



City of The Dalles, Oregon  
Proposed Budget  
Fiscal Year 2023-2024



**CITY OF THE DALLES  
PROPOSED BUDGET**

Fiscal Year 2023 – 2024

City of The Dalles Budget Committee

**MAYOR**

Rich Mays

**CITY COUNCIL**

Tim McGlothlin  
Darcy Long  
Scott Randall  
Dan Richardson  
Rod Runyon

**LAY MEMBERS**

Deborah Ferrer  
Joe Barcott  
Sandy Haechrel  
Benjamin Wring  
Serena Smith

Presented By:

Matthew Klebes, City Manager/Budget Officer

Angie Wilson, Finance Director

**DEPARTMENT MANAGERS**

City Attorney

Finance Director

Public Works Director

City Clerk

Community Development Director

Library Director

Police Chief

Human Resources

Jonathan Kara

Angie Wilson

Dave Anderson

Izetta Grossman

Joshua Chandler

Jeff Wavrunek

Thomas Worthy

Daniel Hunter

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# BUDGET MESSAGE





City of The Dalles, Oregon  
Budget Message for FY 2023-2024

This year's Budget Message serves as an introduction to highlight notable changes, areas of focus, and key projects. This message is followed by a detailed Financial Overview of the City. The budget document itself has undergone a renewal with substantial formatting and structure changes along with the addition of graphs, charts, and narrative designed to better convey budget information along with past and future trends.

I would like to begin by expressing my gratitude to citizens and community partners for their involvement and contributions to our recently completed Vision Action Plan (VAP) and for the dedication of our Mayor and City Councilors who serve our community and used the VAP to establish the Council's Goals which guided staff in crafting this document. The Performance Benchmarking document used in recent years has been replaced with the City Council's Goals document. Finally, my emphatic thanks to the Budget Committee members for your volunteerism and contributions through this process.

### **Guiding Policies**

The development of the City's budget is guided by several existing fiscal policies reflecting the Council's goals of fiscal stability and the provision of infrastructure to support safe streets and utility services. Briefly detailed, these policies include:

- Maintain an Unappropriated Ending General Fund Balance that is equal to four months of net operating expenses.
- Maintain a General Fund Contingency of at least 10%.
- Maintain 5 Year Capital Improvement Plans for the General, Street, Water, and Wastewater/Storm Water Funds.
- Calculate administrative transfers based as charges for service provided by the receiving fund.

### **Infrastructure**

This budget includes continued support to the Street Department through a transfer of \$750,000 from the General Fund to maintain our Pavement Management Index (PMI) target and stay on track with critical Street maintenance and upgrades. Additional resources have also been provided to partner with community members on residential and commercial sidewalk replacements and upgrades as well as to complete additional ADA ramp replacements in the coming year. The kick off of the City's Water Master Plan Update will be an important event that will guide future decisions in the use of recurring and one time revenue.

A new Facilities Supervisor position was created in the General Service Department to bring increased organization and focus on capital maintenance of City facilities and public infrastructure such as the Lewis and Clark Park, cruise ship dock, and downtown streetscapes. To support this objective, 2.5 million in resources have been allocated to the Capital Project Fund to address deferred maintenance and begin allocating resources for future capital expenditures. Finally, an Information Technology (IT) Division Manager was hired and is currently reviewing our recent IT assessment report that will inform future decisions.

### **Partnerships**

We will continue to provide financial services to Mid-Columbia Fire and Rescue (MCFR) and Northern Wasco County Parks and Recreation districts, provide resources to the Wasco County District Attorney's office per an Intergovernmental Agreement (IGA) and allocate resources to a multitude of partnering entities such as The Dalles Area Chamber of Commerce, Mid-Columbia Economic Development District, YouthThink, and others to provide services to numerous sectors of our community.

### **Economic Development**

A new Economic Development Officer (EDO) position was created with dedicated focus on economic revitalization and development in our downtown, Columbia Gorge Regional Airport, and community at

large. The position will work on projects and initiatives such as business retention and expansion, coordination of partner services, and managing and using economic incentive tools such as Urban Renewal, Vertical Housing Zone, and more. This budget allocates resources for an AmeriCorps Resource Assistance for Rural Environments (RARE) volunteer who will work with the EDO and Facilities Supervisor on several projects such as addressing downtown Wi-Fi deficiencies, tourism, and energy efficiency of City facilities.

### **Sustainable Government**

This budget incorporates the results of two new Union contracts as well as changes to our Non-Union pay tables in order to insure that City is well positioned to both recruit and retain staff in a challenging employment environment while maintaining sustainability.

The City continues to leverage grants to maximize available resources and will explore the services of a grant writer to further assist in this area. Grants involve significant effort not only to secure but to manage a grant to conclusion. Nearly every Department has been involved in grants in one way or another and grants are supporting projects at the Columbia Gorge Regional Airport for utility infrastructure and hangar development, the Dog River Pipeline project, Police Accreditation, downtown revitalization, and Safe Routes to School.

### **Transparent Government**

The Local Government Academy (LGA) will return in the FY 23/24 with the objective of providing education and understanding about our local government, what the City does and does not do, and encourage citizens to become involved in their government and volunteer to serve on the many City committees and commission that have a direct impact on our community.

In closing, this document would not have been possible without the Finance Department, Department Heads, and all City staff. Their diligent and consistent efforts to sustain, grow, and strengthen the services the City provides to our constituents is commendable and a true asset.

Sincerely,

Matthew B. Klebes  
City Manager

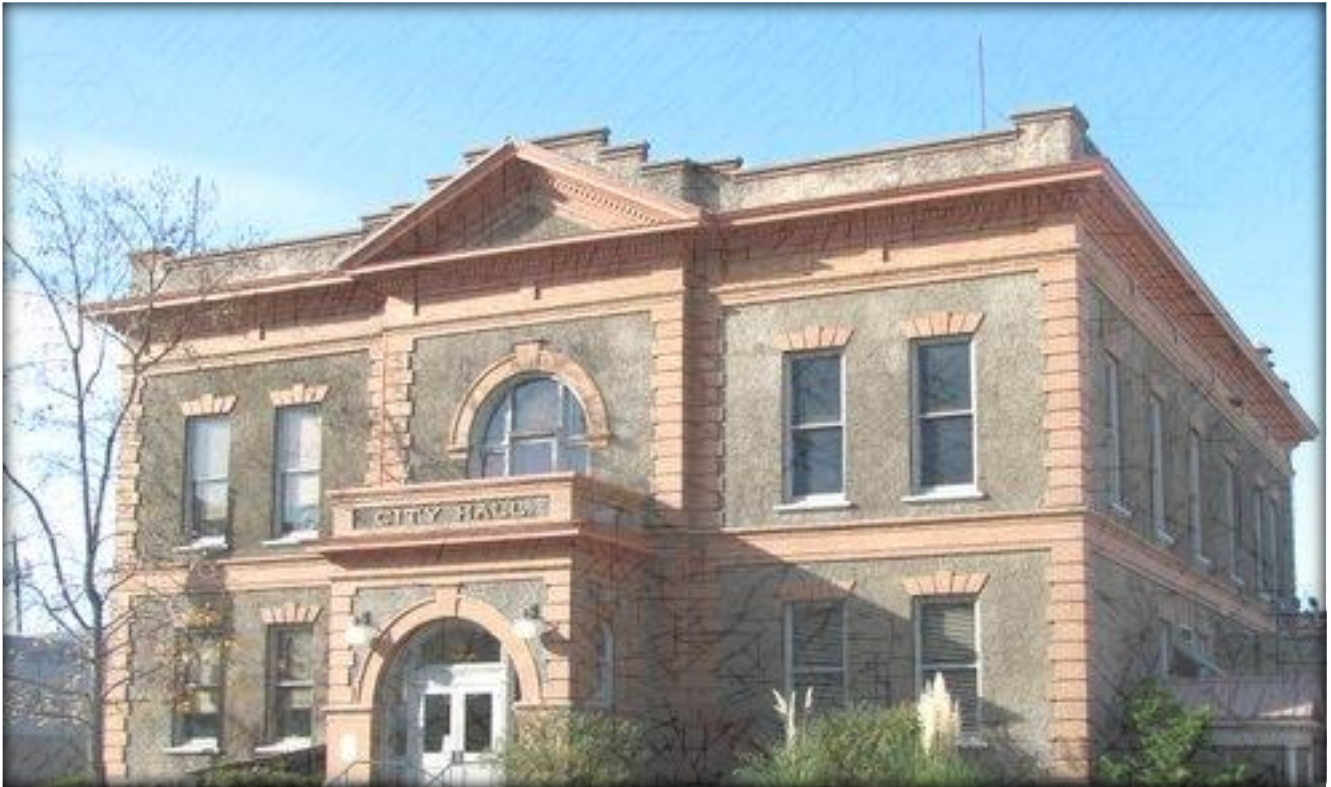




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# 2023 CITY OF THE DALLES COUNCIL GOALS

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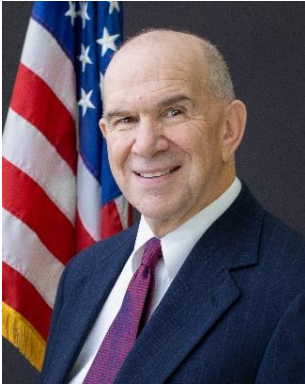
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# Welcome

## City Mayors Message:



This document reflects a new process instituted for Council and Staff collaboration on the future of The Dalles.

The date for setting goals was aligned with the budget process, giving staff more time to create proposed budgets aligned with the new Vision Action Plan, and Council Goals.

The Council is dedicated to creating an environment that encourages and helps facilitate housing needs, maintains infrastructure and invites economic development.

As your Mayor, I am enthusiastic about this new process and the future of The Dalles. We are “All Together The Dalles”.

City of The Dalles Mayor,  
Richard A. Mays



City Councilors 2023-2024: Tim McGlothlin, Darcy Long, Dan Richardson, Scott Randall, Rod Runyon

The City Council is the governing body of the City of The Dalles. Its five voting members and the Mayor set the direction for the City, establishing policies and laws. Specific voter approved powers for the Council is contained in the City Charter, while Council's own administrative and operational policies are adopted by ordinance or resolution.

City Council is charged with the appointment of the City Manager, City Attorney and Municipal Judge. They adopt the annual budget and perform all other actions necessary to guide the government, while representing concerns of the citizens of The Dalles.

# City of The Dalles

## Boards, Commissions & Committees

City Appointments to Committees and Commissions are the responsibility of the Mayor of The City of The Dalles. The City Council concurs with the appointments through adoption of a resolution. If you have interest in becoming part of a board, commission or committee you can submit an application online or in person.

For more information regarding meeting times, visit our website at [www.thedalles.org](http://www.thedalles.org)

### City Budget Committee (3 Year Term)

- Meets with the City Council to review, make adjustments and approve the proposed annual budget for the City of The Dalles.

### Columbia Gorge Regional Airport (2 Year Term)

- The City of The Dalles and Klickitat County serve as co-sponsor's of the airport. This partnership has resulted in numerous multi-million dollar projects focused on improving airport safety and infrastructure. Providing access to two states, three counties, multiple municipalities and over 72,000 citizens, CGRA serves as a gateway to the Columbia River Gorge with unparalleled opportunity for work and play!

### Historic Landmarks Commission (4 Year Term)

- The Dalles Historic Landmarks Commission consists of six members five of which are from the citizens at large entitled to one vote, one City Counselor, and one member of The Dalles/Wasco County Museum Commission. The Commission designates historic landmarks; review alterations to designated historic landmarks; develop and periodically update written and graphic design guidelines; maintain current inventories of historic resources; and meet monthly to conduct business.

### Fort Dalles Museum Commission (3 Year Term)

- This museum gives insight into daily life in Oregon during the mid 1800s to the early 20th century. It's not simply a fort in the typical sense. Fort Dalles and Anderson Homestead instead showcase two homes, a barn, sheds, tools, and personal items actually used by army officers living at the fort, and an area farming family.

### Planning Commission (4 Year Term)

- The Commission consists of seven members who are not officials or employees of the City. The Planning Commission meets on a monthly basis to review The Dalles Municipal Code revisions, review active development applications, and conduct business.

### QLife Agency Board

- QualityLife Intergovernmental Agency (QLife) is a collaborative effort of public entities in The Dalles, Oregon, that began in 2002, who created a 17-mile fiber optic loop through the city. The goal is to enhance the region's economic development efforts with a reliable, cost effective, open access link to the Bonneville Power Administration's fiber, which runs through The Dalles.

### The Dalles Wasco Library Board (4 Year Term)

- The Dalles-Wasco County Public Library provides Wasco County citizens with free and equal access to materials relevant to their informational needs. The library serves as an unbiased source of information with opportunities provided for personal, educational, cultural, and recreational enrichment.

### Traffic Safety Commission (4 Year Term)

- The Traffic Safety Commission was established in 1973 by the Mayor through Ordinance 909. The Commission consists of seven members, that are appointed by the Mayor.

### Urban Renewal Agency

- The Urban Renewal Agency Board was created by a group of citizens and adopted by the City Council with General Ordinance No. 90-1106. The current configuration of the Board was updated in 2016 with General Ordinance No. 16-1346.

### Urban Renewal Budget Committee

- The Budget Committee joins the Urban Renewal Board generally in mid April to review the proposed budget, approve the budget and refer it to the Agency for adoption.



# Vision Action Plan

## Watershed Opportunities

The visioning work identified two watershed opportunities that offer the greatest potential for positive impact and to help address near-term needs. Like many of the projects identified in this plan, these watershed opportunities are collaborations involving multiple community organizations.

### Modern, State-of-the-Art School Facilities

Community members pointed to upgrading current school facilities as critical for youth and families, as well as local businesses. Potential strategies:

- Support get-out-the-vote for school bond to build modern, state-of-the-art facilities.
- Host community events at school facilities to increase awareness of current needs.
- Explore short-term strategies for current students and interim facilities.

Council Plan Purpose

### Attainable, Affordable Housing Options

Community members identified attainable and affordable housing for a range of community needs as essential to support the local economy. Potential strategies:

- Update 2016 housing study to better understand current needs and opportunities.
- Explore west side area plan (e.g., W. 2nd Street redevelopment, Chenoweth Loop development).
- Continue vertical housing program, including redevelopment of downtown upper stories.

# Community Engagement Summary

## Community Survey: Vision Ideas

Initial outreach included an online community survey in English and Spanish to gather ideas for the future of The Dalles. In November and December 2021, 444 participants shared their input.

## Community Town Hall and Survey: Vision Priorities

The next phase of outreach included an online community town hall followed by a second online community survey in English and Spanish. In March 2022, 138 town hall attendees provided input through live polling and facilitated breakout group discussions. Then in April 2022, 601 survey participants shared their input on the most important focus areas and top priorities for the community.

## Partner Work Session: Vision Actions

After collecting input from community members, The City of The Dalles hosted a partner organization work session in September 2022 to discuss projects and initiatives to help achieve community priorities.



## Notable 2022 City Projects

### Dog River Pipeline Replacement Project

The City of The Dalles is replacing 3.5 miles of aging wooden water supply pipeline in the Mt. Hood National Forest with new pipeline being designed to last 100 years or more. After serving The Dalles since the early 1900s, the current pipeline now leaks about 1 million gallons of water in the spring when Dog River runs high.



The Dog River Pipeline Replacement Project is the culmination of many years of City effort to improve reliability and resilience of the water system and will support the City's goal of delivering the highest quality water to the community.



Along with replacing the pipeline, the project also includes new fish screening and passage facilities, and interpretive signage for historic features.



#### Project Milestones

Construction of the new pipeline will be completed over two seasons, beginning in summer 2022.

**March 2022:** Design Complete

**April-July 2022:** Site Preparation

**July-November 2022:** Construction Season One

**April-November 2023:** Construction Season Two

**December 2023:** Project Complete

## Other Notable Accomplishments



Hiring a new City Manager, Matthew Klebes who is excited to for the opportunity to work with such a talented and passionate team who has been, and continues to be, hard at work on projects and initiatives of all sizes.



Jonathan Kara has served as the City's Legal Counsel for almost two years. On July 5<sup>th</sup> he began his tenure as the City Attorney for the City. City Council determined an in-house attorney would better suit the needs of the City.



# Executive Summary – The Plan

## City of The Dalles Vision

A community that has involved citizens of all ages, strong local collaboration, green spaces, a revitalized downtown, efficient government, is a commercial hub, honors our cultural diversity, has a proactive education system, has compatible neighborhoods, a far ranging transportation system, and a comprehensive medical system. (Compiled summary of VAP)

## City of The Dalles Mission

“By working together, we will provide services that enhance the vitality of The Dalles”

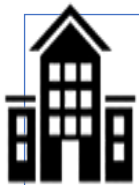
## City of The Dalles Goals



Provide City-wide infrastructure to support safe and well maintained streets and reliable utility systems for the citizens of The Dalles.



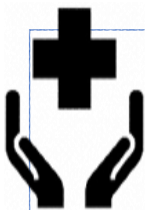
Work and partner with governmental agencies and non-profits to improve coordination of services and open communication.



Promote economic development opportunities which will provide jobs and enhance community livability.



Maintain a sustainable budget that will support City operations and capital improvements, while assuring an adequate contingency fund.



Encourage civic responsibility and promote health and public safety through programs, partnerships, plans and policies.



Provide transparent and efficient administration of City government.

\*City Goals were condensed in order to fit on the following chart.








# 2023 Council Goals

**Priority Projects:** Plans the City aims to accomplish within the next one-two years.

**Desirable Projects:** Developments the City would like to undertake in the next three-five years.

**Opportunity Driven Projects:** Projects the City will work on when time allows.

**Parking Lot:** Ideas and issues that were put on hold pending additional discussion.

	 Provide Infrastructure to Support Safe Streets & Utility Systems	 Improve Coordination of Service & Open Communication with Partners	 Promote Economic Development Opportunities	 Maintain a Sustainable Budget	 Encourage Civic Responsibility and Promote Health & Public Safety	 Provide Transparent & Efficient Administration
<b>Priority Projects</b>						
Active Participation in Strategic Planning with MCCAC to Address Houselessness		■			■	■
Promote Housing Development	■	■	■			
Spectrum Franchise Agreement		■		■		■
Google Funds Allocation	■	■	■	■		■
Promote Retail Business Coming To/Staying in The Dalles	■		■			
Code Enforcement		■			■	
911 Modernization		■		■	■	
<b>Desirable Projects</b>						
Downtown Odor		■	■		■	
City Downtown Wifi	■	■	■	■	■	
Transit Room Tax Funds (TRT)	■	■	■	■		■

## Council 2023 Goals Cont.



Provide Infrastructure to Support Safe Streets & Utility Systems



Improve Coordination of Service & Open Communication with Partners



Promote Economic Development Opportunities



Maintain a Sustainable Budget



Encourage Civic Responsibility and Promote Health & Public Safety



Provide Transparent & Efficient Administration

### Opportunity Driven Projects

Street Spending Philosophy/Policies	■			■		
Downtown Parking			■	■		
Gitchell Building			■			
Shopping Cart Theft					■	
Tree Plan	■	■	■			
Climate Resiliency		■	■	■	■	
Formal 5-10 Year Plan	■	■	■	■	■	■

### Parking Lot

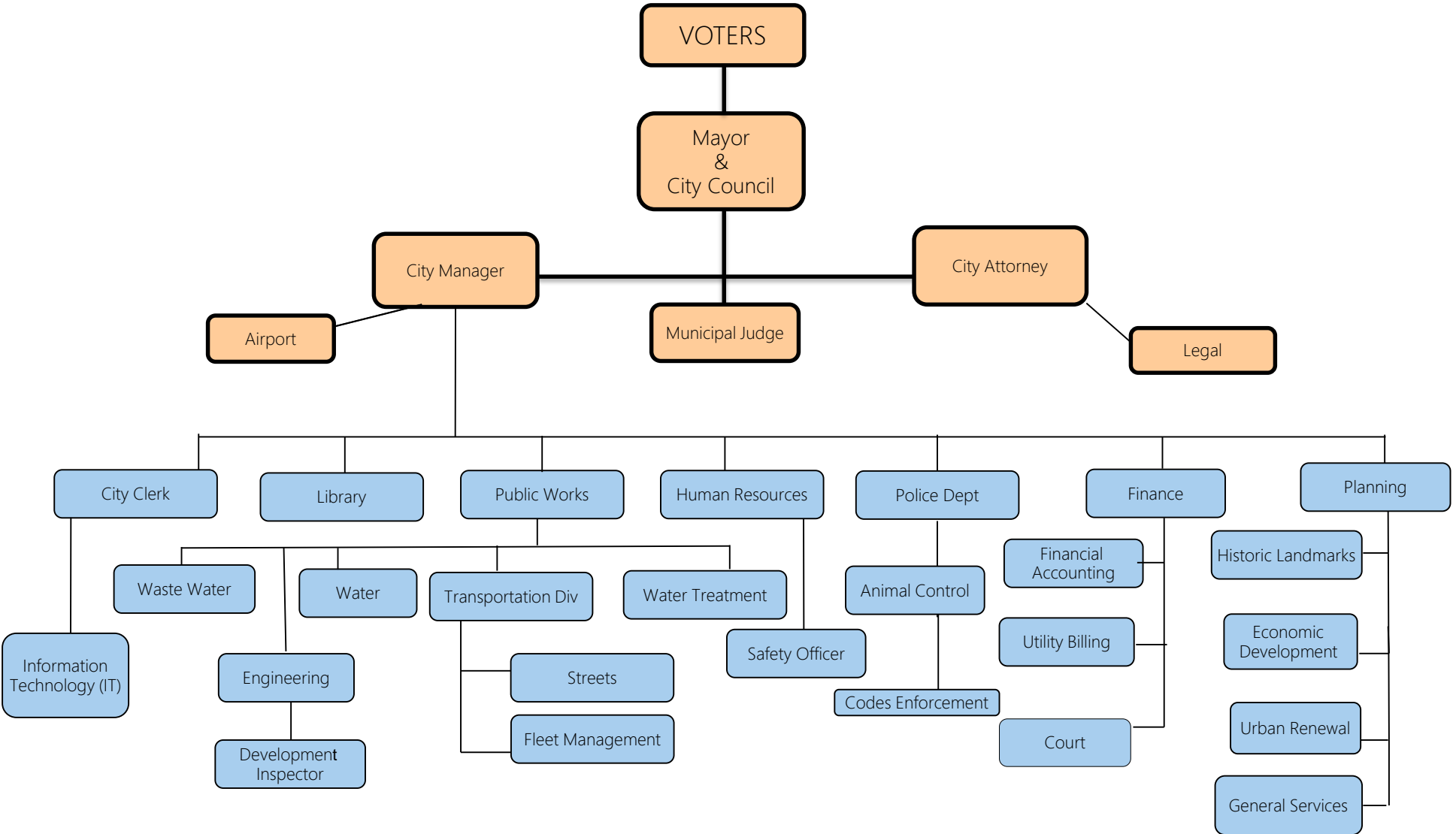
Mental Health		■		■	■	
Centralized Camera System	■	■		■		
Mill Creek Trail		■	■	■	■	
1 <sup>st</sup> Street Plaza Project	■		■	■		

# CITY OVERVIEW





# City of The Dalles – Organizational Flow Chart



# CITY OF THE DALLES



## City History and Geographic Area

The City of The Dalles, Oregon is situated in the north-central part of the state on the Columbia River, the nation's second largest river. It is the county seat and the largest community in Wasco County. The Dalles is one of Oregon's most historic cities and was known earlier in its history as the end of the Oregon Trail. Archaeological evidence suggests the area has been inhabited more or less continuously for more than 10,000 years. The City was first incorporated by the Oregon Territorial Government in 1857 as "Dalles City" and was made the county seat shortly thereafter. We celebrated our Sesquicentennial in June of 2007.

Strategically located on the Columbia River and bordered by the Cascade Mountains to the west, The Dalles provides an ideal distribution or manufacturing setting with available riverside locations, as well as bulk container and regional airport. It has historically been an economic hub of the Pacific Northwest, linking major transportation routes between Eastern and Southern Oregon and Washington State. It offers residents the pleasures of rural living while providing the advantages of access to metropolitan amenities in Portland, only 80 miles to the West. In Accordance with the City Charter of 1899, which was revised in 2017 and amended November 2020, the City of The Dalles is governed by a City Council. This Council consists of an elected mayor and five council members. The City operates under a council-manager form of government.

## Economic Conditions

The City has a population currently estimated at 16,488, yet the City serves a trading area of about 90,000 persons in both Oregon and Washington. Principal economic activities are agriculture, high tech services, small industrial businesses, hydro and wind power generation/transmission, and tourism, along with healthcare, government, and retail services. Mid-Columbia Medical Center is the area's largest employer with approximately 897 employees in all their affiliated activities.

Major agricultural products of the City are wheat and sweet cherries, with a growing sector of grape production. The Dalles is a primary producer for both domestic and overseas cherry markets. There are in excess of 10,000 acres of sweet cherry trees around the City. Wheat has roughly 50,000 acres currently in cultivation in The Dalles area. Additional agricultural products include cattle, hay and tree fruits.

The City is a strategic home base for year-round recreation. Water sport enthusiasts will find boating, excellent fishing, and one of the finest windsurfing and kite boarding areas in the United States on the Columbia River. To the east are substantial opportunities to camp, bike, fish, hike, and sightsee. To the west, ski enthusiasts have the opportunity to challenge the ski slopes of magnificent Mt. Hood and then relax at the numerous resorts that lie on Mt. Hood. Construction of the Columbia Gorge Discovery Center and Wasco County Historical Museum were completed in May 1997. The center is located along the Columbia River that borders the City. Historic Downtown The Dalles has new breweries, new restaurants and retail shops, Wall dogs murals, St. Peters Landmark and other historical buildings, and is a strong visitor draw.

The City constructed Columbia River Marine Terminal, adjacent to the downtown area. The Marine dock is used by one ship, American Queen Steamboat Company and four from American Cruise Lines, with an occasional stop from National Geographic. While docked in The Dalles, passengers are able to book visits to various attractions, such as the Discovery Center, Neon Sign Museum and Fort Dalles Museum, or they can walk two blocks past the Festival Park to stroll through the downtown area.

# BUDGET PROCESS OVERVIEW

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## WHY DO WE HAVE LOCAL BUDGET LAWS?

Local budget law is designed to establish standard procedures for preparing, presenting, and administering the budgets of Oregon's local governments. This process encourages citizen involvement in the preparation of the budget before its final adoption. The goal is to provide in good faith a method of estimating revenues, expenditures, and proposed taxes. Establishing a budget provides the local government with a method for control of revenues and expenditures that promotes efficiency and economy when using public funds. A major part of the process is to encourage citizen involvement. Public policy decisions are to be made openly in public meetings because the people have the right to be there and know what their local government intends to do.

## WHAT CAN CITIZENS EXPECT FROM THE PROCESS?

- Notification of meetings.
- These budget committee meetings encourage public comment and input.
- Verbal or written testimony can be submitted for the hearing.
- You can review the budget document being discussed at the hearing. Electronic copies are made available on the City of The Dalles website and paper copies can be obtained for a small fee.

## WHAT ARE LOCAL GOVERNMENTS REQUIRED TO DO?

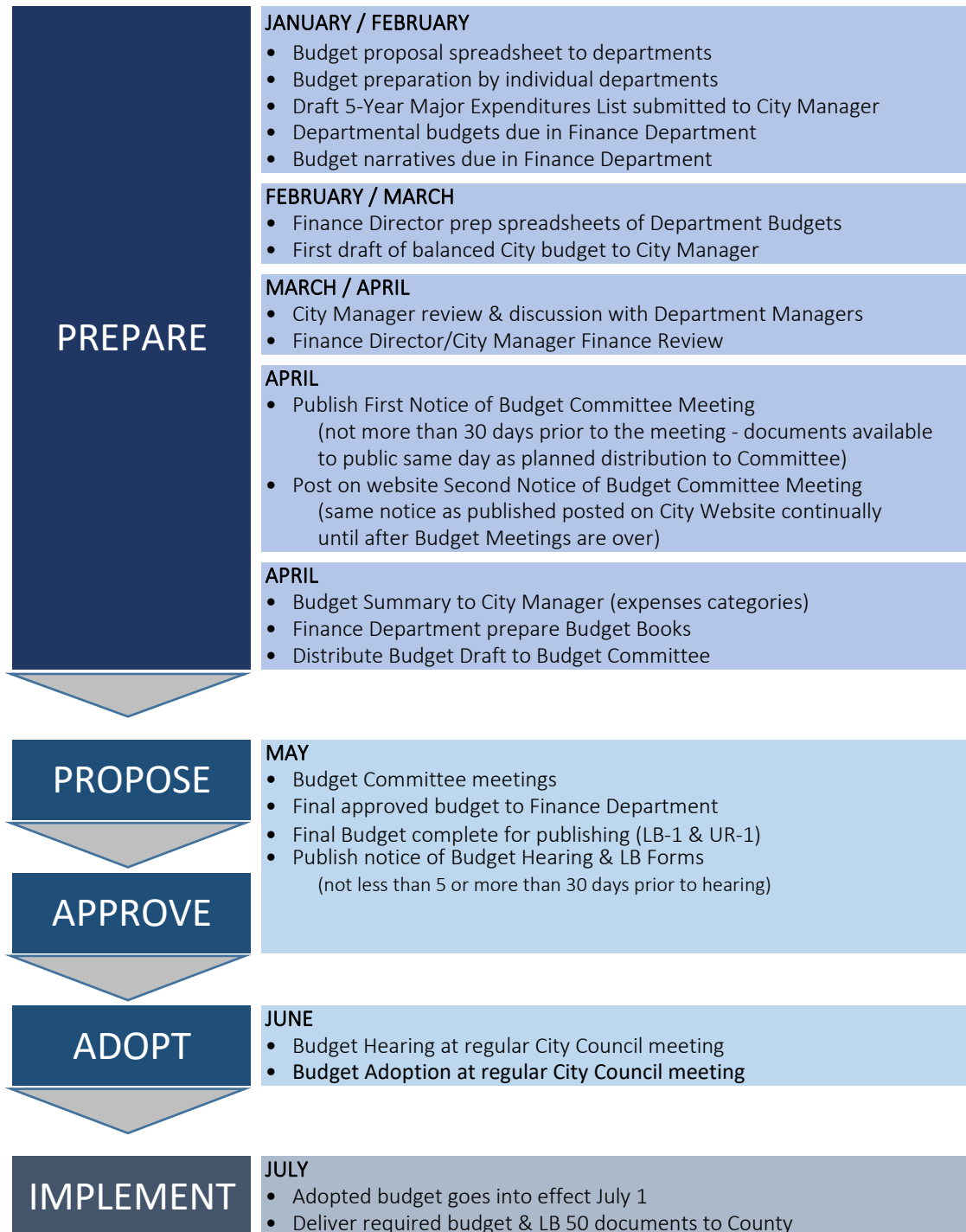
- The budget officer prepares a proposed budget.
- Notices are published in the local newspaper advising the community of the budget committee meeting.
- The budget committee conducts at least one public meeting for questions or comments.
- Notice of public hearing and a summary of the approved budget are published.
- The budget committee approves the budget.
- The governing body conducts a public hearing on the approved budget.
- The governing body, after public comment and deliberations, adopts the budget and enacts resolutions and ordinances by June 30.
- **See the Budget Calendar on the next page for more information.**

## HOW CAN I PARTICIPATE IN THE PROCESS?

- Volunteer to become a budget committee member.
- Review the budget and attend the meetings.
- Respectfully challenge irregularities observed in the budget process in writing or via oral testimony.



# BUDGET CALENDAR



# FINANCIAL OVERVIEW



# REVENUE OVERVIEW

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## REVENUE CATEGORIES

Revenue is recognized in accordance with Generally Accepted Accounting Principles (GAAP) and categorized by the City as Taxes, Fees, Charges for Service, Intergovernmental, Fines & Forfeitures, Misc., Interfund Transfers, or Other Financing Sources.

- Taxes include property taxes (permanent, local option, and general obligation) and local surcharge taxes (lodging tax, marijuana tax).
- Fees, Licenses & Permits are typically required by ordinance, such as franchise fees or City Services fees.
- Charges for Service include user or customer charges (utility service)
- Intergovernmental includes revenue received from other local, state, and federal agencies, such as grant agreements, intergovernmental agreements, and State Shared Revenues distributed under Oregon Revised Statutes.
- Fines & Forfeitures include traffic and municipal citations
- Miscellaneous/Other revenue includes donations, interest on investments, bad debt recovered, insurance refunds, and other revenues that can't be categorized above.
- Interfund Transfers are transfers of resources from one fund to another. The fund receiving the transfer shows it as a revenue.
- Other Financing Sources includes pass-through transfers and debt proceeds from financing of debt.

Each local government shall estimate its budget resources for the ensuing fiscal year by funds and sources [ORS 294.361(1)]. Budget resources is the total of beginning fund balance (net resources available in a fund at the beginning of the fiscal year) and revenues received into a fund from outside the fund during the fiscal year. All resource and revenue estimates are based on “good faith.” That is, they should be reasonably likely to prove correct based on the known facts at the time.

# MAJOR REVENUES



This section of the budget documents highlights of major revenues of the City.

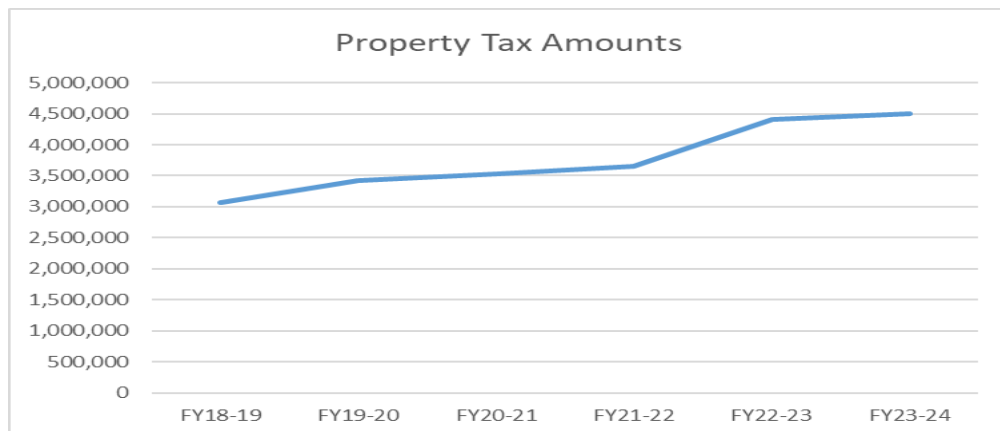
The primary revenue source of the City's General Fund is Property taxes, while intergovernmental and restrictive purpose fees fund special revenue funds. For enterprise and internal service funds, the primary revenue sources are user and internal charges for services.

The City's permanent tax rate is \$3.0155 per \$1,000 of taxable assessed value. Collected permanent rate property taxes are allocated to the General Fund as discretionary revenue to support core city operations.

## PROPERTY TAXES

Property taxes have been budgeted at a 93% collection rate in FY2023-24. Property taxes are 37.04% of General Fund Revenues.

### Taxable Assessed Value Growth





## ENTERPRISE ZONE FUNDS

In 2005, the City of The Dalles and Wasco County signed an Enterprise Zone Tax Abatement Agreement with Design, LLC for the construction of the first Design, LLC site. This agreement called for Design, LLC to make an initial payment of \$280,000. After this initial project fee Design, LLC has agreed to make a \$250,000 payment for each year that the facility receives a tax exemption up to 15 years. This abatement has been completed and no additional payments will be received.

The distribution of the initial fee is as follows:

➤ City of The Dalles	\$140,000
➤ Wasco County	<u>\$140,000</u>
Total	\$280,000

For the first six yearly payments, the distribution has been as follows:

➤ Columbia Gorge Community College Information Technology Program	\$ 100,000
➤ Quality Life Intergovernmental Agency	\$50,000
➤ Wasco County Economic Development	\$75,000
➤ Project related costs to Wasco County	<u>\$25,000</u>
Total	\$250,000

The payment distribution for FY14/15 has changed to the following:

➤ Columbia Gorge Community College (computer science programs)	\$75,000
➤ Wasco County	\$87,500
➤ City of The Dalles	<u>\$87,500</u>
Total	\$250,000

The payment distribution for fiscal year FY15/16 and onward was changed to the following:

➤ Wasco County	\$125,000
➤ City of The Dalles	<u>\$125,000</u>
Total	\$250,000

In 2013 the City of The Dalles and Wasco County signed a second Enterprise Zone Tax abatement agreement for the construction of the second Design, LLC site. The initial project fee for this project was 1.2 million. After this initial project fee Design, LLC has agreed to make an \$800,000 payment for each year that the facility receives a tax exemption up to 15 years. Currently, we have received seven payments with the possibility of receiving nine more as long as their facility continues to operate.

The distribution of the initial fee is as follows:

➤ Mid-Columbia Fire and Rescue Fire Station #2	\$484,646*
➤ Northern Wasco County Parks and Rec	\$100,000
➤ Wasco County	\$425,845
➤ City of The Dalles	\$129,691
➤ Columbia Gorge Regional Airport	<u>\$60,000</u>
Total	\$1,200,182

\*Per ASR dated 6/22/15 after accounting for a higher construction cost, architectural fees, and a State Homeland Security Grant the total cost of the Fire Station was \$557,356.00. As such, \$68,000 of funds originally allocated to a student intern program to begin in 2017 for the Mid-Columbia Fire and Rescue district were used for the remodel of Station #2. This changed the start date for the student intern program to 2019.

The distribution of the second agreement's annual fee is as follows:

➤ Wasco County	\$280,000
➤ City of The Dalles	\$280,000
➤ Northern Wasco County School District 21	<u>\$240,000</u>
Total	\$800,000

In FY15/16, a third Enterprise Zone agreement was established with Design, LLC. The initial payment for this agreement was 1.45 million paid to the County/City and 250,000 to the Port of The Dalles. The City and County agreed to divide the initial payment of \$1.45 million as follows:

➤ Set aside for shovel ready projects approved by County and City	\$250,000
➤ Wasco County	\$600,000
➤ City of The Dalles	<u>\$600,000</u>
Total	\$1,450,000

Per the agreement, an additional fee was paid computed as the difference between the initial payment and the amount calculated based on cubic feet as stated on the development's initial permit. This amount was 78,737.76. The City received \$39,763.80.

