961	\$ 381,303	\$ 427,100	\$ 370,000	\$ 430,100	\$ -	\$ -
Benefits	208,945	207,781	250,900	200,000	252,600	-	-
<b>Total Personnel Services</b>	<b>584,906</b>	<b>589,084</b>	<b>678,000</b>	<b>570,000</b>	<b>682,700</b>	<b>-</b>	<b>-</b>
<b>Materials and Services</b>							
Public Works Supplies	28,656	11,835	20,000	15,000	20,000	-	-
Professional Development	11,990	21,305	15,000	17,000	20,000	-	-
Vehicle Operation & Main.	73,108	82,744	75,000	70,000	80,000	-	-
Repairs & Maintenance	51,418	47,480	70,000	30,000	60,000	-	-
Contract Services	11,009	29,655	50,000	30,000	40,000	-	-
<b>Total Materials and Services</b>	<b>176,181</b>	<b>193,019</b>	<b>230,000</b>	<b>162,000</b>	<b>220,000</b>	<b>-</b>	<b>-</b>
<b>Total Public Works</b>	<b>761,087</b>	<b>782,103</b>	<b>908,000</b>	<b>732,000</b>	<b>902,700</b>	<b>-</b>	<b>-</b>

*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.

***General Fund***

***Transfers***

***Contingency***

***Total Requirements***



## General Fund - Non-Departmental, Transfers, and Contingency

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Transfers</b>							
To Parks Capital Projects Fund	4,000,000	-	-	-	-	-	-
To Gen Res for Replacement Fund	500,000	500,000	500,000	500,000	600,000	-	-
To Facility Cap Project Fund	3,500,000	4,700,000	2,500,000	2,500,000	3,200,000	-	-
<b>Total Transfers</b>	<b>8,000,000</b>	<b>5,200,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,800,000</b>	<b>-</b>	<b>-</b>
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>3,202,436</b>	<b>-</b>	<b>3,518,393</b>	<b>-</b>	<b>-</b>

## General Fund - Total by Department

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Administration</b>	\$ 3,098,473	\$ 3,312,118	\$ 3,693,500	\$ 3,595,000	\$ 4,186,100	\$ -	\$ -
<b>Community Services / Public Safety</b>	1,275,290	1,268,866	1,381,700	1,375,000	1,407,800	-	-
<b>Economic &amp; Community Development</b>	3,465,915	3,553,140	3,836,700	3,136,000	3,769,900	-	-
<b>Public Works</b>	761,087	782,103	908,000	732,000	902,700	-	-
<b>Non-Departmental</b>	-	-	-	-	-	-	-
<b>Transfers</b>	8,000,000	5,200,000	3,000,000	3,000,000	3,800,000	-	-
<b>Contingency</b>	-	-	3,202,436	-	3,518,393	-	-
<b>Total General Fund Requirements</b>	<b>16,600,765</b>	<b>14,116,227</b>	<b>16,022,336</b>	<b>11,838,000</b>	<b>17,584,893</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>8,623,336</b>	<b>5,962,493</b>	<b>-</b>	<b>6,079,493</b>	<b>-</b>	<b>-</b>	<b>-</b>

*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.

## ***Parks Fund***

## *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.

### **Recreation Services**

Provide recreation programming to the community and plan and organize community events throughout the year. Recreation services are at the core of our organization, offering a diverse range of activities throughout the year. Our primary goal is to provide educational opportunities for individuals of all ages, including youth, adults, and seniors. Collaborating closely with the Happy Valley Parks Foundation, we actively promote recreation and fundraising efforts, while also offering scholarships to underserved youth. Our business model revolves around establishing partnerships with local businesses, enabling us to offer a wide array of recreational services such as art, music, sports, and education. These partnerships not only help us keep costs down for participants but also contribute to the overall growth and prosperity of the business community. During the summer, we organize camps and social outings for adults and families, encompassing exciting adventures like hiking, snowshoeing, kayaking, and engaging field trips to movies, museums, and other points of interest. Moreover, we curate a vibrant calendar of special events and community gatherings, including annual celebrations like the 4th of July, Summer Concert Series, International Day of Happiness, National Night Out, Safety Fair, Oktoberfest, Tree Lighting, and Dumpster Day. In addition, we extend support to both profit and non-profit events, such as the Happy Valley fun run, and take charge of coordinating school activities involving the city government. Furthermore, we manage the city's volunteer program, overseeing blood drives and community service projects, as well as operating the city store and handling marketing efforts to enhance community engagement.



# City of Happy Valley Fiscal Year 2024 - 2025 Budget

## *Parks Fund*

### **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.

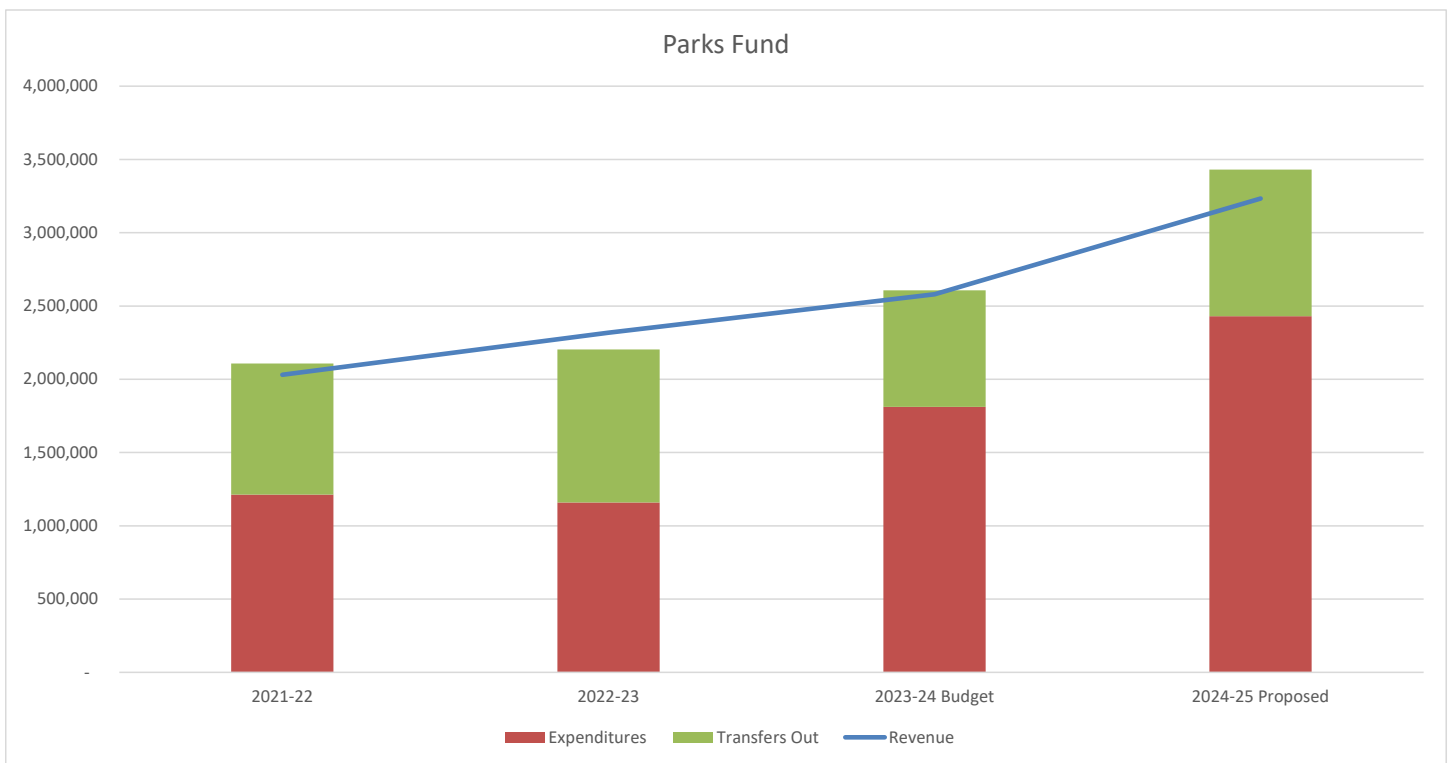
Staff includes Public Works Supervisor, Utility Worker I (3), Program Supervisor, Program Technician (1), Program Technician II (1)