Following the distribution of the second letter the initial agreement a second initial payment was made as follows:

The payment distribution for fiscal year FY21/22 is as follows:

➤ Wasco County	\$508,800.50
➤ City of The Dalles	<u>\$508,800.50</u>
Total	\$1,017,601.00

With the completion of the first and second phase of construction associated with the third Enterprise Zone Agreement with Design LLC, an annual payment is due based on cubic footage of the facilities in service. Under the initial three years of the agreement this fee changed as the facility was finalized and put into operation. After the third year the fee is currently projected to remain the same. The figures below are split between the City and County.

➤ 2019/20	\$1,190,454
➤ 2020/21	\$1,233,744
➤ 2021/22	\$1,814,266

**BUDGET IMPLICATIONS:** From the second Design, LLC agreement the City receives \$280,000 each year. In FY22/23 the City will receive \$907,133 from the third Design, LLC Agreement.

Beginning in FY17/18, the funds from the second Design LLC abatement are allocated as follows: \$56,000.00 for up to fifteen years to the Mid-Columbia Fire and Rescue District for the retirement of debt associated with the construction of a training tower at Station #1. Six payments have been made with another nine payments expected as long as Design, LLC continues to qualify under the abatement agreement.

Beginning in January of 2017, an additional \$34,000.00 each year for up to thirteen years will be allocated to the Mid-Columbia Fire and Rescue District to establish and maintain a student volunteer program. These allocations are per an Inter-Governmental Agreement (IGA) dated July 31, 2015. Four payments have been made with another nine payments expected as long as Design, LLC continues to qualify under the abatement agreement.

Beginning in FY19/20, a special reserve fund will receive the annual payment from the third Design LLC agreement. These funds are to be used for the Columbia Gorge Community College Skill Center per the IGA date January 25, 2019 and any other Capitol Projects that the City of The Dalles chooses to do.

## FINANCIAL OVERVIEW – MAJOR REVENUES



### TRANSIENT ROOM TAX

The City's Transient Room tax rate is 8.00% and administered in accordance with The Dalles Municipal Code Chapter 8.04 Transient Room Tax. Transient Room taxes are allocated to the General Fund. Revenue projections are based on historical actuals. Lodging Taxes received in Fiscal Year 2022 have exceeded pre-pandemic levels by 45% and FY 2023 is forecasted to see continued growth.

- The City portion is 75% of the Transient Room Tax revenue received by the lodging facilities, as 25% of the Transient Room Tax collected shall be allotted to Northern Wasco County Parks and Recreation District to be used for the District's operating purposes.
- Part of the Transient Room Tax dollars received are paid to The Dalles Chamber of Commerce current contract for the promotion of tourism. The ordinance establishing the 6% room tax for General Fund purposes requires a minimum of 21% be used for tourism promotion. The Chamber submits a budget request to the City every year. The Chamber is a non-profit organization marketing The Dalles and Wasco County as a destination city and targeting conventions, meetings, sporting events, leisure travelers, tour operators and travel writers.



- In 2003 the State Legislature adopted legislation that is now contained in ORS 320.300 to 320.350. The law requires that “A local government that imposed a local transient lodging tax on July 1, 2003 may not decrease the percentage of total local transient lodging tax revenues that are actually expended to fund tourism promotion or tourism related facilities on or after July 2, 2003...” (ORS 320.350(3)). The City of The Dalles expended 50.2% of the 6% room tax on tourism promotion or tourism related facilities in 2003.

### Transient Room Tax Revenue

FISCAL YEAR	LODGING TAX	\$ CHANGE	% CHANGE
2013 Actual	\$648,388		
2014 Actual	\$726,054	\$77,665	12.00%
2015 Actual	\$932,717	\$206,663	28.00%
2016 Actual	\$1,032,612	\$99,895	11.00%
2017 Actual	\$1,059,253	\$26,641	3.00%
2018 Actual	\$1,076,026	\$16,773	2.00%
2019 Actual	\$1,099,984	\$23,958	2.00%
2020 Actual	\$897,631	-\$202,353	-18.00%
2021 Actual	\$918,861	\$21,230	2.00%
2022 Actual	\$1,329,611	\$410,750	45.00%
2023 Projected	\$1,355,946	\$26,335	3.00%
2024 Budget	\$1,349,873	-\$6,073	-0.45%

### Transient Room Tax Funding Request

Department Budgeted	Scope/Service Project	Entity/Requester	FY 22-23 Funding	Request	Recommended Funding Amount	Percent
Other Financing Uses	Tourism Contract	The Dalles Area Chamber of Commerce	426,702	426,702	426,702	32%
Other Financing Uses	Cruise Ship Services	The Dalles Main Street	40,000	-	-	0%
City Council	LINK Public Transportation	Mid Columbia Economic Development District (MCEEDD)	20,000	50,000	50,000	4%
City Council	Cultural Exchange	Sister City Program	5,000	5,000	5,000	0%
City Council	Substance Abuse	Youth Think	25,000	35,000	25,000	2%
City Council	Fireworks	Fort Dalles Displays	50,000	25,000	25,000	2%
City Council	Tree Plan	Beautification Committee	20,000	20,000	20,000	2%
City Council	Annual projects	Beautification Committee	10,000	10,000	10,000	1%
City Council	Contract for Services	The Dalles Art Center	15,000	15,000	15,000	1%
City Council	Project deliverable (pocket park)	The Dalles Art Center	25,000	120,000	50,000	4%
	Satellite Office in The Dalles	Safe Space	-	100,000	-	0%
Econ. Dev.	Downtown Revitalization	The Dalles Main Street	25,000	25,000	25,000	2%
Econ. Dev.	AmeriCorps RARE	City of The Dalles	25,000	25,000	25,000	2%
<b>Total</b>			<b>686702</b>	<b>856702</b>	<b>676702</b>	<b>51.4%</b>

# City of The Dalles Total Transient Room Tax Revenue

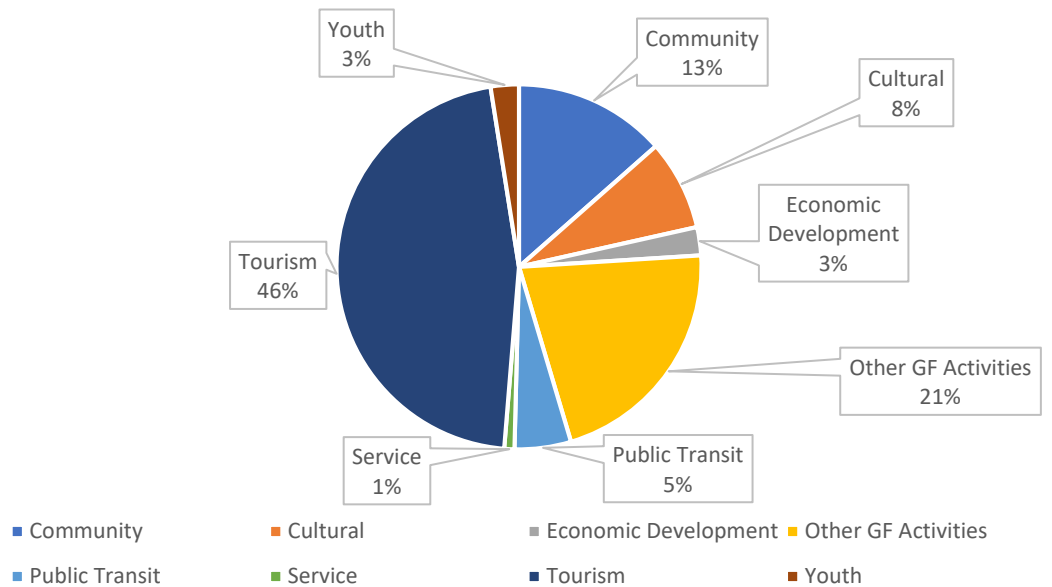
\$1,349,873.00



North Wasco County Parks & Rec

\$349,670.00

## General Fund TRT Expenditures



## STATE SHARED REVENUES



State Revenue Sharing Law, ORS 221.770, requires cities to pass a resolution each year stating that they elect to receive State Revenue Sharing money during the next fiscal year. The law mandates public hearings be held by each city, and a certification of these hearings is required. The required hearings are as follows: 1) the Budget Committee holds a Public Hearing to consider possible uses of the funds; and 2) the City Council holds a Public Hearing on the uses of the funds as proposed by the Budget Committee or others.

After the Hearing before the Budget Committee, the Committee should make a motion to recommend to the City Council that the State Revenue Sharing funds be designated for a certain purpose. The City of The Dalles has traditionally made a very broad statement that State Revenue Sharing funds should be used to support activities in the General Fund. These funds, estimated at \$221,319 for the coming year, are used to balance the General Fund in the proposed FY23/24 budget. If it is determined that these funds are to be used for another purpose, we would have to reduce the General Fund expenditures and associated services by a similar amount.

This year the public hearing before the Budget Committee is scheduled for the first Budget Committee meeting on May 1, 2023.

- The Hearing before the City Council is scheduled for June 12, 2023.

The required Resolution electing to receive State Revenue Sharing funds in the upcoming fiscal year is included as an action item on the same agenda. That resolution is not required to designate the uses of the funds, but only states the City's election to receive them. A copy of the signed resolution, along with certification that the two hearings were held as required is then sent to the State to document the City's compliance with the requirement.

League of Oregon Cities produces an annual report of estimated state shared revenues for cities to utilize when formulating their budgets. Revenue projections are based on the League of Oregon Cities 2023 State Shared Revenue Report and other factors include legislative changes, population growth, and historical actuals.

Highway Trust Funds Revenue  
Liquor Revenue

Cigarette Tax Revenue  
Marijuana Revenue

# EXPENDITURE OVERVIEW

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Budget appropriations authorize the expenditure of government funds. Appropriations provide the City of The Dalles with legal spending authority throughout the fiscal year. Appropriations are based on the adopted budget, including any supplemental budgets, as presented in a resolution or ordinance adopted by the governing body [ORS 294.311(3)].

## EXPENDITURE CATEGORIES

Expenditures are recognized in accordance to Generally Accepted Accounting Principles (GAAP) categorized by the City as Personnel services, Materials and Services, Capital Outlay, Capital Projects, Interfund Transfers, Special Payments, Debt Services and Contingency.

- Personnel Services include all wages and benefits for employees. Benefits include Retirement, health insurance, workers compensation insurance, Social Security taxes and other associated payroll costs.
- Material and Services include materials (such as maintenance repairs, offices supplies), contractual services (bond counsel, counsel supported programs, support services), and other operating expenses (such as utilities, lease payments, insurance, or professional development).
- Capital Outlay are expenditures that result in the acquisition of, or addition to, fixed assets. Fixed assets are defined as assets of a long-term character that are intended to continue to be held or used, such as land, machinery, buildings, furniture, and other equipment. The City’s Capital Outlay threshold is \$5,000 or more.
- Capital Projects represents the Capital Improvement Program. The Capital Improvement Program (CIP) is a 5-year plan identifying capital improvement expenditures throughout the community.
- Interfund Transfers are budgeted transfers of resources from one fund to another. The fund making the transfer shows the amount transferred as a budget requirement.
- Debt Service includes the repayment of any loan, bond or other borrowing.
- Contingency may be budgeted in any fund. Contingency may be used to address items that may occur during the year that cannot, or are not, foreseen in the preparation of the budget. In order for the City to utilize contingency appropriations, the Council must pass a resolution to move the funds held in contingency to the actual category where the expenditure is needed.

## MAJOR EXPENDITURES

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This section of the budget document highlights major expenditures of the City and assumptions used in determining budgeted amounts. Overall, expenditures for the Fiscal Year 2024 budget are based on current and historical trends and analyses, collective bargaining agreements, service contracts, lease agreements, Western Region CPI-U (consumer price index), and other relevant forecasts.

The main expenditure of the City is personnel costs. Given that the City is predominantly a service provider, employee wages and benefits drive a large portion of the budget. For funds that oversee infrastructure, the primary expenses are materials, services, and capital projects.

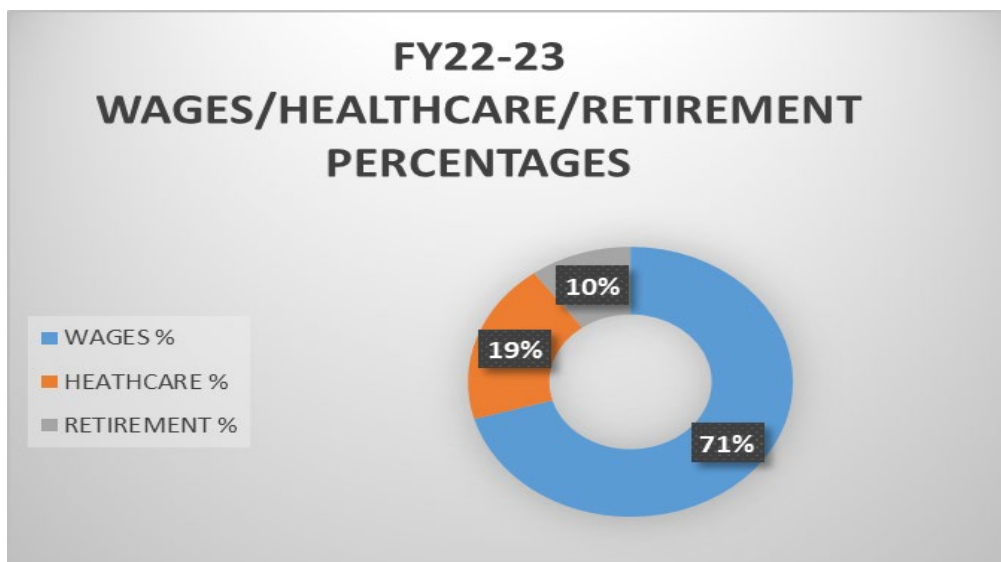




## PERSONNEL

The Human Resources Department is responsible for ensuring the City is in the best position possible to hire and retain quality personnel. The department is also responsible for advising the City Manager on personnel matters, managing City risk and employee safety.

The total wages paid to employees, their healthcare costs and retirement costs have remained relatively neutral over the past five years. While there have been modest changes in wages and benefit costs, the percentage of healthcare and retirement costs relative to the total are largely unchanged. Healthcare expenses have remained at 18% (+/-3%) over five years, relative to the total. Likewise, retirement costs have remained relatively unchanged over that same period 10% (+/- .55%). The graphs below show the relative difference in FY18-19 and FY22-23.



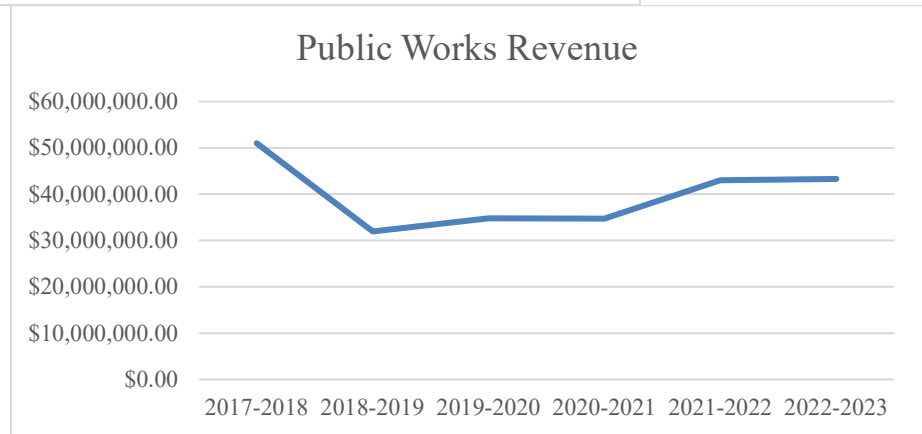
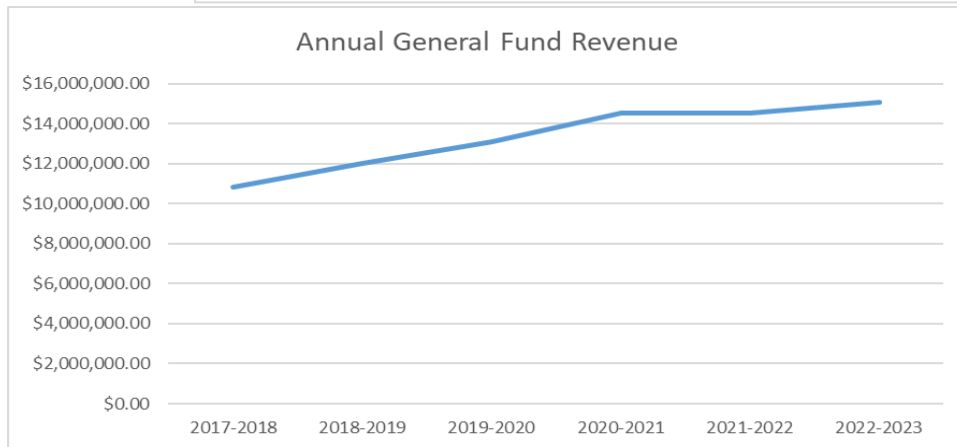
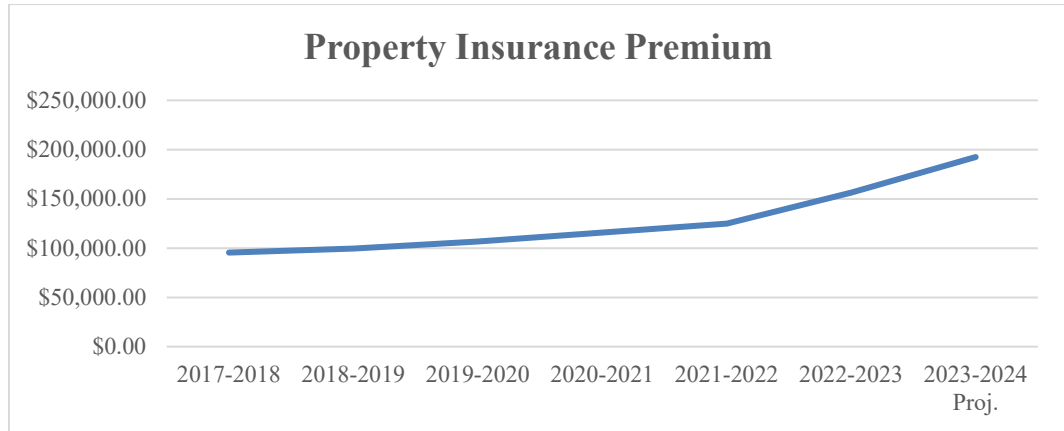
It should be noted that over this five-year period, the City has gone through changes in organizational structure; the City has had a number of retirements and turnover of long-term employees. Even with these changes, the relative percentages of benefits has remained flat.

## RISK MANAGEMENT

The City of The Dalles, like most Cities and Counties in the State receive insurance coverage for auto, general liability and property through City/County Insurance Services (CIS). CIS is a State-wide risk pool for local government. Over this period, we have experienced significant increases in premiums. This is primarily driven by the Property Insurance line. Property insurers must reinsure by State law (ORS 30.282(1)). The reinsurer is a national property insurance insurer. Consequently, communities like The Dalles who have a low property loss record are subsidizing those with a high property loss rate. Some examples would be the Gulf Coast and California due to hurricanes, tornadoes, earthquakes, fires and landslides.

The growth in Property Insurance Premiums is shown in the graph below. This is followed by graphs showing General Fund and Public Works Enterprise Funds change over the same period.

The final year on the graphs are projections.



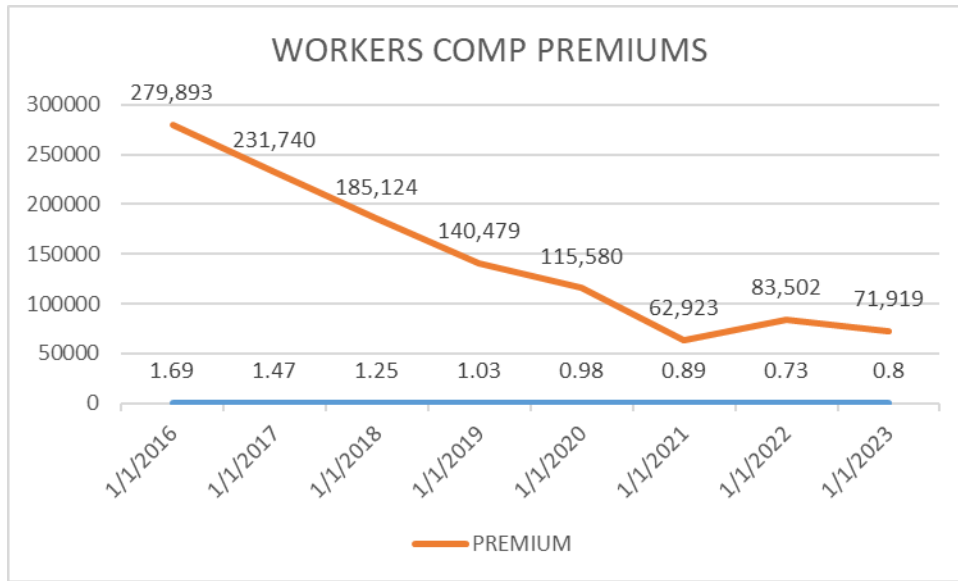
Over the last forty years, the City of The Dalles has had nine property claims with a median cost of \$7,924.86 each. Most claims resulting in payout are General Liability with a median each year of eight claims and costs per claim at \$18,494.51 each.

Considering all three insurance lines, Property insurance premiums has more than doubled over the last six year. General liability premiums have increased 78% over six years and Auto 14%.

### **WORKERS COMPENSATION**

When it comes to workers compensation insurance, the news is remarkably better. Over the last several years the City has maintained an experience rating below 1.00. The experience rating of 1 is considered the benchmark. A rating higher than that indicates higher safety incidents and higher payouts to injured employees. The average incurred losses over the past six years are 27% of the

average for the previous twenty-three years. Over the past thirty years, fiscal year 2015-2016 was the high point at 1.69 experience rating.



# FTE SCHEDULES

## FTE SUMMARY

DEPARTMENT	2019 FTE	2020 FTE	2021 FTE	2022 FTE	2023 FTE	2024 FTE	CHANGE
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	0.00
City Manager	2.00	1.00	1.00	1.00	2.00	2.00	0.00
Legal	2.50	2.00	0.00	0.00	2.00	1.50	-0.50
Finance	3.00	3.00	3.00	4.00	4.00	4.00	0.00
Utility Billing	2.00	2.00	2.00	1.50	1.50	1.50	0.00
Judicial	1.50	2.00	0.75	0.75	0.75	0.75	0.00
Human Resources	2.00	2.00	2.10	2.00	2.00	2.00	0.00
Planning	5.00	5.00	7.40	5.00	5.00	5.00	0.00
Economic Development	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Police	24.50	25.25	27.45	27.45	27.85	27.90	0.05
Codes Enforcement	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Animal Control	0.75	0.75	0.75	0.75	1.00	1.00	0.00
Technology	1.00	1.50	1.75	2.00	2.00	2.00	0.00
City Hall General Services	0.80	0.80	0.80	0.80	0.80	1.20	0.40
Library	11.30	11.00	11.30	11.30	12.80	12.83	0.03
Public Works	43.50	43.62	45.00	45.00	46.46	47.00	0.54
State Office Building	0.80	0.80	0.80	0.80	0.80	1.20	0.40
<b>Total</b>	<b>102.65</b>	<b>102.72</b>	<b>106.10</b>	<b>104.35</b>	<b>110.96</b>	<b>112.88</b>	<b>1.92</b>
Population	14,735	14,820	14,845	16,047	16,202		
FTE per 1,000 population	6.97	6.93	7.15	6.50	6.85		

Population estimates are as of July 1st of each fiscal year and prepared by [Portland State University Population Research Center](#).

- Legal FTE for 2024 reflects that in fiscal year 2023 was budgeted for a fulltime legal assistant. The City Attorney felt that he only needed a .5 FTE for 2023.
- Economic Development FTE for 2024 reflects a planned reorganization to add an Economic Development Officer. This position was approved in 2023 during the budget year but has not yet been filled.
- Police, State Office Building, General Services all show additional FTE due to the approved Maintenance Supervisor position that was approved in 2023 but has not yet been filled.

## FTE POSITION DETAIL

GENERAL FUND SALARIES	Salary Range		Budgeted Salaries
	Low	High	
Adminstration			
City Manager	-	-	163,850
Executive Secretary	4,695	5,774	73,508
Stipend			6,000
Bi-lingual			2,880
			<u>246,238</u>
City Council Stipends			<u>8,988</u>
City Clerk			
City Clerk retirement	7,993	9,830	117,959
			<u>8,168</u>
			117,959
Legal and Judicial			
City Attorney			155,375
Paralegal parttime	2,803	3,347	34,904
			<u>190,279</u>
Finance & Utlity Billing & Judicial			
Director	9,690	11,918	138,743
Finance Specialist	5,443	6,694	79,155
Finance Specialist - Personnel	4,388	5,396	68,952
Account Technician	4,425	5,443	58,314
Account Clerk II (1.5)	4,393	5,245	94,664
Municipal Court Clerk	4,736	5,655	33,024
Municipal Court Judges (.25)			24,125
Stipends			9,000
			<u>505,976</u>
Personnel			
HR Director	8,632	10,616	127,396
Safety Officer	59,747	7,314	85,855
			<u>213,251</u>
Planning Development			
Director	8,067	9,922	112,915
Senior Planner (2)	6,499	7,993	158,931
Assistant Planner	4,558	5,606	56,524
Department Secretary	3,714	4,435	53,223
			<u>381,593</u>



Economic Development				
	Economic Development Officer	6,694	8,232	87,773
Police				
	Chief	9,690	11,918	143,013
	Captain	7,760	9,544	114,523
	Sergeant (6)	7,103	8,736	607,469
	Patrol Officers (17)	5,642	6,736	1,306,328
	Administrative Secretary	4,295	5,282	63,384
	Department Secretary	3,714	53,223	53,223
	Evidence Clerk (PT)	22.49/HR	27.66/HR	49,571
	Field Training officer pay			10,000
	Standby time			16,250
	Overtime			135,000
	Holiday Accrual Payoff	-	-	72,000
	Certification pay			109,079
	Language Incentive	-	-	14,031
	Maintenance Supervisor (1)			4,076
	Maintenance Worker (2) (Equip Operator wage range)	4,554	5,438	6,526
				<u>2,704,474</u>
IT				
	Information Technology Manager	7,314	8,996	92,666
	IT Specialist	5,443	6,694	73,876
				<u>166,542</u>
City Hall				
	Facility Supervisor			32,612
	Maintenance Worker (2) (Equip Operator wage range)	4,554	5,438	52,204
				<u>52,204</u>
Codes Enforcement				
	Code Enforcement Officer	4,558	5,606	65,801
				<u>65,801</u>
Dog Control Department				
	Dog Control Officer	4,695	5,774	64,677
	Overtime			5,000
				<u>64,677</u>
<b>LIBRARY FUND</b>				
		<b>Salary Range</b>		<b>Budgeted</b>
		<u>Low</u>	<u>High</u>	<u>Salaries</u>
	Director	7,993	9,830	117,959
	Technical Assistant II (5)	4,393	5,245	417,080
	Technical Assistant I (4 FT + 1 PT)	3,714	4,435	157,331
	Maintenance Worker (2) (Equip Operator wage range)	4,554	5,438	19,577
	Facility Supervisor			12,229
	Library Page	13.91/HR	17.11/HR	62,170
	Overtime			12,100
				<u>798,446</u>

**SPECIAL REVENUE FUND**

State Office Building

Facility Supervisor			32,612
Maintenance Worker (2) (Equip Operator wage range)	4,554	5,438	52,204
Overtime			2,400
			<hr/>
			87,216

(1) Position divided 40% City Hall, 5% Police, 40% SOB, 15% Library

**PUBLIC WORKS FUNDS**

	Salary Range		Budgeted
	<u>Low</u>	<u>High</u>	<u>Salaries</u>
Director	9,690	11,918	143,013
Assistant Public Works Director			110,648
Public Works Engineer	7,041	8,659	111,188
Project Engineer (2)	7,534	9,266	215,898
Utilities Supervisor (2)	7,314	8,996	202,231
Transportation Supervisor	7,314	8,996	99,283
Regulatory Comp Supervisor	7,314	8,996	107,949
Administrative Secretary (2)	7,295	5,283	126,768
Development inspector	5,443	6,694	80,324
Acct Clerk II	4,393	5,245	62,940
Equipment Operator (7)	4,554	5,438	426,169
Water Quality Manager	7,534	9,266	111,188
Bio Lab Technician	5,229	6,244	76,429
Certified Operator (22)	4,819	6,494	1,548,634
Certified Mechanic (2)	4,996	5,965	143,166
Lead worker			21,476
Watershed			44,460
Overtime			80,698
Retirement			42,300
On Call			31,860
Part-Time	-	-	120,560
			<hr/>
			3,907,182

(1) Includes incentive/certification pay

Total 9,185,772

# BUDGET OVERVIEW

## FISCAL YEAR 2024 BUDGET SUMMARY

This budget is for the annual budget period beginning July 1, 2023 and ending June 30, 2024. The budget was prepared in accordance to Oregon Local Budget Law and City Council’s Financial Policies. The adopted budget is a balanced budget that allocates available resources to maintain targeted levels of service. The total proposed budget for Fiscal Year 2024 is \$18,915,054, which reflects an increase of \$3,382,541 (21.78%) from the prior year adopted budget. Highlights of significant changes are as follows:

<b>GENERAL FUND SUMMARY</b>				
				<b>FY23/24</b>
	<b>FY20/21</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>Proposed</b>
<b>ACCOUNT DESCRIPTION</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
BEGINNING BALANCE	4,731,056	5,474,869	5,188,151	6,921,008
REVENUES	8,639,841	9,009,129	9,006,289	10,704,634
OTHER SOURCES	1,142,313	1,260,302	1,338,073	1,289,412
<b>TOTAL RESOURCES</b>	<b>14,513,209</b>	<b>15,744,300</b>	<b>15,532,513</b>	<b>18,915,054</b>
CITY COUNCIL	565,150	383,662	612,898	374,893
CITY CLERK	160,666	168,762	191,035	212,859
CITY MANAGER	212,181	253,218	331,635	371,049
LEGAL AND JUDICIAL	334,248	369,993	564,030	675,740
FINANCE & UTILITY BILLING	714,357	767,635	945,740	1,018,055
HUMAN RESOURCES	274,796	322,422	356,803	498,759
PLANNING/ECONOMIC DEVELOPMENT	611,575	626,267	927,313	944,138
POLICE/CODES ENFORCEMENT	4,187,424	4,172,039	5,098,112	5,231,082
TECHNOLOGY DEPARTMENT	359,722	421,465	446,294	401,141
GENERAL SERVICES DEPT	430,040	363,745	491,497	608,950
ANIMAL CONTROL	66,877	70,224	203,728	125,386
<b>TOTAL EXPENDITURES</b>	<b>7,917,036</b>	<b>7,919,435</b>	<b>10,169,085</b>	<b>10,647,474</b>
SPECIAL PAYMENTS	688,861	707,394	880,392	879,300
DEBT SERVICE	-	17,695	-	21,528
TRANSFER OUT	432,443	499,827	802,008	3,859,269
CONTINGENCY	-	-	503,519	1,062,247
UNAPPROPRIATED ENDING BAL	-	-	3,177,509	2,445,236
<b>TOTAL OTHER USES</b>	<b>1,121,304</b>	<b>1,224,917</b>	<b>5,363,428</b>	<b>8,267,580</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>9,038,340</b>	<b>9,144,351</b>	<b>15,532,513</b>	<b>18,915,054</b>
<b>FUND TOTAL</b>	<b>5,474,869</b>	<b>6,599,949</b>	<b>-</b>	<b>0</b>

## Council Supported Programs

The Dalles City Council, under its Contractual Services line item, provides financial support to a number of activities. The Chart below lists prior activities, renewal to date and the activities that have been recommended for support in FY23/24.

Scope/Service/Project	Requester	FY 22-23 Funding	Amount Utilized/Remaining	Request	Recommended Funding Amount
LINK Public Transportation	Mid Columbia Economic Development District (MCEDD)	20,000	20,000	50,000	50,000
Cultural Exchange	Sister City Program	5,000	-	5,000	5,000
Substance Abuse	Youth Think	25,000	25,000	35,000	25,000
College and Career Programing	Open Campus and Juntos	-	-	10,000	10,000
Fireworks	Fort Dalles Displays	50,000	50,000	25,000	25,000
Tree Plan	Beautification Committee	20,000	-	20,000	20,000
Annual projects	Beautification Committee	10,000	10,000	10,000	10,000
Contract for Services	The Dalles Art Center	15,000	15,000	15,000	15,000
Project deliverable (pocket park)	The Dalles Art Center	25,000	-	120,000	50,000
Satellite Office in The Dalles	Safe Space	-	-	100,000	-
	<b>Total</b>	<b>170,000</b>	<b>120,000</b>	<b>390,000</b>	<b>210,000</b>

These activities/projects are often “one-time” funding requests but several now have the expectation of recurring funding. For the proposed 23/24 fiscal year budget we have added in some projects brought forward by the City’s Beautification Committee and Arts Committee, all as one-time funding requests.

## General Fund Contingency, Unappropriated Ending Fund Balance, and Non-Recurring Revenues

- Contingency: The adopted City Council Policy is to maintain a 10% General Fund Contingency. The General Fund Contingency this year is proposed at \$1,062,247, which meets the 10% policy. This is calculated by taking the total operating budgets of the departments, Transfers Out and removing the costs of a possible RARE support.
- Unappropriated Ending Fund Balance: The City Council has a policy to maintain an Unappropriated General Fund Balance equal to the first four months of net operating expenses. We average the first four months from the prior five years average to set the unappropriated amount for the coming year. This allows us to have sufficient cash flow until property tax revenues begin to come in during November

We have proposed an Unappropriated Ending Fund Balance of \$1,099,232. This is an increase of \$46,678(18.87%) from FY22/23. This amount has met the City Goal.

- Reserved for Future Expenditure: This year, will be the fourth year that we have budgeted to have a reserve for future expenditure line item. This is a line item requirement, which identifies funds to be “saved” for use in future fiscal years. We have budgeted an amount of \$1,346,004. This is a decrease of \$174,505 (40.25%) from last year.
- Non-Recurring Revenues: Each year the resources for the General Fund include a portion that are one time or non-recurring revenues, that will not necessarily be available in future years. In expending those funds, we need to use caution, to make sure they are not spent on operational expenses that will require continuation of the resource in future years. For example, it would be unwise to budget for positions that we know you will have to find funds for next year.

This year in the General Fund, we have not identified a portion of the Beginning Fund Revenue as one-time revenue:



# Expenditures

The following chart summarizes the General Fund budget difference by category. The General Fund operating costs (Personnel and Materials & Services) budget are proposed to increase .

Breakdown	Current FY22/23	FY23/24 Request	\$ Difference	% Difference
<b>General Fund Totals</b>	<b>15,532,513</b>	<b>18,915,054</b>	<b>3,382,541</b>	<b>21.8%</b>
<b>General Fund Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	6,850,427	7,281,819	431,392	6.3%
Materials & Services	2,913,750	3,018,429	104,679	3.6%
Capital Outlay	404,908	347,226	(57,682)	-14.2%
Charges for Services	880,392	879,300	(1,092)	-0.1%
Debt Services	-	21,528	21,528	
Operating Transfers Out	802,008	3,859,269	3,057,261	381.2%
Contingency/Unappropriated	3,681,028	3,507,483	(173,545)	-4.7%
<b>Total</b>	<b>15,532,513</b>	<b>18,915,054</b>	<b>3,382,541</b>	<b>21.8%</b>

The following is a look at departments that have significant changes for the proposed budget. The following are items that should be highlighted.

- City Council: This Department’s contractual services (where the City budgets several programs where we are involved with other community partners) has been decreased by \$160,000. This year, we have budgeted \$25,000 for Fort Dalles Fourth celebration. The Beautification Committee annual projects will be \$10,000 this year. The Dalles Art Center annual contract will be for \$15,000 to include an additional \$50,000 for public art installation. The Beautification Committee will be given \$20,000 for the tree plan. \$50,000 is budgeted for the LINK transportation system, which is a increase of \$25,000 from last year. We have budgeted to give Youth Think \$25,000 this next year.
- Economic Development: This Department is requesting \$25,000 for Main Street contribution. We will be budgeting for a RARE Volunteer in the amount of \$25,000, grant writing support for \$36,000 and a downtown parking study for \$45,000.00
- Planning Department: The Planning Department is budgeting for housing needs analysis update and Ft. Dalles Museum support.
- Police: The Police Department has budgeted for two marked patrol vehicles, in the amount of \$135,875 and two unmarked all-wheel drive for \$92,051. The Police Department has also budgeted for handgun replacement in the amount of \$25,814. Police services cost 68% of the

General Fund expenditures, and exceed property tax revenue by \$1,072,724. This year Wasco County Communications expenses increased slightly. This is due to building up the budget over the last four years.

- Transfer to Street Fund: This year we will be transferring \$750,000 to the Street Fund for our Streets Preventive Maintenance Program.
- Judicial Department: The Judicial department has budgeted contractual services for \$90,042 to Wasco County to support work load for Municipal Court cases that were transferred over to Wasco County in FY2019/20.

## PUBLIC WORKS OPERATIONS



- Public Works Reserve Funds: For the past few years, we have used the three reserve funds associated with each of the Public Works operating funds to budget all capital projects that are being done by outside contracts and as reserves for future projects. The operating funds and their reserve funds are as follows:
  1. Street Fund (#05) - Street and Bridge Replacement Fund (#13)
  2. Water Fund (#51) - Water Capital Reserve Fund (#53)
  3. Wastewater Fund (#55) - Sewer Special Reserve Fund (#56) and Sewer Plant Construction Fund (#57)
- Street Fund: Local Fuel Tax is expected to stay the same as State Shared Revenues are expected to increase slightly compared to those budgeted in 2022/23. Local Fuel tax is expected to stay the same as last year's budget and State Shared Revenues are projected to increase slightly. About \$81,402 from the Northwest Natural franchise fees is being placed in this fund for the tenth year. We will be transferring \$750,000 from the General Fund into the Street Fund again this year. With this funding, a total of \$1,074,450 is proposed to be budgeted for street maintenance projects and another \$230,000 is budgeted for sidewalk ADA ramp upgrades. Some of the street maintenance projects consist of Chip Seal Program,

Pavement Preventative Maintenance Program, Overlay Program and ADA sidewalk program. Within Fund 13, the Transportation System Reserve Fund, the proposed FY 2023/24 budget allocates funds for the West 6th St Improvements, Snipes to Hostetler for \$1,000,000. The Fund is banking monies for the future third phase of the Scenic Drive Stabilization project. Fund 13 also identifies \$432,525 in accumulated Transportation SDC funds that can only be used for projects that increase capacity of the transportation systems as identified in the updated Transportation System Plan (TSP).

- Water Fund: The proposed 2023/24 budget does not include any water rate increases as industrial, commercial and residential water usage is again expected to increase due to new development and increased usage by existing industries.
- Water Capital Reserve Fund: The proposed FY 2023/24 budget allocates \$5,047,557 for the SDC, design, and construction of the Dog River Pipeline Replacement project. \$750,000 is set aside for the SCADA System upgrade Ph 1, \$1,154,532 for Sorosis Reservoir Roof Repair and \$1,250,000 for Garrison Res Painting Int/Ext.
- Wastewater/Storm Sewer Fund: No sewer rate increase is proposed in FY 2023/24 as industrial, commercial and residential wastewater usage is again expected to increase due to new development and increased usage by existing industries. Transfers to reserve funds have continue to be decreased from prior years. The transfers will fund contracted wastewater treatment plant and wastewater and storm water collection system projects.
- Sewer Special Reserve Fund: Revenues are transferred to this fund from the Wastewater/Storm Sewer Fund for wastewater and storm water system control and piping capital improvement projects. Dedicated storm water system fees are budgeted in this fund. Within the proposed budget, \$1,284,124 is allocated for the West Second Street Sanitary and Storm Sewer Project Phase 2 project, \$750,000 is for SCADA System Upgrade and \$295,816 is for 6th and Snipes with widening. \$1,199,765 is for the storm water collection project on West 2nd St.
- Sewer Treatment Plant Construction: This fund includes \$875,000 in new money, in addition to \$2,725,254 in reserve money set aside in prior years for Master Plan capital improvements. This year we are budgeting \$3,199,520 to fund water treatment plant improvements. The next phase of improvements is expected to include an upgrade to the aeration blowers, a new boiler, reconfiguration of aeration basin outfalls, a new effluent pump station, and possibly a new Admin Building and outfall pipe.

## OTHER FUNDS

- Library: The Library Fund has been totally dependent for operating funds on the Library District for the past ten years. The District will contribute \$1,944,428 in taxes to the City in FY23/24. The District is has budgeted to pay the General Fund \$149,000 for administrative services. There is an additional \$34,000 set aside in transfers for legal services if needed.
- Capital Projects Fund: This fund will be receiving approximately \$259,017 this year from the lease with the State for the State Office Building. The remaining funds will be available for projects at the discretion of the City. This fund also has approximately \$299,957 in the Beginning Fund Balance, that is discretionary. We have budgeted the following General projects in this fund;

1. Reserve for future City improvements. (\$2,528,331)
  2. \$29,000 is budgeted for City Hall and Police Building HVAC replacement.
  3. We have increased the possible cost for dock repairs. This year, we will maintain a repair cost in the amount of \$120,000 for the dock maintenance for any major capital improvements
  4. The Library has a 1963 HVAC system. Library continues to put in \$10,000 and the City matched \$10,000 for future replacement that may cost \$210,000
- Special Grants Fund: The Special Grants Fund includes the following projects:
1. CDBG/Mid-Columbia Home repair Grant
  2. SHPO Grant
  3. 1st Street Riverfront Connection Project
  4. ARPA Grant
  5. Integrated Planning Grant-Brownsfield Grant
  6. OPIOID Grant

## SUMMARY

This budget is an Overview Summary of all funds. The total City Budget of \$91,651,231 represents a 6.31% increase over last year's \$86,208,316 (as amended).

# ALL FUNDS SUMMARY

ACCOUNT DESCRIPTION	GENERAL FUND	LIBRARY FUND	PUBLIC WORKS	AIRPORT SERVICES	CAPITAL IMPRV	SPECIAL REVENUE	DEBT SERVICE	FY23/24 BUDGET
BEGINNING BALANCE	6,921,008	1,977,178	13,004,781	790,128	591,787	8,740,861	31,696	32,057,439
REVENUES	10,704,634	2,242,350	17,697,390	7,379,478	322,913	2,054,783	979,733	41,381,281
OTHER SOURCES	1,289,412	-	11,659,514	415,000	2,940,435	954,516	953,636	18,212,513
<b>TOTAL RESOURCES</b>	<b>18,915,054</b>	<b>4,219,528</b>	<b>42,361,685</b>	<b>8,584,606</b>	<b>3,855,135</b>	<b>11,750,160</b>	<b>1,965,065</b>	<b>91,651,233</b>
CITY COUNCIL	374,893							374,893
CITY CLERK	212,859							212,859
CITY MANAGER	377,461							377,461
LEGAL AND JUDICIAL	675,740							675,740
FINANCE/UTILITY BILLING	1,018,055							1,018,055
HUMAN RESOURCES	498,759							498,759
PLANNING/ECONOMIC DEV	944,138							944,138
POLICE/CODES	5,410,092							5,410,092
TECHNOLOGY	401,141							401,141
CITY HALL/TRANS CNTR	608,950							608,950
ANIMAL CONTROL	125,386							125,386
LIBRARY		2,880,411						2,880,411
STREET			3,447,290					3,447,290
WATER UTILITY SERVICES			4,869,575					4,869,575
WASTE WATER UTILITY SERV			4,446,820					4,446,820
TRANSPORTATION SYS RSRV			6,595,002					6,595,002
PUBLIC WORKS RESERVE			708,007					708,007
WATER DEPT CAP RESERVE			9,399,786					9,399,786
SEWER SPECIAL RESERVE			3,529,705					3,529,705
SEWER PLANT CONST			3,199,520					3,199,520
AIRPORT SERVICES				7,763,809				7,763,809
SPECIAL ASSESSMENTS					480,178			480,178
CAPITAL PROJECTS					3,247,766			3,247,766
FAA GRANT IMPROVEMENT FUND					-			-
UNEMPLOYMENT RESERVE FUND						71,585		71,585
COMMUNITY BENEVOLENCE FUND						5,153		5,153
SPECIAL GRANTS FUND						6,308,947		6,308,947
STATE OFFICE BLDG FUND						491,194		491,194
SPECIAL ENTERPRISE ZONE						2,608,832		2,608,832
DEBT SERVICE			336,376				1,965,065	2,301,441
<b>TOTAL EXPENDITURES</b>	<b>10,647,474</b>	<b>2,880,411</b>	<b>36,532,081</b>	<b>7,763,809</b>	<b>3,727,944</b>	<b>9,485,711</b>	<b>1,965,065</b>	<b>73,002,495</b>
SPECIAL PAYMENTS	879,300	-	-	-	-	-	-	879,300
DEBT SERVICE	21,528							21,528
TRANSERS OUT	3,859,269	193,000	5,628,531	-	127,191	1,999,147	-	11,807,138
CONTINGENCY	1,062,247	250,455	201,073	532,489	-	265,302	-	2,311,566
UNAPP ENDING FUND BAL	2,445,236	895,662	-	288,308	-	-	-	3,629,206
<b>TOTAL OTHER USES</b>	<b>8,267,580</b>	<b>1,339,117</b>	<b>5,829,604</b>	<b>820,797</b>	<b>127,191</b>	<b>2,264,449</b>	<b>-</b>	<b>18,648,738</b>
<b>TOTALS</b>	<b>18,915,054</b>	<b>4,219,528</b>	<b>42,361,685</b>	<b>8,584,606</b>	<b>3,855,135</b>	<b>11,750,160</b>	<b>1,965,065</b>	<b>91,651,233</b>
<b>FUND TOTALS</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>



## Major Operating Fund Summary Comparison

<b>City Council Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	9,043	9,721	678	7.5%
Materials & Services	603,855	365,172	(238,683)	-39.5%
Capital Outlay	-	-	-	
<b>Total</b>	<b>612,898</b>	<b>374,893</b>	<b>(238,005)</b>	<b>-38.8%</b>

<b>City Clerk Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	163,115	183,474	20,359	12.5%
Materials & Services	27,920	29,385	1,465	5.2%
Capital Outlay	-	-	-	
<b>Total</b>	<b>191,035</b>	<b>212,859</b>	<b>21,824</b>	<b>11.4%</b>

<b>City Manager Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	309,641	343,984	34,343	11.1%
Materials & Services	21,994	33,477	11,483	52.2%
<b>Total</b>	<b>331,635</b>	<b>377,461</b>	<b>45,826</b>	<b>13.8%</b>

<b>Legal Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	248,402	276,579	28,177	11.3%
Materials & Services	315,628	399,161	83,533	26.5%
<b>Total</b>	<b>564,030</b>	<b>675,740</b>	<b>111,710</b>	<b>19.8%</b>

<b>Finance Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	471,330	507,038	35,708	7.6%
Materials & Services	105,721	108,226	2,505	2.4%
<b>Total</b>	<b>577,051</b>	<b>615,264</b>	<b>38,213</b>	<b>6.6%</b>

-

<b>Utility Billing Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	128,017	153,943	25,926	20.3%
Materials & Services	68,423	65,765	(2,658)	-3.9%
Capital Outlay	-	-	-	
<b>Total</b>	<b>196,440</b>	<b>219,708</b>	<b>23,268</b>	<b>11.8%</b>

<b>Judicial Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	65,126	75,677	10,551	16.2%
Materials & Services	107,123	107,406	283	0.3%
<b>Total</b>	<b>172,249</b>	<b>183,083</b>	<b>10,834</b>	<b>6.3%</b>

<b>Human Resources Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	267,208	294,576	27,368	10.2%
Materials & Services	89,595	204,183	114,588	127.9%
<b>Total</b>	<b>356,803</b>	<b>498,759</b>	<b>141,956</b>	<b>39.8%</b>

-

<b>Planning Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	783,248	571,738	(211,510)	-27.0%
Materials & Services	114,845	108,120	(6,725)	-5.9%
Capital Outlay	-	-	-	
<b>Total</b>	<b>898,093</b>	<b>679,858</b>	<b>(218,235)</b>	<b>-24.3%</b>

<b>Economic Development Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	-	124,060	124,060	
Materials & Services	29,220	140,220	111,000	379.9%
<b>Total</b>	<b>29,220</b>	<b>264,280</b>	<b>235,060</b>	<b>804.4%</b>

<b>Code Enforcement Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	79,169	91,430	12,261	15.5%
Materials & Services	89,584	93,992	4,408	4.9%
Capital Outlay	-	-	-	
<b>Total</b>	<b>168,753</b>	<b>185,422</b>	<b>16,669</b>	<b>9.9%</b>

<b>Police Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	3,921,207	4,175,863	254,656	6.5%
Materials & Services	751,244	814,881	63,637	8.5%
Capital Outlay	256,908	233,926	(22,982)	-8.9%
<b>Total</b>	<b>4,929,359</b>	<b>5,224,670</b>	<b>295,311</b>	<b>6.0%</b>

<b>Technology Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	243,437	235,297	(8,140)	-3.3%
Materials & Services	196,857	127,544	(69,313)	-35.2%
Capital Outlay	6,000	38,300	32,300	538.3%
<b>Total</b>	<b>446,294</b>	<b>401,141</b>	<b>(45,153)</b>	<b>-10.1%</b>

<b>General Services Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	80,818	144,773	63,955	79.1%
Materials & Services	361,679	389,177	27,498	7.6%
Capital Outlay	49,000	75,000	26,000	53.1%
<b>Total</b>	<b>491,497</b>	<b>608,950</b>	<b>117,453</b>	<b>23.9%</b>

<b>Animal Control Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	80,666	93,666	13,000	16.1%
Materials & Services	30,062	31,720	1,658	5.5%
Capital Outlay	93,000	-	(93,000)	-100.0%
<b>Total</b>	<b>203,728</b>	<b>125,386</b>	<b>(78,342)</b>	<b>-38.5%</b>

**Other Uses**

<b>Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Charges for Services	880,392	879,300	(1,092)	-0.1%
Debt Services	-	21,528	21,528	
Operating Transfers Out	802,008	3,859,269	3,057,261	381.2%
Contingency/Unappropriated	3,681,028	3,507,483	(173,545)	-4.7%
<b>Total</b>	<b>5,363,428</b>	<b>8,267,580</b>	<b>2,904,152</b>	<b>54.1%</b>

<b>Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
<b>General Fund Totals</b>	<b>15,532,513</b>	<b>18,915,054</b>	<b>3,382,541</b>	<b>21.8%</b>

<b>General Fund Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	6,850,427	7,281,819	431,392	6.3%
Materials & Services	2,913,750	3,018,429	104,679	3.6%
Capital Outlay	404,908	347,226	(57,682)	-14.2%
Charges for Services	880,392	879,300	(1,092)	-0.1%
Debt Services	-	21,528	21,528	
Operating Transfers Out	802,008	3,859,269	3,057,261	381.2%
Contingency/Unappropriated	3,681,028	3,507,483	(173,545)	-4.7%
<b>Total</b>	<b>15,532,513</b>	<b>18,915,054</b>	<b>3,382,541</b>	<b>21.8%</b>

**OTHER FUNDS**

<b>Library Fund Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	971,932	1,130,545	158,613	16.3%
Materials & Services	1,028,792	1,229,866	201,074	19.5%
Capital Outlay	294,800	520,000	225,200	76.4%
Charges for Services	-	-	-	
Interfund Transfers	158,007	193,000	34,993	22.1%
Contingency/Unappropriated	1,089,113	1,146,117	57,004	5.2%
<b>Total</b>	<b>3,542,644</b>	<b>4,219,528</b>	<b>676,884</b>	<b>19.1%</b>

**State Office Building Fund**

<b>Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	80,933	88,906	7,973	9.9%
Materials & Services	181,903	120,343	(61,560)	-33.8%
Capital Outlay	450,375	281,945	(168,430)	-37.4%
Contingency	60,000	265,302	205,302	342.2%
<b>Total</b>	<b>773,211</b>	<b>756,496</b>	<b>(16,715)</b>	<b>-2.2%</b>

**Special Enterprize Zone Fund**

<b>Breakdown</b>	<b>0</b>	<b>0</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	-	-	-	
Materials & Services	2,576,240	2,608,832	32,592	1.3%
Contingency	-	-	-	
<b>Total</b>	<b>2,576,240</b>	<b>2,608,832</b>	<b>32,592</b>	<b>1.3%</b>

**PUBLIC WORKS FUNDS**

<b>Street Fund Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
Personnel Services	1,012,433	1,245,888	233,455	23.1%
Materials & Services	634,829	726,282	91,453	14.4%
Capital Outlay	2,414,067	1,475,120	(938,947)	-38.9%
<b>Total</b>	<b>4,061,329</b>	<b>3,447,290</b>	<b>(614,039)</b>	<b>-15.1%</b>

**Other Uses**

Charges for Services	-	-	-	
Operating Transfers Out	406,515	930,118	523,603	128.8%
Contingency	26,909	111,128	84,219	313.0%
<b>Total</b>	<b>433,424</b>	<b>1,041,246</b>	<b>607,822</b>	<b>140.2%</b>
<b>Street Fund Totals</b>	<b>4,494,753</b>	<b>4,488,536</b>	<b>(6,217)</b>	<b>-0.1%</b>

<b>Water Utility Fund Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
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**Water - Treatment Division**

Personnel Services	1,094,251	1,191,270	97,019	8.9%
Materials & Services	611,887	776,989	165,102	27.0%
Capital Outlay	176,000	51,000	(125,000)	-71.0%
<b>Total</b>	<b>1,882,138</b>	<b>2,019,259</b>	<b>137,121</b>	<b>7.3%</b>

**Water - Distribution Division**

Personnel Services	1,393,149	1,697,751	304,602	21.9%
Materials & Services	717,636	781,695	64,059	8.9%
Capital Outlay	260,600	370,870	110,270	42.3%
<b>Total</b>	<b>2,371,385</b>	<b>2,850,316</b>	<b>478,931</b>	<b>20.2%</b>

**Other Uses**

Charges for Services	-	-	-	
Operating Transfers Out	3,338,392	1,639,213	(1,699,179)	-50.9%
Contingency	44,504	63,269	18,765	42.2%
<b>Total</b>	<b>3,382,896</b>	<b>1,702,482</b>	<b>(1,680,414)</b>	<b>-49.7%</b>
<b>Water Fund Totals</b>	<b>7,636,419</b>	<b>6,572,057</b>	<b>(1,064,362)</b>	<b>-13.9%</b>

<b>Wastewater Fund Breakdown</b>	<b>Current FY22/23</b>	<b>FY23/24 Request</b>	<b>\$ Difference</b>	<b>% Difference</b>
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**Wastewater Fund**

Personnel Services	1,662,199	1,668,734	6,535	0.4%
Materials & Services	2,428,821	2,374,419	(54,402)	-2.2%
Capital Outlay	404,800	403,667	(1,133)	-0.3%
<b>Total</b>	<b>4,495,820</b>	<b>4,446,820</b>	<b>(49,000)</b>	<b>-1.1%</b>



**Other Uses**

Charges for Services	-	-	-	
Operating Transfers Out	2,302,547	2,211,112	(91,435)	-4.0%
Contingency	20,645	26,676	6,031	29.2%
<b>Total</b>	<b>2,323,192</b>	<b>2,237,788</b>	<b>(85,404)</b>	<b>-3.7%</b>
<b>Wastewater Fund Totals</b>	<b>6,819,012</b>	<b>6,684,608</b>	<b>(134,404)</b>	<b>-2.0%</b>

# GENERAL FUND TRANSFERS

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## BACKGROUND

The following seven General Fund departments provide services to the City's Airport, Library and Public Works Funds: City Council, City Manager, City Clerk, City Attorney, Finance, Technology, and Personnel. To compensate the General Fund for the cost of the services, a percentage of the expenses of each department is charged to the three Public Works operating Funds, Library and Airport Funds. The calculations of these services are based on the levels of services provided. Four indicators of services are used: proposed operating budgets for the coming fiscal year, prior fiscal year information on the number of employees, number of invoices processed, and number of agenda items for each of the Public Works, Library and Airport Funds. The services provided by the Technology Department were distributed based on the IT Manager's time and the actual hardware, software, applications, and server share used by each department.

Please note that the Library Operating Fund Budget has not been considered in any of the allocations to the General Fund Departments because the majority of those revenues come from one source, the distribution of the Library District taxes.

## CITY BUDGET OVERVIEW

These indicators are weighted for each of the General Fund Departments assigned to the Library and each of the Public Works funds as follows:

### **City Council Department:**

- The Contractual Services line item is designated to the General Fund. The remaining City Council operating budget is spread based on the number of agenda items (40%) and the Airport, Library and PW operating budgets (60%).

### **City Clerk Department:**

- This department has two main aspects: City Clerk (based on budgets and agenda items); and General Services (considered to be General Fund activities). Each aspect is considered to be 1/3 of the department's time on average, although work fluctuates somewhat. The City Clerk portion is affected by both items on the Council Agendas and other documents generated on non-agenda items represented by the size of the PW budgets. The 1/3 of the City Clerk functions is split between those two items.

### **City Manager Department:**

- The City Manager department considers the Airport and PW operating budgets at 40%; the number of agenda items at 20%; and the number of employees at 40%.

### **Economic Development Sub-Dept:**

- This sub-department to the CDD Department has not been used in the FY19/20 proposal for Public Works, as no direct services are provided to those funds.

### **Legal Department:**

- The Legal Department uses the Airport and PW operating budgets (40%); number of employees (40%); and number of agenda items (20%). This considers that the more activity in a fund, the more time spent on legal documents and other issues for that fund.

### **Judicial Sub-Dept:**

- This sub-department of the Legal Department is designated as General Fund only.

### **Finance Department:**

- Since the Finance Department processes all billing, receipting, and payroll, the spread is calculated using the Airport and PW operating budgets at 40%, the number of Accounts Payable invoices at 30%, and the number of employees at 30%.

### **Utility Billing Sub-Dept:**

- The percent of the current rates for in-city residential are rounded at 54% water and 46% wastewater (includes storm drain fees). These percentages are used to spread this total sub-department to the Water and Sewer Funds.

### **Community Development Dept:**

- All of the Community Development cost are designated to the General Fund

### **Police Dept:**

## CITY BUDGET OVERVIEW

- All of the Police Department costs are designated to the General Fund.

### **Technology Department:**

- The costs of the downtown Wi-Fi system are removed before the following calculations are made. The time spent in each PW department for departmental projects is considered when spreading the IT Personnel costs, and the cost of hardware, software, server share, applications, etc., for each of the PW departments is considered when spreading the IT M&S and Capital Outlay, with both items receiving equal weight.

### **Personnel Department:**

- The number of employees in each of the PW departments determines the percent of the Personnel Department costs. Human Resources (based on the number of employees) and Safety Officer;

The attachment (Appendix B) shows the cost of distribution of the General Fund departments' costs between the General Fund, Street Fund, Water Fund, Wastewater Fund, Library and Airport as proposed for FY23/24. Pages 4 – 7 show the calculations that were made to arrive at the final transfer amounts.

**City of The Dalles, Oregon**  
**DETAIL OF TRANSFERS FOR SERVICES PROVIDED BY THE GENERAL FUND**  
**TO THE AIRPORT, LIBRARY AND PUBLIC WORKS FUNDS FOR FY23/24.**

Department	Total	General Fund		Street Fund		Water Fund		W. Water Fund		PW	Library Fund		Airport Fund		GRAND
	Expenditures	%	Amount	%	Amount	%	Amount	%	Amount	% Total	%	Amount	%	Amount	TOTALS
City Council	164,893	48.75%	131,715	9.38%	6,072	12.79%	8,284	10.88%	7,041	81.80%	5.86%	3,793	12.34%	7,989	100.00%
City Clerk	212,859	81.54%	173,565	2.99%	6,369	4.04%	8,595	3.36%	7,152	91.93%	1.68%	3,568	6.39%	13,611	100.00%
City Manager	371,049	45.80%	169,947	9.45%	35,069	16.37%	60,758	11.88%	44,086	83.51%	8.61%	31,958	7.88%	29,231	100.00%
Legal	675,740	75.27%	508,631	4.20%	28,392	9.15%	61,838	5.64%	38,121	94.26%	5.07%	34,237	0.67%	4,521	100.00%
Finance	615,264	35.98%	221,390	12.49%	76,847	18.74%	115,316	14.06%	86,512	81.28%	11.03%	67,885	7.69%	47,313	100.00%
Utility Billing	219,708	0.00%	-	0.00%	-	53.50%	117,544	46.50%	102,164	100.00%	0.00%	-	0.00%	-	100.00%
Technology	384,809	45.57%	175,359	9.00%	34,618	14.76%	56,813	12.03%	46,308	81.36%	10.09%	38,836	0.00%	-	91.46%
Human Resources	498,759	45.28%	225,822	9.16%	45,675	21.06%	105,043	12.59%	62,803	88.09%	11.91%	59,415	0.00%	-	100.00%
Judicial	183,083	100.0%	183,083	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
Planning	676,764	100.0%	676,764	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
Economic Development	239,280	100.0%	239,280	0.00%	-	0.00%	-	0.00%	-	100.00%			0.00%	-	100.00%
Police	5,231,082	100.0%	5,231,082	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
General Services	608,950	100.0%	608,950	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
Code Enforcement	185,422	100.0%	185,422	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
Dog Control	125,386	100.0%	125,386	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
Totals	10,393,048		8,856,395		233,042		534,191		394,187			239,692		102,665	
	33														
Right of Way Planner - 1/2 of personal services costs *												-			
Infrastructure Inspector/Codes - 1/2 of personal services costs **				60,338	(19,911)		(20,515)		(19,911)			-			
Watershed Patrol- 1/2 of personal services costs***				-	-		-		-						
Safety Officer-				58,550	11,599		14,813		7,811			656			
Legal Fees Airport															
Sub Total					(8,313)		(5,702)		(12,101)					102,665	
<b>Total Interfund Transfer from Other Funds for Admin Services</b>					<b>224,730</b>		<b>528,489</b>		<b>382,086</b>			<b>240,348</b>		<b>102,665</b>	

# CITY BUDGET OVERVIEW

City Council Dept						City Council Dept Weighted Calcs		
Remove Contractual Services from operating budget and apply to General Fund only. The spread is based on the remaining operating budget and number of agenda items, with budgets weighted at 60% and agenda items weighted at 40 %.						<b>Library</b>	<b>Weight</b>	<b>% to Use</b>
	<b>Budget</b>	<b># Agenda Items</b>			<b>% to Use for Budget</b>	Budget	60.00%	5.51%
Library Fund	9.18%	0.87%			5.86%	# Agenda Items	40.00%	0.35%
Street Fund	10.99%	6.96%			9.38%			5.86%
Water Fund	15.53%	8.70%			12.79%			
Wastewater Fund	14.07%	6.09%			10.88%	<b>Streets</b>	<b>Weight</b>	<b>% to Use</b>
Airport Fund	17.09%	5.22%			12.34%			
General Fund	33.14%	72.17%			48.75%	Budget	60.00%	6.60%
	100.00%	100.00%			100.00%	# Agenda Items	40.00%	2.78%
								9.38%
						<b>Water</b>	<b>Weight</b>	<b>% to Use</b>
						Budget	60.00%	9.32%
						# Agenda Items	40.00%	3.48%
								12.79%
						<b>Wastewater</b>	<b>Weight</b>	<b>% to Use</b>
						Budget	60.00%	8.44%
						# Agenda Items	40.00%	2.43%
								10.88%
						<b>Airport</b>	<b>Weight</b>	<b>% to Use</b>
						Budget	60.00%	10.25%
						# Agenda Items	40.00%	2.09%
								12.34%
City Clerk Dept						City Clerk Dept Weighted Calcs		
City Clerk (based on budgets and agenda items). The City Clerk portion is affected by both items on the Council Agendas and other documents generated on non-agenda items represented by the size of the budget.						<b>Library</b>	<b>Weight</b>	<b>% to Use</b>
	<b>Employees</b>	<b># Agenda Items</b>	<b>Budget</b>	<b>Gen Svcs</b>	<b>% to Use for Budget</b>	Employees	0.00%	0.00%
Library Fund	0.00%	0.87%	9.18%	0	1.68%	# Agenda Items	16.67%	0.14%
Street Fund	0.00%	6.96%	10.99%	0	2.99%	Budget	16.67%	1.53%
Water Fund	0.00%	8.70%	15.53%	0	4.04%			1.68%
Wastewater Fund	0.00%	6.09%	14.07%	0	3.36%			
Airport Fund	0.00%	5.22%	17.09%	0	6.39%			
General Fund	0.00%	72.17%	33.14%	0.00%	81.54%	<b>Streets</b>	<b>Weight</b>	<b>% to Use</b>
	0.00%	100.00%	100.00%	0.00%	100.00%	Employees	0.00%	0.00%
						# Agenda Items	16.67%	1.16%
						Budget	16.67%	1.83%
								2.99%
						<b>Water</b>	<b>Weight</b>	<b>% to Use</b>
						Employees	0.00%	0.00%
						# Agenda Items	16.67%	1.45%
						Budget	16.67%	2.59%
								4.04%
						<b>Wastewater</b>	<b>Weight</b>	<b>% to Use</b>
						Employees	0.00%	0.00%
						# Agenda Items	16.67%	1.01%
						Budget	16.67%	2.35%
								3.36%
						<b>Airport</b>	<b>Weight</b>	<b>% to Use</b>
						Employees	0.00%	0.00%
						# Agenda Items	16.67%	0.87%
						Budget	16.67%	5.52%
								6.39%



# CITY BUDGET OVERVIEW

City Manager Dept				City Manager Dept Weighted Calcs		
Consider operating budgets, weighted 40%; number of agenda items, weighted 20%; and number of employees, weighted 40%.				<b>Library</b>	<b>Weight</b>	<b>% to Use</b>
	<b>Budget</b>	<b># Agenda Items</b>	<b>Employees</b>			
				<b>% for Budget</b>		
Library Fund	9.18%	0.87%	11.91%	8.61%	Budget 40.00%	3.67%
Street Fund	10.99%	6.96%	9.16%	9.45%	# Agenda Items 20.00%	0.17%
Water Fund	15.53%	8.70%	21.06%	16.37%	Employees 40.00%	4.77%
Wastewater Fund	14.07%	6.09%	12.59%	11.88%		8.61%
Airport Fund	17.09%	5.22%	-	7.88%		
General Fund	33.14%	72.17%	45.28%	45.80%	<b>Streets</b>	<b>Weight</b>
	100.00%	100.00%	100.00%	100.00%	Budget 40.00%	4.40%
					# Agenda Items 20.00%	1.39%
					Employees 40.00%	3.66%
						9.45%
<b>Economic Development Dept</b>						
	<b>% for Budget</b>				<b>Water</b>	<b>Weight</b>
Library Fund	0.00%				Budget 40.00%	6.21%
Street Fund					# Agenda Items 20.00%	1.74%
Water Fund					Employees 40.00%	8.42%
Wastewater Fund						16.37%
General Fund	100.00%				<b>Wastewater</b>	<b>Weight</b>
	100.00%				Budget 40.00%	5.63%
					# Agenda Items 20.00%	1.22%
					Employees 40.00%	5.04%
						11.88%
					<b>Airport</b>	<b>Weight</b>
					Budget 40.00%	6.83%
					# Agenda Items 20.00%	1.04%
					Employees 40.00%	0.00%
						7.88%
<b>Legal Dept</b>						
Consider operating budgets, weighted 40%; number of agenda items, weighted 20; and number of employees, weighted 40%, as the more activity in the Department, the more time spent on Legal documents and other issues.						
	<b>Budget</b>	<b># Agenda Items</b>	<b>Employees</b>	<b>% for Budget</b>	<b>Library</b>	<b>Weight</b>
						<b>% to Use</b>
Library Fund	9.18%	0.87%	11.91%	5.07%	Budget 3.00%	0.28%
Street Fund	10.99%	6.96%	9.16%	4.20%	# Agenda Items 3.00%	0.03%
Water Fund	15.53%	8.70%	21.06%	9.15%	Employees 40.00%	4.77%
Wastewater Fund	14.07%	6.09%	12.59%	5.64%		5.07%
Airport Fund	17.09%	5.22%	0.00%	0.67%		
General Fund	33.14%	72.17%	45.28%	75.27%	<b>Streets</b>	<b>Weight</b>
	100.00%	100.00%	100.00%	100.00%	Budget 3.00%	0.33%
					# Agenda Items 3.00%	0.21%
					Employees 40.00%	3.66%
						4.20%
					<b>Water</b>	<b>Weight</b>
					Budget 3.00%	0.47%
					# Agenda Items 3.00%	0.26%
					Employees 40.00%	8.42%
						9.15%
					<b>Wastewater</b>	<b>Weight</b>
					Budget 3.00%	0.42%
					# Agenda Items 3.00%	0.18%
					Employees 40.00%	5.04%
						5.64%
					<b>Airport</b>	<b>Weight</b>
					Budget 3.00%	0.51%
					# Agenda Items 3.00%	0.16%
					Employees 40.00%	0.00%
						0.67%

# CITY BUDGET OVERVIEW

Finance Dept						Finance Dept Weighted Calcs		
Consider operating budgets, weighted 43%; number of A/P invoices (weight 27%), number of employees (weight 30%), .						<b>Library</b>	<b>Weight</b>	<b>% to Use</b>
	<b>Budget</b>	<b>A/P Invoices</b>	<b>Employees</b>	<b>AR Invoices</b>	<b>% for Budget</b>	Budget	40.00%	3.67%
Library Fund	9.18%	12.62%	11.91%		11.03%	A/P Invoices	30.00%	3.79%
Street Fund	10.99%	17.82%	9.16%		12.49%	Employees	30.00%	3.57%
Water Fund	15.53%	20.71%	21.06%		18.74%			11.03%
Wastewater Fund	14.07%	15.52%	12.59%		14.06%			
Airport Fund	17.09%	2.85%	0.00%	0.00%	7.69%			
General Fund	33.14%	30.48%	45.28%		35.98%	<b>Streets</b>	<b>Weight</b>	<b>% to Use</b>
	100.00%	100.00%	100.00%		100.00%	Budget	40.00%	4.40%
						A/P Invoices	30.00%	5.35%
						Employees	30.00%	2.75%
								12.49%
<b>For Utility Billing Dept</b>								
	In-City Res					<b>Water</b>	<b>Weight</b>	<b>% to Use</b>
	Water Rate	58.07	53.50%			Budget	40.00%	6.21%
	SW+SD Rate	50.48	46.50%			A/P Invoices	30.00%	6.21%
		108.55	100.00%			Employees	30.00%	6.32%
								18.74%
						<b>Wastewater</b>	<b>Weight</b>	<b>% to Use</b>
						Budget	40.00%	5.63%
						A/P Invoices	30.00%	4.66%
						Employees	30.00%	3.78%
								14.06%
						<b>Airport</b>	<b>Weight</b>	<b>% to Use</b>
						Budget	40.00%	6.83%
						A/P Invoices	30.00%	0.86%
						Employees	30.00%	0.00%
								7.69%
Technology						IT Dept Weighted Calcs		
Computers is based two separate calculations: 1) time spent in each department (personnel costs); and 2) cost of hardware, software, server share, applications, etc., (M&S and Capital Outlay) for each department, based on the percentage of each department that is allocated to the receiving funds. The costs of the WiFi were removed before calculation. Weighted equally						<b>Library</b>	<b>Weight</b>	<b>% to Use</b>
	<b>Budget</b>	<b>Technology</b>			<b>% for Budget</b>	Budget	50.00%	4.59%
Library Fund	9.18%	11.00%			10.09%	Technology	50.00%	5.50%
Street Fund	10.99%	7.00%			9.00%			10.09%
Water Fund	15.53%	14.00%			14.76%			
Wastewater Fund	14.07%	10.00%			12.03%	<b>Streets</b>	<b>Weight</b>	<b>% to Use</b>
Airport Fund	17.09%					Budget	50.00%	5.50%
General Fund	33.14%	58.00%			45.57%	Technology	50.00%	3.50%
	100.00%	100.00%			100.00%			9.00%
						<b>Water</b>	<b>Weight</b>	<b>% to Use</b>
						Budget	50.00%	7.76%
						Technology	50.00%	7.00%
								14.76%
						<b>Wastewater</b>	<b>Weight</b>	<b>% to Use</b>
						Budget	50.00%	7.03%
						Technology	50.00%	5.00%
								12.03%
						<b>Airport</b>	<b>Weight</b>	<b>% to Use</b>
						Budget	50.00%	8.5%
						Technology	50.00%	0.00%
								8.54%

# CITY BUDGET OVERVIEW

<b>Human Resources</b>									
	Consider number of employees.								
	<b>Employees</b>								
Library	11.91%								
Street Fund	9.16%								
Water Fund	21.06%								
Wastewater Fund	12.59%								
General Fund	45.28%								
	100.00%								
<b>Planning</b>									
Right of Way Planner (Dawn) - 1/2 of personal services costs *									
<b>Human Resources</b>									
Safety Officer-	1/2 personal services costs**								

# CAPITAL IMPROVEMENT PLAN



# CITY CAPITAL IMPROVEMENT PLAN



## BACKGROUND

- We have prepared a General fund supported Five Year Capital Improvement Plan. The Definition of Capital Improvement is not the same as for fixed asset control (\$5,000). The CIP includes major maintenance items such as painting, new carpet, restroom renovation, and items that extend the life of the asset and most office and data processing equipment.
- The detailed Capital Improvement Plan is attached. Included in this plan are all non-Public Works projects. The line item numbers for all items in the proposed budget have been included. After the first couple of years of the five-year plan, the improvements list and their cost becomes less firm. The document is updated each year and becomes stronger and serves as a long-term planning tool.
- The total proposed General Fund resources (excluding Airport, Library and State Office Building,) directed toward these projects for this year is \$860,856.
- This packet also includes capital improvements for Library (\$811,675), Airport (\$4,647,340), and the State Office Building (\$292,545).

## CITY BUDGET OVERVIEW

- Each department budgets for their direct IT hardware and software while Major IT needs are in the IT CIP.