### **Budget Summary:**

	2021-22	2022-23	2023-24	Proposed	Approved	Adopted
Operations	783,913	657,424	1,158,400	1,745,000	-	-
Programming	417,694	499,529	623,900	675,600	-	-
Non-Departmental	11,100	2,068	30,000	10,000	-	-
Transfers	895,000	1,045,000	795,000	1,000,000	-	-
Contingency	-	-	611,308	789,714	-	-
<b>Total</b>	<b>2,107,707</b>	<b>2,204,021</b>	<b>3,218,608</b>	<b>4,220,314</b>	<b>-</b>	<b>-</b>

## Parks Fund

	Preceding 2021-22	Preceding 2022-23	Adopted 2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved	2024-25 Adopted
Revenue	2,030,570	2,318,027	2,580,000	2,556,000	3,233,200	-	-
Expenditures	1,212,707	1,159,021	1,812,300	1,431,000	2,430,600	-	-
Transfers Out	895,000	1,045,000	795,000	795,000	1,000,000	-	-
Annual Operating Surplus / (Shortfall)	(77,137)	114,006	(27,300)	330,000	(197,400)	-	-
Beginning Fund Balance	620,245	543,108	638,608	657,114	987,114	-	-
Ending Fund Balance / Contingency	543,108	657,114	611,308	987,114	789,714	-	-



## Parks Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 620,245	\$ 543,108	\$ 638,608	\$ 657,114	\$ 987,114	\$ -	\$ -
Property Taxes	1,880,444	2,074,301	2,120,000	2,220,000	2,353,200	-	-
Intergovernmental	-	-	-	-	-	-	-
User Related	45,014	41,200	5,000	6,000	40,000	-	-
Program Fees	25,693	25,192	30,000	40,000	40,000	-	-
Event Revenue	70,220	39,776	75,000	75,000	75,000	-	-
Grant Revenue	-	57,412	300,000	85,000	625,000	-	-
Misc Revenue	9,199	80,146	50,000	130,000	100,000	-	-
<b>Total Resources</b>	<u>2,650,815</u>	<u>2,861,135</u>	<u>3,218,608</u>	<u>3,213,114</u>	<u>4,220,314</u>	<u>-</u>	<u>-</u>

## Parks Fund - Operations

Requirements	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Personnel Services</b>							
FTE Positions	2.0	3.0	4.0	4.0	5.0	-	-
Wages	144,809	188,286	275,200	250,000	360,000	-	-
Benefits	81,189	95,190	148,200	150,000	210,000	-	-
<b>Total Personnel Services</b>	<u>225,998</u>	<u>283,476</u>	<u>423,400</u>	<u>400,000</u>	<u>570,000</u>	<u>-</u>	<u>-</u>
<b>Materials and Services</b>							
Park Supplies	16,192	18,122	30,000	25,000	35,000	-	-
Professional Development	2,814	3,912	5,000	4,000	5,000	-	-
Utilities	43,171	55,790	60,000	60,000	70,000	-	-
Vehicle Operation & Maint.	5,745	11,036	10,000	13,000	15,000	-	-
Repairs & Maintenance	130,492	144,756	120,000	145,000	150,000	-	-
Contract Services	359,501	140,332	510,000	250,000	900,000	-	-
<b>Total Materials and Services</b>	<u>557,915</u>	<u>373,948</u>	<u>735,000</u>	<u>497,000</u>	<u>1,175,000</u>	<u>-</u>	<u>-</u>
<b>Total Operations</b>	<u>783,913</u>	<u>657,424</u>	<u>1,158,400</u>	<u>897,000</u>	<u>1,745,000</u>	<u>-</u>	<u>-</u>

## Parks Fund - Recreation

Requirements	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Personnel Services</b>							
FTE Positions	3.0	3.0	3.0	3.0	3.0	-	-
Wages	158,387	183,777	223,300	195,000	234,900	-	-
Benefits	111,859	109,439	135,600	125,000	155,700	-	-
<b>Total Personnel Services</b>	<u>270,246</u>	<u>293,216</u>	<u>358,900</u>	<u>320,000</u>	<u>390,600</u>	<u>-</u>	<u>-</u>
<b>Materials and Services</b>							
Program Supplies	12,514	3,277	20,000	5,000	20,000	-	-
Community Events	85,598	149,410	175,000	145,000	175,000	-	-
Professional Development	7,339	15,221	20,000	8,000	20,000	-	-
Program Services	13,048	10,030	25,000	15,000	25,000	-	-
Contract Services	17,630	14,155	10,000	26,000	30,000	-	-
Public Outreach	11,319	14,220	15,000	15,000	15,000	-	-
<b>Total Materials and Services</b>	<u>147,448</u>	<u>206,313</u>	<u>265,000</u>	<u>214,000</u>	<u>285,000</u>	<u>-</u>	<u>-</u>
<b>Total Programming</b>	<u>417,694</u>	<u>499,529</u>	<u>623,900</u>	<u>534,000</u>	<u>675,600</u>	<u>-</u>	<u>-</u>



### Parks Fund - Non-Departmental, Transfers, and Contingency

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
Public Outreach	11,100	2,068	20,000	-	5,000	-	-
Legal	-	-	10,000	-	5,000	-	-
<b>Total Non-departmental</b>	<b>11,100</b>	<b>2,068</b>	<b>30,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>
<b>Transfers</b>							
To General Fund	195,000	245,000	270,000	270,000	300,000	-	-
To Parks Res for Replacement	700,000	800,000	525,000	525,000	700,000	-	-
<b>Total Transfers</b>	<b>895,000</b>	<b>1,045,000</b>	<b>795,000</b>	<b>795,000</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>611,308</b>	<b>-</b>	<b>789,714</b>	<b>-</b>	<b>-</b>

### Parks Fund - Total by Department

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Operations</b>	783,913	657,424	1,158,400	897,000	1,745,000	-	-
<b>Programming</b>	417,694	499,529	623,900	534,000	675,600	-	-
<b>Non-Departmental</b>	11,100	2,068	30,000	-	10,000	-	-
<b>Transfers</b>	895,000	1,045,000	795,000	795,000	1,000,000	-	-
<b>Contingency</b>	-	-	611,308	-	789,714	-	-
<b>Total Parks Fund Requirements</b>	<b>2,107,707</b>	<b>2,204,021</b>	<b>3,218,608</b>	<b>2,226,000</b>	<b>4,220,314</b>	<b>-</b>	<b>-</b>
Annual operating surplus/(deficit)	(77,137)	114,006	(638,608)	330,000	(987,114)	-	-
<b>Ending Fund Balance</b>	<b>543,108</b>	<b>657,114</b>	<b>-</b>	<b>987,114</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingency % (incl transfers out)	-	-	-	-	19%	#DIV/0!	#DIV/0!

*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.

*Parks Fund*

*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 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.