### MAJOR EXPENDITURE PLAN

#### City Hall Offices

### CAPITAL IMPROVEMENT PLAN

#### Administration

FUND	Line #	PROJECT	23-24	24-25	25-26	26-27	27-28
General	001.0200.000.69.80	City Clerk Computer	\$ -		\$ 2,700	\$ -	\$ -
General	001.0200.000.69.80	City Clerk Laptop	\$ -	\$ 2,300	\$ -	\$ -	\$ -
General	001.0300.000.69.80	Executive Assistant PC	\$ 2,800	\$ -	\$ -	\$ -	\$ -
General	001.0300.000.69.80	Executive Assistant Laptop	\$ -	\$ -	\$ 2,500	\$ -	\$ -
General	001.0100.000.69.80	iPads for Council/Mayor plus incase of damage 2 per year	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
General	001-0300-000-69-80	Upstairs Conference PC	\$ -	\$ -	\$ -	\$ 2,100	\$ -
General	001-0100.000.69.80	Council Chamber	\$ -	\$ 2,500	\$ -	\$ -	\$ -
General	001.0300.000.69.80	City Manager Computer	\$ 2,800	\$ -	\$ -	\$ -	\$ -
General	001.0300.000.69.80	City Manager laptop	\$ 2,600	\$ -	\$ -	\$ -	\$ -
General	001.2300.000.69.80	Maintenance Laptop (Jerry)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>			<b>\$ 9,600</b>	<b>\$ 6,300</b>	<b>\$ 6,700</b>	<b>\$ 3,600</b>	<b>\$ 1,500</b>

### CAPITAL IMPROVEMENT PLAN

#### Legal Department

FUND	Line #	PROJECT	23-24	24-25	25-26	26-27	27-28
General	001.0700.000.69.80	CA Sec/City Attorney Computer	\$ -	\$ -	\$ -	\$ -	\$ 2,900
General	001.0700.000.69.80	Paralegal's Computer	\$ 2,500	\$ -	\$ -	\$ -	\$ -
General	001.0700.000.69.80	CA laptop	\$ 2,500	\$ -	\$ -	\$ -	\$ -
General	001.0700.000.69.80	Printer for Legal	\$ 2,200	\$ -	\$ -	\$ -	\$ -
General	001.0700.000.69.80	Office Furniture for Legal Office	\$ 4,800	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>			<b>\$ 12,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,900</b>

### CAPITAL IMPROVEMENT PLAN

#### Planning

FUND	Line #	PROJECT	23-24	24-25	25-26	26-27	27-28
General	001.1100.000.39-00	ArcGIS/Asana/Adobe Acrobat Software License	\$ 3,120	\$ 3,150	\$ 3,175	\$ 3,200	\$ 3,230
General	001.1100.000.69-80	Computer replacement	\$ 3,800	\$ 4,000	\$ 10,900	\$ 3,100	\$ 4,600
General	001-1100-000.43-40	Copier - 5 yr lease	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
<b>SUB TOTAL</b>			<b>\$ 9,120</b>	<b>\$ 9,350</b>	<b>\$ 16,275</b>	<b>\$ 8,500</b>	<b>\$ 10,030</b>

### CAPITAL IMPROVEMENT PLAN

#### Economic Development

FUND	Line #	PROJECT	23-24	24-25	25-26	26-27	27-28
General	001-1150-000.69-80	Computer replacement	\$ 3,800	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>			<b>\$ 3,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



CITY BUDGET OVERVIEW

**CAPITAL IMPROVEMENT PLAN**  
**Finance**

FUND	LINE #	PROJECT DESCRIPTION	23-24	24-25	25-26	26-27	27-28
General	69-80	Replace Accountant & A/P Computers	\$ -	\$ -	\$ 5,500	\$ -	\$ -
General	69-80	Replace Finance Director's computer	\$ -	\$ -	\$ -	\$ 2,900	\$ -
General	69-80	Replace Account Technician Computer	\$ -	\$ 2,600	\$ -	\$ -	\$ -
General	69-80	Replace (2) Grant Funded Laptops	\$ -	\$ -	\$ 5,200	\$ -	
General	69-80	Replace laptop	\$ 2,300	\$ -	\$ -	\$ -	\$ -
General	69-80	Replace Finance Director's Laser Printer	\$ -	\$ -	\$ -	\$ 1,700	\$ -
General	69-80	Purchase Production Printer, with signor drawer (40%)	\$ -	\$ -	\$ 2,500	\$ -	\$ -
General	69-80	Purchase/replace 3 desk scanners compatible w/ software	\$ 3,000	\$ -	\$ -	\$ 3,300	\$ -
General	69-80	Replace Battery Backups / Replacement Batteries	\$ -	\$ 600	\$ -	\$ 800	\$ 600
General	69-80	Purchase HP Printer, w/ signor drawer for back office	\$ 1,260				
General	69-80	Replacement furniture: chairs, etc.	\$ 600	\$ 600	\$ 600	\$ 800	\$ 1,000
<b>FINANCE SUB-TOTAL</b>			<b>\$ 7,160</b>	<b>\$ 3,800</b>	<b>\$ 13,800</b>	<b>\$ 9,500</b>	<b>\$ 1,600</b>

**Utility Billing**

FUND	LINE #	PROJECT DESCRIPTION	23-24	24-25	25-26	26-27	27-28
General	69-80	Replace Front Desk & Utility Billing computers	\$ -	\$ 5,500	\$ -	\$ -	\$ -
General	69-80	Replace Front Desk & Utility Billing desk printers	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
General	69-80	Replace (1) Grant Funded Laptops	\$ -	\$ -	\$ 2,700	\$ -	\$ -
General	69-80	Replace Receipt Printer or Check Scanner	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,300	\$ 1,300
General	69-80	software	\$ -	\$ 2,000	\$ -	\$ 2,400	\$ -
General	69-80	Replace two front desk windows: tempered glass & adequate transaction openings	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
General	69-80	Replacement furniture: chairs, etc.	\$ 400	\$ 400	\$ 400	\$ 600	\$ 700
<b>UB SUB-TOTAL</b>			<b>\$ 2,400</b>	<b>\$ 11,900</b>	<b>\$ 7,100</b>	<b>\$ 7,300</b>	<b>\$ 5,000</b>

<b>FINANCE TOTAL</b>			<b>\$ 9,560</b>	<b>\$ 15,700</b>	<b>\$ 20,900</b>	<b>\$ 16,800</b>	<b>\$ 6,600</b>
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**Judicial**

FUND	Line #	PROJECT DESCRIPTION	23-24	24-25	25-26	26-27	27-28
General	69-80	Judge Laptop	\$ -	\$ -	\$ -	\$ -	\$ 2,600
General	69-80	Viavideo Video Conferencing	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 4,600</b>

**CAPITAL IMPROVEMENT PLAN**  
**Human Resources**

FUND	LINE #	PROJECT DESCRIPTION	23-24	24-25	25-26	26-27	27-28
General	69-80	Replace Safety Officer Computer	\$ 2,500	\$ -	\$ -	\$ -	\$ -
General	69-80	Replace HR Director's computer	\$ -	\$ 2,600	\$ -	\$ -	\$ -
General	69-80	Replace HR Director's Laptop	\$ -	\$ -	\$ 2,500	\$ -	\$ -
General	69-80	Replace Safety Officer Laptop	\$ -	\$ -	\$ 2,500	\$ -	\$ -
General	69-80	Replace HR Director's Laser Printer	\$ -	\$ -	\$ 800	\$ -	\$ -
General	69-80	Replacement furniture: chairs, etc.	\$ 2,500	\$ -	\$ -	\$ -	\$ 1,200
General	69-80	Replacement furniture for HR Director's office	\$ 2,500	\$ -	\$ -	\$ -	\$ 650
General	69-80	ID Card Encoder (RFID)	\$ 1,200	\$ -	\$ -	\$ -	\$ -
General	69-80	HR ID Card Maker (RFID)	\$ -	\$ 2,300	\$ -	\$ -	\$ -
<b>TOTAL</b>			<b>\$ 8,700</b>	<b>\$ 4,900</b>	<b>\$ 5,800</b>	<b>\$ -</b>	<b>\$ 1,850</b>

CITY BUDGET OVERVIEW

**CAPITAL IMPROVEMENT PLAN**  
**Police Department**

FUND	Line Item #	PROJECT DESCRIPTION	23-24	24-25	25-26	26-27	27-28
Cap Pro	037-3700-000.72-20	HVAC Unit Replace/1 /year)	\$ 17,000	\$ 16,500	\$ 17,500	\$ 17,500	\$ 17,500
General	001-1300-000.72-20	Paint Interior garage	\$ -	\$ 15,000	\$ -	\$ -	\$ -
General	001-1300-000.72-20	Paint Office space/upstairs	\$ -	\$ -	\$ 5,000	\$ -	\$ -
General	001-1300-000.72-20	Carpet upstairs and downstairs	\$ -	\$ -	\$ 12,000	\$ -	\$ -
General	001-1300-000.74-20	Marked Police Patrol Vehicles	\$ 135,875	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
			2 cars	2 cars	2 cars	2 cars	2 cars
General	001-1300-000.74-20	New Police Unmarked Vehicles	\$ 92,051	\$ -	\$ 44,000	\$ -	\$ 44,000
			(2 cars)	\$ -	(1 Car)	\$ -	(1 Car)
	001-1300-000.72-20	Outside Sign refurbish	\$ -	\$ 8,000	\$ -	\$ -	\$ -
General	001-1300-000.60-80	External Vests	\$ 2,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
			\$ (5)	\$ (4)	\$ (4)	\$ (4)	\$ (4)
General	001-1300-000.60-80	Body armor replacements	\$ 6,000	\$ 3,500	\$ 3,500	\$ 12,000	\$ 4,000
			\$ (5)	\$ (3)	\$ (3)	\$ (10)	\$ (3)
General	001-1300-000.69-80	*PC Computer	\$ 7,800	\$ 5,400	\$ 19,300	\$ 12,400	\$ 8,800
			(3)	(2)	(5) (1 Gtac)	(4)	(3)
General	001-1300-000.69-80	Handheld radar/LIDAR purchase	\$ 3,000	\$ 5,000	\$ -	\$ 3,000	\$ -
			(3)	(1 Laser)	\$ -	\$ -	\$ -
General	001-1300-000.43-40	Conf Room Tables and shipping	\$ -	\$ 3,000	\$ -	\$ -	\$ -
General	001-1300-000.43-40	Conf Room Chairs and shipping	\$ -	\$ -	\$ 3,000	\$ -	\$ -
General	001-1300-000.56-00	In car video camera storage	\$ 1,485	\$ -	\$ -	\$ -	\$ -
General	001-1300-000.56-00	In car video lease. Inc warranty	\$ 11,370	\$ 15,918	\$ 18,192	\$ 18,192	\$ 18,192
			\$ -	\$ -	\$ -	\$ -	\$ -
SAIF	001-1300-000.56-00	Body Camera lease. Includes warranty and storage	\$ 9,730	\$ 9,730	\$ 9,730	\$ 9,730	\$ 9,730
Assests <5000	001-1300-000.69-80	Tactical rifles with optincs and slings	\$ -	\$ 22,000	\$ -	\$ -	\$ -
General	001-1300-000.31-10	*GeTac purchase/no MS office	\$ -	\$ -	\$ -	\$ -	\$ 169,000
General	001-1300-000.34-40	*2FA software subscription	\$ 2,200	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300
General	001-1300-000.64-80	*ATT Data plan	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600
General	001-1300-000.31-10	Justice Connect yearly license (Unlimited Agency Users)	\$ -	\$ 9,984	\$ 9,984	\$ 10,000	\$ 10,000
General	001-1300-000.53-30	Justice Server upgrade (one time)	\$ -	\$ 15,000	\$ -	\$ -	\$ -
	001-1300-000.34-40	Microsoft Office for Getacs	\$ -	\$ -	\$ 13,000	\$ -	\$ -
General	001-1300-000.31-10	(9) Justice work station licenses @1144 each 5 pack	\$ 11,900	\$ 11,900	\$ 11,900	\$ 12,000	\$ 12,000
General	001-1300-000.34-40	Justice Essential yearly (RMS)	\$ 5,345	\$ 5,345	\$ 5,345	\$ 5,345	\$ 5,345
General	001-1300-000.64-80	*NetMotion Mobility Maintenance	\$ 4,380	\$ 4,600	\$ 4,830	\$ 5,080	\$ 5,340
General	001-1300-000.31-10	Mandatory taser upgrade (\$1500 x 23)	\$ -	\$ -	\$ 33,000	\$ -	\$ -
General	001-1300-000.74-90	Replacement of portable radios	\$ -	\$ -	\$ -	\$ -	\$ -
General	001-1300-000.69-80	Portable Radios (5 a year)	\$ 5,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
		Office phones with recording capabilities/Subscription fee	\$ 14,400	\$ 14,400	\$ 14,000	\$ 14,400	\$ 14,000
Equipme	001-1300-000.74-90	Unmanned aerial vehicle	\$ -	\$ 10,000	\$ -	\$ -	\$ -
		<b>TOTAL</b>	<b>\$ 336,626</b>	<b>\$ 318,670</b>	<b>\$ 367,674</b>	<b>\$ 263,033</b>	<b>\$ 461,300</b>

CITY BUDGET OVERVIEW

**Animal Control**

FUND	Line Item #	PROJECT DESCRIPTION	23-24	24-25	25-26	26-27	27-28
General	001-4500-000.69-80	Specialized equipment	\$ -	\$ -	\$ -	\$ -	\$ -
General	001-4500-000.69-80	Animal Control Truck	\$ -	\$ -	\$ -	\$ -	\$ -
General	001-4500-000.69-80	Animal Control Officer Computer	\$ -	\$ -	\$ -	\$ -	\$ -
General	001-4500-000.69-80	Small Animal Safe Capture Net Device	\$ 1,500	\$ -	\$ -	\$ -	\$ -
<b>Animal Control TOTAL</b>			<b>1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL POLICE DEPT</b>			<b>\$ 338,126</b>	<b>\$ 318,670</b>	<b>\$ 367,674</b>	<b>\$ 263,033</b>	<b>\$ 461,300</b>

**Codes Enforcement**

FUND	Line Item #	PROJECT DESCRIPTION	23-24	24-25	25-26	26-27	27-28
	001-1175-000.31-10	Nuisance Abatement	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
	001-1175-000.31-10	Neighborhood Cleanup	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	001-1175-000.39-00	Wasco GIS Maintenance	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	001-1175-000.69-80	Desk Top Computer	\$ -	\$ -	\$ -	\$ 3,500	\$ -
<b>Codes Enforcement Vehicle</b>			<b>\$ 19,500</b>	<b>\$ 19,500</b>	<b>\$ 19,500</b>	<b>\$ 23,000</b>	<b>\$ 19,500</b>

**CAPITAL IMPROVEMENT PLAN**

**Transportation Center/Other**

FUND	LINE ITEM	PROJECT DESCRIPTION	23-24	24-25	25-26	26-27	27-28
<b>Transportation Center</b>							
Cap pict	001.2300.000.72.20	Replace gas furnace	\$ -	\$ -	\$ 9,000	\$ -	\$ -
		Arco Lot	\$ -	\$ -	\$ -	\$ -	\$ -
43-12		Stripe Parking lot/1st ST Parking Lot	\$ -	\$ 7,000	\$ -	\$ -	\$ -
		Other	\$ -	\$ -	\$ -	\$ -	\$ -
43-11		Park Security cameras	\$ -	\$ 10,000	\$ -	\$ -	\$ -
43-11	001.2300.000.43.11	Festival Park bark replacement	\$ -	\$ -	\$ 6,000	\$ -	\$ -
		downtown banners	\$ 3,000	\$ -	\$ -	\$ -	\$ -
		new rock at Transportation center	\$ -	\$ 10,000	\$ -	\$ -	\$ -
43-10		Downtown tree replacment	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
		Fence off front of park	\$ -	\$ -	\$ 25,000	\$ -	\$ -
<b>TOTAL</b>			<b>\$ 4,000</b>	<b>\$ 28,000</b>	<b>\$ 41,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>

**CAPITAL IMPROVEMENT PLAN**

**General Services**

FUND	LINE ITEM	PROJECT DESCRIPTION	23-24	24-25	25-26	26-27	27-28
Cap Pjct	037.3700.419.72.20	Replace HVAC Unit	\$ 12,000	\$ 10,500	\$ 10,500	\$ 10,500	\$ -
General	001.2300.419.43.77	HVAC Unit Cleaning	\$ -	\$ -	\$ 10,000	\$ -	\$ -
		elevator electric door edges	\$ -	\$ 8,000	\$ -	\$ -	\$ -
		Replace camera at dock	\$ -	\$ 10,000	\$ -	\$ -	\$ -
43-10		Paint main floor of City Hall	\$ -	\$ -	\$ 15,000	\$ -	\$ -
		Paint second floor of City Hall	\$ -	\$ 15,000	\$ -	\$ -	\$ -
General	001.2300.419.43.10	seal/strip City Hall parking lot	\$ -	\$ -	\$ -	\$ 5,000	\$ -
General	43-11	New pond liner at the park	\$ -	\$ -	\$ -	\$ -	\$ -
		Landscaping at the park	\$ 10,000	\$ -	\$ -	\$ -	\$ -
CAP	037.3700.000.73.30	General Srvs Imp- Roundabout	\$ 100,000	\$ -	\$ -	\$ -	\$ -
CAP	037.3700.000.73.30	Holiday Decorations/Downtown	\$ 50,000	\$ -	\$ -	\$ -	\$ -
CAP	037.3700.000.73.30	Dock Maintenance	\$ 120,000	\$ -	\$ -	\$ -	\$ -
General	001.2300.000.74.20	bob cat for snow and landscaping	\$ 75,000	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>			<b>\$ 367,000</b>	<b>\$ 43,500</b>	<b>\$ 35,500</b>	<b>\$ 15,500</b>	<b>\$ -</b>

CITY BUDGET OVERVIEW

**CAPITAL IMPROVEMENT PLAN**  
**Library**

FUND	Line Item #	PROJECT DESCRIPTION	23-24	24-25	25-26	26-27	27-28
Library District	004-2100-000.69-80	PC work stations	\$ 24,200	\$ 26,000	\$ 27,000	\$ 28,000	\$ 28,000
Library District	004-2100-000.69-80	Library furniture	\$ 17,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Library District	004-2100-000.69-80	Printer	\$ 9,850	\$ 3,850	\$ 3,850	\$ 4,000	\$ 4,000
Library District	004-2100-000.69-80	3D Printer	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950
Library District	004-2100-000.69-80	Book/DVD/boardbook shelving units	\$ 6,900	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Library District	004-2100-000.69-80	Print Management hardware	\$ 4,725	\$ 3,800	\$ 2,500	\$ 2,500	\$ 2,500
Library District	004-2100-000.69-80	Interactive Educational Equipment	\$ 198,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Library District	004-2100-000.72-20	Security cameras	\$ -	\$ 4,000	\$ 2,000	\$ 2,000	\$ 2,000
Library District	004-2100-000.43-10	Landscape Courtyard	\$ 11,250	\$ 9,000	\$ 6,000	\$ 6,000	\$ 6,000
Library District	004-2100-000.72-20	fire supression system	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
City	SAIF funds	Replace sidewalk to code	\$ -	\$ 10,000	\$ -	\$ -	\$ -
Library District	004-2100-000.43-10	Prune Trees	\$ 4,800	\$ 5,000	\$ 5,000	\$ 5,500	\$ 6,000
Library District	004-2100-000.74-20	outreach/bookmobile	\$ 240,000	\$ -	\$ -	\$ -	\$ -
Library District	004-2100-000.72-20	HVAC	\$ 250,000	\$ -	\$ -	\$ -	\$ -
Library District	004-2100-000.72-20	reshingle library roof	\$ -	\$ 26,000	\$ -	\$ -	\$ -
Library District	004-9500-000-81-36	HVAC upgrades	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Library District	004-2100-000.72-20	Replace indoor galvanized plumbing	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Library District	004-2100-000.72-20	Paint building exterior	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Library District	004-2100-000.72-20	Carpet	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Library District	004-2100-000.72-20	Ventilation	\$ 10,000	\$ 8,000	\$ 9,000	\$ 10,000	\$ 10,000
<b>TOTAL</b>			<b>\$ 811,675</b>	<b>\$ 157,600</b>	<b>\$ 117,300</b>	<b>\$ 129,950</b>	<b>\$ 130,450</b>

**CAPITAL IMPROVEMENT PLAN**  
**State Office Building**

FUND	PROJECT	23-24	24-25	25-26	26-27	27-28
SOB 73-30	HVAC Unit Replacements (2/yr)	\$ 10,706	\$ 11,777	\$ 12,955	\$ 14,250	\$ 15,675
SOB	Painting interior	\$ 49,000	\$ -	\$ -	\$ -	\$ -
SOB	Touch Up Painting	\$ -	\$ -	\$ 10,000	\$ -	\$ -
SOB	license for HVAC controls	\$ -	\$ -	\$ -	\$ -	\$ 6,600
SOB	Restroom remodels (2)	\$ 25,000	\$ -	\$ -	\$ -	\$ -
SOB	HVAC Unit cleaning	\$ -	\$ 16,000	\$ -	\$ -	\$ 15,000
SOB	Re-roof building	\$ -	\$ -	\$ 120,000	\$ -	\$ -
SOB	Replace fire sprinkler heads	\$ -	\$ -	\$ 15,000	\$ -	\$ -
SOB	Repaint exterior of building	\$ -	\$ -	\$ -	\$ -	\$ -
SOB	Replace cooling tower	\$ -	\$ 120,000	\$ -	\$ -	\$ -
SOB	New Windows	\$ -	\$ -	\$ -	\$ 150,000	\$ -
SOB	New Carpet	\$ 104,267	\$ -	\$ -	\$ -	\$ 10,000
SOB	Clean Carpet	\$ -	\$ 10,000	\$ -	\$ -	\$ 11,000
SOB	ADA Sidewalks	\$ -	\$ -	\$ -	\$ -	\$ -
SOB	Ceiling Tiles	\$ 20,000	\$ 3,000	\$ -	\$ 3,000	\$ -
SOB	Blinds	\$ 20,972	\$ -	\$ -	\$ -	\$ -
SOB	LED Lights	\$ 1,000	\$ -	\$ 1,100	\$ -	\$ 1,210
SOB	Drinking fountain x2	\$ -	\$ -	\$ -	\$ -	\$ -
SOB	Landscaping	\$ -	\$ -	\$ 3,000	\$ -	\$ -
sOB	Elevator	\$ -	\$ 100,000	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 292,545</b>	<b>\$ 328,537</b>	<b>\$ 236,591</b>	<b>\$ 249,240</b>	<b>\$ 149,674</b>

## CAPITAL IMPROVEMENT PLAN IT Major Expenditures List

PROJECT DESCRIPTION	23-24	24-25	25-26	26-27	27-28
<b>RENEWALS</b>					
Log/Intrusion Analysis Software for Security Compliance	\$ 5,000	\$ 5,250	\$ 5,520	\$ 5,800	\$ 6,090
Support contract Cisco Network Hardware GCI,CDWG,Sirius	\$ 6,200	\$ 7,500	\$ 8,800	\$ 9,900	\$ 8,000
Support contract Cisco Network Firewall/IPS	\$ -	\$ -	\$ -	\$ 16,000	\$ -
Lenovo Server Maintenance + software (purchased 21/22)	\$ -	\$ 3,000	\$ 3,150	\$ 3,310	\$ 3,480
Support contract IBM Storage with software (purchased 21/22)	\$ -	\$ 2,500	\$ 2,630	\$ 2,770	\$ 2,910
Software Maintenance Vmware (3yr purchased 21/22)	\$ -	\$ -	\$ -	\$ -	\$ -
Support contract Police Server Dell 2yr (Purchased 18-19)	\$ 2,000	\$ -	\$ -	\$ -	\$ -
Software Maintenance/Support Backup Exec	\$ 2,000	\$ 2,100	\$ 2,210	\$ 2,330	\$ 2,450
Software Maintenance/SupportVirus TrendMicro	\$ 6,620	\$ 6,960	\$ 7,310	\$ 7,680	\$ 8,070
<b>Total 34-40</b>	<b>\$ 21,820</b>	<b>\$ 27,310</b>	<b>\$ 29,620</b>	<b>\$ 47,790</b>	<b>\$ 31,000</b>
Domain Renewals	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Wave Broadband (was Qlife)	\$ 4,380	\$ 4,380	\$ 4,380	\$ 4,380	\$ 4,380
<b>Total 39-00</b>	<b>\$ 4,630</b>	<b>\$ 4,630</b>	<b>\$ 4,630</b>	<b>\$ 4,630</b>	<b>\$ 4,630</b>
<b>CONTRACTUAL SERVICES</b>					
Website redesign and hosting contract	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
<b>Total 31-10</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>SOFTWARE</b>					
Ms Server datacenter and user CALS	\$ -	\$ -	\$ -	\$ 6,000	\$ -
Ms Server datacenter software (vmware 2 hosts)	\$ -	\$ -	\$ -	\$ -	\$ 9,000
Cisco IOS Boost Performance Router License	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Email server software- MS exchange and user CALS	\$ -	\$ -	\$ 24,000	\$ -	\$ -
misc software	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
<b>Total 64-80</b>	<b>\$ 5,100</b>	<b>\$ 2,100</b>	<b>\$ 26,100</b>	<b>\$ 8,100</b>	<b>\$ 11,100</b>
<b>HARDWARE REPLACEMENT/EXPANSION</b>					
<b>&gt;5000 COMPUTER</b>					
Management Server 2nd floor Public Works (16-17)	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Police Station Server (purchased 18-19)	\$ -	\$ -	\$ 12,000	\$ -	\$ -
Network Attached Storage PW 2nd Fl (15-16)	\$ -	\$ 6,700	\$ -	\$ -	\$ -
Network Attached Storage Police Station (18-19)	\$ -	\$ -	\$ -	\$ -	\$ 7,900
Network Attached Storage library (16-17)	\$ -	\$ -	\$ -	\$ 7,500	\$ -
Network Attached Storage CityHall (15-16)	\$ 6,300	\$ -	\$ -	\$ -	\$ -
Network Attached Storage PW 1st fl (11-12)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Computer SUBTOTAL 74-50</b>	<b>\$ 18,300</b>	<b>\$ 6,700</b>	<b>\$ 12,000</b>	<b>\$ 7,500</b>	<b>\$ 7,900</b>
City firewall - ASA5516x for all buildings (16-17)	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Pubicworks POE switch WS-C2960X-48FPS-L	\$ -	\$ -	\$ -	\$ -	\$ 5,500
<b>Network SUBTOTAL 74-60</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,500</b>
<b>Total Capital Outlay</b>	<b>\$ 38,300</b>	<b>\$ 6,700</b>	<b>\$ 12,000</b>	<b>\$ 7,500</b>	<b>\$ 13,400</b>
<b>&lt;5000</b>					
IT department workstation	\$ 2,600	\$ -	\$ -	\$ -	\$ -
City Network DMZ/CityHall Switches for all buildings	\$ -	\$ -	\$ -	\$ -	\$ 3,200
Main CityHall Switch south wall (17-18)	\$ -	\$ -	\$ -	\$ -	\$ 3,800
CityHall Switch C3650 48 west wall (14-15)	\$ -	\$ -	\$ -	\$ 4,500	\$ -
UPS (2) Police Station switches and servers (16-17)	\$ -	\$ -	\$ -	\$ 4,500	\$ -
UPS cityhall for south wall network devices (14-15)	\$ -	\$ 2,500	\$ -	\$ -	\$ -
UPS cityhall for servers quantity 2 (15-16)	\$ -	\$ -	\$ 4,950	\$ -	\$ -
UPS Public Works 1st fl (16-17)	\$ -	\$ -	\$ -	\$ 2,500	\$ -
UPS Library (16-17)	\$ -	\$ -	\$ -	\$ 4,000	\$ -
Misc	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
<b>SUBTOTAL -Assets &lt; \$5000 69-80</b>	<b>\$ 5,600</b>	<b>\$ 5,500</b>	<b>\$ 7,950</b>	<b>\$ 18,500</b>	<b>\$ 10,000</b>
<b>Hardware SUB-TOTAL</b>	<b>\$ 43,900</b>	<b>\$ 12,200</b>	<b>\$ 19,950</b>	<b>\$ 26,000</b>	<b>\$ 23,400</b>
<b>Department TOTAL</b>	<b>\$ 81,450</b>	<b>\$ 52,240</b>	<b>\$ 86,300</b>	<b>\$ 92,520</b>	<b>\$ 76,130</b>



<b>CAPITAL IMPROVEMENT PLAN</b>							
<b>Airport</b>							
<b>FUNDING</b>	<b>Line Item #</b>	<b>PROJECT DESCRIPTION</b>	<b>23/24</b>	<b>24/25</b>	<b>25/26</b>	<b>26/27</b>	<b>27/28</b>
90% FAA	061-6100-000.73-30	S. Apron Phase II Construction	\$ 3,483,400	\$ -	\$ -	\$ -	\$ -
90% FAA	061-6100-000.73-30	Master Plan Update	\$ -	\$ 500,000	\$ -	\$ -	\$ -
Airport, WSDOT, ODOT	061-6100-000.73-30	Fuel Farm Upgrade	\$ 335,000	\$ -	\$ 400,000	\$ -	\$ -
Airport, WSDOT, ODOT	061-6100-000.72-30	T Hangar Development	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -
Airport	061-6100-000.72-20	Mobile Home & Quonset Roof Replacement	\$ 45,000	\$ -	\$ -	\$ -	\$ -
Airport	061-6100-000.43-10	Hangar Door Repair	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Airport	061-6100-000.73-30	100 LL Tank Acquisition	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Airport	061-6100-000.43-50	Equip Replacement Fund	\$ 25,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Airport	061-6100-000.73-30	Security Fencing	\$ 25,000	\$ -	\$ -	\$ 2,300,000	\$ -
Airport	061-6100-000.73-30	Bipartisan Infrastructure Bill/Grant	\$ 356,940	\$ -	\$ -	\$ -	\$ -
Airport	061-6100-000.73-30	Generator, Connection and Fuel Decom	\$ 340,000	\$ -	\$ -	\$ -	\$ -
Airport	061-6100-000.31-90	Master Plan Update	\$ -	\$ -	\$ 500,000	\$ -	\$ -
<b>TOTAL</b>			<b>\$ 4,647,340</b>	<b>\$ 1,510,000</b>	<b>\$ 910,000</b>	<b>\$ 2,310,000</b>	<b>\$ 10,000</b>

# PUBLIC WORKS CAPITAL IMPROVEMENT PLAN



## RELATED COUNCIL GOAL

Provide City-Wide Infrastructure to support safe and well-maintained streets and reliable utility systems for the citizens of The Dalles.

## RELATED BUDGET ISSUE PAPERS

(BIP 23-001) Sidewalk Maintenance Cost-Share Programs and ADA Transition Plan

## BACKGROUND

- Staff has prepared a Five-Year Capital Improvement Plan (CIP) for Public Works funds. The definition of Capital Improvement used for this plan is not the same as for fixed asset control (minimum of \$5,000 in value). For the Public Works CIP, have also included major maintenance expenses that extend the life of the asset.

CITY BUDGET OVERVIEW

- Please find attached the eight-page CIP for the Public Works Department. If a Capital Improvement project is to be completed with City crews, it is budgeted in the Operating Fund (sometimes it shows only as maintenance materials). If planning to use contractors, normally budget the project in the associated reserve or construction fund. The Public Works CIP summarizes a five-year plan. Included in the Plan are Public Works projects and major equipment purchases in the following funds:

FUND	PAGE	SOURCE OF MONIES	FY 2023-24
Street	1	Street	\$1,475,120
Public Works Equipment	2	All Public Works	\$708,007
Transportation System Reserve	3	Street	\$6,595,002
Water	4	Water	\$421,870
Water Capital Reserve	5	Water	\$9,399,786
Wastewater	6	Wastewater	\$403,667
Sewer Special Reserve	7	Wastewater	\$3,529,705
Wastewater Construction	8	Wastewater	\$3,199,520
		<b>Total</b>	<b>\$25,732,677</b>

- The Street Fund capital improvement plan currently identifies budgeted expenditures for types of maintenance work to be performed over the course of the next five years rather than identifying work on a long list of specific streets; the list of streets to be treated in 2023 is available on the City website and future lists will be posted annually. The Public Works Department is currently using a computerized pavement management program which helps prioritize streets for maintenance work. The goal of City Council is to maintain a rating of 65 out of 100.
- For the fifth year in a row, the proposed budget includes funds for sidewalk improvement projects that will focus primarily on constructing sidewalk ramps needed to comply with the Americans with Disabilities Act (ADA) through implementation of the City’s ADA Transition Plan. These funds are transferred from the General Fund to Fund 5, the Street Fund. Prior to FY 2018/19 it had been many years since any funds were budgeted for the purpose of sidewalk construction and maintenance. The proposed budget includes \$350,000 for these projects which is a significant increase from prior years.
- The Transportation System Reserve Fund, Fund 13, is significantly increased in the proposed budget as it identifies funding for projects utilizing grant funds and other one-time sources of revenue. The grant-funded projects include the West 6th Street Widening and the West 10th Street Safe Routes to Schools projects. One-time ARPA funds are allocated for the construction of needed sidewalks and storm water collection systems on East 12th Street consistent with the City’s Transportation System Plan and Storm Water Master Plan. Funds are being accumulated for the next phase of the East Scenic Drive Stabilization Phase 3 project using federal Surface Transportation Program funding.
- The proposed budget includes monies in Funds 5, 51 and 55 (Line 72-20 of the Street, Water Distribution and Wastewater Collection budgets) to accrue funding for the eventual installation of an elevator to allow development and use of an additional ~5000 square feet of space on the

CITY BUDGET OVERVIEW

second floor of the Public Works main building. When the facility was remodeled in 2008 for use as the Public Works offices, building codes restricted second-floor development to about 2325 square feet without an elevator. The proposed 2023/24 budget continues the process of saving for this future improvement by allocating a total of \$168,000 (\$56,000 in each fund) toward the project. The proposed budget also allocates funds for the replacement heating and air conditioning (HVAC) systems on the Public Works office/shop building.

- The proposed budget for the Water Reserve Fund, Fund 53, anticipates completing the Dog River Diversion Pipeline Replacement project, the Sorois Reservoir Roof Repair, and the update of the Water Master Plan. The first phase of a project to update the City’s 25-year-old SCADA system is budgeted in FY2023/24 and funds are being accumulated for the future repainting of the 6-million-gallon Garrison Reservoir.
- The proposed budget for the Sewer Special Reserve Fund, Fund 56, includes monies for the second phase of sanitary sewer and storm water utility upgrades in West 2nd Street and the Sewer Fund’s portion of the SCADA system upgrade.
- In some cases within the Reserve Funds, monies are being reserved for future purchases or projects. When this occurs, the value presented in the 2023/24 column indicates the amount of money currently saved for the future expenditure, and the subsequent values show future allocations for the project or purchase.

**Fiscal Year 2023/24**  
**Public Works Capital Improvements Plan -**  
**Fund 05: Public Works - Street**  
 All projects listed below to be completed in-house; costs presented are for materials and rented services only.

Budget Line	Project Description	23/24	24/25	25/26	26/27	27/28
005-0500-000.72-20	Front entry elevator and safety upgrade (1/3)	\$ 56,000	\$ 150,000	\$ 200,000	\$ 250,000	\$ -
005-0500-000.72-20	Metal covered building for trucks and equipment	\$ 30,000	\$ -	\$ -	\$ -	\$ -
005-0500-000.72-20	Replace HVAC units on main building (1/3)	\$ 50,000	\$ -	\$ -	\$ -	\$ -
005-0500-000.72-20	New gate motors for gates 1,2&3 (4 total motors)	\$ 13,000	\$ -	\$ -	\$ -	\$ -
005-0500-000.74-10	Westin 3 cu-yd electric sander (for salt use)	\$ 17,000	\$ -	\$ -	\$ -	\$ -
005-0500-000.74-10	Tire machine (1/3)	\$ 4,670	\$ -	\$ -	\$ -	\$ -
005-0500-000.75-10	Chip seal program	\$ 202,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
005-0500-000.75-10	Pavement Preventative Maintenance Program	\$ 353,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
005-0500-000.75-10	ADA Transition Plan	\$ 350,000	\$ 350,000	\$ 150,000	\$ 150,000	\$ 150,000
005-0500-000.75-10	Asphalt overlay/inlay program	\$ 169,450	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000
005-0500-000.75-10	ADA upgrades from paving projects	\$ 230,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
	<b>Capital Project Subtotal</b>	<b>\$ 1,475,120</b>	<b>\$ 1,665,000</b>	<b>\$ 1,515,000</b>	<b>\$ 1,565,000</b>	<b>\$ 1,315,000</b>
005-9500-000.81-13	Transfer to Fund 13	\$ 600,000	\$ -	\$ -	\$ -	\$ -
005-9500-000.81-09	Transfer to Fund 9	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	<b>Capital Transfers &amp; Debt Payment Subtotal</b>	<b>\$ 710,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
	<b>TOTALS</b>	<b>\$ 2,185,120</b>	<b>\$ 1,715,000</b>	<b>\$ 1,565,000</b>	<b>\$ 1,615,000</b>	<b>\$ 1,365,000</b>

CITY BUDGET OVERVIEW

**Fiscal Year 2023/24**  
**Public Works Capital Improvements Plan -**  
**Fund 09: Public Works - Equipment Reserve**

Budget Line	Project Description	23/24	24/25	25/26	26/27	27/28
009-9000-000.74-20	5-yd Dump Truck (\$50,000) - ST Replace #24	\$ 90,000	\$ -	\$ -	\$ -	\$ -
009-9000-000.74-20	Service pickup, replace #45 - WW	\$ 70,000	\$ -	\$ -	\$ -	\$ -
009-9000-000.74-20	Replace pickup #87 WD (\$80,000)	\$ 80,000	\$ -	\$ -	\$ -	\$ -
009-9000-000.74-20	Replace truck #01 ST (\$45,000)	\$ 45,000	\$ -	\$ -	\$ -	\$ -
009-9000-000.74-20	10-yd Dump truck & pup, replace #35 - WW (\$300,000)	\$ 250,000	\$ 300,000	\$ -	\$ -	\$ -
009-9000-000.74-20	Biosolids truck - WW	\$ 83,007	\$ 300,000	\$ -	\$ -	\$ -
009-9000-000.74-10	Replace Crack Seal Machine	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ -
	Replace truck # 75 WICKS (\$80,000)	\$ 40,000	\$ 80,000	\$ -	\$ -	\$ -
	New Small Fork Lift (\$40,000 ÷ 3)	\$ -	\$ 13,335	\$ -	\$ -	\$ -
	Replace truck #77 ST (\$35,000)	\$ -	\$ 35,000	\$ -	\$ -	\$ -
	Replace pickup #116 WWC (\$80,000)	\$ -	\$ 80,000	\$ -	\$ -	\$ -
	Wicks fire pumper, replace #75 3/4 ton PU (\$80,000)	\$ -	\$ 80,000	\$ -	\$ -	\$ -
	Replace truck # 40 WD (\$80,000)	\$ -	\$ 40,000	\$ 80,000	\$ -	\$ -
	Replace Snow Cat WICKS (\$60,000)	\$ -	\$ 20,000	\$ 40,000	\$ 60,000	\$ -
	Mechanic service pickup - replace #32 (\$80,000)	\$ -	\$ -	\$ 80,000	\$ -	\$ -
	Replace #143 Elgin sweeper WWC (\$400,000)	\$ -	\$ -	\$ -	\$ 400,000	\$ -
	Replace #96 WWC (\$80,000)	\$ -	\$ -	\$ -	\$ 80,000	\$ -
	Replace truck # 83 WICKS (\$80,000)	\$ -	\$ -	\$ -	\$ 40,000	\$ 80,000
	Replace truck #21 WD (\$40,000)	\$ -	\$ -	\$ -	\$ -	\$ 40,000
	Replace Bucket Truck #59 (27/28)	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>Capital Project Subtotal</b>		<b>\$ 708,007</b>	<b>\$ 1,048,335</b>	<b>\$ 200,000</b>	<b>\$ 580,000</b>	<b>\$ 170,000</b>
<b>Totals</b>		<b>\$ 708,007</b>	<b>\$ 1,048,335</b>	<b>\$ 200,000</b>	<b>\$ 580,000</b>	<b>\$ 170,000</b>

**Fiscal Year 2023/24**  
**Public Works Capital Improvements Plan -**  
**Fund 13: Public Works - Transportation System Reserve**

Many of these projects will be contractually constructed; those marked with "\*" will be constructed in-house with STP funds. In-house project costs are for materials and rented services only.