## ***Public Safety Fund***

*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**

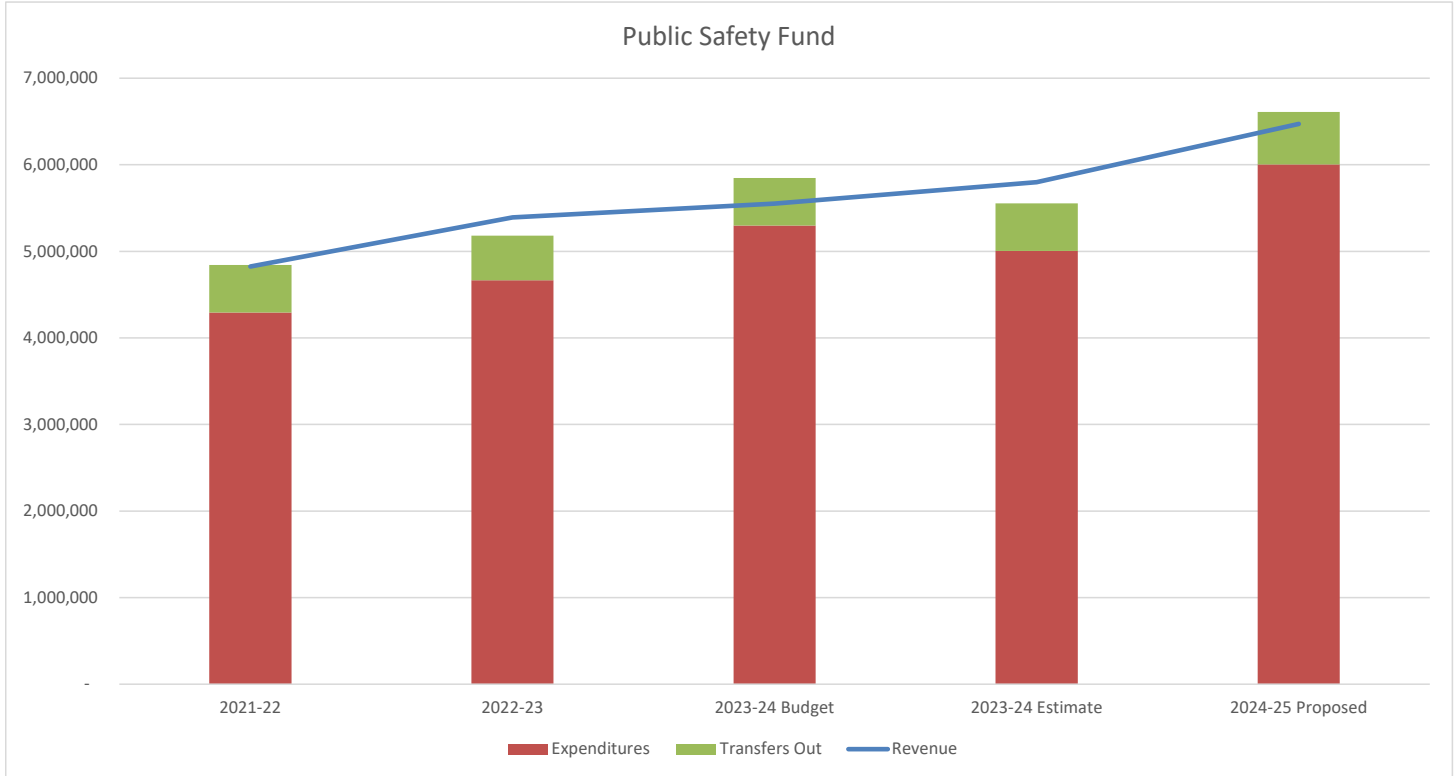
Public safety related services, wages and benefits for Non-Sworn Community Services Officer, contracted police services, equipment, training, facilities costs, and transfer to cover costs of administration. Contract includes Police Chief, Sergeant (2), Traffic Enforcement Officer (2), Detective, Patrol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

**Budget Summary:**

	Preceding		Adopted	<b>Budget For Fiscal Year 2024-25</b>		
	2021-22	2022-23	2023-24	Proposed	Approved	Adopted
Personnel Services	98,259	114,885	127,700	270,900	-	-
Material and Services	4,195,068	4,550,531	5,160,000	5,700,000	-	-
Capital Outlay	-	-	10,000	10,000	-	-
Transfers	550,000	515,000	550,000	605,000	-	-
Contingency	-	-	1,451,433	1,992,473	-	-
<b>Total</b>	<b>4,843,327</b>	<b>5,180,416</b>	<b>7,299,133</b>	<b>8,578,373</b>	<b>-</b>	<b>-</b>

## Public Safety Fund

	Preceding 2021-22	Preceding 2022-23	Adopted 2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved	2024-25 Adopted
Revenue	4,824,777	5,390,656	5,550,000	5,800,000	6,472,000	-	-
Expenditures	4,293,327	4,665,416	5,297,700	5,004,000	6,004,900	-	-
Transfers Out	550,000	515,000	550,000	550,000	605,000	-	-
Annual Operating Surplus / (Shortfall)	(18,550)	210,240	(297,700)	246,000	(137,900)	-	-
Beginning Fund Balance	1,662,683	1,644,133	1,749,133	1,854,373	2,100,373	-	-
Ending Fund Balance / Contingency	1,644,133	1,854,373	1,451,433	2,100,373	1,962,473	-	-



## Public Safety Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 1,662,683	\$ 1,644,133	1,749,133	\$ 1,854,373	\$ 2,100,373	\$ -	\$ -
Property Taxes	4,805,597	5,301,020	5,500,000	5,650,000	5,989,000	-	-
Grant Revenue	-	-	-	-	383,000	-	-
Misc Revenue	19,180	89,636	50,000	150,000	100,000	-	-
<b>Total Resources</b>	<u>6,487,460</u>	<u>7,034,789</u>	<u>7,299,133</u>	<u>7,654,373</u>	<u>8,572,373</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>							
<b>Personnel Services</b>							
FTE Positions	16	17	17	17	19	-	-
Wages	62,037	72,041	81,700	76,000	176,300	-	-
Benefits	36,222	42,844	46,000	50,000	118,600	-	-
<b>Total Personnel Services</b>	<u>98,259</u>	<u>114,885</u>	<u>127,700</u>	<u>126,000</u>	<u>294,900</u>	<u>-</u>	<u>-</u>
<b>Materials and Services</b>							
PS Supplies	9,895	4,983	10,000	10,000	10,000	-	-
Professional Development	12,957	23,462	20,000	15,000	20,000	-	-
Utilities	16,648	21,089	25,000	22,000	25,000	-	-
Vehicle Operation & Maint.	14,032	5,741	15,000	6,000	15,000	-	-
Repairs & Maintenance	25,612	34,365	35,000	25,000	30,000	-	-
Public Outreach	7,106	8,732	10,000	20,000	20,000	-	-
Contract Services	52,185	69,978	80,000	80,000	80,000	-	-
Police Contract - Personnel	4,056,633	4,382,181	4,965,000	4,700,000	5,500,000	-	-
<b>Total Materials and Services</b>	<u>4,195,068</u>	<u>4,550,531</u>	<u>5,160,000</u>	<u>4,878,000</u>	<u>5,700,000</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>							
Equip over \$5,000	-	-	10,000	-	10,000	-	-
<b>Total Capital Outlay</b>	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>-</u>
<b>Transfers</b>							
To General Fund	550,000	515,000	550,000	550,000	605,000	-	-
<b>Total Transfers</b>	<u>550,000</u>	<u>515,000</u>	<u>550,000</u>	<u>550,000</u>	<u>605,000</u>	<u>-</u>	<u>-</u>
<b>Contingency</b>	<u>-</u>	<u>-</u>	<u>1,451,433</u>	<u>-</u>	<u>1,962,473</u>	<u>-</u>	<u>-</u>
<b>Total Requirements</b>	<u>4,843,327</u>	<u>5,180,416</u>	<u>7,299,133</u>	<u>5,554,000</u>	<u>8,572,373</u>	<u>-</u>	<u>-</u>
<b>Ending Fund Balance</b>	1,644,133	1,854,373	-	2,100,373	-	-	-