Budget Line	Project Description	23/24	24/25	25/26	26/27	27/28
013-1400-000.75-10	E Scenic Drive Stabilzn Ph4 (\$750,000)	\$ 409,637	\$ 583,637	\$ 757,637	\$ -	\$ -
013-1400-000.75-10	W 6th St Improvements (ODOT grant)	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -
013-1400-000.75-10	Future SDC eligible projects	\$ 432,525	\$ -	\$ -	\$ -	\$ -
013-1400-000.75-10	Reserve for Opp-driven projects	\$ 113,173	\$ -	\$ -	\$ -	\$ -
013-1400-000.75-10	W 6th St full-width pave	\$ 600,000	\$ -	\$ -	\$ -	\$ -
013-1400-000.75-10	Safe Routes to School Grant Match (SRTS grant)	\$ 2,492,520	\$ -	\$ -	\$ -	\$ -
013-1400-000.75-10	E 12th sidewalk: Thompson to Legacy Subdivn	\$ 1,547,147	\$ -	\$ -	\$ -	\$ -
	W 6th St Bridge Upgrade	\$ -	\$ -	\$ -	X	X
	Trevitt St Widening - W 10th to W 17th	\$ -	\$ -	\$ -	X	X
<b>Totals</b>		<b>\$ 6,595,002</b>	<b>\$ 583,637</b>	<b>\$ 757,637</b>	<b>\$ -</b>	<b>\$ -</b>

**Fiscal Year 2023/24**  
**Public Works Capital Improvements Plan -**  
**Fund 51: Public Works - Water Fund**

Budget Line	Project Description	23/24	24/25	25/26	26/27	27/28
051-5000-510.73-30	Turbidimeter Replacement	\$ 36,000	\$ -	\$ -	\$ -	\$ -
051-5000-000.74-10	Rehab TracVac (compressor and controls)	\$ 15,000	\$ -	\$ -	\$ -	\$ -
051-5100-000.72-20	Heat pump replacement (6x) 1/3	\$ 50,000	\$ -	\$ -	\$ -	\$ -
051-5100-000.72-20	Gate motors (1/3)	\$ 13,000	\$ -	\$ -	\$ -	\$ -
051-5100-000.72-20	Metal covered building for trucks/equip,emnt (1/3)	\$ 30,000	\$ -	\$ -	\$ -	\$ -
051-5100-000.74-10	Tire machine (1/3)	\$ 4,670	\$ -	\$ -	\$ -	\$ -
051-5100-000.74-90	Replace Intermediate Res. Meters	\$ 15,000	\$ -	\$ -	\$ -	\$ -
051-5100-000.74-90	Kuck Well pump replacement	\$ 30,000	\$ -	\$ -	\$ -	\$ -
051-5100-000.76-20	9th and Clark replace 2" gal.	\$ 35,000	\$ -	\$ -	\$ -	\$ -
051-5100-000.76-20	Alley b/t 10th/11th, Mt Hood-Trevitt 2" Galv replmt	\$ 10,000	\$ -	\$ -	\$ -	\$ -
051-5100-000.74-90	Commercial meter replacement (5x)	\$ 12,000	\$ -	\$ -	\$ -	\$ -
051-5100-000.74-90	Intermediate Pump #2 soft starter	\$ 13,000	\$ -	\$ -	\$ -	\$ -
051-5100-000.74-90	Meter lid replacement program (8%/yr)	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200
051-5100-000.74-90	Residential Water Meter Replacement (8%/yr)	\$ 63,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
051-5100-000.75-10	PRV Vault Replacement	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
051-5100-000.72-20	Front entry elevator and safety upgrade (1/3)	\$ 56,000	\$ 150,000	\$ 200,000	\$ 250,000	\$ -
051-5000-000.74-10	Replace GenSet & Electrical Panels - Wicks lower	\$ -	\$ 20,000	\$ -	\$ -	\$ -
051-5000-000.74-10	Replace GenSet & Electrical Panels - Wicks upper	\$ -	\$ 90,000	\$ -	\$ -	\$ -
	<b>Capital Project Subtotal</b>	<b>\$ 421,870</b>	<b>\$ 374,200</b>	<b>\$ 314,200</b>	<b>\$ 364,200</b>	<b>\$ 114,200</b>
051-9500-000.81-53	Transfer to Fund 53	\$ 850,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
051-9500-000.81-10	Transfer to Umemployment Fund	\$ 21,906	\$ -	\$ -	\$ -	\$ -
051-9500-000.81-09	Transfer to Fund 9	\$ 80,000	\$ 64,000	\$ 65,000	\$ 65,000	\$ 65,000
	<b>Capital Transfers &amp; Debt Payment Subtotal</b>	<b>\$ 951,906</b>	<b>\$ 2,064,000</b>	<b>\$ 2,065,000</b>	<b>\$ 2,065,000</b>	<b>\$ 2,065,000</b>
	<b>Totals</b>	<b>\$ 1,373,776</b>	<b>\$ 2,438,200</b>	<b>\$ 2,379,200</b>	<b>\$ 2,429,200</b>	<b>\$ 2,179,200</b>

**Fiscal Year 2023/24**  
**Public Works Capital Improvements Plan -**  
**Fund 53: Public Works - Water Reserve**

Budget Line	Project Description	23/24	24/25	25/26	26/27	27/28
053-5300-000.34-10	Update Water Master Plan	\$ 334,887	\$ -	\$ -	\$ -	\$ -
053-5300-000.34-10	Flood Analysis Study	\$ 120,000	\$ -	\$ -	\$ -	\$ -
053-5300-000.73-30	Watershed Tree Planting	\$ 115,000	\$ -	\$ -	\$ -	\$ -
053-5300-000.75-10	SCADA System upgrade Ph 1	\$ 750,000	\$ -	\$ -	\$ -	\$ -
053-5300-000.75-10	Sorosis Reservoir Roof Repair	\$ 1,154,532	\$ -	\$ -	\$ -	\$ -
053-5300-000.75-10	Garrison Res Painting Int/Ext \$1.5M	\$ 1,250,000	\$ -	\$ 750,000	\$ 750,000	\$ -
053-5300-000.75-10	Backup Generators for Wells/Pump Stations	\$ 627,810	\$ -	\$ -	\$ -	\$ -
053-5300-000.76-20	Dog River Pipeline design/construction (incl SDCs)	\$ 5,047,557	\$ -	\$ -	\$ -	\$ -
	Transmission Line Replcmt -\$15.0M	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ -
	SCADA System upgrade Ph 2	\$ -	\$ 750,000	\$ -	\$ -	\$ -
	Replace/rehab Backwash Reservoir #1	\$ -	Engineering X		\$ -	\$ -
	Old Clearwell interior painting	\$ -	\$ 600,000	\$ -	\$ -	\$ -
	Trevitt St. water line replacement at alley b/t 11th &	\$ -	X	\$ -	\$ -	\$ -
	Cherry Hts, 13th-Sandstone: 6" loop PRV in-house	\$ -	X	\$ -	\$ -	\$ -
	Water Line replacement Sorosis to 16th and Liberty	\$ -	\$ -	X	\$ -	\$ -
	Scenic Dr. water line replacement Jefferson to 16th	\$ -	\$ -	X	\$ -	\$ -
	Intermediate Res Painting Int/Ext \$1.4M	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000
	6" water line to loop Madison to Lewis and Clark	\$ -	\$ -	\$ -	X	\$ -
	Water line replacement at 19th and Dry hollow to	\$ -	\$ -	\$ -	\$ -	X
	Water line replacement Skyline to Jordan	\$ -	\$ -	\$ -	\$ -	X
	<b>Capital Project Subtotal</b>	<b>\$ 9,399,786</b>	<b>\$ 6,350,000</b>	<b>\$ 5,750,000</b>	<b>\$ 6,450,000</b>	<b>\$ 700,000</b>
053-5300-000.79-30/40	2022 SDWRLF Loan	\$ 240,379	\$ 240,379	\$ 240,379	\$ 240,379	\$ 240,379
053-9500-000.81-44	2009 FFCO pmt - W 1st St LID	\$ 33,477	\$ 33,426	\$ 33,320	\$ 33,091	\$ 32,804
053-9500-000.81-59	2018 Water Bond	\$ 502,711	\$ 501,350	\$ 504,549	\$ 501,910	\$ 503,639
	<b>Debt Payment Subtotal</b>	<b>\$ 776,567</b>	<b>\$ 775,155</b>	<b>\$ 778,248</b>	<b>\$ 775,380</b>	<b>\$ 776,822</b>
	<b>Totals</b>	<b>\$ 10,176,353</b>	<b>\$ 7,125,155</b>	<b>\$ 6,528,248</b>	<b>\$ 7,225,380</b>	<b>\$ 1,476,822</b>



**Fiscal Year 2023/24  
Public Works Capital Improvements Plan -  
Fund 55: Public Works - Wastewater Fund**

Budget Line	Project Description	23/24	24/25	25/26	26/27	27/28
055-5500-000.72-20	Front entry elevator and safety upgrade (1/3)	\$ 56,000	\$ -	\$ -	\$ -	\$ -
055-5500-000.72-20	Replace AC/Heat units (6x) (1/3)	\$ 50,000	\$ -	\$ -	\$ -	\$ -
055-5500-000.72-20	Replace Gate Motors	\$ 13,000	\$ -	\$ -	\$ -	\$ -
055-5500-000.72-20	Improve Internet at WWTP	\$ 116,000	\$ -	\$ -	\$ -	\$ -
055-5500-000.72-20	Metal cover building for trucks/equipment (1/3)	\$ 30,000	\$ -	\$ -	\$ -	\$ -
055-5500-000.74-10	Tire Machine (1/3)	\$ 4,667	\$ -	\$ -	\$ -	\$ -
055-5500-000.74-90	Lifter Plus	\$ 8,000	\$ -	\$ -	\$ -	\$ -
055-5500-000.74-90	Replace Diffuser Heads (WWTP)	\$ 11,000	\$ -	\$ -	\$ -	\$ -
055-5500-000.74-90	Replace Piping and Dewatering Valves	\$ 30,000	\$ -	\$ -	\$ -	\$ -
055-5500-000.76-30	9th St: b/t Trevitt/Union 464' east sanitary	\$ 45,000	\$ -	\$ -	\$ -	\$ -
055-5500-000.76-40	W2nd St @Mill Creek Tunnel discharge upsize storm	\$ 20,000	\$ -	\$ -	\$ -	\$ -
055-5500-000.76-40	ADA Project/ Catchbasins	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
055-5500-000.76-30	Washington Street Sanitary	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -
055-5500-000.76-40	Washington Street Storm	\$ -	\$ 16,000	\$ -	\$ -	\$ -
	9th St & Lincoln to 10th and east (\$32,000)	\$ -	\$ -	X	\$ -	\$ -
	Sugar Bowl Alley Garrison East Sanitary	\$ -	\$ -	\$ -	X	\$ -
	9th St: Lewis to Clark sanitary	\$ -	\$ -	\$ -	\$ -	X
	<b>Capital Project Subtotal</b>	<b>\$ 403,667</b>	<b>\$ 86,000</b>	<b>\$ 70,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
055-9500-000.81-56	Transfer to Fund 56	\$ 750,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
055-9500-000.81-57	Transfer to Fund 57	\$ 850,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
055-9500-000.81-09	Transfer to Fund 9	\$ 85,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
	<b>Capital Transfers &amp; Debt Payment Subtotal</b>	<b>\$ 1,685,000</b>	<b>\$ 2,250,000</b>	<b>\$ 2,250,000</b>	<b>\$ 2,250,000</b>	<b>\$ 2,250,000</b>
	<b>Totals</b>	<b>\$ 2,088,667</b>	<b>\$ 2,336,000</b>	<b>\$ 2,320,000</b>	<b>\$ 2,270,000</b>	<b>\$ 2,270,000</b>

**Fiscal Year 2023/24**  
**Public Works Capital Improvements Plan -**  
**Fund 56 : Public Works - Sewer Special Reserve Fund**

Budget Line	Project Description	23/24	24/25	25/26	26/27	27/28
056-5600-000.75-10	SCADA System upgrade	\$ 750,000	\$ -	\$ -	\$ -	\$ -
056-5600-000.76-30	6th /Snipes sanitary w/ street widening	\$ 295,816	\$ -	\$ -	\$ -	\$ -
056-5600-000.76-30	W 2ND ST Sanitary Phase 2	\$1,284,124	\$ -	\$ -	\$ -	\$ -
056-5600-000.76-40	W 2ND ST Storm Phase 2	\$1,199,765	\$ -	\$ -	\$ -	\$ -
056-5600-000.76-30	Slipline Projects	\$ -	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
	Trevitt Street: PH 2 12TH ST to 14TH ST	\$ -	\$ 760,000	\$ -	\$ -	\$ -
	1ST Cherry Growers to Webber upgrade 3200'	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -
	Storm Water Master Plan update	\$ -	\$ -	\$ 300,000	\$ -	\$ -
	SCADA System upgrade Ph 2	\$ -	\$ -	X	\$ -	\$ -
	Old Dufur Rd Storm System improvements: PH1	\$ -	\$ -	X	\$ -	\$ -
	Trevitt Street: PH 3 14TH ST to 17TH ST	\$ -	\$ -	\$ -	X	X
	<b>Capital Project Subtotal</b>	<b>\$ 3,529,705</b>	<b>\$ 3,360,000</b>	<b>\$ 900,000</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>
056-9500-000.81-44	2009 FFCO pmt - W 1st St LID	\$ 7,163	\$ 7,152	\$ 7,130	\$ 7,081	\$ 7,019
	<b>Debt Payment Subtotal</b>	<b>\$ 7,163</b>	<b>\$ 7,152</b>	<b>\$ 7,130</b>	<b>\$ 7,081</b>	<b>\$ 7,019</b>
	<b>Totals</b>	<b>\$ 3,536,868</b>	<b>\$ 3,367,152</b>	<b>\$ 907,130</b>	<b>\$ 607,081</b>	<b>\$ 607,019</b>

**Fiscal Year 2023/24**  
**Public Works Capital Improvements Plan -**  
**Fund 57 : Public Works - Plant Construction/Debt Service Reserve**

Budget Line	Project Description	23/24	24/25	25/26	26/27	27/28
057-5700-000.75-10	WWTP Improvements	\$ 3,199,520	\$ -	\$ -	\$ -	\$ -
	WWTP Outfall pipe repair	\$ -	\$1,500,000	\$ -	\$ -	\$ -
	WWTP Primary Filter #3, AB mods, blowers (\$3M)	\$ -	\$1,254,060	\$ 3,000,000	\$ -	\$ -
	Boat Basin LS	\$ -	\$ 340,000	\$ -	\$ -	\$ -
	Admin Building	\$ -	\$1,000,000	\$ -	\$ -	\$ -
	Crates LS	\$ -	\$ -	\$ -	\$ 340,000	\$ -
	<b>Capital Project Subtotal</b>	<b>\$ 3,199,520</b>	<b>\$ 4,094,060</b>	<b>\$ 3,000,000</b>	<b>\$ 340,000</b>	<b>\$ -</b>
057-9500-000.81-59	2018 Revenue Bond	\$ 304,737	\$ 304,737	\$ 304,737	\$ 304,737	\$ 304,737
057-9500-000.79-30/40	CWSRF Loan	\$ 95,997	\$ 100,658	\$ 95,339	\$ 94,999	\$ 94,652
	<b>Debt Payment Subtotal</b>	<b>\$ 400,734</b>	<b>\$ 405,395</b>	<b>\$ 400,076</b>	<b>\$ 399,736</b>	<b>\$ 399,389</b>
	<b>Totals</b>	<b>\$ 3,600,254</b>	<b>\$ 4,499,455</b>	<b>\$ 3,400,076</b>	<b>\$ 739,736</b>	<b>\$ 399,389</b>

# BUDGETS BY FUND



# GENERAL FUND REVENUES

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	001-0000-300.00-00	4,731,056	5,474,869	5,188,151	6,921,008
PROPERTY TAXES-CURR	001-0000-311.10-00	3,502,843	3,552,793	3,779,975	4,442,179
PROPERTY TAXES-PRIOR	001-0000-311.15-00	26,798	93,531	75,000	52,962
UNSEGREGATED TAX INT	001-0000-311.19-00	4,262	11,820	7,500	6,900
SPRINT	001-0000-318.10-00	29,160	25,518	25,500	32,500
ELECTRIC LIGHT WAVE	001-0000-318.15-00	405	633	420	720
LIGHT SPEED NETWORK	001-0000-318.25-00	47,418	36,017	34,000	36,000
CHARTER COMMUNICATIONS	001-0000-318.30-00	103,497	106,988	106,500	110,210
THE DALLES DISPOSAL	001-0000-318.40-00	104,474	110,136	109,000	119,840
TRANSIENT ROOM TAX	001-0000-319.10-00	689,146	997,209	971,071	1,000,203
TRANSIENT ROOM TAX-PARKS	001-0000-319.20-00	229,715	332,402	323,690	349,670
LOCAL LIQUOR LICENSES	001-0000-320.10-00	2,920	2,990	3,200	3,100
BUILDING PERMITS	001-0000-320.20-00	7,965	4,840	7,800	6,000
SIGN PERMITS	001-0000-320.30-00	160	710	160	550
OTHER LICENSES	001-0000-320.90-00	5,306	9,495	7,800	8,500
WASCO CO - PLANNING SHARE	001-0000-330.00-00	-	16,122	12,382	14,576
FINANCIAL SERVICES	001-0000-330.20-00	35,468	46,634	28,550	50,000
STATE REV SHARING	001-0000-334.10-00	196,476	188,938	195,284	221,319
DUII GRANTS	001-0000-334.60-00	4,258	23,632	97,062	14,500
STATE COVID GRANT	001-0000-334.70-00	435,647	-	-	-
STATE GRANT BUSINESS OREGON	001-0000-334.90-00	200,000	-	-	-
MARIJUANA TAX	001-0000-335.50-00	264,946	206,813	214,000	220,000
STATE CIGARETTE TAX	001-0000-335.60-00	14,250	12,503	12,035	11,827
STATE LIQUOR TAXES	001-0000-335.70-00	288,761	291,459	293,660	316,101
URBAN RENEWAL	001-0000-337.10-00	104,724	110,793	120,000	120,000
PUD INTERGOVT	001-0000-337.60-00	1,552,592	1,784,164	1,885,000	2,853,402
QLIFE ROW FEES	001-0000-337.80-00	24,067	19,547	21,500	23,000
COPIES, PLANS, ORD'S ETC	001-0000-341.80-00	3,489	1,985	3,500	3,500
MISC SALES AND SRVCS	001-0000-341.90-00	16,350	24,931	28,600	16,500
PLANNING FEES	001-0000-343.01-00	22,943	24,389	19,500	19,500
COURT FINES/FORFEITURES	001-0000-351.10-00	109,556	166,877	84,000	60,000
TOWING FINES & FEES	001-0000-351.15-00	100	100	300	300
INTEREST REVENUES	001-0000-361.00-00	34,772	30,650	25,500	90,000
LEASE REVENUE	001-0000-362.00-00	-	10,025	-	10,025
PROPERTY RENTALS	001-0000-363.50-00	8,152	1,200	8,300	750
OTHER MISC REVENUES	001-0000-369.00-00	95,950	291,003	225,500	210,000
ENTERPRISE ZONE PAYMENTS	001-0000-369.10-00	473,271	472,282	280,000	280,000
OTHER FINANCING SOURCES-LEASE INCEPTION	001-0000-369.20-00	-	87,072	-	-
TRNSFR FROM LIBRARY FUND	001-0000-391.04-00	91,435	100,580	148,007	183,000
TRNSFR FROM STREET FUND	001-0000-391.05-00	226,100	225,148	260,046	220,118
TRNSFR FROM SPECIAL GRANTS FUND	001-0000-391.18-00	1,520	-	2,000	2,000
TRNSFR FROM SPCL ASSESSMENTS FUND	001-0000-391.36-00	10,000	-	10,000	10,000
TRNSFR FROM WATER UTILITY FUND	001-0000-391.51-00	442,848	463,192	519,947	505,600
TRNSFR FROM WASTEWATER UTILITY	001-0000-391.55-00	368,072	384,310	398,073	368,694
SALE OF FIXED ASSETS	001-0000-392.00-00	2,338	-	-	-
<b>TOTAL GENERAL FUND REVENUES</b>		<b>14,513,209</b>	<b>15,744,300</b>	<b>15,532,513</b>	<b>18,915,054</b>

# GENERAL FUND-REVENUES

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>						
4,731,056	5,474,869	5,188,151	001-0000-300.00-00	BEGINNING BALANCE		6,921,008
3,502,843	3,552,793	3,779,975	001-0000-311.10-00	PROPERTY TAXES-CURR		4,442,179
26,798	93,531	75,000	001-0000-311.15-00	PROPERTY TAXES-PRIOR		52,962
4,262	11,820	7,500	001-0000-311.19-00	UNSEGREGATED TAX INT		6,900
29,160	25,518	25,500	001-0000-318.10-00	SPRINT		32,500
405	633	420	001-0000-318.15-00	ELECTRIC LIGHT WAVE		720
47,418	36,017	34,000	001-0000-318.25-00	LIGHTSPEED NETWORK		36,000
103,497	106,988	106,500	001-0000-318.30-00	CHARTER COMMUNICATIONS		110,210
104,474	110,136	109,000	001-0000-318.40-00	THE DALLES DISPOSAL		119,840
689,146	997,209	971,071	001-0000-319.10-00	TRANSIENT ROOM TAX		1,000,203
229,715	332,402	323,690	001-0000-319.20-00	TRANSIENT ROOM TAX-PARKS		349,670
2,920	2,990	3,200	001-0000-320.10-00	LOCAL LIQUOR LICENSES		3,100
7,965	4,840	7,800	001-0000-320.20-00	BUILDING PERMITS		6,000
160	710	160	001-0000-320.30-00	SIGN PERMITS		550
5,306	9,495	7,800	001-0000-320.90-00	OTHER LICENSES		8,500
-	16,122	12,382	001-0000-330.00-00	WASCO CO - PLANNING SHARE		14,576
				1/2 of Senior Planner. 1254 Acres were intial UGA. 893 have been annexed out. 361 available		
35,468	46,634	28,550	001-0000-330.20-00	FINANCIAL SERVICES		50,000
				New Contracted Services		
				Mid Columbia Fire Department		
				Wasco County Parks and Recreation		
196,476	188,938	195,284	001-0000-334.10-00	STATE REV SHARING		221,319
				LOC Estimates FY22/23: Liquor Tax Estimate=19.51/20%=97.55X14%=\$13.66 Per Capita. \$13.66x16,202=221,319.		
4,258	23,632	97,062	001-0000-334.60-00	DUII GRANTS		14,500
435,647	-	-	001-0000-334.70-00	STATE COVID GRANT		-
200,000	-	-	001-0000-334.90-00	STATE GRANT BUSINESS OREGON		-
264,946	206,813	214,000	001-0000-335.50-00	MARIJUANA TAX		220,000
				From LOC State Shared Revenue Estimates 2022- 1.35x16,202 per capita and 25% is based on number of City's 3% Local Tax Tax revenue will continue to decline due to Measure 110		
14,250	12,503	12,035	001-0000-335.60-00	STATE CIGARETTE TAX		11,827
				From LOC State Shared Revenue Estimates 2023-24		
288,761	291,459	293,660	001-0000-335.70-00	STATE LIQUOR TAXES		316,101
				From LOC State Shared Revenue Estimates 2022-rate \$19.51x population 16,202		
104,724	110,793	120,000	001-0000-337.10-00	URBAN RENEWAL		120,000
1,552,592	1,784,164	1,885,000	001-0000-337.60-00	PUD INTERGOVT		2,853,402
24,067	19,547	21,500	001-0000-337.80-00	QLIFE ROW FEES		23,000
3,489	1,985	3,500	001-0000-341.80-00	COPIES, PLANS, ORD'S ETC		3,500
16,350	24,931	28,600	001-0000-341.90-00	MISC SALES AND SRVCS		16,500
				This is where docking fees are 54 ships are scheduled @ \$250.00 Per stop.	13,500	
				Esale licenses, conduit fees	3,000	
22,943	24,389	19,500	001-0000-343.01-00	PLANNING FEES		19,500
109,556	166,877	84,000	001-0000-351.10-00	COURT FINES/FORFEITURES		60,000
100	100	300	001-0000-351.15-00	TOWING FINES & FEES		300
34,772	30,650	25,500	001-0000-361.00-00	INTEREST REVENUES		90,000
-	10,025	-	001-0000-362.00-00	LEASE REVENUE		10,025
8,152	1,200	8,300	001-0000-363.50-00	PROPERTY RENTALS		750
95,950	291,003	225,500	001-0000-369.00-00	OTHER MISC REVENUES		210,000
				This where penalties come in for TRT, Saif and Cigna Refund/Dividend	50,000	
				Employee Wellness Revenue	10,000	
				Reimbursement for Legal Expenses	150,000	
				Reimbursement for Officer Buy-Out	50,000	

# GENERAL FUND-REVENUES

## PROPOSED BUDGET WORKSHEET

<b>FY20/21</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Line Item</b>	<b>FY23/24</b>
<b>Actual</b>	<b>Actual</b>	<b>Budget</b>			<b>Detail</b>	<b>Proposed Budget</b>
473,271	472,282	280,000	001-0000-369.10-00	ENTERPRISE ZONE PAYMENTS		280,000
	87,072	-	001-0000-369.20-00	2013 Agreement OTHER FINANCING SOURCES		
91,435	100,580	148,007	001-0000-391.04-00	TRANSFR FROM LIBRARY FUND		183,000
226,100	225,148	260,046	001-0000-391.05-00	TRANSFR FROM STREET FUND		220,118
1,520	-	2,000	001-0000-391.18-00	TRANSFR FROM SPECIAL GRANTS FUND		2,000
10,000	-	10,000	001-0000-391.36-00	TRANSFR FROM SPCL ASSESSMENTS FUND		10,000
-	-	-	001-0000-391.37-00	TRANSFR FROM CAPITAL PROJECT FUND		
442,848	463,192	519,947	001-0000-391.51-00	TRANSFR FROM WATER UTILITY FUND		505,600
368,072	384,310	398,073	001-0000-391.55-00	TRANSFR FROM WASTEWATER UTILITY		368,694
2,338	-	-	001-0000-392.00-00	SALE OF FIXED ASSETS		-
<b>14,513,209</b>	<b>15,744,300</b>	<b>15,532,513</b>	<b>TOTAL GENERAL FUND REVENUES</b>			<b>18,915,054</b>

# CITY COUNCIL

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## MISSION

Establishing policies, visions, and goals to lead The Dalles into the future.

## DESCRIPTION

The City Council is the governing body of the City of The Dalles. Its five voting members and the Mayor set the direction for the City, by establishing policies and laws. Specific voter approved powers for the Council are detailed in the City Charter, while Council's policies are adopted by ordinance or resolution.

City Council is charged with the appointment of the City Manager, City Attorney and Municipal Judge. They adopt the annual budget and perform all other actions necessary to guide the government, while representing concerns of the citizens of The Dalles. The Dalles City Council positions are elected by the entire electorate of the City. All positions are elected for four-year terms.

## GOALS AND FOCUS FY 2024

- The City Council goals are listed in a new City Council Goals document which has replaced the Performance Benchmarking document.

## ACCOMPLISHMENTS IN FY 2023

- Continued efforts to address houselessness in our community.
- Hired a new City Manager.
- Brought Legal services back in-house and hired a City Attorney.
- Completed City Council Goal setting process incorporating new tools and timeline to better align with the budget process.
- Completed process for adopting a new Vision Action Plan (VAP) incorporating additional efforts to engage community partners.
- Finalized staff direction on the future of the Waldron/Drug Gitchell building.
- Continued safety plan to reduce worker's compensation premiums.
- Provided funding for street maintenance projects.

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Complete Water Master Plan
- Update Housing Needs Analysis
- Continue to promote Housing Development.



## 2023-24 BUDGET DETAIL

The City Council's budget includes funding for the League of Oregon Cities (LOC) Conference and the Community Outreach Team's lobbying trips to Washington D.C. Membership and dues line item includes LOC, MCEDD, National League of Cities, Oregon Mayors Association, and Chamber of Commerce. The FY23/24 budget also includes City Council stipends.

# CITY COUNCIL PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24 Proposed
	Account Number	Actual	Actual	Budget	Budget
<b>PERSONNEL SERVICE:</b>					
STIPENDS	001-0100-000.11-00	-	8,400	8,400	8,988
FICA	001-0100-000.22-00	-	643	643	688
OTHER EMPLOYEE BENEFITS	001-0100-000.29-00	-	-	-	45
	<b>TOTAL PERSONNEL SERVICE</b>	<b>-</b>	<b>9,043</b>	<b>9,043</b>	<b>9,721</b>
	Total Full-Time Equivalent (FTE)	-	-	-	-
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-0100-000.31-10	72,122	150,288	370,000	210,000
LABOR NEGOTIATIONS	001-0100-000.31-60	2,804	8,484	10,000	25,000
AUDITING SERVICES	001-0100-000.32-10	32,600	29,500	41,790	44,350
ECONOMIC RECOVERY	001-0100-000.40-10	432,047	101,769	-	-
TRAVEL, FOOD & LODGING	001-0100-000.58-10	1,423	10,332	23,000	25,000
TRAINING AND CONFERENCES	001-0100-000.58-50	699	-	2,000	9,950
WORKSHOPS	001-0100-000.58-60	-	-	15,000	15,000
MEMBERSHIPS/DUES/SUBSCRIP	001-0100-000.58-70	22,443	25,272	28,365	31,622
OFFICE SUPPLIES	001-0100-000.60-10	341	193	500	500
SAFETY SUPPLIES/EQUIP	001-0100-000.60-50	-	46,146	109,000	-
MISCELLANEOUS EXPENSES	001-0100-000.69-50	672	601	3,000	2,350
ASSETS < \$5000	001-0100-000.69-80	-	2,034	1,200	1,400
	<b>TOTAL MATERIALS AND SERVICES</b>	<b>565,150</b>	<b>374,619</b>	<b>603,855</b>	<b>365,172</b>
	<b>TOTAL CITY COUNCIL DEPARTMENT</b>	<b>565,150</b>	<b>383,662</b>	<b>612,898</b>	<b>374,893</b>

# CITY COUNCIL

## PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Account Description	Line Item Detail	FY 23/24 Adopted Budget
<b>PERSONNEL SERVICE:</b>						
-	8,400	8,400	001-0100-000.11-00	STIPENDS		8,988
-	643	643	001-0100-000.22-00	FICA		688
-	-	-	001-0100-000.29-00	OTHER EMPLOYEE BENEFITS		45
-	<b>9,043</b>	<b>9,043</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>9,721</b>
-	-	-	Total Full-Time Equivalent (FTE)			-
<b>MATERIALS AND SERVICES:</b>						
72,122	150,288	370,000	001-0100-000.31-10	CONTRACTUAL SERVICES		210,000
				MCEDD - LINK + shelter	50,000	
				Sister City Program Non-Profit	5,000	
				Youth Think	25,000	
				Fort Dalles Displays (fireworks and murals)	25,000	
				Beautification Committee Annual projects	10,000	
				The Dalles Art Center Annual Contract	15,000	
				The Dalles Art Center (Public Art Installation)	50,000	
				Open Campus and Juntos w/OSU Ext	10,000	
				Beautification Committee (Tree Plan)	20,000	
2,804	8,484	10,000	001-0100-000.31-60	LABOR NEGOTIATIONS		25,000
				1) Police Association Contract expires 06/30/22		
				2) SEIU contract expires 06/30/23		
				Reserve for future Employment related issues	25,000	
32,600	29,500	41,790	001-0100-000.32-10	AUDITING SERVICES		44,350
				ACFR Audit	38,000	
				Add \$6,000 per year for Single Audit if needed	6,000	
				Add \$350 per year for filing audits with the Secretary of State	350	
432,047	101,769	-	001-0100-000.40-10	ECONOMIC RECOVERY		-
				New line item for to help the community for emergency services		
1,423	10,332	23,000	001-0100-000.58-10	TRAVEL, FOOD & LODGING		25,000
				Council meals & functions	8,000	
				CC attendance at Annual LOC Convention & other official meetings (x5)	10,000	
				Community Outreach City members for official trips to Washington, D.C. to lobby	5,000	
				Delegate for official Sister City visit (1)	2,000	
699	-	2,000	001-0100-000.58-50	TRAINING AND CONFERENCES		9,950
				LOC Conference (x5)	7,000	
				OMA	1,950	
				Local events	1,000	
-	-	15,000	001-0100-000.58-60	WORKSHOPS		15,000
				Strategic Planning/Workshop	8,925	
				Local Government Academy	6,075	
22,443	25,272	28,365	001-0100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP		31,622
				LOC	13,702	
				MCEDD	14,279	
				OR Mayor's Association	139	
				Chamber of Commerce	600	
				National League of Cities	1,652	
				Miscellaneous	1,250	
341	193	500	001-0100-000.60-10	OFFICE SUPPLIES		500
				Most items covered by CM or City Clerk's office. This line item is for special items.		

# CITY COUNCIL PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Account Description	Line Item Detail	FY 23/24 Adopted Budget
-	46,146	109,000	001-0100-000.60-50	SAFETY SUPPLIES/EQUIP Safety Locks for Police Department/City Hall/Public Works and Library. This Money will be transferred to Capital Project Fund for the Project in the amount of 180,435 FY15/16 Council directed all SAIF Dividends & Refunds to be allocated to this line item to use for safety programs and items as approved by the City Council		-
672	601	3,000	001-0100-000.69-50	MISCELLANEOUS EXPENSES Dignitary Gifts Surety Bond CM Miscellaneous and recruitment expenses	2,000 350	2,350
-	2,034	1,200	001-0100-000.69-80	ASSETS < \$5000 Council Ipads x2	1,400	1,400
<b>565,151</b>	<b>374,619</b>	<b>603,855</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>365,172</b>
<b>565,151</b>	<b>383,662</b>	<b>612,898</b>	<b>TOTAL CITY COUNCIL DEPARTMENT</b>			<b>374,893</b>

# CITY CLERK

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## PERSONNEL

FTE: 1.0

## MISSION

The City Clerk's role in municipal government is to support Administration, City Council, and citizenry, by providing timely & accurate information, keeping an orderly accounting of the City's records and preserving the municipality's history.

## DESCRIPTION

The City Clerk Department is a vital communication link between local government and its citizens. The City Clerk's office provides a wide range of services, including support to the Mayor, City Council, City Manager, City departments, other local governing bodies, and citizens, without exception.

Some major administrative services performed by the department include: Clerk of the City Council, Records Manager, Elections Officer, analyst to the City Manager, Information Officer, interpretation of public records and meetings law, website and social media coordination. Currently, the City Clerk oversees the Technology Department.

The City Clerk Department will continue to provide support services and any additional services needed to assist with local government functions, while creating a welcoming venue for citizen requests and concerns.

## GOALS AND FOCUS FY 2024

- Complete remodel of old municipal courtroom into office space.
- Complete appropriate document work flow system City Clerk's Office.
- Successful retirement and transition of IT Manager and hiring of new IT Manager.

## ACCOMPLISHMENTS IN FY 2023

- Successful loading of a section of historical documents into ORMS.
- Utilize new website using ORMS for document searches.
- Assisted with training of Executive Assistant and Para Legal.