## *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.



*Public Safety Fund*

*Expenditures*

**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 23% in Contingency for the Public Safety Fund.

## ***Library Fund***



# City of Happy Valley Fiscal Year 2024 - 2025 Budget

## Library Fund

Manager: Sarah Roller

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

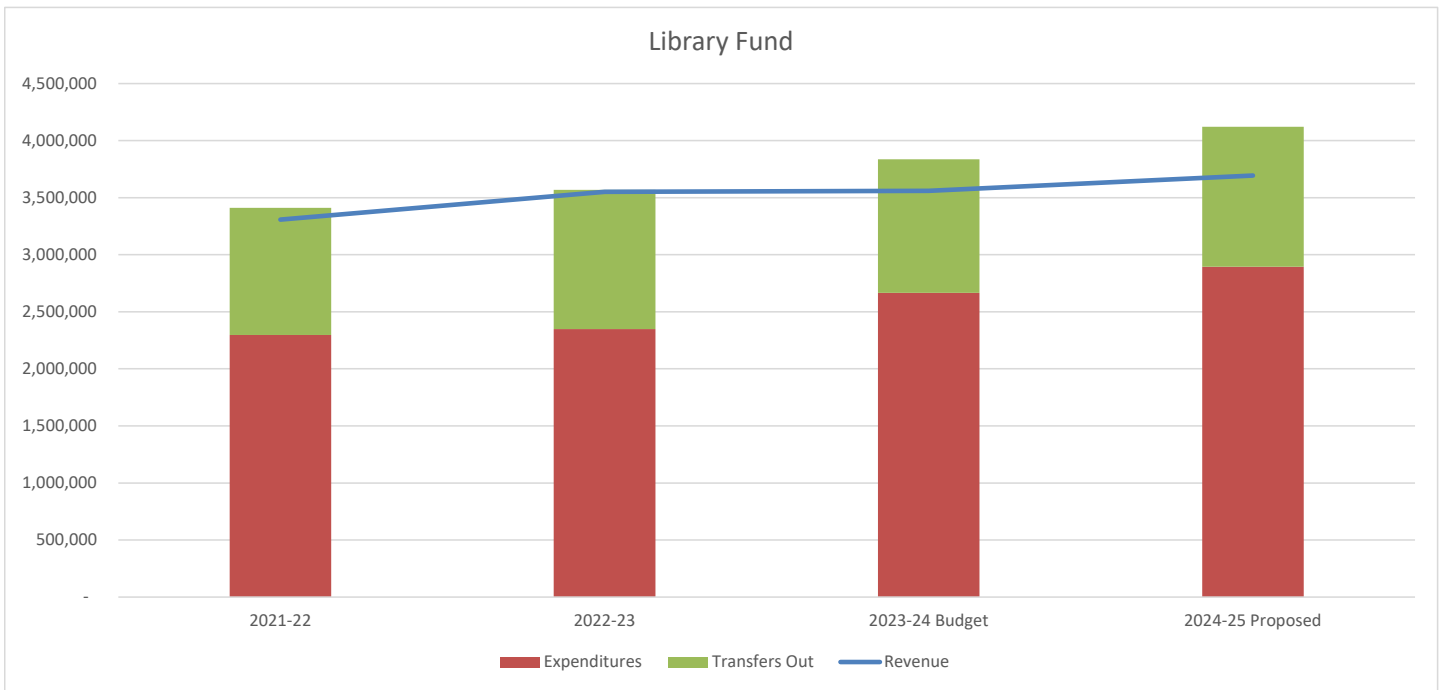
The Library maintains a seven day a week operation in a 18,300 sq. ft. building. Staff provide adult and children’s programming, reference, and circulations services, cataloging of materials, and management of the Library Fund. Internet stations, public access computers and Wi-Fi access equipment and 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 2024 - 2025		
	2021-22	2022-23	2023-24	Proposed	Approved	Adopted
Personnel Services	1,772,584	1,783,855	2,021,100	2,200,000	-	-
Material and Services	524,323	564,321	645,000	695,000	-	-
Transfers	1,115,000	1,220,000	1,170,000	1,227,000	-	-
Contingency	-	-	896,029	979,899	-	-
<b>Total</b>	<b>3,411,907</b>	<b>3,568,176</b>	<b>4,732,129</b>	<b>5,101,899</b>	<b>-</b>	<b>-</b>

## Library Fund

	Preceding 2021-22	Preceding 2022-23	Adopted 2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved	2024-25 Adopted
Revenue	3,307,889	3,551,947	3,559,000	3,694,000	3,694,000	-	-
Expenditures	2,296,907	2,348,176	2,666,100	2,355,000	2,895,000	-	-
Transfers Out	1,115,000	1,220,000	1,170,000	1,170,000	1,227,000	-	-
Annual Operating Surplus / (Shortfall)	(104,018)	(16,229)	(277,100)	169,000	(428,000)	-	-
Beginning Fund Balance	1,359,146	1,255,128	1,173,129	1,238,899	1,407,899	-	-
Ending Fund Balance / Contingency	1,255,128	1,238,899	896,029	1,407,899	979,899	-	-



## Library Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 1,359,146	\$ 1,255,128	1,173,129	\$ 1,238,899	\$ 1,407,899	\$ -	\$ -
District Revenue	3,218,934	3,372,636	3,450,000	3,450,000	3,570,000	-	-
User Related	35,447	35,169	40,000	35,000	35,000	-	-
Grant Revenue	-	-	9,000	9,000	9,000	-	-
Misc Revenue	53,508	144,142	60,000	200,000	80,000	-	-
<b>Total Resources</b>	<b>4,667,035</b>	<b>4,807,075</b>	<b>4,732,129</b>	<b>4,932,899</b>	<b>5,101,899</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>							
<b>Personnel Services</b>							
FTE Positions	18.0	17.0	18.0	17.0	19.0	-	-
Wages	1,149,225	1,188,978	1,313,700	1,195,000	1,450,000	-	-
Benefits	623,359	594,877	707,400	625,000	750,000	-	-
<b>Total Personnel Services</b>	<b>1,772,584</b>	<b>1,783,855</b>	<b>2,021,100</b>	<b>1,820,000</b>	<b>2,200,000</b>	<b>-</b>	<b>-</b>
<b>Materials and Services</b>							
Office Supplies (inc- State Aid Grant)	51,763	75,665	60,000	70,000	80,000	-	-
Professional Development	4,434	5,707	10,000	10,000	20,000	-	-
Library Media	263,656	220,662	325,000	275,000	330,000	-	-
Utilities	37,590	41,538	45,000	45,000	65,000	-	-
Repairs & Maintenance	29,525	35,270	45,000	10,000	40,000	-	-
Facility and Office Contracts	137,355	185,479	160,000	125,000	160,000	-	-
<b>Total Materials and Services</b>	<b>524,323</b>	<b>564,321</b>	<b>645,000</b>	<b>535,000</b>	<b>695,000</b>	<b>-</b>	<b>-</b>
<b>Transfers</b>							
To General Fund	515,000	520,000	570,000	570,000	627,000	-	-
To Lib. Res. for Replacement Fund	600,000	700,000	600,000	600,000	600,000	-	-
<b>Total Transfers</b>	<b>1,115,000</b>	<b>1,220,000</b>	<b>1,170,000</b>	<b>1,170,000</b>	<b>1,227,000</b>	<b>-</b>	<b>-</b>
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>896,029</b>	<b>-</b>	<b>979,899</b>	<b>-</b>	<b>-</b>
<b>Total Requirements</b>	<b>3,411,907</b>	<b>3,568,176</b>	<b>4,732,129</b>	<b>3,525,000</b>	<b>5,101,899</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>1,255,128</b>	<b>1,238,899</b>	<b>-</b>	<b>1,407,899</b>	<b>-</b>	<b>-</b>	<b>-</b>

## *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.

## *Library Fund*

### *Expenditures*

#### **Personnel:**

**Wages:** Library Director, Library Operations Supervisor (2), 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 20% in Contingency for the Library Fund.

## ***Street Maintenance Fund***



*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.

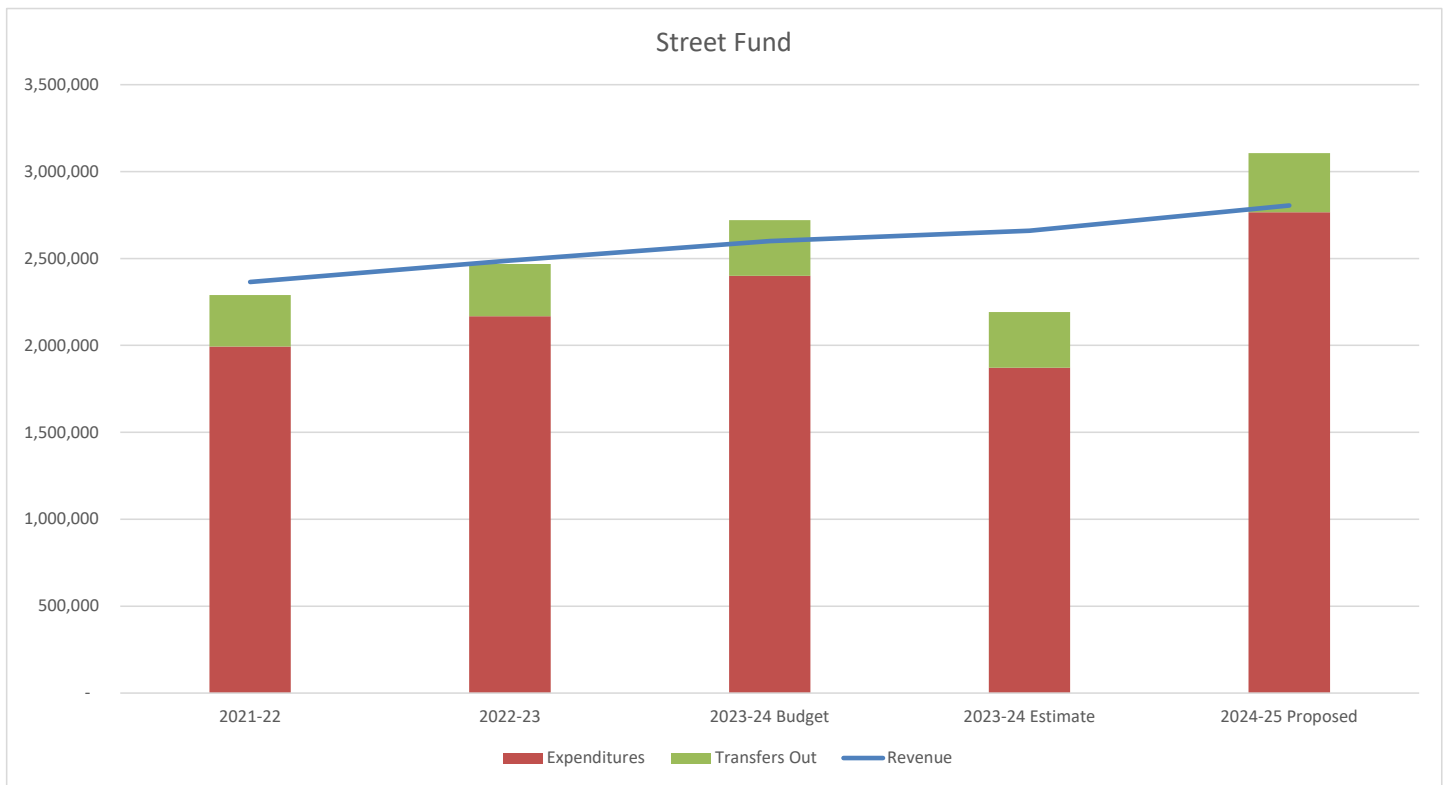
**Budget Summary:**

Capital Outlay	1,156,714	1,245,754	1,300,000	1,600,000	-	-
Transfers	296,000	300,000	320,000	340,000	-	-
Contingency	-	-	193,159	494,285	-	-
Total	2,289,211	2,467,956	2,913,959	3,601,085	-	-

*Street Maintenance Fund*

## Street Fund

	Preceding 2021-22	Preceding 2022-23	Adopted 2023-24 Budget	2023-24 Estimate	2024-25 Proposed	2024-25 Approved	2024-25 Adopted
Revenue	2,364,986	2,487,583	2,600,000	2,660,000	2,805,000	-	-
Expenditures	1,993,212	2,167,956	2,400,800	1,872,000	2,766,800	-	-
Transfers Out	296,000	300,000	320,000	320,000	340,000	-	-
Annual Operating Surplus / (Shortfall)	75,774	19,627	(120,800)	468,000	(301,800)	-	-
Beginning Fund Balance	232,684	308,458	313,959	328,085	796,085	-	-
Ending Fund Balance / contingency	308,458	328,085	193,159	796,085	494,285	-	-



## Street Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	232,684	308,458	313,959	\$ 328,085	\$ 796,085	\$ -	\$ -
State Shared Revenues	1,952,952	2,061,788	2,180,000	2,150,000	2,180,000	-	-
Intergovernmental Revenue	47,295	-	-	-	145,000	-	-
Local Gas Tax Revenue	111,986	119,342	120,000	120,000	120,000	-	-
Vehicle Registration Fee	232,479	234,625	260,000	250,000	260,000	-	-
Misc Revenue	20,274	71,828	40,000	140,000	100,000	-	-
<b>Total Resources</b>	<b>2,597,670</b>	<b>2,796,041</b>	<b>2,913,959</b>	<b>2,988,085</b>	<b>3,601,085</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>							
<b>Personnel Services</b>							
FTE Positions	4.0	4.0	4.0	4.0	4.0	-	-
Wages	228,513	218,030	264,900	236,000	277,600	-	-
Benefits	140,706	154,519	191,900	190,000	227,200	-	-
<b>Total Personnel Services</b>	<b>369,219</b>	<b>372,549</b>	<b>456,800</b>	<b>426,000</b>	<b>504,800</b>	<b>-</b>	<b>-</b>
<b>Materials and Services</b>							
Supplies	151	-	2,000	-	2,000	-	-
Professional Development	13,259	9,766	12,000	11,000	15,000	-	-
Utilities	8,916	10,805	15,000	10,000	15,000	-	-
Vehicle Operation & Maint.	46,115	43,212	65,000	65,000	80,000	-	-
Repairs and Maintenance	61,061	271,119	300,000	200,000	300,000	-	-
Contract Services	337,776	214,751	250,000	200,000	250,000	-	-
<b>Total Materials and Services</b>	<b>467,278</b>	<b>549,653</b>	<b>644,000</b>	<b>486,000</b>	<b>662,000</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>							
Street Reconstruction	1,156,715	1,245,754	1,300,000	960,000	1,600,000	-	-
<b>Total Capital Outlay</b>	<b>1,156,715</b>	<b>1,245,754</b>	<b>1,300,000</b>	<b>960,000</b>	<b>1,600,000</b>	<b>-</b>	<b>-</b>
<b>Transfers</b>							
To General Fund	196,000	200,000	220,000	220,000	240,000	-	-
To Street Reserve for Replacement Fund	100,000	100,000	100,000	100,000	100,000	-	-
<b>Total Transfers</b>	<b>296,000</b>	<b>300,000</b>	<b>320,000</b>	<b>320,000</b>	<b>340,000</b>	<b>-</b>	<b>-</b>
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>193,159</b>	<b>-</b>	<b>494,285</b>	<b>-</b>	<b>-</b>
<b>Total Requirements</b>	<b>2,289,212</b>	<b>2,467,956</b>	<b>2,913,959</b>	<b>2,192,000</b>	<b>3,601,085</b>	<b>-</b>	<b>-</b>
Reserved for Future Expenditures	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>308,458</b>	<b>328,085</b>	<b>-</b>	<b>796,085</b>	<b>-</b>	<b>-</b>	<b>-</b>



## City of Happy Valley Fiscal Year 2024 - 2025 Budget

### *Street Maintenance Fund*

#### **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.

**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.



## City of Happy Valley Fiscal Year 2024 - 2025 Budget

### *Expenditures*

#### *Street Maintenance Fund*

##### **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.

##### **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.

## *Street Maintenance Fund*

### **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.

### **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 2024 - 2025 Budget**

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



# City of Happy Valley Fiscal Year 2024 - 2025 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 2024-25		
	2021-22	2022-23	Budget 2023-24	Proposed	Approved	Adopted
Materials and Services	-	-	100,000	100,000	-	-
Capital Outlay	-	-	709,069	732,208	-	-
<b>Total</b>	-	-	<b>809,069</b>	<b>832,208</b>	-	-