# CITY CLERK

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0200-000.11-00	96,554	103,173	110,242	126,127
MEDICAL INSURANCE	001-0200-000.21-10	19,634	21,241	21,737	21,744
L-T DISABILITY INSURANCE	001-0200-000.21-20	566	598	717	820
LIFE INSURANCE	001-0200-000.21-30	44	46	50	50
WORKERS COMP INSURANCE	001-0200-000.21-40	127	107	141	149
FICA	001-0200-000.22-00	7,311	7,805	8,434	9,649
RETIREMENT CONTRIBUTIONS	001-0200-000.23-00	13,132	14,026	14,883	17,027
VEBA CONTRIBUTIONS	001-0200-000.28-00	5,598	5,881	6,360	7,277
OTHER EMPLOYEE BENEFITS	001-0200-000.29-00	-	-	551	631
<b>TOTAL PERSONNEL SERVICE</b>		<b>142,966</b>	<b>152,876</b>	<b>163,115</b>	<b>183,474</b>
Total Full-Time Equivalent (FTE)		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-0200-000.31-10	13,466	12,610	18,600	19,050
OFFICE EQUIPMENT	001-0200-000.43-40	-	-	-	-
POSTAGE	001-0200-000.53-20	4	71	1,000	1,200
TELEPHONE	001-0200-000.53-30	1,189	1,117	1,220	1,220
TRAVEL, FOOD & LODGING	001-0200-000.58-10	-	827	3,225	3,850
TRAINING AND CONFERENCES	001-0200-000.58-50	-	600	1,825	1,650
MEMBERSHIPS/DUES/SUBS	001-0200-000.58-70	270	235	700	815
OFFICE SUPPLIES	001-0200-000.60-10	317	279	500	750
BOOKS AND PERIODICALS	001-0200-000.64-10	-	-	100	100
MISCELLANEOUS EXPENSES	001-0200-000.69-50	-	146	750	750
ASSETS < \$5000	001-0200-000.69-80	2,454	-	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>17,700</b>	<b>15,887</b>	<b>27,920</b>	<b>29,385</b>
<b>TOTAL CITY CLERK DEPARTMENT</b>		<b>160,666</b>	<b>168,762</b>	<b>191,035</b>	<b>212,859</b>

# CITY CLERK PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
96,554	103,173	110,242	001-0200-000.11-00	REGULAR SALARIES		126,127
19,634	21,241	21,737	001-0200-000.21-10	MEDICAL INSURANCE		21,744
566	598	717	001-0200-000.21-20	L-T DISABILITY INSURANCE		820
44	46	50	001-0200-000.21-30	LIFE INSURANCE		50
127	107	141	001-0200-000.21-40	WORKERS COMP INSURANCE		149
7,311	7,805	8,434	001-0200-000.22-00	FICA		9,649
13,132	14,026	14,883	001-0200-000.23-00	RETIREMENT CONTRIBUTIONS		17,027
5,598	5,881	6,360	001-0200-000.28-00	VEBA CONTRIBUTIONS		7,277
-	-	551	001-0200-000.29-00	OTHER EMPLOYEE BENEFITS		631
<b>142,966</b>	<b>152,876</b>	<b>163,115</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>183,474</b>
<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	Total Full-Time Equivalent (FTE)			<b>1.0</b>
<b>MATERIALS AND SERVICES:</b>						
13,466	12,610	18,600	001-0200-000.31-10	CONTRACTUAL SERVICES		19,050
				Internet \$30, codification /webCODE (Quality Code)\$2000 LUDO	2,700	
				Records Mang. Program/Chaves (annually)	5,000	
				ArchiveSocial *PD/City (annually)might be adding new social media	2,000	
				Open Media (Live Streaming)	3,000	
				AV Service	800	
				Quality Code	550	
				Misc.	5,000	
4	71	1,000	001-0200-000.53-20	POSTAGE		1,200
1,189	1,117	1,220	001-0200-000.53-30	TELEPHONE		1,220
				Gorge.Net	500	
				Cell Phone Allowance @ \$60/ month	720	
-	827	3,225	001-0200-000.58-10	TRAVEL, FOOD & LODGING		3,850
				Both OAMR Conf/Mid year	850	
				Professional Dev Lodging and Meals	2,000	
				Travel reimbursement meals traveling/misc	1,000	
-	600	1,825	001-0200-000.58-50	TRAINING AND CONFERENCES		1,650
				OAMR	900	
				Professional Development	750	
270	235	700	001-0200-000.58-70	MEMBERSHIPS/DUES/SUBS		815
				OAMR, IIMC	315	
				Filing Fees	500	
317	279	500	001-0200-000.60-10	OFFICE SUPPLIES		750
				Acrobate Upgrade	750	
-	-	100	001-0200-000.64-10	BOOKS AND PERIODICALS		100
-	146	750	001-0200-000.69-50	MISCELLANEOUS EXPENSES		750
2,454	-	-	001-0200-000.69-80	ASSETS < \$5000		-
<b>17,700</b>	<b>15,887</b>	<b>27,920</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>29,385</b>
<b>160,666</b>	<b>168,762</b>	<b>191,035</b>	<b>TOTAL CITY CLERK DEPARTMENT</b>			<b>212,859</b>



# CITY MANAGER

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## PERSONNEL

FTE: 2.0

## MISSION

Provide leadership and direction to staff to implement Council policies and services.

## DESCRIPTION

The City Manager’s position plays a unique role in assisting the democratic processes of our representative local government. Guided by the vision and goals of the City Council, it is the City Manager’s charge to accomplish the policies set out by the Council. Often, this is performed by facilitating public processes, hearing and responding to the issues concerning citizens, offering alternative solutions, representing the position of the governing body, and offering education regarding the provision of public services and infrastructure.

The City Manager guides and shapes the organization in response to the leadership of the City Council and in accordance with sound management practices. The City Charter provides that this position is the administrative head of city government, specifically mentioning personnel administration and the supervision of public utilities and property.

## GOALS AND FOCUS FY 2024

- Execute and support the City Council Work plan as well as continue to improve the process under which the work plan is developed.
- Continue to support and partner with local agencies in addressing houselessness
- Transition projects to Economic Development officer and Facilities Supervisor, The City Manager is currently managing.

## ACCOMPLISHMENTS IN FY 2023

- Hired a new Executive Assistant
- Created a new Economic Development Officer and Facilities Supervisor position.
- Continued relations with partners and community through presentations to local civic clubs and appearances on KODL and soon Radio Tierra.
- Strengthened culture and relationships amongst staff by developing a “Just Do It” team, attending Public Works Division and Police leadership meetings, Police graduations, staff recognitions.
- Strengthened engagement with partner organizations that receive support from the City to better define scopes of work, deliverables, and communication.
- Worked with partners on continued efforts to address Houselessness in our community, mitigate impacts downtown, and support the Mid-Columbia Community Action Council.

## GENERAL FUND-CITY MANAGER

- Completed the feasibility study of the Downtown Underground Utilities project with concluding decision to pause further development of this project.

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Develop recommendations on the strategic use of City revenues to achieve the Mission of the City.
- Insure adequate and sustainable staffing.
- Continued Emphasis training, education, staff development, and succession planning.

# CITY MANAGER

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0300-000.11-00	139,774	160,194	205,344	230,335
OVERTIME SALARIES	001-0300-000.13-00			-	500
MEDICAL INSURANCE	001-0300-000.21-10	19,599	19,561	58,179	59,287
L-T DISABILITY INSURANCE	001-0300-000.21-20	584	530	1,314	1,417
LIFE INSURANCE	001-0300-000.21-30	50	53	100	100
WORKERS COMP INSURANCE	001-0300-000.21-40	227	185	366	326
FICA	001-0300-000.22-00	10,477	12,005	15,709	17,621
RETIREMENT CONTRIBUTIONS	001-0300-000.23-00	23,762	38,034	20,613	25,953
VEBA CONTRIBUTIONS	001-0300-000.28-00	9,677	6,378	6,929	7,191
OTHER EMPLOYEE BENEFITS	001-0300-000.29-00	45	60	1,087	1,254
<b>TOTAL PERSONNEL SERVICE</b>		<b>204,194</b>	<b>237,000</b>	<b>309,641</b>	<b>343,984</b>
Total Full-Time Equivalent (FTE)		<b>1.0</b>	<b>1.0</b>	<b>2.0</b>	<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-0300-000.31-10	163	238	254	844
OFFICE EQUIPMENT	001-0300-000.43-40	3,323	2,660	5,000	5,000
POSTAGE	001-0300-000.53-20	375	556	400	200
TELEPHONE	001-0300-000.53-30	1,097	1,128	2,240	2,350
TRAVEL, FOOD & LODGING	001-0300-000.58-10	707	688	3,400	3,696
TRAINING AND CONFERENCES	001-0300-000.58-50	110	-	1,500	4,324
MEMBERSHIPS/DUES/SUBS	001-0300-000.58-70	115	40	1,700	1,863
OFFICE SUPPLIES	001-0300-000.60-10	2,065	1,733	6,000	6,000
MISCELLANEOUS EXPENSES	001-0300-000.69-50	-	704	1,500	1,000
ASSETS < \$5000	001-0300-000.69-80	33	-	-	8,200
EXPENDITURES-CAPITAL OUTLAY	001-0300-000.74-80	-	8,471	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>7,987</b>	<b>16,218</b>	<b>21,994</b>	<b>33,477</b>
<b>TOTAL CITY MANAGER DEPARTMENT</b>		<b>212,181</b>	<b>253,218</b>	<b>331,635</b>	<b>377,461</b>

# CITY MANAGER PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
139,774	160,194	205,344	001-0300-000.11-00	REGULAR SALARIES		230,335
-	-	-	001-0300-000.13-00	OVERTIME SALARIES		500
19,599	19,561	58,179	001-0300-000.21-10	MEDICAL INSURANCE		59,287
584	530	1,314	001-0300-000.21-20	L-T DISABILITY INSURANCE		1,417
50	53	100	001-0300-000.21-30	LIFE INSURANCE		100
227	185	366	001-0300-000.21-40	WORKERS COMP INSURANCE		326
10,477	12,005	15,709	001-0300-000.22-00	FICA		17,621
23,762	38,034	20,613	001-0300-000.23-00	RETIREMENT CONTRIBUTIONS		25,953
9,677	6,378	6,929	001-0300-000.28-00	VEBA CONTRIBUTIONS		7,191
45	60	1,087	001-0300-000.29-00	OTHER EMPLOYEE BENEFITS		1,254
<b>204,194</b>	<b>237,000</b>	<b>309,641</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>343,984</b>
<b>1.0</b>	<b>1.0</b>	<b>2.0</b>	Total Full-Time Equivalent (FTE)			<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>						
163	238	254	001-0300-000.31-10	CONTRACTUAL SERVICES		844
				Internet connectivity provided by SawNet at \$4.49 per station per month	54	
				Shred it	100	
				Translation Services (Radio Tierra)	690	
3,323	2,660	5,000	001-0300-000.43-40	OFFICE EQUIPMENT		5,000
				Primary copier at City Hall - use history to budget		
375	556	400	001-0300-000.53-20	POSTAGE		200
1,097	1,128	2,240	001-0300-000.53-30	TELEPHONE		2,350
				Gorge.Net service for CM phone, Exec Assistant Phone & 1 Fax line.	2,350	
707	688	3,400	001-0300-000.58-10	TRAVEL, FOOD & LODGING		3,696
				League of Oregon Cities	1,242	
				OCCMA Conference	954	
				Misc. Luncheons	500	
				Misc.	1,000	
110	-	1,500	001-0300-000.58-50	TRAINING AND CONFERENCES		4,324
				Admin Assistant Cert/Tuition Reimbursement Policy	1,824	
				LOC and OCCMA Conference	2,500	
115	40	1,700	001-0300-000.58-70	MEMBERSHIPS/DUES/SUBS		1,863
				ICMA	1,200	
				Oregon Latinos in Local Gov't	175	
				Local Gov't Hispanic Netowrk	175	
				Oregon City/County Mangers	313	
2,065	1,733	6,000	001-0300-000.60-10	OFFICE SUPPLIES		6,000
				All copier supplies for City Hall - Bulk buying	6,000	
				Misc Office Supplies - use history		
-	704	1,500	001-0300-000.69-50	MISCELLANEOUS EXPENSES		1,000
				Drinking water & other misc. items	1,000	
33	-	-	001-0300-000.69-80	ASSETS < \$5000		8,200
				For durable goods lasting more than one yer, but costing less than \$5,000. CM/Exec Assistant computers; printers	8,200	
<b>7,987</b>	<b>7,746</b>	<b>21,994</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>33,477</b>
<b>212,181</b>	<b>244,746</b>	<b>331,635</b>	<b>TOTAL CITY MANAGER DEPARTMENT</b>			<b>377,461</b>

# LEGAL

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## PERSONNEL

FTE: 1.5

## MISSION

Provide prompt and efficient legal services to Council, Mayor, City Manager, all City Departments, Planning Commission, Coordinate with Airport/Klickitat County, and the Columbia Gateway Urban Renewal Agency.

## DESCRIPTION

The Legal Department:

- Provides general counsel services;
- Performs legal research to inform City decision-making;
- Manages City compliance with the Oregon Public Records Law;
- Maintains and tracks the City's active agreements;
- Drafts resolutions and ordinances implementing Council policy and Staff direction;
- Enforces The Dalles Municipal Code;
- Represents the City in administrative hearings and land use proceedings;
- Ensures the City's compliance with the Oregon Public Meetings Law;
- Coordinates with the City's insurer to manage the City's legal defenses;
- Engages special counsel when necessary to protect the City's interests;
- Negotiates real property transactions and other City dealings;
- Prepares deeds, easements, agreements, and other legal instruments;
- Reviews pending legislation and relevant judicial opinions to confirm the City's legal currency; and Investigates complaints and liabilities impacting the City's legal interests.

## GOALS AND FOCUS FY 2024

- Continue to support the City Manager's implementation of Council policies and projects;
- Continue fostering an excellent working relationship with the Wasco County District Attorney's Office to ensure crimes within City limits are prosecuted to the maximum extent allowable.
- Continue interfacing with City/County Insurance Services and insurer-appointed litigation defense counsel to ensure the City remains defended from all legal actions.
- Continue working closely with Community Development Department staff to analyze existing Land Use and Development Ordinance provisions, perform legal research, draft comprehensive code updates, and recommend Planning Commission and City Council adoption of revised language.

## GENERAL FUND- LEGAL

- Finalize Columbia Gorge Urban Renewal Agency performance of Development and Disposition Agreement for The Recreation Building's third parcel.
- Solicit public contracts for the abatement and demolition of the Tony's Building using Oregon and federal grant monies.

## ACCOMPLISHMENTS IN FY 2023

- Hired a Paralegal to support the City Attorney's provision of legal services to the City.
- Transitioned Oregon Public Records Law compliance from the Office of the City Clerk to the Legal Department.
- Commenced digital cataloging of the City's Special and General Ordinances (dating back to November 1944) to preserve the City's legal history.
- Implemented a comprehensive active-agreement tracking database to ensure the City's performance obligations and contractual expectations are satisfied.
- Developed a robust contract template system to confirm the City's contracting is as legally consistent and streamlined as possible.
- Supported Public Works Department staff by ensuring legal sufficiency of and Public Contracting Code compliance with all solicitations and contracting connected with the Dog River Pipeline Project and other infrastructure projects.
- Commenced enforcement of Land Use and Development Ordinance to mitigate against various land use violations within city limits.
- Trained multiple staff and various City Councilors, Commissioners, and Directors on Oregon Public Records and Meetings Laws.
- Worked closely with Human Resources Department staff to review and revise all City policies.

# LEGAL

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0700-000.11-00	-	-	186,954	155,375
PARTTIME/TEMP SALARIES	001-0700-000.12-00	-	-	-	34,904
OVERTIME SALARIES	001-0700-000.13-00	-	-	500	-
MEDICAL INSURANCE	001-0700-000.21-10	-	-	40,181	39,909
L-T DISABILITY INSURANCE	001-0700-000.21-20	-	-	1,178	1,199
LIFE INSURANCE	001-0700-000.21-30	-	-	99	99
WORKERS COMP INSURANCE	001-0700-000.21-40	-	-	360	365
FICA	001-0700-000.22-00	-	-	14,302	14,556
RETIREMENT CONTRIBUTIONS	001-0700-000.23-00	-	-	-	24,510
VEBA CONTRIBUTIONS	001-0700-000.28-00	-	-	3,893	4,711
OTHER EMPLOYEE BENEFITS	001-0700-000.29-00	-	-	935	951
<b>TOTAL PERSONNEL SERVICE</b>		-	-	<b>248,402</b>	<b>276,579</b>
Total Full-Time Equivalent (FTE)		-	-	<b>2.0</b>	<b>1.5</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-0700-000.31-10	334,019	369,987	285,108	350,000
SPECIAL LEGAL SERVICES	001-0700-000.32-20	224	6	3,000	2,500
POSTAGE	001-0700-000.53-20	5	-	250	250
TELEPHONE	001-0700-000.53-30	-	-	3,120	2,936
TRAVEL, FOOD & LODGING	001-0700-000.58-10	-	-	2,500	6,550
TRAINING AND CONFERENCES	001-0700-000.58-50	-	-	1,150	3,950
MEMBERSHIPS/DUES/SUBS	001-0700-000.58-70	-	-	1,500	2,975
OFFICE SUPPLIES	001-0700-000.60-10	-	-	5,000	5,000
BOOKS AND PERIODICALS	001-0700-000.64-10	-	-	4,000	10,500
MISCELLANEOUS EXPENSES	001-0700-000.69-50	-	-	-	2,500
ASSETS < \$5000	001-0700-000.69-80	-	-	10,000	12,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>334,248</b>	<b>369,993</b>	<b>315,628</b>	<b>399,161</b>
<b>TOTAL LEGAL DEPARTMENT</b>		<b>334,248</b>	<b>369,993</b>	<b>564,030</b>	<b>675,740</b>



# LEGAL

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
-	-	186,954	001-0700-000.11-00	REGULAR SALARIES		155,375
-	-	-	001-0700-000.12-00	PART-TIME/TEMP SALARIES		34,904
-	-	500	001-0700-000.13-00	OVERTIME SALARIES		-
-	-	40,181	001-0700-000.21-10	MEDICAL INSURANCE		39,909
-	-	1,178	001-0700-000.21-20	L-T DISABILITY INSURANCE		1,199
-	-	99	001-0700-000.21-30	LIFE INSURANCE		99
-	-	360	001-0700-000.21-40	WORKERS COMP INSURANCE		365
-	-	14,302	001-0700-000.22-00	FICA		14,556
-	-	-	001-0700-000.23-00	RETIREMENT CONTRIBUTIONS		24,510
-	-	3,893	001-0700-000.28-00	VEBA CONTRIBUTIONS		4,711
-	-	935	001-0700-000.29-00	OTHER EMPLOYEE BENEFITS		951
-	-	<b>248,402</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>276,579</b>
-	-	<b>1.5</b>	Total Full-Time Equivalent (FTE)			<b>1.5</b>
<b>MATERIALS AND SERVICES:</b>						
334,019	369,987	285,108	001-0700-000.31-10	CONTRACTUAL SERVICES		350,000
				Special Counsel-Public Records (reimbursable expense)	100,000	
				Special Counsel-Airport	100,000	
				50% Reimbursable through Klickitat County		
				Special Counsel-Other	150,000	
224	6	3,000	001-0700-000.32-20	SPECIAL LEGAL SERVICES		2,500
				Deed recordings, publication of legal notices, etc.	2,500	
5	-	250	001-0700-000.53-20	POSTAGE		250
-	-	3,120	001-0700-000.53-30	TELEPHONE		2,936
				Gorge.net Telephone system	2,000	
				Internet access for two terminals @ \$4.50 per month each	216	
				Cell Phone Allowance @ \$60/ month	720	
-	-	2,500	001-0700-000.58-10	TRAVEL, FOOD & LODGING		6,550
				Mid-Columbia Bar Association Dinners	125	
				Government Law CLE lodging/mileage	975	
				OCAA CLE lodging/mileage	975	
				LOC -lodging/mileage	975	
				Planning/Land use conference -Lodging/mileage	1,000	
				Miscellaneous meals & mileage	2,500	
-	-	1,150	001-0700-000.58-50	TRAINING AND CONFERENCES		3,950
				LOC Conference	150	
				Government Law Section Mid-Year CLE	200	
				OCAA Annual CLE	200	
				Other CLE seminars	400	
				Planning / Land Use conference(s)	1,000	
				Misc. conferences & trainings	2,000	
-	-	1,500	001-0700-000.58-70	MEMBERSHIPS/DUES/SUBS		2,975
				Oregon State Bar Dues	900	
				Washington State Bar Dues	500	
				Mid-Columbia Bar Association membership	125	
				Oregon City Attorneys Association	100	
				Oregon Ethics Commission	850	
				Misc. memberships	500	
-	-	5,000	001-0700-000.60-10	OFFICE SUPPLIES		5,000
-	-	4,000	001-0700-000.64-10	BOOKS AND PERIODICALS		10,500
-	-	-	001-0700-000.69-50	MISCELLANEOUS EXPENSES		2,500
-	-	10,000	001-0700-000.69-80	ASSETS < \$5000		12,000
				Printers, Computers, Office Furniture	12,000	
<b>334,248</b>	<b>369,993</b>	<b>315,628</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>399,161</b>
<b>334,248</b>	<b>369,993</b>	<b>564,030</b>	<b>TOTAL LEGAL DEPARTMENT</b>			<b>675,740</b>

# FINANCE/UTILITY BILLING/JUDICIAL

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## PERSONNEL

FTE: FINANCE 4 / UTILITY BILLING 1.5 / JUDICIAL .75

## MISSION

To provide accurate and timely financial information, projections and support services to the City Manager and Staff, City Council, and external users in support of their decision making processes; and to aggressively respond to the needs of City Staff in their quest to provide quality services, while using the City's available resources in the best interests of all involved.

## DESCRIPTION

The Finance Department is charged with a wide variety of tasks, including coordination of the City's annual budget and audit processes, as well as general administrative functions. Such as; payroll, cash receipts, accounts payables, accounts receivables, fixed assets, and the general ledger. This Department maintains the primary Financial/Utility/Court computer system software. In 2017, Finance started doing Transient Room Tax and Fuel Tax audits.

There are currently four permanent, full-time positions within the Finance Division: Finance Director, Finance Specialist, Payroll Finance Specialist, and Account Technician. There is one full-time, and one half time within the Utility Billing division, the Account Clerk II's. There is .5 FTE and .25 FTE within the Judicial division, the Municipal Court Clerk and Judge.

The Department also processes all utility billing and collections for the City's water and wastewater utilities in a separate cost center (Water and Sewer Funds).

The Finance Department prepares the various internal and external financial reports for use by City Council and its commissions, City Staff, and other organizations, as well as the general citizenship.

The Department also maintains all accounting functions and ledgers for the Urban Renewal District, Tourism Promotion Funds, Park and Recreation District and Mid- Columbia Fire & Rescue.

In 2019, the Judicial Department transitioned to Finance. Finance provides the services for Municipal Court. The Municipal court provides services to the police department and the citizens of the City of The Dalles. The court prosecutes traffic infractions and misdemeanors, city ordinances, and state laws. The court is staffed with one part-time clerk and an appointed, part-time Judge.

## GOALS AND FOCUS FY 2024

### Finance:

- Continue to transition and train into the Caselle software program to allow employees to have

## GENERAL FUND-FINANCE/UTILITY BILLING/JUDICIAL

complete knowledge on the software components.

- Develop a more up to date system for Fuel Tax and Transient Room Tax audits.
- Continue to improve policies, processes and controls to increase compliance, efficiency, and security.
- Continue to partner with Parks and Recreation and Mid-Columbia Fire & Rescue to provide financial support.
- Continue to work on developing a system for financial forecasting for the City.
- Continue training and cross-training for Department employees.
- Continue to develop the budget in the Excel add-in, on the Caselle program.

### Judicial:

- Continue to work with the Police Department to develop E citations.
- Major focus will be developing a program for Oregon's Measure 110, which removes criminal penalties for individuals caught in unauthorized possession of any schedule I, II, III, or IV controlled substance.
- Continue to work on reducing delinquencies for Municipal Court accounts.
- Continue to work on developing and maintaining a database/tracking system for Court contracts.

## ACCOMPLISHMENTS IN FY 2023

### Finance:

- Completed the new reporting requirements for GASB 87 Leases.
- Implemented the new reporting requirements for GASB 96 the Subscription Based IT Agreements.
- Completed fuel tax and transient room tax audits.
- Produced various monthly financial reports for City Manager, Department Managers and City Council within five days of each month end.
- Produced quarterly financial reports for City Council.
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the City's 2021 Comprehensive Annual Financial Report (CAFR).
- Worked on creating better internal control processes within our finance department.
- Continued to work on the process of online inquiry for managers and employees in Caselle.
- Completed the software conversion to Caselle for Mid-Columbia Fire & Rescue.
- Went out for RFP for new Auditors to begin audit for 2022-23.

### Judicial:

- Transitioned Court to Two days a month for Traffic Court.

# FINANCE

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0900-000.11-00	252,555	282,348	303,823	354,167
MEDICAL INSURANCE	001-0900-000.21-10	60,518	64,262	90,739	68,003
L-T DISABILITY INSURANCE	001-0900-000.21-20	1,714	1,759	1,944	2,267
LIFE INSURANCE	001-0900-000.21-30	179	207	175	175
WORKERS COMP INSURANCE	001-0900-000.21-40	322	342	433	365
FICA	001-0900-000.22-00	19,012	21,119	23,242	27,094
RETIREMENT CONTRIBUTIONS	001-0900-000.23-00	30,381	32,593	41,016	44,397
VEBA CONTRIBUTIONS	001-0900-000.28-00	6,878	7,339	8,259	8,697
OTHER EMPLOYEE BENEFITS	001-0900-000.29-00	85	110	1,699	1,873
<b>TOTAL PERSONNEL SERVICE</b>		<b>371,643</b>	<b>410,080</b>	<b>471,330</b>	<b>507,038</b>
Total Full-Time Equivalent (FTE)		<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-0900-000.31-10	6,011	2,443	51,678	51,031
ACCOUNTING/ADVISORY SVCS	001-0900-000.31-20	2,800	-	20,250	20,250
SPECIAL STUDIES & REPORTS	001-0900-000.34-50	-	-	200	200
OFFICE EQUIPMENT	001-0900-000.43-40	865	670	1,445	1,615
RENTAL OF EQUIPMENT	001-0900-000.44-20	3,228	2,056	3,228	-
POSTAGE	001-0900-000.53-20	2,984	2,654	3,050	3,450
TELEPHONE	001-0900-000.53-30	4,328	2,757	3,240	3,120
LEGAL NOTICES	001-0900-000.53-40	992	920	1,550	2,200
PRINTING & BINDING	001-0900-000.55-00	2,113	1,709	2,950	3,000
TRAVEL, FOOD & LODGING	001-0900-000.58-10	158	-	5,250	4,950
TRAINING AND CONFERENCES	001-0900-000.58-50	438	1,217	2,700	4,000
MEMBERSHIPS/DUES/SUBS	001-0900-000.58-70	1,420	1,200	1,680	2,200
OFFICE SUPPLIES	001-0900-000.60-10	2,882	1,742	3,500	4,000
MISCELLANEOUS EXPENSES	001-0900-000.69-50	273	825	1,800	1,800
ASSETS < \$5000	001-0900-000.69-80	5,116	2,473	3,200	6,410
EXPENDITURES-CAPITAL OUTLAY	001-0900-000.74-80	-	19,517	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>33,607</b>	<b>40,184</b>	<b>105,721</b>	<b>108,226</b>
<b>SUB-TOTAL FINANCE DEPARTMENT</b>		<b>405,251</b>	<b>450,263</b>	<b>577,051</b>	<b>615,264</b>

# FINANCE

## PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Description	Account	Line Item Detail	FY 23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>							
252,555	282,348	303,823	001-0900-000.11-00	REGULAR SALARIES			354,167
60,518	64,262	90,739	001-0900-000.21-10	MEDICAL INSURANCE			68,003
1,714	1,759	1,944	001-0900-000.21-20	L-T DISABILITY INSURANCE			2,267
179	207	175	001-0900-000.21-30	LIFE INSURANCE			175
322	342	433	001-0900-000.21-40	WORKERS COMP INSURANCE			365
19,012	21,119	23,242	001-0900-000.22-00	FICA			27,094
30,381	32,593	41,016	001-0900-000.23-00	RETIREMENT CONTRIBUTIONS			44,397
6,878	7,339	8,259	001-0900-000.28-00	VEBA CONTRIBUTIONS			8,697
85	110	1,699	001-0900-000.29-00	OTHER EMPLOYEE BENEFITS			1,873
<b>371,643</b>	<b>410,080</b>	<b>471,330</b>	<b>TOTAL PERSONNEL SERVICE</b>				<b>507,038</b>
<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	Total Full-Time Equivalent (FTE)				<b>4.00</b>
<b>MATERIALS AND SERVICES:</b>							
6,011	2,443	51,678	001-0900-000.31-10	CONTRACTUAL SERVICES			51,031
				Shredding container contract \$36.62 X 12 / 2 (split w/ UB)		450	
				Annual Records Purge		600	
				Wave Internet Contract (\$6.73 for 3 users / month)		81	
				conduits ELD - split with UB		2,500	
				Bank Fees - interest rates down, so rate of coverage requires too high a balance to be maintained to cover all the fees.		12,400	
				Budget Book		35,000	
2,800	-	20,250	001-0900-000.31-20	ACCOUNTING/ADVISORY SVCS			20,250
				Possible Accounting Assistance		5,250	
				Update OPEB analysis for 100 employees - GASB 75 OPEB analysis - we have been able each year so far to use the alternative method for entities with 99 or less benefit eligible employees. If we have 100 or more we will have to have the full analysis done, which Milliman rep Brent Langlond estimated in June of 2019 "typically cost \$10,000 and up." 01/22/19 was given a "ballpark" for 100 or over employees at between \$8,000 and \$15,000.		15,000	
-	-	200	001-0900-000.34-50	SPECIAL STUDIES & REPORTS			200
				County reports for budgeting and Audit			
865	670	1,445	001-0900-000.43-40	OFFICE EQUIPMENT			1,615
				Copier/Printer/FAX (+ overage copy charges)		685	
				Check Signing Machine/EZ Signer		290	
				Four Calculators		640	
3,228	2,056	3,228	001-0900-000.44-20	RENTAL OF EQUIPMENT			-
2,984	2,654	3,050	001-0900-000.53-20	POSTAGE			3,450
4,328	2,757	3,240	001-0900-000.53-30	TELEPHONE			3,120
				Gorge.net phones: \$200.00onth X 12 mo =		2,400	
				FD Cell Phone Allowance - \$60 per month		720	
992	920	1,550	001-0900-000.53-40	LEGAL NOTICES			2,200
2,113	1,709	2,950	001-0900-000.55-00	PRINTING & BINDING			3,000
				Checks for all accounts		1,400	
				City Envelopes - window and plain		800	
				Annual budget books		800	
				Note: Some items not purchased every year (treasurer receipts), but ordered in quantities that may cover over a year in order to obtain price breaks. Budget should be maintained as though we were purchasing these each year so that it is there if needed for forms changes.etc.			
158	-	5,250	001-0900-000.58-10	TRAVEL, FOOD & LODGING			4,950
				Finance Staff Travel/Lodging for OMFOA Fall Institute & Spring Conference		3,750	
				Finance Staff Travel/Lodging/Meals (LOC, CIS, IRS)		1,200	
438	1,217	2,700	001-0900-000.58-50	TRAINING AND CONFERENCES			4,000
				FD registration for OGFOA Fall & Spring Conferences x3		2,200	
				Registrations for various training sessions for staff		1,200	
				OWACA Conference- Finance Director		600	

# FINANCE

## PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Account Description	Line Item Detail	FY 23/24 Proposed Budget
1,420	1,200	1,680	001-0900-000.58-70	MEMBERSHIPS/DUES/SUBS		2,200
				OGFOA membership x3	550	
				State Purchasing membership	1,000	
				GFOA membership & books (must maintain for CAFR award)	650	
2,882	1,742	3,500	001-0900-000.60-10	OFFICE SUPPLIES		4,000
				Printer toner, drums and ribbons, postage machine supplies, binders, storage boxes, receipt and cacluator rolls, and all misc office supplies		
				Some of the larger items are not purchased every year in order to get price breaks for larger volumen, but should maintain budget at the current level to avoid		
273	825	1,800	001-0900-000.69-50	MISCELLANEOUS EXPENSES		1,800
				Advertising , etc.		
5,116	2,473	3,200	001-0900-000.69-80	ASSETS < \$5000		6,410
				For durable goods lasting more than one year, but costing less than \$5,000, such as chairs, etc.	600	
				Replace Finance Computers on schedule	2,300	
				Purchase HP Printer with Signor Drawer for Back Office	1,260	
				Desk Scanner (3)	2,250	
-	19,517	-	001-0900-000.74-80	EXPENDITURES-CAPITAL OUTLAY		-
<b>33,607</b>	<b>40,183</b>	<b>105,721</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>108,226</b>
<b>405,251</b>	<b>450,263</b>	<b>577,051</b>	<b>SUB-TOTAL FINANCE</b>			<b>615,264</b>

# UTILITY BILLING

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0950-000.11-00	67,024	70,066	73,614	93,094
OVERTIME SALARIES	001-0950-000.13-00	133	-	6,370	8,056
BILINGUAL INCENTIVE 5%	001-0950-000.14-00	1,108	1,197	1,278	1,570
MEDICAL INSURANCE	001-0950-000.21-10	23,205	24,004	27,282	26,877
L-T DISABILITY INSURANCE	001-0950-000.21-20	480	487	464	586
LIFE INSURANCE	001-0950-000.21-30	74	74	100	100
WORKERS COMP INSURANCE	001-0950-000.21-40	37	136	178	166
FICA	001-0950-000.22-00	5,077	5,248	6,217	7,858
RETIREMENT CONTRIBUTIONS	001-0950-000.23-00	9,295	9,621	10,110	12,780
VEBA CONTRIBUTIONS	001-0950-000.28-00	1,678	1,611	1,970	2,383
OTHER EMPLOYEE BENEFITS	001-0950-000.29-00	25	60	434	473
<b>TOTAL PERSONNEL SERVICE</b>		<b>108,135</b>	<b>112,504</b>	<b>128,017</b>	<b>153,943</b>
Total Full-Time Equivalent (FTE)		<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-0950-000.31-10	43,624	48,428	50,978	53,205
OFFICE EQUIPMENT	001-0950-000.43-40	472	400	925	1,005
POSTAGE	001-0950-000.53-20	91	-	250	350
TELEPHONE	001-0950-000.53-30	2,786	1,738	2,500	1,905
PRINTING & BINDING	001-0950-000.55-00	308	-	1,000	1,000
TRAVEL, FOOD & LODGING	001-0950-000.58-10	-	-	2,000	2,000
TRAINING AND CONFERENCES	001-0950-000.58-50	-	-	1,500	1,500
OFFICE SUPPLIES	001-0950-000.60-10	508	1,238	3,300	1,200
MISCELLANEOUS EXPENSES	001-0950-000.69-50	388	398	920	1,050
CASH SHORT/LONG	001-0950-000.69-70	-	(1)	150	150
ASSETS < \$5000	001-0950-000.69-80	-	-	4,900	2,400
EXPENDITURES CAPITAL OUTLAY	001-0950-000.74-80	-	3,799	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>48,176</b>	<b>55,999</b>	<b>68,423</b>	<b>65,765</b>
<b>SUB-TOTAL UTILITY BILLING DEPARTMENT</b>		<b>156,311</b>	<b>168,504</b>	<b>196,440</b>	<b>219,708</b>

# UTILITY BILLING

## PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Description	Account	Line Item Detail	FY 23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>							
67,024	70,066	73,614	001-0950-000.11-00	REGULAR SALARIES			93,094
-	-	-	001-0950-000.12-00	PARTTIME SALARIES			-
133	-	6,370	001-0950-000.13-00	OVERTIME SALARIES			8,056
1,108	1,197	1,278	001-0950-000.14-00	BILINGUAL INCENTIVE 5%			1,570
23,205	24,004	27,282	001-0950-000.21-10	MEDICAL INSURANCE			26,877
480	487	464	001-0950-000.21-20	L-T DISABILITY INSURANCE			586
74	74	100	001-0950-000.21-30	LIFE INSURANCE			100
37	136	178	001-0950-000.21-40	WORKERS COMP INSURANCE			166
5,077	5,248	6,217	001-0950-000.22-00	FICA			7,858
9,295	9,621	10,110	001-0950-000.23-00	RETIREMENT CONTRIBUTIONS			12,780
1,678	1,611	1,970	001-0950-000.28-00	VEBA CONTRIBUTIONS			2,383
25	60	434	001-0950-000.29-00	OTHER EMPLOYEE BENEFITS			473
<b>108,135</b>	<b>112,504</b>	<b>128,017</b>	<b>TOTAL PERSONNEL SERVICE</b>				<b>153,943</b>
<b>2.00</b>	<b>1.50</b>	<b>1.50</b>	Total Full-Time Equivalent (FTE)				<b>1.50</b>
<b>MATERIALS AND SERVICES:</b>							
43,624	48,428	50,978	001-0950-000.31-10	CONTRACTUAL SERVICES			53,205
				Shredding container contract \$36.62 X 12 / 2 (split w/ UB)		450	
				Annual Records Purge		600	
				Wave Internet Contract (\$4.49 for 3 users / month		55	
				Conduits ELD - split with UB		2,500	
				Copier Lease - share w/ UB (155/mo X 12 mo / 2 = \$930)			
				MCCAC - \$3.00 per application for low income & senior discount programs		1,000	
				Western Collections - possible collection fees			
				Xpress Bill Pay			
				Merina & Co. To offer Forecasting for Financials			
				Bend Mailing - Outsourcing UB Mailing		48,600	
472	400	925	001-0950-000.43-40	OFFICE EQUIPMENT			1,005
				Copier Overages		685	
				Calculators		320	
91	-	250	001-0950-000.53-20	POSTAGE			350
2,786	1,738	2,500	001-0950-000.53-30	TELEPHONE			1,905
				Gorge.net phones:			
308	-	1,000	001-0950-000.55-00	PRINTING & BINDING			1,000
				Printing Treasurer's Receipts & Work Order Books		1,000	
-	-	2,000	001-0950-000.58-10	TRAVEL, FOOD & LODGING			2,000
				Travel for Various Training sessions for Staff		800	
				Lodging/Meals for Various Training sessions for Staff (LOC, CIS, OAWU Conferences)		1,200	
-	-	1,500	001-0950-000.58-50	TRAINING AND CONFERENCES			1,500
				Registrations for various training sessions for staff (LOC, CIS, OAWU Conferences)		1,500	
508	1,238	3,300	001-0950-000.60-10	OFFICE SUPPLIES			1,200
				Printer ribbons and supplies, printer toner cartridges, cash receipt rolls, calendars, etc.			
388	398	920	001-0950-000.69-50	MISCELLANEOUS EXPENSES			1,050
				Annual lease of PO Box for UB		450	
				Advertising & misc.		600	
-	(1)	150	001-0950-000.69-70	CASH SHORT/LONG			150
				Not budgeted, used for cash balancing of over/shorts		150	
-	-	4,900	001-0950-000.69-80	ASSETS < \$5000			2,400
				For durable goods lasting more than one year, but costing less than \$5,000, such as chairs, calculators, etc.			
				Replace Front Desk & Utility Billing desk printers		1,000	
				Replace Receipt Printer or Check Scanner or Desk Scanner		1,000	
				Replace 2 desk computers as per schedule			
				Replacement furniture: chairs, etc.		400	
-	3,799	-	001-0950-000.74-80	EXPENDITURES CAPITAL OUTLAY			-
<b>48,176</b>	<b>55,999</b>	<b>68,423</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>65,765</b>
<b>156,311</b>	<b>168,504</b>	<b>196,440</b>	<b>SUB-TOTAL UTILITY BILLING</b>				<b>219,708</b>