## Storm Utility System Development Charges (SDC) Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 1,328,137	\$ 1,453,069	\$ 758,069	\$ 772,208	\$ 832,208	\$ -	\$ -
SDC - Storm Drainage	117,443	44,447	30,000	35,000	-	-	-
Misc Revenue	7,489	21,719	20,000	25,000	-	-	-
Transfers In	-	-	1,000	-	-	-	-
<b>Total Resources</b>	<u>1,453,069</u>	<u>1,519,235</u>	<u>809,069</u>	<u>832,208</u>	<u>832,208</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>							
<b>Materials and Services</b>							
Contract Services	-	-	100,000	-	100,000	-	-
<b>Total Materials and Services</b>	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>							
SDC Projects - Storm Drain	-	747,027	709,069	-	732,208	-	-
<b>Total Capital Outlay</b>	<u>-</u>	<u>747,027</u>	<u>709,069</u>	<u>-</u>	<u>732,208</u>	<u>-</u>	<u>-</u>
<b>Transfers</b>							
To Parks SDC Fund	-	-	-	-	-	-	-
<b>Total Transfers</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Requirements</b>	<u>-</u>	<u>747,027</u>	<u>809,069</u>	<u>-</u>	<u>832,208</u>	<u>-</u>	<u>-</u>
Reserve for Future Expenditures	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	1,453,069	772,208	-	832,208	-	-	-



## City of Happy Valley Fiscal Year 2024 - 2025 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 2024 - 2025 Budget**

***Transportation System Development  
Charges Fund***



# City of Happy Valley Fiscal Year 2024 - 2025 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, privilege tax, 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 2024-25		
	2021-22	2022-23	Budget 2023-24	Proposed	Approved	Adopted
Materials and Services	339,753	128,598	1,000,000	1,000,000	-	-
Capital Outlay	3,556,120	329,764	11,703,916	11,274,943	-	-
<b>Total</b>	<b>3,895,873</b>	<b>458,362</b>	<b>12,703,916</b>	<b>12,274,943</b>	<b>-</b>	<b>-</b>

## Transportation System Development Charges (SDC) Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 5,615,942	\$ 8,653,916	\$ 8,753,916	\$ 8,654,943	\$ 10,674,943	\$ -	\$ -
SDC - Transportation	377,052	279,076	300,000	170,000	150,000	-	-
SDC - Transportation Credits	6,464,900	-	-	-	-	-	-
Privilege Tax	-	-	500,000	500,000	750,000	-	-
Misc Revenue	91,895	180,313	150,000	250,000	200,000	-	-
Transfers In	-	-	3,000,000	3,000,000	500,000	-	-
<b>Total Resources</b>	<b>12,549,789</b>	<b>9,113,305</b>	<b>12,703,916</b>	<b>12,574,943</b>	<b>12,274,943</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>							
<b>Materials and Services</b>							
Contract Services	339,753	128,598	1,000,000	-	1,000,000	-	-
<b>Total Materials and Services</b>	<b>339,753</b>	<b>128,598</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>							
SDC Projects	3,556,120	329,764	8,303,916	300,000	9,274,943	-	-
Undergrounding Projects	-	-	3,400,000	1,600,000	2,000,000	-	-
<b>Total Capital Outlay</b>	<b>3,556,120</b>	<b>329,764</b>	<b>11,703,916</b>	<b>1,900,000</b>	<b>11,274,943</b>	<b>-</b>	<b>-</b>
<b>Total Requirements</b>	<b>3,895,873</b>	<b>458,362</b>	<b>12,703,916</b>	<b>1,900,000</b>	<b>12,274,943</b>	<b>-</b>	<b>-</b>
Reserve for Future Expenditures	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>8,653,916</b>	<b>8,654,943</b>	<b>-</b>	<b>10,674,943</b>	<b>-</b>	<b>-</b>	<b>-</b>



# City of Happy Valley Fiscal Year 2024 - 2025 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.

**Privilege Tax:** Privilege tax collected through utilities which will be committed to electrical line undergrounding projects.

**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 2024 - 2025 Budget**

***Parks System Development Charges Fund***



# City of Happy Valley Fiscal Year 2024 - 2025 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	<b>Budget for Fiscal Year 2024-25</b>		
	2021-22	2022-23	2023-24	Proposed	Approved	Adopted
Materials and Services	78,389	32,251	500,000	500,000	-	-
Capital Outlay	2,845,927	21,129	19,926,273	5,000,000	-	-
Transfers	-	-	-	2,500,000	-	-
<b>Total</b>	<b>2,924,316</b>	<b>53,380</b>	<b>20,426,273</b>	<b>8,000,000</b>	-	-
Reserve for Future Expenditures	-	-	-	14,317,588	-	-



## Parks System Development Charges (SDC) Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 18,802,344	\$ 19,342,908	\$ 19,826,273	\$ 20,017,588	\$ 20,867,588	\$ -	\$ -
SDC - Parks	3,283,811	321,375	300,000	250,000	250,000	-	-
Misc Revenue	104,434	406,685	300,000	750,000	700,000	-	-
Transfer In (loan)	-	-	-	-	500,000	-	-
<b>Total Resources</b>	<u>22,190,589</u>	<u>20,070,968</u>	<u>20,426,273</u>	<u>21,017,588</u>	<u>22,317,588</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>							
<b>Materials and Services</b>							
Contract Services	78,389	32,251	500,000	75,000	500,000	-	-
<b>Total Materials and Services</b>	<u>78,389</u>	<u>32,251</u>	<u>500,000</u>	<u>75,000</u>	<u>500,000</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>							
SDC Projects	2,845,927	21,129	19,926,273	75,000	5,000,000	-	-
<b>Total Capital Outlay</b>	<u>2,845,927</u>	<u>21,129</u>	<u>19,926,273</u>	<u>75,000</u>	<u>5,000,000</u>	<u>-</u>	<u>-</u>
<b>Transfers</b>							
To Library Reserve (Interfund loan)	-	-	-	-	2,500,000	-	-
<b>Total Transfers</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,500,000</u>	<u>-</u>	<u>-</u>
<b>Total Requirements</b>	<u>2,924,316</u>	<u>53,380</u>	<u>20,426,273</u>	<u>150,000</u>	<u>8,000,000</u>	<u>-</u>	<u>-</u>
Reserve for Future Expenditures	-	-	-	-	14,317,588	-	-
<b>Ending Fund Balance</b>	19,266,273	20,017,588	-	20,867,588	-	-	-



# City of Happy Valley Fiscal Year 2024 - 2025 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.

#### **Transfers:**

**To Library Reserve for Replacement Fund:** Transfer to fund the five-year loan borrowed for the remaining costs associated with the Happy Valley Library expansion project.

#### **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 2024 - 2025 Budget**

***Pedestrian Improvement Projects Fund***



# City of Happy Valley Fiscal Year 2024 - 2025 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 2024 - 2025		
	2021-22	2022-23	Budget 2023-24	Proposed	Approved	Adopted
Material and Services	22,520	20,195	30,000	100,000	-	-
Capital Outlay	26,421	-	1,895,562	1,789,354	-	-
Transfers	22,000	28,000	30,000	33,000	-	-
<b>Total</b>	<b>70,941</b>	<b>48,195</b>	<b>1,955,562</b>	<b>1,922,354</b>	<b>-</b>	<b>-</b>

## Pedestrian Improvement Projects (PIP) Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 1,304,711	\$ 1,473,562	\$ 1,685,562	\$ 1,692,354	\$ 1,612,354	\$ -	\$ -
Misc Revenue	7,313	32,362	10,000	60,000	50,000	-	-
Vehicle Registration Fee	232,479	234,625	260,000	250,000	260,000	-	-
<b>Total Resources</b>	<b>1,544,503</b>	<b>1,740,549</b>	<b>1,955,562</b>	<b>2,002,354</b>	<b>1,922,354</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>							
<b>Materials and Services</b>							
Contract Engineering	22,520	20,195	30,000	-	100,000	-	-
<b>Total Materials and Services</b>	<b>22,520</b>	<b>20,195</b>	<b>30,000</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>							
Pedestrian Pathways	26,421	-	1,895,562	360,000	1,789,354	-	-
<b>Total Capital Outlay</b>	<b>26,421</b>	<b>-</b>	<b>1,895,562</b>	<b>360,000</b>	<b>1,789,354</b>	<b>-</b>	<b>-</b>
<b>Transfers</b>							
To General Fund	22,000	28,000	30,000	30,000	33,000	-	-
<b>Total Transfers</b>	<b>22,000</b>	<b>28,000</b>	<b>30,000</b>	<b>30,000</b>	<b>33,000</b>	<b>-</b>	<b>-</b>
<b>Total Requirements</b>	<b>70,941</b>	<b>48,195</b>	<b>1,955,562</b>	<b>390,000</b>	<b>1,922,354</b>	<b>-</b>	<b>-</b>
Reserved for Future Expenditures		-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>1,473,562</b>	<b>1,692,354</b>	<b>-</b>	<b>1,612,354</b>	<b>-</b>	<b>-</b>	<b>-</b>



# City of Happy Valley Fiscal Year 2024 - 2025 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.

#### **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 2024 - 2025 Budget**

***Facility Capital Projects Fund***



# City of Happy Valley Fiscal Year 2024 - 2025 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 For Fiscal Year 2024 - 2025		
	2021-22	2022-23	2023-24	Proposed	Approved	Adopted
Materials and Services	24,695	25,100	500,000	2,000,000	-	-
Capital Outlay	-	6,695,896	9,847,321	5,127,668	-	-
<b>Total</b>	<b>24,695</b>	<b>6,720,996</b>	<b>10,347,321</b>	<b>7,127,668</b>	<b>-</b>	<b>-</b>



## Facility Capital Projects Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 9,221,886	\$ 12,752,321	\$ 7,647,321	\$ 10,980,425	\$ 3,827,668	\$ -	\$ -
Misc Revenue	55,130	249,100	200,000	275,000	100,000	-	-
Transfers In - General Fund	3,500,000	4,700,000	2,500,000	2,500,000	3,200,000	-	-
<b>Total Resources</b>	<u>12,777,016</u>	<u>17,701,421</u>	<u>10,347,321</u>	<u>13,755,425</u>	<u>7,127,668</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>							
<b>Materials and Services</b>							
Contract Services	24,695	25,100	500,000	200,000	2,000,000	-	-
<b>Total Materials and Services</b>	<u>24,695</u>	<u>25,100</u>	<u>500,000</u>	<u>200,000</u>	<u>2,000,000</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>							
Project Construction	-	-	1,000,000	-	-	-	-
Land	-	6,695,896	8,847,321	9,727,757	5,127,668	-	-
<b>Total Capital Outlay</b>	<u>-</u>	<u>6,695,896</u>	<u>9,847,321</u>	<u>9,727,757</u>	<u>5,127,668</u>	<u>-</u>	<u>-</u>
<b>Total Requirements</b>	<u>24,695</u>	<u>6,720,996</u>	<u>10,347,321</u>	<u>9,927,757</u>	<u>7,127,668</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	12,752,321	10,980,425	-	3,827,668	-	-	-



## City of Happy Valley Fiscal Year 2024 - 2025 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 2024 - 2025 Budget**

***Parks Capital Projects Fund***



# City of Happy Valley Fiscal Year 2024 - 2025 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	<b>Budget For Fiscal Year 2024 - 2025</b>		
	2021-22	2022-23	2023-24	Proposed	Approved	Adopted
Capital Outlay	343,932	1,635,918	7,283,097	4,646,928	-	-
Total	343,932	1,635,918	7,283,097	4,646,928	-	-

**Parks Capital Projects Fund**

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 4,970,220	\$ 8,653,097	\$ 7,183,097	\$ 7,161,928	\$ 4,546,928	\$ -	\$ -
Misc Revenue	26,809	144,749	100,000	200,000	100,000	-	-
Transfers In	4,000,000	-	-	-	-	-	-
<b>Total Resources</b>	<u>8,997,029</u>	<u>8,797,846</u>	<u>7,283,097</u>	<u>7,361,928</u>	<u>4,646,928</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>							
<b>Capital Outlay</b>							
Projects	343,932	1,635,918	4,000,000	1,400,000	4,646,928	-	-
Land	-	-	3,283,097	1,415,000	-	-	-
<b>Total Capital Outlay</b>	<u>343,932</u>	<u>1,635,918</u>	<u>7,283,097</u>	<u>2,815,000</u>	<u>4,646,928</u>	<u>-</u>	<u>-</u>
<b>Contingency</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Requirements</b>	<u>343,932</u>	<u>1,635,918</u>	<u>7,283,097</u>	<u>2,815,000</u>	<u>4,646,928</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	8,653,097	7,161,928	-	4,546,928	-	-	-



## City of Happy Valley Fiscal Year 2024 - 2025 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 2024-25, as well as future land purchases or upgrades. The full balance of \$4.6 million is available to exercise opportunities as they arise.



**City of Happy Valley  
Fiscal Year 2024 - 2025 Budget**

***Reserve for General Operations Fund***



# City of Happy Valley Fiscal Year 2024 - 2025 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	<b>Budget For Fiscal Year 2024 - 2025</b>		
	2021-22	2022-23	2023-24	Proposed	Approved	Adopted
Materials and Services	-	-	-	-	-	-
Reserve for Future Expenditures	-	-	838,974	838,974	-	-
<b>Total</b>	-	-	838,974	838,974	-	-



**Reserve for General Operations Fund**

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 838,974	\$ 838,974	\$ 838,974	\$ 838,974	\$ 838,974	\$ -	\$ -
<b>Total Resources</b>	<u>838,974</u>	<u>838,974</u>	<u>838,974</u>	<u>838,974</u>	<u>838,974</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>							
Materials and Services	-	-	-	-	-	-	-
<b>Total Requirements</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	838,974	-	838,974	-	-
<b>Ending Fund Balance</b>	<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 2024 - 2025 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 2024 - 2025 Budget**

***General Reserve for Replacement Fund***



# City of Happy Valley Fiscal Year 2024 - 2025 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.

### Budget Summary:

	Preceding		Adopted	Budget For Fiscal Year 2024 - 2025		
	2021-22	2022-23	Budget 2023-24	Proposed	Approved	Adopted
Material and Services	247,958	324,233	650,000	650,000	-	-
Capital Outlay	262,661	252,437	900,000	900,000	-	-
<b>Total</b>	<b>510,619</b>	<b>576,670</b>	<b>1,550,000</b>	<b>1,550,000</b>	<b>-</b>	<b>-</b>
Reserved for Future Expenditures	-	-	1,305,774	1,697,536	-	-

## General Reserve for Replacement Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 2,203,371	\$ 2,260,774	\$ 2,295,774	\$ 2,243,536	\$ 2,587,536	\$ -	\$ -
PEG revenue	60,692	59,432	60,000	60,000	60,000	-	-
Misc Revenue	7,330	-	-	30,000	-	-	-
Transfers In	500,000	500,000	500,000	500,000	600,000	-	-
<b>Total Resources</b>	<u>2,771,393</u>	<u>2,820,206</u>	<u>2,855,774</u>	<u>2,833,536</u>	<u>3,247,536</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>							
<b>Materials and Services</b>							
Equipment - under \$5,000	246,758	80,579	150,000	60,000	150,000	-	-
Repairs and Maintenance	1,200	243,654	500,000	100,000	500,000	-	-
<b>Total Materials and Services</b>	<u>247,958</u>	<u>324,233</u>	<u>650,000</u>	<u>160,000</u>	<u>650,000</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>							
Vehicles	38,495	89,120	300,000	-	300,000	-	-
Equipment - over \$5,000	122,746	30,111	400,000	15,000	400,000	-	-
Facility Improvements	22,991	61,851	100,000	1,000	100,000	-	-
PEG Grants	78,429	71,355	100,000	70,000	100,000	-	-
<b>Total Capital Outlay</b>	<u>262,661</u>	<u>252,437</u>	<u>900,000</u>	<u>86,000</u>	<u>900,000</u>	<u>-</u>	<u>-</u>
<b>Total Requirements</b>	<u>510,619</u>	<u>576,670</u>	<u>1,550,000</u>	<u>246,000</u>	<u>1,550,000</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	1,305,774	-	1,697,536	-	-
<b>Ending Fund Balance</b>	2,260,774	2,243,536	-	2,587,536	-	-	-



## City of Happy Valley Fiscal Year 2024 - 2025 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 2024 - 2025 Budget**

***Library Reserve for Replacement Fund***



# City of Happy Valley Fiscal Year 2024 - 2025 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. The transfer out in the 2023-24 budget is for building permit fees and SDCs related to the library expansion project.