# JUDICIAL PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0750-000.11-00	22,260	24,183	25,555	33,024
PARTTIME/TEMP SALARIES	001-0750-000.12-00	25,745	16,894	23,138	24,125
OVERTIME SALARIES	001-0750-000.13-00	133	-	1,106	1,429
BILINGUAL INCENTIVE PAY 5%	001-0750-000.14-00	1,108	1,197	1,278	1,651
MEDICAL INSURANCE	001-0750-000.21-10	4,930	5,175	5,546	5,132
L-T DISABILITY INSURANCE	001-0750-000.21-20	155	156	164	211
LIFE INSURANCE	001-0750-000.21-30	25	25	25	25
WORKERS COMP INSURANCE	001-0750-000.21-40	14	318	422	353
FICA	001-0750-000.22-00	3,786	3,234	3,823	4,498
RETIREMENT CONTRIBUTIONS	001-0750-000.23-00	3,187	3,426	3,622	4,681
VEBA CONTRIBUTIONS	001-0750-000.28-00	43	-	197	254
OTHER EMPLOYEE BENEFITS	001-0750-000.29-00	-	-	250	294
<b>TOTAL PERSONNEL SERVICE</b>		<b>61,385</b>	<b>54,607</b>	<b>65,126</b>	<b>75,677</b>
Total Full-Time Equivalent (FTE)		<b>0.5</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-0750-000.31-10	87,734	92,269	96,573	99,796
COURT APPT ATTORNEY FEES	001-0750-000.32-30	2,084	488	2,000	2,000
INTERPRETOR FEES	001-0750-000.33-15	-	45	-	-
POSTAGE	001-0750-000.53-20	530	313	1,200	500
TELEPHONE	001-0750-000.53-30	674	367	700	410
TRAVEL, FOOD & LODGING	001-0750-000.58-10	-	-	2,200	2,300
TRAINING AND CONFERENCES	001-0750-000.58-50	-	350	1,450	1,400
MEMBERSHIPS/DUES/SUBS	001-0750-000.58-70	150	200	500	600
OFFICE SUPPLIES	001-0750-000.60-10	157	230	500	400
MISCELLANEOUS EXPENSES	001-0750-000.69-50	83	-	-	-
ASSETS < \$5000	001-0750-000.69-80	-	-	2,000	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>91,411</b>	<b>94,261</b>	<b>107,123</b>	<b>107,406</b>
<b>SUB-TOTAL JUDICIAL DEPARTMENT</b>		<b>152,795</b>	<b>148,868</b>	<b>172,249</b>	<b>183,083</b>
<b>TOTAL FINANCE, JUDICIAL, &amp; UTILITY BILLING DEPARTMENTS</b>		<b>714,357</b>	<b>767,635</b>	<b>945,740</b>	<b>1,018,055</b>

# JUDICIAL PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Description	Account	Line Item Detail	FY 23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>							
22,260	24,183	25,555	001-0750-000.11-00	REGULAR SALARIES			33,024
25,745	16,894	23,138	001-0750-000.12-00	PARTTIME/TEMP SALARIES			24,125
133	-	1,106	001-0750-000.13-00	OVERTIME SALARIES			1,429
1,108	1,197	1,278	001-0750-000.14-00	BILINGUAL INCENTIVE PAY 5%			1,651
4,930	5,175	5,546	001-0750-000.21-10	MEDICAL INSURANCE			5,132
155	156	164	001-0750-000.21-20	L-T DISABILITY INSURANCE			211
25	25	25	001-0750-000.21-30	LIFE INSURANCE			25
14	318	422	001-0750-000.21-40	WORKERS COMP INSURANCE			353
3,786	3,234	3,823	001-0750-000.22-00	FICA			4,498
3,187	3,426	3,622	001-0750-000.23-00	RETIREMENT CONTRIBUTIONS			4,681
43	-	197	001-0750-000.28-00	VEBA CONTRIBUTIONS			254
-	-	250	001-0750-000.29-00	OTHER EMPLOYEE BENEFITS			294
<b>61,385</b>	<b>54,607</b>	<b>65,126</b>	<b>TOTAL PERSONNEL SERVICE</b>				<b>75,677</b>
<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	Total Full-Time Equivalent (FTE)				<b>0.75</b>
<b>MATERIALS AND SERVICES:</b>							
87,734	92,269	96,573	001-0750-000.31-10	CONTRACTUAL SERVICES			99,796
				Contractual Service 3% increase annually		90,042	
				Annual Records Purge		600	
				Internet Services for Court Clerk station @ \$4.49 / month		54	
				Western Collections for delinquent account services		8,500	
				DMV account for registration checks		600	
2,084	488	2,000	001-0750-000.32-30	COURT APPT ATTORNEY FEES			2,000
				Cost of providing attorneys for criminal defendants who cannot afford to retain their own private legal counsel.			
-	45	-	001-0750-000.33-15	INTERPRETOR FEES			-
530	313	1,200	001-0750-000.53-20	POSTAGE			500
				Includes costs of quarterly mass mailings to defendants with delinquent accounts			
674	367	700	001-0750-000.53-30	TELEPHONE			410
-	-	2,200	001-0750-000.58-10	TRAVEL, FOOD & LODGING			2,300
				Travel & Lodging OR Municipal Judges Conference (2)		800	
				Travel & Lodging OWACA Conference for Court Clerk(2)		1,500	
-	350	1,450	001-0750-000.58-50	TRAINING AND CONFERENCES			1,400
				Two (2) registrations for the Municipal Judges Association		600	
				Conference sponsored by ODOT & other conferences		500	
				OACA Conference Registration for Court Clerk		300	
150	200	500	001-0750-000.58-70	MEMBERSHIPS/DUES/SUBS			600
				Two (2) memberships in the Municipal Judges Association		400	
				Court Clerk Membership in Municipal Court Clerks Assn.		200	
157	230	500	001-0750-000.60-10	OFFICE SUPPLIES			400
-	-	-	001-0750-000.64-10	BOOKS AND PERIODICALS			-
83	-	-	001-0750-000.69-50	MISCELLANEOUS EXPENSES			-
-	-	-	001-0750-000.69-70	CASH SHORT/LONG			-
				Not budgeted, but used during the year to reflect discrepancies in Court cash balances			
-	-	2,000	001-0750-000.69-80	ASSETS < \$5000			-
<b>91,411</b>	<b>94,261</b>	<b>107,123</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>107,406</b>
<b>152,795</b>	<b>148,868</b>	<b>172,249</b>	<b>SUB-TOTAL JUDICIAL</b>				<b>183,083</b>
<b>714,357</b>	<b>767,635</b>	<b>945,740</b>	<b>TOTAL FINANCE, JUDICIAL &amp; UTILITY BILLING DEPARTMENT</b>				<b>1,018,055</b>

# HUMAN RESOURCES

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## PERSONNEL

FTE: 2.0

## MISSION

Recruit, hire and retain the highest quality people while providing them a safe, professional organization through meaningful low cost benefits and robust safety programs.

## Description

The City's Human Resource Department is going into its eighth year after being re-instituted by City Council in FY16/17. The City had been without a dedicated Personnel Department since FY97/98. The City also has a Benefits Agent of Record who manages our benefit plans.

In September 2016, the General Services Department discontinued administration of personnel services. The City has approximately 109 full-time regular employees in seven Departments who will continue to rely on a dedicated Human Resources Department. This was a goal of the City Council in 2016.

In August 2017, the safety component of the Regulatory Compliance Manager position in the Public Works Department was separated from that position and a City-Wide Safety Officer position was created. The Safety Officer position reports to the Human Resources Director. In 2018 the Safety Officer was made a full-time position.

Human Resources also manages the City General Liability, Property and Auto Insurance as well as Urban Renewal General Liability and Property Insurance. City Cyber risk and insurance is managed by Human Resources and paid out of the IT Budget.

This budget includes funding for two full-time employees, materials, services and training.

## GOALS AND FOCUS FY 2024

- Invest in leadership training for all Managers and Supervisors.
- Manage City risk through substantive insurance coverage and strategic cost payment on low risk claims.
- Continually improve processes, equipment and training to reduce workplace injuries.
- Work with HUB-International to identify medical benefit providers with improved customer service and benefits to those of our current provider.
- Prepare for, recruit and fill vacant positions.
- Continue to review and update personnel policies to reduce City liability.
- Evaluate methods and implement best practices for Risk Management to reduce general liability exposure to mitigate future premium increases.
- Invest in Safety process and programs that include equipment and training.

## GENERAL FUND-HUMAN RESOURCES

- Continue to evaluate recruitment process to ensure the City is able to attract high quality employees while being fiscally responsible with the public's resources.
- Evaluate and implement task such as Caselle HR Module.

## ACCOMPLISHMENTS IN FY 2023

- Implemented Insight Risk Management program City wide.
- Complete the update to the City Continuity of Operations Plan (COOP).
- Completed the Emergency Recovery checklist with CIS.
- Continued update of new processes, equipment and training to reduce workplace injuries.
- Worked with benefit providers to provide employee incentive for preventative care.
- Updated personnel policies to reduce City liability.
- Worked with CIS on a new Risk Management Program "Insight" going into effect FY22-23 that will provide a significant improvement through data and utilizing ISO31000(International Organization for Standards for managing organizational risk) standards.
- Consulted with HUB-International to identify no-cost or marginal costs benefits for employees and identify weakness in the current plans.
- Continual improvement of Safety process and programs that include equipment and training.
- Continued to evaluate recruitment process to ensure the City is able to attract high quality employees while being fiscally responsible with the public's resources.

# HUMAN RESOURCES

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1000-000.11-00	159,767	176,994	190,179	213,251
PARTTIME/TEMP SALARIES	001-1000-000.12-00	14,279	2,745	-	-
MEDICAL INSURANCE	001-1000-000.21-10	25,164	25,969	29,267	28,095
L-T DISABILITY INSURANCE	001-1000-000.21-20	1,017	1,040	1,198	1,343
LIFE INSURANCE	001-1000-000.21-30	94	94	100	100
WORKERS COMP INSURANCE	001-1000-000.21-40	394	296	375	354
FICA	001-1000-000.22-00	13,350	13,783	14,549	16,314
RETIREMENT CONTRIBUTIONS	001-1000-000.23-00	21,763	23,934	25,674	28,789
VEBA CONTRIBUTIONS	001-1000-000.28-00	2,569	2,112	4,915	5,264
OTHER EMPLOYEE BENEFITS	001-1000-000.29-00	-	-	951	1,066
<b>TOTAL PERSONNEL SERVICE</b>		<b>238,398</b>	<b>246,968</b>	<b>267,208</b>	<b>294,576</b>
Total Full-Time Equivalent (FTE)		<b>2.05</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>					
OTHER CONTRACTUAL SVCS	001-1000-000.39-00	4,555	2,173	6,640	55,120
OTHER LEGAL SERVICES	001-1000-000.39-10	2,804	2,070	2,500	3,000
RECRUITMENT / HIRING COSTS	001-1000-000.39-60	10,358	49,056	35,000	25,000
EMPLOYEE RELATIONS	001-1000-000.50-60	6,495	8,392	8,000	20,500
POSTAGE	001-1000-000.53-20	7	3	300	300
TELEPHONE	001-1000-000.53-30	2,324	2,196	3,100	2,640
TRAVEL, FOOD & LODGING	001-1000-000.58-10	116	171	5,200	5,550
TRAINING AND CONFERENCES	001-1000-000.58-50	179	1,113	10,710	58,750
MEMBERSHIPS/DUES/SUBS	001-1000-000.58-70	894	844	1,120	1,110
OFFICE SUPPLIES	001-1000-000.60-10	185	1,011	2,500	2,000
SAFETY SUPPLIES/EQUIPMENT	001-1000-000.60-50	5,999	8,366	12,725	21,213
BOOKS AND PERIODICALS	001-1000-000.64-10	-	39	100	100
MISCELLANEOUS EXPENSES	001-1000-000.69-50	-	20	200	200
ASSETS <5000	001-1000-000.69-80	2,482	-	1,500	8,700
<b>TOTAL MATERIALS AND SERVICES</b>		<b>36,398</b>	<b>75,454</b>	<b>89,595</b>	<b>204,183</b>
<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>		<b>274,796</b>	<b>322,422</b>	<b>356,803</b>	<b>498,759</b>

# HUMAN RESOURCES

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
159,767	176,994	190,179	001-1000-000.11-00	REGULAR SALARIES		213,251
14,279	2,745	-	001-1000-000.12-00	PARTTIME/TEMP SALARIES		-
25,164	25,969	29,267	001-1000-000.21-10	MEDICAL INSURANCE		28,095
1,017	1,040	1,198	001-1000-000.21-20	L-T DISABILITY INSURANCE		1,343
94	94	100	001-1000-000.21-30	LIFE INSURANCE		100
394	296	375	001-1000-000.21-40	WORKERS COMP INSURANCE		354
13,350	13,783	14,549	001-1000-000.22-00	FICA		16,314
21,763	23,934	25,674	001-1000-000.23-00	RETIREMENT CONTRIBUTIONS		28,789
2,569	2,112	4,915	001-1000-000.28-00	VEBA CONTRIBUTIONS		5,264
-	-	951	001-1000-000.29-00	OTHER EMPLOYEE BENEFITS		1,066
<b>238,398</b>	<b>246,968</b>	<b>267,208</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>294,576</b>
<b>2.05</b>	<b>2.0</b>	<b>2.0</b>	Total Full-Time Equivalent (FTE)			<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>						
4,555	2,173	6,640	001-1000-000.39-00	OTHER CONTRACTUAL SVCS		55,120
				Annual Social Security State Admin Fee	120	
				Caselle HR Module	2,200	
				Plus Point/Verde Services	1,800	
				Fitness For Duty Evaluation x2	8,000	
				CIS Deductible	30,000	
				HUB International Benefit TPA	8,000	
				ApplicantPro	5,000	
2,804	2,070	2,500	001-1000-000.39-10	OTHER LEGAL SERVICES		3,000
				HR Director access to HR law firm	3,000	
10,358	49,056	35,000	001-1000-000.39-60	RECRUITMENT / HIRING COSTS		25,000
				Recruitment Posting- We are anticipating several retirements	25,000	
6,495	8,392	8,000	001-1000-000.50-60	EMPLOYEE RELATIONS		20,500
				Employee Wellness Incentive (reimbursement fund)	10,000	
				Employee recognition events such as Holiday gift cards, summer picnic, employee appreciation; wellness, flowers, etc.	10,500	
7	3	300	001-1000-000.53-20	POSTAGE		300
2,324	2,196	3,100	001-1000-000.53-30	TELEPHONE		2,640
				Gorge.Net	1,200	
				Cell Phone Allowance Transfer Out	1,440	
116	171	5,200	001-1000-000.58-10	TRAVEL, FOOD & LODGING		5,550
				OCCMA & LOC Conferences for HR Director + Adv. Cooperative travel. OSHA, & ASSP (bimonthly), Safety ReCert. One person to each. All but ASSP are one time annual events	4,500	
				CPR/First Aid Instructor Training (one person in PDX)	550	
				Mileage reimbursement for safety officer travel (use of personal vehicle from Dept. to Dept.)	500	
179	1,113	10,710	001-1000-000.58-50	TRAINING AND CONFERENCES		58,750
				CPR Certified Training/Fall Protection/Confined Space Training (70 personnel)	3,800	
				Advanced Cooperative Training (all DH, CM, CA, DPWD, Police Cap)	50,000	
				Competent Person Training (PW/GS)	900	
				GSP (Safety Certification) through ASSP, GOSH Conf	2,600	
				OCCMA, LOC Conferences (one person)	1,450	
894	844	1,120	001-1000-000.58-70	MEMBERSHIPS/DUES/SUBS		1,110
				National Testing Network (annual membership, Police testing)	550	
				OCCMA	100	
				IPMA-HR	160	
				ASSP	300	
185	1,011	2,500	001-1000-000.60-10	OFFICE SUPPLIES		2,000

# HUMAN RESOURCES

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
5,999	8,366	12,725	001-1000-000.60-50	SAFETY SUPPLIES/EQUIPMENT		21,213
				Hazard Communication Program	4,738	
				Fall Protection Equipment Inspection	800	
				YakTraks (ice/snow foot traction)	825	
				N95 Respirators for Fire Season (2 week supply)	1,350	
				Respirator Fit Test Equipment for 70 Personnel	1,000	
				Industrial Hygiene Sampling, Noise Desimeter	700	
				CPR/First Aid Instructor Course (One person, PDX)	755	
				CPR/First Aid Training (70 Personnel)	2,520	
				CPR/First Aid Training Equipment	3,000	
				First Aid Kit renewal (all physical locations)	700	
				AED Pad and Battery replacement	1,175	
				Eye Wash Station (2 fixed) Library and GS	1,150	
				Competent Person Inspections - PW	900	
				Hearing Conservation Assessment/Physician Verification to include Public Works, General Services and the Police Department	1,600	
-	39	100	001-1000-000.64-10	BOOKS AND PERIODICALS		100
-	20	200	001-1000-000.69-50	MISCELLANEOUS EXPENSES		200
2,482	-	1,500	001-1000-000.69-80	ASSETS < \$5000		8,700
				Director and Safety Officer desks/chairs following remodel	5,000	
				Safety Officer desktop PC	2,500	
				RFID Encoder for Prox Locks	1,200	
<b>36,398</b>	<b>75,454</b>	<b>89,595</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>204,183</b>
<b>274,796</b>	<b>322,422</b>	<b>356,803</b>	<b>TOTAL PERSONNEL DEPARTMENT</b>			<b>498,759</b>

# COMMUNITY DEVELOPMENT

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## PERSONNEL

FTE: 5.0

## MISSION

To help shape the long-term character and improved quality of life in The Dalles through the implementation of the Comprehensive Plan, Land Use and Development Code, and other long-range planning efforts.

## DESCRIPTION

The Community Development Department consists of three divisions, Planning and Historic Preservation, Economic Development, and Facility Maintenance. Staff in this department support the work of the City Council, Planning Commission, Historic Landmarks Commission, and the Urban Renewal Agency Board.

There are currently four permanent, full-time positions in the Planning and Historic Preservation Division of the Department: Director, Associate Planner, Planning Tech, and Secretary. One permanent, full-time Senior Planner position is currently vacant.

### Planning and Historic Preservation

*Long-Range Planning.* Planners regularly update the City's Comprehensive Plan and the City's Land Use and Development Ordinance (Title 10 of The Dalles Municipal Code) to be consistent with Statewide Planning Goals, City Council goals, and input from residents and business owners. Staff presents options and makes recommendations to the Planning Commission. The Planning Commission then reviews and gives feedback on proposed policy and code changes, making recommendations to the City Council for consideration.

*Current Planning.* Current planning involves the review of development applications for compliance with the City's Land Use and Development Ordinance. Planners lead the development review process, coordinating with other City departments and local agencies. Staff also serve as the first point of contact with residents and business owners who inquire about development requirements and land use issues. Some development applications require review and approval by the Planning Commission and City Council.

*Historic Preservation.* The Community Development Department also houses the City's historic preservation program. Staff coordinates with the State Historic Preservation Office to ensure local consistency with State and Federal guidelines, all while learning about and obtaining grant funding to assist with achieving local preservation goals. The City's Historic Landmarks Commission reviews development modifications to designated historic buildings and provides guidance to the City Council and staff regarding the long-term vision for historic preservation in The Dalles.

### Economic Development



## GENERAL FUND-COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department coordinates the City's economic development activities. Community Development staff is responsible for coordinating and implementing the City's economic development strategies and programs.

### Urban Renewal Agency

The Community Development Director is the Manager of the Columbia Gateway Urban Renewal Agency. The Urban Renewal Agency contracts with the Community Development Department to accomplish its goals. The Department also supports the work of the nine-member Urban Renewal Agency Board, which includes three appointed City Council members.

### GOALS AND FOCUS FY 2024

- Continue to serve customers with professionalism and efficiency.
- Complete the update and adoption of the Housing Needs Analysis.
- Seek final adoption of the Employment Buildable Lands Analysis.
- Update the Comprehensive Plan and Land Use and Development Ordinance to be consistent with State law.
- Maintain Certified Local Government designation by continuing historic preservation programs, special projects and other grant-funded eligible activities.
- Hold policy discussions with Planning Commission, seeking feedback on various Code amendments intended to streamline the development code, improve customer service, and promote commerce.
- Integrate new staff and Department organization.

### ACCOMPLISHMENTS IN FY 2023

- Oversaw the adoption of The Dalles Vision Plan 2040 on behalf of City Council.
- Began the update of the Housing Needs Analysis.
- Completed the adoption of multiple Comprehensive Plan and Land Use and Development Ordinance amendments improving development and environmental standards, including Density and Stream Corridor requirements.
- Continued coordination with other City departments, citizens, special interest groups, and County, State and Federal agencies for both current and long range planning efforts.
- Continued to provide planning services to the Wasco County Planning Department within the Urban Growth Area, the City Public Works Department, and the Urban Renewal Agency.

### MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Support City Council and other regional leaders in promoting new housing development that is livable and attainable for new and existing residents in The Dalles.
- Continue to support the development of a vital commercial and residential neighborhood in the Urban Renewal Plan Area.
- Continue to improve the development process through trainings, code amendments, up-to-date tools/software, and increased communication.

## GENERAL FUND-COMMUNITY DEVELOPMENT DEPARTMENT

- Continue to update the Comprehensive Plan and Land Use and Development Ordinance to be consistent with State law.

# COMMUNITY DEVELOPMENT PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1100-000.11-00	323,167	349,577	518,988	381,593
OVERTIME SALARIES	001-1100-000.13-00	2,597	3,095	1,400	2,200
MEDICAL INSURANCE	001-1100-000.21-10	76,556	90,413	156,378	105,717
L-T DISABILITY INSURANCE	001-1100-000.21-20	2,038	2,134	3,281	2,442
LIFE INSURANCE	001-1100-000.21-30	216	229	326	250
WORKERS COMP INSURANCE	001-1100-000.21-40	1,439	1,042	2,517	1,587
FICA	001-1100-000.22-00	24,196	26,376	39,809	29,360
RETIREMENT CONTRIBUTIONS	001-1100-000.23-00	21,410	39,662	50,655	40,373
VEBA CONTRIBUTIONS	001-1100-000.28-00	4,919	5,677	7,029	6,000
OTHER EMPLOYEE BENEFITS	001-1100-000.29-00	3,630	1,110	2,865	2,216
<b>TOTAL PERSONNEL SERVICE</b>		<b>460,170</b>	<b>519,315</b>	<b>783,248</b>	<b>571,738</b>
Total Full-Time Equivalent (FTE)		<b>7.41</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-1100-000.31-10	46,245	59,165	78,635	67,635
BASE MAPPING	001-1100-000.35-40	540	-	-	-
OTHER CONTRACTUAL SVCS	001-1100-000.39-00	4,850	5,214	6,340	7,320
BUILDINGS AND GROUNDS	001-1100-000.43-10	-	89	2,000	-
OFFICE EQUIPMENT	001-1100-000.43-40	1,234	(319)	2,200	2,200
VEHICLES	001-1100-000.43-50	691	-	-	-
GAS/OIL/DIESEL/LUBRICANTS	001-1100-000.43-51	-	-	-	300
POSTAGE	001-1100-000.53-20	4,119	1,016	1,500	2,000
TELEPHONE	001-1100-000.53-30	5,562	6,905	6,920	6,300
LEGAL NOTICES	001-1100-000.53-40	3,687	2,272	2,500	2,250
ADVERTISING	001-1100-000.54-00	-	-	1,000	1,000
PRINTING AND BINDING	001-1100-000.55-00	199	-	350	500
TRAVEL, FOOD & LODGING	001-1100-000.58-10	-	-	2,500	2,700
TRAINING AND CONFERENCES	001-1100-000.58-50	653	-	2,500	1,700
MEMBERSHIPS/DUES/SUBS	001-1100-000.58-70	2,121	3,217	2,000	2,215
OFFICE SUPPLIES	001-1100-000.60-10	1,131	1,705	2,500	2,500
BOOKS AND PERIODICALS	001-1100-000.64-10	-	-	100	-
COMPUTER SOFTWARE	001-1100-000.64-80	952	268	-	3,700
ASSETS < \$5000	001-1100-000.69-80	4,409	2,171	3,800	5,800
EXPENDITURES-CAPITAL OUTLAY	001-1100-000.74-80	-	-	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>76,394</b>	<b>81,702</b>	<b>114,845</b>	<b>108,120</b>
<b>SUB-TOTAL PLANNING DEPARTMENT</b>		<b>536,563</b>	<b>601,017</b>	<b>898,093</b>	<b>679,858</b>

# COMMUNITY DEVELOPMENT PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
323,167	349,577	518,988	001-1100-000.11-00	REGULAR SALARIES		381,593
2,597	3,095	1,400	001-1100-000.13-00	OVERTIME SALARIES		2,200
76,556	90,413	156,378	001-1100-000.21-10	MEDICAL INSURANCE		105,717
2,038	2,134	3,281	001-1100-000.21-20	L-T DISABILITY INSURANCE		2,442
216	229	326	001-1100-000.21-30	LIFE INSURANCE		250
1,439	1,042	2,517	001-1100-000.21-40	WORKERS COMP INSURANCE		1,587
24,196	26,376	39,809	001-1100-000.22-00	FICA		29,360
21,410	39,662	50,655	001-1100-000.23-00	RETIREMENT CONTRIBUTIONS		40,373
4,919	5,677	7,029	001-1100-000.28-00	VEBA CONTRIBUTIONS		6,000
3,630	1,110	2,865	001-1100-000.29-00	OTHER EMPLOYEE BENEFITS		2,216
<b>460,170</b>	<b>519,315</b>	<b>783,248</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>571,738</b>
<b>7.41</b>	<b>5.0</b>	<b>5.0</b>	Total Full-Time Equivalent (FTE)			<b>5.0</b>
<b>MATERIALS AND SERVICES:</b>						
46,245	59,165	78,635	001-1100-000.31-10	CONTRACTUAL SERVICES		67,635
				Housing Needs Analysis Update and Adoption	15,000	
				Misc. Code updates	10,000	
				Wave (ESP email provider) annual fees	135	
				Ft. Dalles Museum Support	22,500	
				GIS Aerial	20,000	
540	-	-	001-1100-000.35-40	BASE MAPPING		-
				Wasco Co. Assessor Map Fees		
4,850	5,214	6,340	001-1100-000.39-00	OTHER CONTRACTUAL SVCS		7,320
				1. Wasco Co. GIS Support - \$12,600 (Updated by Wasco County on 2/10/2021 )	4,200	
				1/3 Planning = \$4,200		
				1/3 PW = \$4,200		
				1/6 UR = \$2,100 Transfer to General Fund		
				1/6 Codes = \$2,100.00		
				2. ArcGIS Software Planning	1,500	
				3. Adobe Acrobat	270	
				4. Asana Project Tracking Software	1,350	
-	89	2,000	001-1100-000.43-10	BUILDINGS AND GROUNDS		-
				Pioneer Cemetery annual Maintenance		
1,234	(319)	2,200	001-1100-000.43-40	OFFICE EQUIPMENT		2,200
				Copier lease	2,200	
				Maintenance		
691	-	-	001-1100-000.43-50	VEHICLES		-
				PW estimate of projected maint/repairs		
-	-	-	001-1100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		300
				Dept vehicle/Development inspector	300	
4,119	1,016	1,500	001-1100-000.53-20	POSTAGE		2,000
				Planning Mailing History		
				HLC		
5,562	6,905	6,920	001-1100-000.53-30	TELEPHONE		6,300
				Gorge.net Services	4,300	
				Staff Cell Phones	2,000	
3,687	2,272	2,500	001-1100-000.53-40	LEGAL NOTICES		2,250
				Planning Commission and Public Hearing Notices		
-	-	1,000	001-1100-000.54-00	ADVERTISING		1,000
				Historical Usage, Long Range Planning, Comp Plan Amendments		
199	-	350	001-1100-000.55-00	PRINTING AND BINDING		500
-	-	2,500	001-1100-000.58-10	TRAVEL, FOOD & LODGING		2,700
				Planning conference x3, travel, food and hotel	2,625	
				Legal Issues Seminar (x1)	75	
653	-	2,500	001-1100-000.58-50	TRAINING AND CONFERENCES		1,700
				OR Planning Conference (x3)	1,050	
				Legal Issues Seminar (x1)	150	
				Historic Landmarks Commissioners Training	500	
2,121	3,217	2,000	001-1100-000.58-70	MEMBERSHIPS/DUES/SUBS		2,215
				APA membership fees	1,700	
				Nat'l Historic Trust Membership (aids in grant process)	30	
				OR City Planning Director Association	100	
				OR APA membership fees - Planning Commission	385	
1,131	1,705	2,500	001-1100-000.60-10	OFFICE SUPPLIES		2,500
-	-	100	001-1100-000.64-10	BOOKS AND PERIODICALS		-

# COMMUNITY DEVELOPMENT PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
952	268	-	001-1100-000.64-80	COMPUTER SOFTWARE		3,700
				Host Compliance STR software	3,700	
4,409	2,171	3,800	001-1100-000.69-80	ASSETS < \$5000		5,800
				Replace desk chairs, new front desk lpad, and other miscellaneous office equipment	2,000	
				Computer Replacement, based on IT Manager's spreadsheet	3,800	
<b>76,394</b>	<b>81,702</b>	<b>114,845</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>108,120</b>
<b>536,563</b>	<b>601,017</b>	<b>898,093</b>	<b>SUB-TOTAL PLANNING DEPARTMENT</b>			<b>679,858</b>

# ECONOMIC DEVELOPMENT

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## PERSONNEL

FTE: 1.0

## MISSION

To improve the community's quality of life through sustainable economic development and job creation.

## DESCRIPTION

The Community Development Department consists of three divisions, Planning and Historic Preservation, Economic Development, and Facility Maintenance. Staff in this department support the work of the City Council, Planning Commission, Historic Landmarks Commission, and the Urban Renewal Agency Board.

The Economic Development Division of the Department added one new permanent, full-time position for FY 23/24. The Economic Development Officer will provide direct support for the Urban Renewal Agency Board.

The Economic Development Division is responsible for coordinating the City's economic development programs and overseeing implementation of the City's overall economic development strategy. The division collaborates with local and regional partners in marketing the community for the growth and development of a diversified business community. To meet these tasks, the division receives support from the City Manager's Office, Planning Division, Columbia Gateway Urban Renewal Agency, Wasco County Economic Development Commission, and regional partners. The division is also involved in the Enterprise Zone, Opportunity Zone, Vertical Housing Zone and the Columbia Gorge Regional Airport, which are considered other economic development tools for the community.

The division seeks out funding and partnership opportunities from both public and private sources to assist in furthering the economic development goals of the City Council. Such goals include the creation of a vibrant downtown serving community needs, continued reinvestment of commercial districts, expansion of visitor-serving opportunities and continued growth of the industrial sector.

## GOALS AND FOCUS FY 2024

- Partner with City Council, City departments, and the community to implement the updated Community Vision Action Plan.
- Collaborate with MCEDD and other local and regional partners on regional economic development issues, programs and strategies.
- Join efforts with the Community Outreach Team, Wasco County Economic Development Commission, and the Port of The Dalles to expand existing businesses or bring new industry to create jobs in the community.
- Downtown Wifi

## GENERAL FUND-COMMUNITY DEVELOPMENT DEPARTMENT

- Work in partnership with the Chamber of Commerce, the Main Street Program, and other local partners to encourage activities that support more downtown economic vitality.
- Continue to promote and administer the Urban Renewal Incentive Program on behalf of the Urban Renewal Agency.
- Provide assistance in developing and implementing the City's economic development strategies and activities. Update codes to support economic development and community livability.

### ACCOMPLISHMENTS IN FY 2023

- Added one permanent, full-time staff position (Economic Development Officer) to the Community Development, dedicated to City-wide economic goals and direct support for the Urban Renewal Agency.
- Oversaw the adoption of the Urban Renewal Incentive Program on behalf of the Urban Renewal Agency.
- Assisted in securing funding through the Oregon Brownfield Cleanup Fund to assist in the demolition and hazardous materials abatement of the Tony's Building.
- Explored opportunities to bring more housing to downtown as a way to strengthen foot-traffic to retail businesses and restaurants.

### MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Continue to use Urban Renewal funds wisely to leverage new investment within the district boundaries.
- Track the inventory of developable industrial land, giving regular updates to City Council and community partners. Plan for opportunities to expand the industrial land supply and expand development potential on existing industrial land inside the city limits.
- Ensure that new industrial and commercial development proposals can efficiently navigate the City's development process.
- Create a City Business License program.

# ECONOMIC DEVELOPMENT

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1150-000.11-00	-	-	-	87,773
OVERTIME SALARIES	001-1150-000.13-00	-	-	-	-
MEDICAL INSURANCE	001-1150-000.21-10	-	-	-	27,704
L-T DISABILITY INSURANCE	001-1150-000.21-20	-	-	-	553
LIFE INSURANCE	001-1150-000.21-30	-	-	-	50
WORKERS COMP INSURANCE	001-1150-000.21-40	-	-	-	724
FICA	001-1150-000.22-00	-	-	-	6,715
RETIREMENT CONTRIBUTIONS	001-1150-000.23-00	-	-	-	-
VEBA CONTRIBUTIONS	001-1150-000.28-00	-	-	-	-
OTHER EMPLOYEE BENEFITS	001-1150-000.29-00	-	-	-	541
<b>TOTAL PERSONNEL SERVICE</b>		-	-	-	<b>124,060</b>
Total Full-Time Equivalent (FTE)		-	-	-	<b>1.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-1150-000.31-10	75,000	25,000	25,000	131,000
POSTAGE	001-1150-000.53-20	-	-	70	70
ADVERTISING	001-1150-000.54-00	-	-	100	100
TRAVEL, FOOD & LODGING	001-1150-000.58-10	-	-	1,800	1,800
TRAINING AND CONFERENCES	001-1150-000.58-50	-	-	1,000	1,000
MEMBERSHIP/DUES/SUBSCRIPTIONS	001-1150-000.58-70	-	250	250	250
OFFICE SUPPLIES	001-1150-000.60-10	12	-	300	300
SPECIAL SUPPLIES	001-1150-000.60-85	-	-	500	500
MISCELLANEOUS EXPENSES	001-1150-000.69-50	-	-	200	200
ASSETS < \$5000	001-1150-000.69-80	-	-	-	5,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>75,012</b>	<b>25,250</b>	<b>29,220</b>	<b>140,220</b>
<b>SUB-TOTAL ECONOMIC DEVELOPMENT</b>		<b>75,012</b>	<b>25,250</b>	<b>29,220</b>	<b>264,280</b>
<b>TOTAL PLANNING &amp; ECONOMIC DEVELOPMENT</b>		<b>611,575</b>	<b>626,267</b>	<b>927,313</b>	<b>944,138</b>



# ECONOMIC DEVELOPMENT PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget	
<b>PERSONNEL SERVICE:</b>							
-	-	-	001-1150-000.11-00	REGULAR SALARIES		87,773	
-	-	-	001-1150-000.12-00	PARTTIME/TEMP SALARIES		-	
-	-	-	001-1150-000.13-00	OVERTIME SALARIES		-	
-	-	-	001-1150-000.21-10	MEDICAL INSURANCE		27,704	
-	-	-	001-1150-000.21-20	L-T DISABILITY INSURANCE		553	
-	-	-	001-1150-000.21-30	LIFE INSURANCE		50	
-	-	-	001-1150-000.21-40	WORKERS COMP INSURANCE		724	
-	-	-	001-1150-000.22-00	FICA		6,715	
-	-	-	001-1150-000.23-00	RETIREMENT CONTRIBUTIONS		-	
-	-	-	001-1150-000.28-00	VEBA CONTRIBUTIONS		-	
-	-	-	001-1150-000.29-00	OTHER EMPLOYEE BENEFITS		541	
-	-	-	<b>TOTAL PERSONNEL SERVICE</b>				<b>124,060</b>
-	-	-	Total Full-Time Equivalent (FTE)				<b>1.0</b>
<b>MATERIALS AND SERVICES:</b>							
75,000	25,000	25,000	001-1150-000.31-10	CONTRACTUAL SERVICES		131,000	
				RARE Volunteer	25,000		
				Grant writing and support services	36,000		
				Downtown Parking Study	45,000		
				Main Street Program	25,000		
-	-	70	001-1150-000.53-20	POSTAGE		70	
-	-	100	001-1150-000.54-00	ADVERTISING		100	
-	-	1,800	001-1150-000.58-10	TRAVEL, FOOD & LODGING		1,800	
				OEDA Conference	1,000		
				Misc UR & ED opportunities	800		
-	-	1,000	001-1150-000.58-50	TRAINING AND CONFERENCES		1,000	
				OEDA Conference	400		
				Economic Symposium x2	100		
				Misc OEDA Training	500		
-	250	250	001-1150-000.58-70	MEMBERSHIPS/DUES/SUBS		250	
				OEDA Membership	250		
12	-	300	001-1150-000.60-10	OFFICE SUPPLIES		300	
-	-	500	001-1150-000.60-85	SPECIAL SUPPLIES		500	
-	-	200	001-1150-000.69-50	MISCELLANEOUS EXPENSES		200	
-	-	-	001-1150-000.69-80	ASSETS < \$5000		5,000	
				EDO: Chair, Desk, etc.	1,200		
				computer and software for new employee	3,800		
<b>75,012</b>	<b>25,250</b>	<b>29,220</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>140,220</b>	
<b>75,012</b>	<b>25,250</b>	<b>29,220</b>	<b>SUB-TOTAL ECONOMIC DEVELOPMENT</b>			<b>264,280</b>	
<b>611,575</b>	<b>626,267</b>	<b>927,313</b>	<b>TOTAL PLANNING DEPARTMENT &amp; ECONOMIC DEVELOPMENT</b>			<b>944,138</b>	

# POLICE

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## PERSONNEL

FTE: 27.90

## MISSION

The protection of persons and their property in order to maintain and promote the safety of the public and the livability of The Dalles through community policing and partnerships.