### **Budget Summary:**

	Preceding		Adopted Budget 2023-24	Budget For Fiscal Year 2024 - 2025		
	2021-22	2022-23		Proposed	Approved	Adopted
Material and Services	1,533	4,461	150,000	150,000	-	-
Capital Outlay	127,705	981,803	7,475,552	3,884,288	-	-
Transfer Out	-	-	101,000	500,000	-	-



## Library Reserve for Replacement Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 4,665,290	\$ 5,136,052	\$ 5,126,552	\$ 4,852,288	\$ 1,434,288	\$ -	\$ -
Intergovernmental Revenue	-	-	2,000,000	2,000,000	-	-	-
Misc Revenue	-	2,500	-	-	-	-	-
Transfers In (Library Fund)	600,000	700,000	600,000	600,000	600,000	-	-
Transfers In (Interfund Loan)	-	-	-	-	2,500,000	-	-
<b>Total Resources</b>	<u>5,265,290</u>	<u>5,838,552</u>	<u>7,726,552</u>	<u>7,452,288</u>	<u>4,534,288</u>	<u>-</u>	<u>-</u>
<b>Requirements</b>							
<b>Materials and Services</b>							
Equipment - under \$5,000	-	-	50,000	1,000	50,000	-	-
Repairs and Maintenance	1,533	4,461	100,000	2,000	100,000	-	-
<b>Total Materials and Services</b>	<u>1,533</u>	<u>4,461</u>	<u>150,000</u>	<u>3,000</u>	<u>150,000</u>	<u>-</u>	<u>-</u>
<b>Capital Outlay</b>							
Equipment - over \$5,000	-	-	500,000	15,000	269,435	-	-
Facility Improvements	127,705	981,803	6,975,552	6,000,000	3,614,853	-	-
<b>Total Capital Outlay</b>	<u>127,705</u>	<u>981,803</u>	<u>7,475,552</u>	<u>6,015,000</u>	<u>3,884,288</u>	<u>-</u>	<u>-</u>
<b>Transfers</b>							
To General Fund	-	-	100,000	-	-	-	-
To Storm SDC Fund	-	-	1,000	-	-	-	-
To Parks SDC (loan)	-	-	-	-	500,000	-	-
<b>Total Transfers</b>	<u>-</u>	<u>-</u>	<u>101,000</u>	<u>-</u>	<u>500,000</u>	<u>-</u>	<u>-</u>
<b>Total Requirements</b>	<u>129,238</u>	<u>986,264</u>	<u>7,726,552</u>	<u>6,018,000</u>	<u>4,534,288</u>	<u>-</u>	<u>-</u>
Reserved for Future Expenditures	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	5,136,052	4,852,288	-	1,434,288	-	-	-



## City of Happy Valley Fiscal Year 2024 - 2025 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. In addition, to cover the remaining costs associated with the Happy Valley Library expansion project.

**Transfers:**

**To Parks SDC Fund:** Transfer to pay back the five-year loan borrowed for the remaining costs associated with the Happy Valley Library expansion project.

**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 2024 - 2025 Budget**

***Street Reserve for Replacement Fund***



# City of Happy Valley Fiscal Year 2024 - 2025 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 2024 - 2025		
	2021-22	2021-22	2023-24	Proposed	Approved	Adopted
Material and Services	-	1,877	125,000	125,000	-	-
Capital Outlay	70,839	839,624	415,817	267,105	-	-
Transfers	-	-	3,000,000	500,000	-	-
<b>Total</b>	<b>70,839</b>	<b>841,501</b>	<b>3,540,817</b>	<b>892,105</b>	<b>-</b>	<b>-</b>
Reserved for Future Expenditures	-	-	-	-	-	-

## Street Reserve for Replacement Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 2,988,632	\$ 3,957,817	\$ 3,340,817	\$ 3,362,105	\$ 792,105	\$ -	\$ -
Misc Revenue	940,024	145,789	100,000	330,000	-	-	-
Transfers In	100,000	100,000	100,000	100,000	100,000	-	-
<b>Total Resources</b>	<b>4,028,656</b>	<b>4,203,606</b>	<b>3,540,817</b>	<b>3,792,105</b>	<b>892,105</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>							
<b>Materials and Services</b>							
Equipment - under \$5,000	-	-	25,000	-	25,000	-	-
Repairs and Maintenance	-	1,877	100,000	-	100,000	-	-
<b>Total Materials and Services</b>	<b>-</b>	<b>1,877</b>	<b>125,000</b>	<b>-</b>	<b>125,000</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>							
Equipment - over \$5,000	70,839	839,624	415,817	-	267,105	-	-
<b>Total Capital Outlay</b>	<b>70,839</b>	<b>839,624</b>	<b>415,817</b>	<b>-</b>	<b>267,105</b>	<b>-</b>	<b>-</b>
<b>Transfers</b>							
To TSDC Fund	-	-	3,000,000	3,000,000	500,000	-	-
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>500,000</b>	<b>-</b>	<b>-</b>
<b>Total Requirements</b>	<b>70,839</b>	<b>841,501</b>	<b>3,540,817</b>	<b>3,000,000</b>	<b>892,105</b>	<b>-</b>	<b>-</b>
Reserved for Future Expenditures							
Fee in Lieu	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>3,957,817</b>	<b>3,362,105</b>	<b>-</b>	<b>792,105</b>	<b>-</b>	<b>-</b>	<b>-</b>



## City of Happy Valley Fiscal Year 2024 - 2025 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 2024 - 2025 Budget**

***Parks Reserve for Replacement Fund***



# City of Happy Valley Fiscal Year 2024 - 2025 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 For Fiscal Year 2024 - 2025		
	2021-22	2022-23	Budget 2023-24	Proposed	Approved	Adopted
Material and Services	-	3,196	60,000	70,000	-	-
Capital Outlay	35,000	119,648	225,000	1,000,000	-	-
<b>Total</b>	<b>35,000</b>	<b>122,844</b>	<b>285,000</b>	<b>1,070,000</b>	<b>-</b>	<b>-</b>
Reserved for Future Expenditures	-	-	1,866,818	1,720,974	-	-



## Parks Reserve for Replacement Fund

	Preceding 2021-22	Preceding 2022-23	Adopted Budget 2023-24	Estimate 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25
<b>Resources</b>							
Beginning Fund Balance	\$ 223,818	\$ 888,818	\$ 1,626,818	\$ 1,565,974	\$ 2,090,974	\$ -	\$ -
Transfers In	700,000	800,000	525,000	525,000	700,000	-	-
<b>Total Resources</b>	<b>923,818</b>	<b>1,688,818</b>	<b>2,151,818</b>	<b>2,090,974</b>	<b>2,790,974</b>	<b>-</b>	<b>-</b>
<b>Requirements</b>							
<b>Materials and Services</b>							
Equipment - under \$5,000	-	-	10,000	-	20,000	-	-
Repairs and Maintenance	-	3,196	50,000	-	50,000	-	-
<b>Total Materials and Services</b>	<b>-</b>	<b>3,196</b>	<b>60,000</b>	<b>-</b>	<b>70,000</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>							
Equipment - over \$5,000	35,000	119,648	150,000	-	500,000	-	-
Facility Improvements	-	-	75,000	-	500,000	-	-
<b>Total Capital Outlay</b>	<b>35,000</b>	<b>119,648</b>	<b>225,000</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>
<b>Total Requirements</b>	<b>35,000</b>	<b>122,844</b>	<b>285,000</b>	<b>-</b>	<b>1,070,000</b>	<b>-</b>	<b>-</b>
Reserved for Future Expenditures	-	-	1,866,818	-	1,720,974	-	-
<b>Ending Fund Balance</b>	<b>888,818</b>	<b>1,565,974</b>	<b>-</b>	<b>2,090,974</b>	<b>-</b>	<b>-</b>	<b>-</b>



## City of Happy Valley Fiscal Year 2024 - 2025 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 2024 - 2025 Budget**

# **Glossary**



## City of Happy Valley Fiscal Year 2024 - 2025 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 2024 - 2025 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 2024 - 2025 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 2024 - 2025 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 2024 - 2025 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 2024 - 2025 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].