## DESCRIPTION

The Police Department is responsible for the public safety within the city limits of the City of The Dalles. Services include but are not limited to:

- Professional response to emergencies.
- Protection of life, property, and public order.
- The detection and apprehension of offenders.
- Enforcement of state laws and city ordinances.
- Community policing through partnerships and our diverse workforce.
- Creatively solve problems, assist the public and seek positive outcomes.

### *The Department is budgeted for 27 full time positions and 3 part-time*

- 1 Chief
- 1 Captain
- 6 Sergeants
- 17 Police Officers
- 1 Administrative Support Position
- 1 Department Support Position
- 1 part-time Evidence Technician

### *Enforcement Programs Include*

- Patrol Service, 24 hours a day 7 days a week.
- Major Crimes Team/Detectives.
- SERT, Special Emergency Response/Rescue Team.
- Traffic Safety.
- MINT, Mid-Columbia-Interagency Narcotics Team.
- Police Reserves.
- Watershed Protection and Enforcement.
- Evidence and Property Management.

### *Non-Enforcement Programs Include*

- Neighborhood Enforcement Action Team (NEAT).
- Parent/Child Aid Drug Testing.
- Homeless Identification Assistance Program.
- Crisis Intervention Team (CIT).
- Community Drug take back.
- School Safety Protocol/Plan committee.
- Tip411 Platform for the public to report crimes anonymously and receive law enforcement notifications/alerts in real time.
- Public Safety Peer Support, Chaplaincy.
- Administrative Support Division (Sergeant, Codes Enforcement, Animal Control, NEAT, Evidence Technician).

### GOALS AND FOCUS FY 2024

- Achieve Full Accreditation for The Dalles Police Department.
- Maintain transparency and the public's trust.
- Further collaborate with the Sheriff's Department for Computer Aided Dispatch and Records Management Systems replacement and modernization.
- Maintain full staffing through recruitment and retention.
- Successfully field train, mentor and coach new police officers to be fully deployable.
- Work with partners on homelessness and quality of life solutions especially Saint Vincent DePaul, and Mid-Columbia Community Action Council.
- Continue work on the Mental Health Crisis by collaborating with partner agencies.
- Continue adoption of the core pillars of 21st Century Policing as outlined in the President's Report on 21st Century Policing Commissioned by President Obama.

### ACCOMPLISHMENTS IN FY 2023

- Hired six new diverse police officers including two female officers.
- Delivered ongoing field training, mentorship and supervision to ensure new officers' success.
- Received Statistical Transparency of Policing report (STOP) affirming bias free policing practices.
- Solved both injury shooting incidents that occurred during the year.
- Accreditation work completed, pending assessment and endorsement by the Oregon Accreditation Alliance.
- Engaged with Accreditation support to fully rewrite, edit and organize the Police Policy Manual and Evidence Manual.
- Managed Federal no-match COPS Grant of \$74,750 to support accreditation effort.
- Engaged with Wasco County Sheriff's Department to draft a Request for Proposal to refresh core enforcement systems for Computer Aided Dispatch (CAD) and Records Management Systems (RMS) to address regional technology deficit.
- Participated in the planning and execution of multiple school safety drills.
- Achieved training and certification compliance for every member

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Navigate the impacts of Ballot Measure 110 which largely legalized possession of small quantities of hard drugs.
- Understand and support the implementation of Ballot Measure 114 requiring a permit to purchase firearms.
- Begin participation in Oregon’s Sex Offender Registration Program.
- The two prior bullet points have potential workload and staffing impacts.
- Manage, mentor and train a workforce with greatly reduced tenure and experience.
- Continue to work through issues pertaining to the unhoused population.
- Continue internal leadership succession plan with advanced leadership training.
- Ensure the public’s trust and positive perception regarding police reform.
- Provide continued training to officers regarding government interest to include; use of force, de-escalation, crisis intervention training, and culturally competent trauma informed care as well as any other requirements established by the State Legislature or the Department of Public Safety Standards and Training.

# POLICE DEPARTMENT VEHICLE FLEET



## BACKGROUND

- Adequate patrol cars are one of the most important components of any police department. Officers spend most of their shifts in the patrol fleet and its condition greatly impacts an officer's safety and sense of pride in their department as well as our image in the community. Patrol cars are a mobile office for officers in the field and a well maintained and modern fleet project professionalism and competence.
- The police department has a fleet of 21 vehicles and one utility trailer. The current vehicles include eight marked patrol cars, eight unmarked police vehicles including detectives, MINT, administration vehicles, and a SERT van. One armored rescue vehicle, one Animal Control Vehicle, and one Codes Enforcement vehicle which are marked for their respective assignments. The Police Department has one enclosed equipment trailer used for storing and moving firearms range equipment.
- Below is a table that depicts City of the Dalles Police Vehicles.

<b>VEHICLE FLEET PLAN</b>						
<b>Police Department</b>						
<b>Vehicle</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>License</b>	<b>Vin</b>	<b>Assignment</b>
S-00	2021	Dodge	Charger	TEMP	2C3CDXKG2MH657263	Patrol
S-1	2021	Ford	Explorer	E290561	1FM5K8AC3MGC31040	Patrol
S-2	2021	Ford	Explorer	E287322	1FM5K8AW5MNA07273	Patrol
S-3	2019	Dodge	Charger	E278770	2C3CDXKT2KH726849	Patrol
S-4	2017	Ford	Explorer	E290560	1FM5K8AC3MGC31216	Patrol
S-5	2019	Dodge	Charger	E278819	2C3CDXKT2KH535866	Patrol
S-6	2018	Dodge	Charger	E257642	2C3CDXKT3JH316432	Patrol
S-7	2019	Dodge	Charger	E278820	2C3CDXKT2KH535867	Patrol
S-8*	2014	Dodge	Charger	187HHC	2C3CDXBG4EH324919	Admin
S-9*	2011	Dodge	Charger	270FBP	2B3CL3CG5BH545710	Training
S-10*	2009	Dodge	Charger	917ENP	2B3KA33V29H596155	Detective
S-11*	2004	Ford	EC3	670BUK	1FBSS31L94HA85672	SERT Van
S-12*	2019	Ford	Escape	905BMS	1FMCU9GD7KUB63539	Detective
S-14*	2003	Chevy	Tahoe	960JLL	1GNEK13ZX3J130938	Narcotics
S-15*	2016	Jeep	Patriot	425JLL	1C4NJRBB6GD712506	Detective
S-16*	2019	Dodge	Charger	069DNE	2C3CDXJG3KH704850	Admin
S-17	2007	Ford	Ranger	E235391	1FTZR45E47PA66481	Animal Control
S-18	2008	Pace	LT Trailer	E249288	5VZUB14248L002219	Range
S-19*	2014	Ford	Escape	816GYW	1FMCU9GX7EUD44588	MINT
S-20	2007	Ford	Expedition	E235400	1FMFU16597LA64971	Codes Enforcement
S-99		MRAP			Armoured Rescue Vehicle	

## PATROL VEHICLE OVERVIEW

- Patrol coverage is 24 hours a day, 365 days of the year. There are at least two to three patrol vehicles constantly being operated. It is not uncommon to have up to six patrol vehicles operating at one time.
- Half the fleet is in relatively good condition and half are approaching end of life. Routine maintenance has stretched our cars past their ideal lifespan. Supply chain issues are causing long delays in this year's vehicle order. Mileage and wear and tear are increasing. Marked patrol vehicles average about three years in age. They are replaced when miles reach between 75,000 and 85,000 miles. When a patrol vehicle reaches the maximum mileage, they become less safe for police work.
- The standard for a city police marked vehicle is to multiply the actual mileage by two to get an accurate figure. This calculation accounts for harsh driving and extended idle times. Maintaining a replacement schedule keeps the rising maintenance costs down and ensures there are not safety issues that inherently come with worn out vehicles. It also ensures that a deficit in replacements is not created, which could impact future budgets.

## REPLACEMENT PLAN

- The department normally schedules two replacement patrol vehicles, and one unmarked vehicle a year based on the need. Unmarked vehicles have a longer useful lifespan. The police department is scheduled to replace one unmarked detective's vehicle this year. Historically the

## CITY BUDGET OVERVIEW

police department waits until the marked patrol vehicles are purchased and in service prior to purchasing unmarked vehicles to insulate against possible cost variations. Unmarked vehicles are easier to procure. Purchase of this unmarked vehicle may have to be completed prior to the two marked patrol vehicle being delivered and put into service.

- Budget year 2023-24 we are scheduled to replace:
  - 2 marked police vehicles
  - 2 unmarked vehicles

## OUTGOING VEHICLES

- Shop 6 (2018 Dodge Charger) was purchased in 2018 and currently has 68,000 miles on it. This mileage should be higher but it has been damaged and had engine faults over the years, putting it out of service for longer than normal. This is our oldest patrol vehicle and is due for replacement. By end of budget cycle 22-23, we can expect to have over 85,000 miles.
- The next oldest vehicle is Shop 3 (2019 Dodge Charger) which currently has 84,000 miles on it. By the end of 22-23 budget cycle, we can expect to have around 100,000 miles on it.
- Our oldest unmarked vehicle is a 2009 Dodge charger with 85,000 miles on it. This is a vehicle that is used for special assignments and transportation out of town for training purposes. An estimated 5,000 miles a year are put on this vehicle. This vehicle should be replaced with a new unmarked vehicle. We will rotate the next oldest unmarked vehicle into the training vehicle and use the new vehicle for assignment to a detective. This is common practice in fleet management and rotation.
- Shop 20 (2007 Ford Expedition) is currently assigned to codes enforcement. This vehicle will be transferred to the Community Development Department at the beginning of budget year 23-24. When this occurs, code enforcement will then be assigned an unmarked vehicle that is currently being used as a detective vehicle. (Shop 15, a 2016 Jeep Patriot)
- The Police Department needs to purchase two vehicles to be used as Detective/unmarked vehicles to replace the vehicles traded in and repurposed to codes enforcement.

## MARKED PATROL VEHICLES

- Dodge is discontinuing the Charger. Standardizing on one SUV type vehicle makes sense if no suitable sedan is available. We intend to standardize the fleet as Ford Explorer Interceptors.
- The fiscal year 2023-24 we are requesting \$135,875.51. This purchases two Ford Explorer Interceptors all-wheel drive patrol vehicles. This request includes the “loaded price” that includes the added cost of standard police equipment- lights, siren, in-car video, computer mount, in-car radars, prisoner package, and police radio. This also includes police livery.
  - \$46,937.75 for purchase of vehicle X 2 (\$93,875.51 estimate from dealer)
  - \$20,000 for lights, siren, prisoner package X 2 (\$40,000 Total)
  - \$1,000 graphics install and uninstall X 2 (\$2000)

## UNMARKED VEHICLES

## CITY BUDGET OVERVIEW

- The fiscal year 2023-24 the request is \$92,050.97. This funds two un-marked Ford Explorer patrol vehicles that include new standard police equipment and new radios.
- \$36,525.48 for vehicle purchase X 2 (\$73,050.97 estimate fleet price)
- \$6,500 for emergency equipment X 2 (\$13,000)
- \$3,000 for police radio X 2 (\$6,000)
- Note: By standardizing the fleet on one vehicle, risk is reduced by adding driver familiarity for all TDPD cars. Maintenance procedures are the same throughout the fleet. Using Ford Explorer interceptors as unmarked cars adds resiliency to the Department by having the resource available if there is a need through loss to promote an unmarked car to a marked car.
- Trade-ins may accrue funds back to the Police Department, but the value of trade-ins varies widely. The City wishes to reuse decommissioned police cars whenever possible and that strategy may eliminate any trade in value.
- **The total request of funding for The Dalles Police Department Fleet for fiscal year 2023-24 is \$227,926.47.**



# POLICE

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1300-000.11-00	2,017,783	1,907,015	2,310,321	2,495,269
PARTTIME/TEMP SALARIES	001-1300-000.12-00	17,889	25,781	52,070	60,173
OVERTIME SALARIES	001-1300-000.13-00	112,371	157,200	138,500	120,500
DUI OVERTIME SALARIES	001-1300-000.13-10	-	-	5,000	14,500
BI-LINGUAL INCENTIVE 5%	001-1300-000.14-00	11,750	10,315	9,703	14,031
MEDICAL INSURANCE	001-1300-000.21-10	539,204	479,306	637,877	609,957
L-T DISABILITY INSURANCE	001-1300-000.21-20	12,368	11,461	14,415	15,726
LIFE INSURANCE	001-1300-000.21-30	1,360	1,148	1,410	1,365
WORKERS COMP INSURANCE	001-1300-000.21-40	40,281	36,497	59,358	46,757
FICA	001-1300-000.22-00	161,829	157,659	191,716	206,732
RETIREMENT CONTRIBUTIONS	001-1300-000.23-00	388,975	332,089	451,911	541,737
VEBA CONTRIBUTIONS	001-1300-000.28-00	22,521	20,829	36,276	34,992
OTHER EMPLOYEE BENEFITS	001-1300-000.29-00	210	180	12,650	14,124
<b>TOTAL PERSONNEL SERVICE</b>		<b>3,326,542</b>	<b>3,139,480</b>	<b>3,921,207</b>	<b>4,175,863</b>
Total Full-Time Equivalent (FTE)		<b>26.45</b>	<b>27.45</b>	<b>27.85</b>	<b>27.90</b>

### MATERIALS AND SERVICES:

CONTRACTUAL SERVICES	001-1300-000.31-10	79,634	87,585	91,052	42,200
WASCO CO COMMUNICATIONS	001-1300-000.31-40	364,844	364,874	284,025	284,511
RECRUITING EXPENSES	001-1300-000.31-70	-	56	-	-
INTERPRETOR FEES	001-1300-000.33-15	220	37	600	600
TOWING SERVICES	001-1300-000.33-40	18,595	16,774	5,000	5,000
SOFTWARE MAINTENANCE	001-1300-000.34-40	11,778	11,261	18,250	19,045
WATER & SEWER	001-1300-000.41-10	2,271	2,296	2,500	2,500
GARBAGE SERVICES	001-1300-000.41-20	1,638	1,657	1,700	1,682
ELECTRICITY	001-1300-000.41-40	5,724	6,852	7,600	7,600
JANITORIAL SERVICES	001-1300-000.42-00	11,658	11,658	13,507	13,777
BUILDINGS AND GROUNDS	001-1300-000.43-10	6,087	7,821	9,900	13,300
RADIO EQUIPMENT	001-1300-000.43-30	386	1,934	2,400	2,400
OFFICE EQUIPMENT	001-1300-000.43-40	990	640	1,000	2,000
VEHICLES MAINTENANCE	001-1300-000.43-50	22,457	17,154	26,400	25,000
GAS/OIL/DIESEL/LUBRICANTS	001-1300-000.43-51	41,438	51,731	42,900	60,000
TIRES AND TIRE REPAIRS	001-1300-000.43-52	7,193	7,919	8,000	11,000
ELEVATOR MAINTENANCE	001-1300-000.43-75	2,833	2,722	2,800	2,900
HVAC SYSTEMS	001-1300-000.43-77	46	-	800	1,200
HEPATITIS PROGRAM	001-1300-000.50-40	-	-	200	200
POSTAGE	001-1300-000.53-20	1,419	1,737	1,700	2,000
TELEPHONE	001-1300-000.53-30	20,890	20,023	22,882	32,836
ADVERTISING	001-1300-000.54-00	-	-	500	500
DIGITAL STORAGE	001-1300-000.56-00	12,039	4,702	20,527	27,585
TRAVEL, FOOD & LODGING	001-1300-000.58-10	5,059	6,480	10,000	26,575
TRAINING AND CONFERENCES	001-1300-000.58-50	5,970	9,557	13,878	11,178
MEMBERSHIPS/DUES/SUBS	001-1300-000.58-70	3,997	3,165	3,365	4,000
SERT TEAM	001-1300-000.59-10	4,801	3,962	14,850	10,000
RESERVES	001-1300-000.59-15	648	3,408	5,892	6,200
CRIME PREVENTION	001-1300-000.59-25	296	98	2,000	2,000
OFFICE SUPPLIES	001-1300-000.60-10	4,033	5,653	5,000	5,500
JANITORIAL SUPPLIES	001-1300-000.60-20	3,594	4,146	5,100	5,100
AMMUNITION	001-1300-000.60-65	8,170	7,302	10,000	12,000
DRUG TEAM	001-1300-000.60-70	525	665	-	-
CLOTHING	001-1300-000.60-80	26,942	29,465	33,872	30,000

# POLICE

## PROPOSED BUDGET

		<b>FY20/21</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>FY23/24</b>
	<b>Account Number</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed Budget</b>
SPECIAL DEPT SUPPLIES	001-1300-000.60-85	18,609	14,074	12,350	15,726
COMPUTER SOFTWARE	001-1300-000.64-80	16,635	16,570	20,772	13,952
MISCELLANEOUS EXPENSES	001-1300-000.69-50	3,772	1,915	6,350	55,900
ASSETS < \$5000	001-1300-000.69-80	18,662	20,955	43,572	58,914
<b>TOTAL MATERIALS AND SERVICES</b>		<b>733,851</b>	<b>746,847</b>	<b>751,244</b>	<b>814,881</b>

### CAPITAL OUTLAY:

BUILDINGS	001-1300-000.72-20	-	-	-	-
VEHICLES	001-1300-000.74-20	41,319	111,126	146,000	227,926
EXPENDITURES-CAPITAL OUTLAY	001-1300-000.74-80	-	55,284	-	-
EQUIPMENT, OTHER	001-1300-000.74-90	-	26,000	110,908	6,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>41,319</b>	<b>192,409</b>	<b>256,908</b>	<b>233,926</b>
<b>SUB-TOTAL POLICE DEPARTMENT</b>		<b>4,101,712</b>	<b>4,078,736</b>	<b>4,929,359</b>	<b>5,224,670</b>

# POLICE

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
2,017,783	1,907,015	2,310,321	001-1300-000.11-00	REGULAR SALARIES		2,495,269
17,889	25,781	52,070	001-1300-000.12-00	PARTTIME/TEMP SALARIES		60,173
112,371	157,200	138,500	001-1300-000.13-00	OVERTIME SALARIES		120,500
-	-	5,000	001-1300-000.13-10	DUI OVERTIME SALARIES		14,500
				Traffic Safety, Seat belt, cell phone, speed, DUI	14,500	
11,750	10,315	9,703	001-1300-000.14-00	BI-LINGUAL INCENTIVE 5%		14,031
539,204	479,306	637,877	001-1300-000.21-10	MEDICAL INSURANCE		609,957
12,368	11,461	14,415	001-1300-000.21-20	L-T DISABILITY INSURANCE		15,726
1,360	1,148	1,410	001-1300-000.21-30	LIFE INSURANCE		1,365
40,281	36,497	59,358	001-1300-000.21-40	WORKERS COMP INSURANCE		46,757
161,829	157,659	191,716	001-1300-000.22-00	FICA		206,732
388,975	332,089	451,911	001-1300-000.23-00	RETIREMENT CONTRIBUTIONS		541,737
22,521	20,829	36,276	001-1300-000.28-00	VEBA CONTRIBUTIONS		34,992
210	180	12,650	001-1300-000.29-00	OTHER EMPLOYEE BENEFITS		14,124
<b>3,326,542</b>	<b>3,139,480</b>	<b>3,921,207</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>4,175,863</b>
<b>26.45</b>	<b>27.45</b>	<b>27.85</b>	Total Full-Time Equivalent (FTE)			<b>27.90</b>
<b>MATERIALS AND SERVICES:</b>						
79,634	87,585	91,052	001-1300-000.31-10	CONTRACTUAL SERVICES		42,200
				Range Outhouse	600	
				Wave	575	
				Clear - Law Enforcement data base used by detectives	3,675	
				Copier monthly lease payment + per page cost + Codes enforcement copies	3,000	
				Emergency Operations Center (County) - City share	9,000	
				Work station licenses for Justice (10) (1 for county access to Justice. \$1190.00 each/yearly)	11,900	
				Justice Lite Use Licenses	1,750	
				Leso 1033 program	500	
				Stor More Storage	1,200	
				Charter Internet	3,600	
				TIP 411	2,600	
				Shred it	300	
				Speakwrite transcription services	500	
				Accreditation yearly service fee	3,000	
364,844	364,874	284,025	001-1300-000.31-40	WASCO CO COMMUNICATIONS		284,511
				Police Dept share of 911 Dispatch Costs - paid to Wasco County	283,761	
				Police = 91%; PW = 9% each year		
				FY22/23 = Total \$ 91% = 283,761		
				EIS CAD dispatch system split with Wasco County-psnet		
				EIS STOP data portal (state mandated)	750	
-	56	-	001-1300-000.31-70	RECRUITING EXPENSES		-
				Moved to the Human Resources Budget		
220	37	600	001-1300-000.33-15	INTERPRETOR FEES		600
				Language line	600	
18,595	16,774	5,000	001-1300-000.33-40	TOWING SERVICES		5,000
				All tows the Dept is responsible for, including dept vehicles, evidence tows and abandoned tows.	5,000	
				Recreation vehicle tows moved to Codes Enf.		
11,778	11,261	18,250	001-1300-000.34-40	SOFTWARE MAINTENANCE		19,045
				2FA1 Software authentication software (yearly)	2,200	
				Justice Essential yearly fee (RMS) (yearly)	5,345	
				Digital Evidence redaction (Veriton Full Service) Reimbursed Expense	6,500	
				Digital Evidence redaction (Veritone in-house) 5 hrs @ \$100 per Reimbursed Expense	500	
				Administration Investigation Management (Annual)	1,500	
				Tailored Solutions. Justice lite LEDS connection	500	
				Power DMS Subscription (Accreditation) Required	700	
				Cradle Point management software	1,800	
2,271	2,296	2,500	001-1300-000.41-10	WATER & SEWER		2,500
1,638	1,657	1,700	001-1300-000.41-20	GARBAGE SERVICES		1,682
				Garbage Service	1,682	
5,724	6,852	7,600	001-1300-000.41-40	ELECTRICITY		7,600
				Electricity for Police Station	7,600	
11,658	11,658	13,507	001-1300-000.42-00	JANITORIAL SERVICES		13,777
				Contracted janitorial services + \$1,500 for other cleaning jobs not covered by the contract, such as carpet cleaning and floor waxing (2% increase for 23-24)		

# POLICE

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
6,087	7,821	9,900	001-1300-000.43-10	BUILDINGS AND GROUNDS		13,300
				Exterior window cleaning	400	
				Replace broken front office window	1,800	
				Garage Door repair	4,000	
				Misc expenses (fire extinguisher testing, fire system tests, misc building repairs, ice melt, vandalism, minor plumbing (snaking) and	7,100	
386	1,934	2,400	001-1300-000.43-30	RADIO EQUIPMENT		2,400
				Maintenance and repairs for portable radios, replace microphones, radio battery replacements	2,400	
990	640	1,000	001-1300-000.43-40	OFFICE EQUIPMENT		2,000
				Office chairs for Sgts Office	1,000	
				Misc Office equipment	1,000	
22,457	17,154	26,400	001-1300-000.43-50	VEHICLES MAINTENANCE		25,000
				Repair for dept vehicles to include patrol cars, unmarked cars, radar trailer, training trailer, registrations, and cleaning. Repair of any vehicle radio and emergency equipment	25,000	
41,438	51,731	42,900	001-1300-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		60,000
				Increase from last year	60,000	
7,193	7,919	8,000	001-1300-000.43-52	TIRES AND TIRE REPAIRS		11,000
				Normal wear and tear and purchase of studded tires	11,000	
2,833	2,722	2,800	001-1300-000.43-75	ELEVATOR MAINTENANCE		2,900
				Dept elevator maintenance contract & permit	2,900	
46	-	800	001-1300-000.43-77	HVAC SYSTEMS		1,200
				Filters	1,200	
-	-	200	001-1300-000.50-40	HEPATITIS PROGRAM		200
				Hep vaccinations for Dept personnel	200	
1,419	1,737	1,700	001-1300-000.53-20	POSTAGE		2,000
20,890	20,023	22,882	001-1300-000.53-30	TELEPHONE		32,836
				AT&T cell phone in each vehicle, monthly plan. One phone added because of added marked patrol vehicle. Slight increase with addition of new vehicle	6,000	
				Gorge Networks	600	
				Century Link (chenowith water tower radio connection)	4,800	
				Century Link Police Switch	1,030	
				Globalstar sat phone	1,260	
				Cell Allowances	246	
				Secure WIFI for PD	200	
				Gorge Networks Connectivity for Radio Receivers	1,500	
				Sorosis to Dispatch Phone line	400	
				All Stream-Long Distance	2,400	
				Office phone system monthly payment	14,400	
-	-	500	001-1300-000.54-00	ADVERTISING		500
12,039	4,702	20,527	001-1300-000.56-00	DIGITAL STORAGE AND CAMERA LEASE		27,585
				In car video storage to the cloud (3 x \$495)--Dept owned cameras	1,485	
				Filming of Dept Records	1,500	
				Direct purchase remote system setup of new in car cameras	1,500	
				Five In-car camera storage (5@\$2274 yearly)	11,370	
				Body Camera Digital Storage Cloud (14 x \$695)	9,730	
				One time legacy file storage upgrade	2,000	
5,059	6,480	10,000	001-1300-000.58-10	TRAVEL, FOOD & LODGING		26,575
				Misc regional training possibly requiring hotel and meals. Armorer school, CIT, Peer support, firearm inst., ARIDE School	5,000	
				Major Crimes Conference 3 days, 2 detectives (Room \$600, meals \$300)	900	
				OPOA Grande Rhonde (three nights lodging \$600, Meals \$600)	1,200	
				OACP Spring conference Lodging \$1500, meals \$1600	3,100	
				2 Supervisors to IACP (800 plane each, lodging 325 a night each room, 6 nights, food 1200 for two	6,700	
				2 Detectives to International Homicide Conference (800 plane each, lodging 325 a night shared, 7 nights, food 1200 for two)	5,075	
				3 Sgts to ELTS SEASIDE (three nights lodging Worldmark 400, Meals 600)	1,000	
				Oregon/California Narcotics Association Two Officers, one room \$800, meals \$800 (May be paid by MINT, except meals)	1,600	
				Peer support Training	800	
				DUII Training (location TBA. 3 nights one room \$600, meals \$600)	1,200	

# POLICE

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
5,970	9,557	13,878	001-1300-000.58-50	TRAINING AND CONFERENCES		11,178
				CIT (Crisis intervention team) Training	500	
				OPOA Grande Rhonde Three days 2 Officers	900	
				Peer Support	1,000	
				Major Crimes Conference Location TBA (2 Detectives)	500	
				OACP Spring Conference Tuition 4 Supervisors	1,600	
				Police One Online training-Lexipol (\$82 x 29)	2,378	
				DUI training	500	
				Oregon/California Narcotics Association Two Officers (May be paid by MINT)	1,200	
				IACP leadership training tuition ( Two Supervisors)	900	
				Trauma informed care instructor cost--Mandated 2024	500	
				Two detectives Intern. Homicide Conference 600 each	1,200	
3,997	3,165	3,365	001-1300-000.58-70	MEMBERSHIPS/DUES/SUBS		4,000
				Professional Publications and Subscriptions	250	
				Oregon Assc Chiefs of Police (6)	1,500	
				International Assc Chiefs of Police (4)	1,000	
				Notary Public Fees	100	
				FBI-NA	150	
				Dept wide LEDA (Drone association) membership	500	
				Oregon/California narcotics association	500	
4,801	3,962	14,850	001-1300-000.59-10	SERT TEAM		10,000
				Equipment & supplies for SERT Team (gas, pepper fog, robot batteries)	3,500	
				Tactical Officers Associations	500	
				Clothing	1,500	
				SERT Training (Tuition and Travel)	2,500	
				Beanbag gun/Less lethal supplies	2,000	
648	3,408	5,892	001-1300-000.59-15	RESERVES		6,200
				Equipment, clothing, & misc expenses for the Reserves	2,000	
				Police One Online training	200	
				Psych, drug screens (Required by State) (\$500 x 2)	1,000	
				Body Armour (2 x \$1500)	3,000	
296	98	2,000	001-1300-000.59-25	CRIME PREVENTION		2,000
				Crime Prevention & Neighborhood Watch programs	500	
				Supplies and community promotional material	1,500	
4,033	5,653	5,000	001-1300-000.60-10	OFFICE SUPPLIES		5,500
3,594	4,146	5,100	001-1300-000.60-20	JANITORIAL SUPPLIES		5,100
8,170	7,302	10,000	001-1300-000.60-65	AMMUNITION		12,000
				Duty & practice ammunition, range supplies.	10,000	
				Simunition firearms and ammo	2,000	
525	665	-	001-1300-000.60-70	DRUG TEAM		-
26,942	29,465	33,872	001-1300-000.60-80	CLOTHING		30,000
				Load Bearing Vests (5x 500)	2,500	
				Soft body armor (5X 1200)	6,000	
					12,000	
				Patrol Uniforms to include jackets, boots, repair, and replacements.		
				Clothing Allowance for Detectives	1,600	
				Replacement holsters	2,300	
				Cleaning Allowance for Officers	5,400	
				Uniform badges (2 x 100)	200	
18,609	14,074	12,350	001-1300-000.60-85	SPECIAL DEPT SUPPLIES		15,726
				Body Camera Mounts	350	
				Misc items: flares, batteries, citations, stop sticks etc.	1,000	
				Narcotic Test Kits	750	
				Replacement flashlights (3)	400	
				Gun cleaning equipment/supplies	500	
				Nitrile Gloves (1 case @ \$150 every 2 months)	900	
				Employee Recognition	1,500	
				Policy update book printing	800	
				Taser supplies(Cartridges, targets, batteries)	3,500	
				Police Note books and ORS books	750	
				Personal protection kits PPE	800	
				Office computer docks as needed (\$350 each)	1,400	
				Evidence bags/boxes	500	
				Blood and Urine kits for DUII investigations	500	
				NARCAN anti Opid Medication	1,000	
				Digital Recorders and Cameras	500	
				Stop Stick piranha pursuit prevention protection devices (2 per vehicle @\$36.00)	576	

# POLICE

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
16,635	16,570	20,772	001-1300-000.64-80	COMPUTER SOFTWARE		13,952
				Net motion Mobility Maintenance	4,380	
				Windows remote desktop services client (allows for remote destop for in car computer)	2,300	
				Fleet Management Software Marked patrol units only (\$7 per vehicle per month) Fleetio	672	
				ATT/First Netmonthly data for MDTs	6,600	
3,772	1,915	6,350	001-1300-000.69-50	MISCELLANEOUS EXPENSES		55,900
				Reimbursement Expenses for Officer Buyout	50,000	
				Homeless Assistance Program (ID program)	500	
				Medical expenses not covered by LEMLA	3,500	
				Radar/LIDAR repairs	500	
				Watchguard Maintenance	500	
				COVANTA Evidence disposal	400	
				Drone maintenance (batteries, props, sd cards)	500	
18,662	20,955	43,572	001-1300-000.69-80	ASSETS < \$5000		58,914
				For items with a durable life of over 1 year, but do not qualify as Capital Assets because they cost less than \$5,000, such as chairs, file cabinets, computer components, calculators, etc.		
				Handgun replacement (Purchase of 34 firearms. Trading in 34 firearms Transition to 9MM	25,814	
				Handguns and magazines if needed because of hiring	500	
				Office computer replacement (3) x \$2,600	7,800	
				Vehicle computer docks as needed (approx \$600 each)	2,400	
				Handheld Radar replacement (\$1000 each)	3,000	
				2 portable motorola radios for replacements	5,000	
				Tactical rifle, sling, and optics (7)	14,000	
				Body worn safety lights for Officers (\$100 each)	400	
<b>733,851</b>	<b>746,847</b>	<b>751,244</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>814,881</b>
			<b>CAPITAL OUTLAY:</b>			
-	-	-	001-1300-000.72-20	BUILDINGS		-
41,319	111,126	146,000	001-1300-000.74-20	VEHICLES		227,926
				(2) All wheel drive Ford Explorer marked patrol vehicles to include emergency equipment, prisoner package, moving radar, computer docks. Scheduled rotation	135,875	
				(2) All wheel drive, Ford Explorer unmarked admin/detective vehicles to replace aging training/special assignment vehicle and Codes vehicle. To include emergency equipment and radio.	92,051	
-	55,284	-	001-1300-000.74-80	EXPENDITURES-CAPITAL OUTLAY		-
-	26,000	110,908	001-1300-000.74-90	EQUIPMENT-OTHER		6,000
				Secure CJIS encrypted line to Wasco County SO and dispatch (CJIS Audit finding). Cisco switch C9200L-24-4G-E. Hardware encryption of network connection	6,000	
<b>41,319</b>	<b>192,409</b>	<b>256,908</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>233,926</b>
<b>4,101,712</b>	<b>4,078,736</b>	<b>4,929,359</b>	<b>SUB-TOTAL POLICE DEPARTMENT</b>			<b>5,224,670</b>

# CODES ENFORCEMENT

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## PERSONNEL

FTE: 1.0

## MISSION

To enhance the image and livability of the community through compliance with the City's ordinances, particularly addressing nuisance property maintenance and abatement efforts.

## DESCRIPTION

The Codes Enforcement Position seeks compliance with The Dalles Municipal Code through public education as well as proactive and complaint-driven response. The position collaborates with community partners to assist in the abatement of nuisance conditions and the protection of public safety. This position coordinates with the City Attorney and City Planning staff in the enforcement of the Land Use Development Ordinance (LUDO). The codes enforcement position works with citizens to solve problems and address issues of neighborhood livability, while protecting property rights.

The Codes Enforcement is housed within the Police Department and works closely with the Neighborhood Enforcement Action Team in resolving community livability issues.

## GOALS AND FOCUS FY 2024

- Investigate public right-of-way complaints with the assistance of law enforcement including:
  - Motorhomes and Recreational Vehicles
  - Trailers
  - Boats
- Partner with lending institutions and property maintenance firms to abate nuisance conditions on properties in ownership or tenancy transition.
- Continued partnership with Wasco County Youth Services to remove graffiti on residential and commercial properties, or secure another qualified vendor.
- Increase public education for abatement of puncture vine and general ordinance through public speaking opportunities, press releases and radio public service announcements.
- Enforce burn barrel permit regulations.
- Expand compliance with transient merchant license requirements.
- Work with Mid-Columbia Fire & Rescue in promoting use of Burn-to-Learn Program.
- Increase participation in Annual Community Cleanup by targeting neighborhoods in greater need.
- Expand awareness and compliance with snow removal requirements.
- Continue efforts to maintain and cleanup homelessness camps.

### ACCOMPLISHMENTS IN FY 2023

- Assisted in the livability and beautification of The Dalles through both complaint based and proactive enforcement of City Codes.
- Opened 396 complaint driven cases for investigation.
- Scrapped 247 junk cars.
- Tagged and towed 43 abandoned cars.
- Conducted 439 problem property inspections.
- Posted 19 properties for the nuisance abatement process.
- Abated 8 properties that refused voluntary compliance.
- Collaborated with Animal Control to address cases with crossover impacts.
- Assisted with training and orientation of the City of Maupin Codes enforcement Officer.

### MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Address growth and capacity issues in the Codes Enforcement Program.
- Work with Land Use Development Ordinance enforcement with Community Development Department planners.
- Monitor workload to ensure prioritized issues are resolved first.
- Elimination of puncture vine in high traffic areas.
- Increase community education and voluntary compliance with regulations.



# CODES ENFORCEMENT

## PROPOSED BUDGET

	<b>Account Number</b>	<b>FY20/21 Actual</b>	<b>FY21/22 Actual</b>	<b>FY22/23 Budget</b>	<b>FY23/24 Proposed Budget</b>
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1175-000.11-00	48,804	50,521	54,503	65,801
OVERTIME SALARIES	001-1175-000.13-00	-	-	707	-
MEDICAL INSURANCE	001-1175-000.21-10	10,020	10,350	11,091	10,265
L-T DISABILITY INSURANCE	001-1175-000.21-20	262	344	343	415
LIFE INSURANCE	001-1175-000.21-30	44	44	50	50
WORKERS COMP INSURANCE	001-1175-000.21-40	25	22	620	551
FICA	001-1175-000.22-00	3,646	3,640	4,224	5,034
RETIREMENT	001-1175-000.23-00	6,686	6,918	7,358	8,883
OTHER EMPLOYEE BENEFITS	001-1175-000.29-00	60	60	273	431
	<b>TOTAL PERSONNEL SERVICE</b>	<b>69,547</b>	<b>71,898</b>	<b>79,169</b>	<b>91,430</b>
	Total Full-Time Equivalent (FTE)	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-1175-000.31-10	8,762	8,395	15,000	17,500
OTHER CONTRACTUAL SRVCS	001-1175-000.39-00	2,000	5,296	60,032	59,432
VEHICLES	001-1175-000.43-50	1,072	1,639	4,100	6,000
GAS/OIL/DIESEL/LUBRICANTS	001-1175-000.43-51	690	2,142	2,500	2,750
TIRES AND TIRE REPAIRS	001-1175-000.43-52	-	646	1,200	1,200
POSTAGE	001-1175-000.53-20	1,000	976	1,200	1,750
TELEPHONE	001-1175-000.53-30	1,157	1,090	1,520	1,520
TRAVEL, FOOD & LODGING	001-1175-000.58-10	-	-	1,000	1,000
TRAINING AND CONFERENCES	001-1175-000.58-50	209	-	682	490
MEMBERSHIPS/DUES/SUBS	001-1175-000.58-70	75	153	150	150
OFFICE SUPPLIES	001-1175-000.60-10	1,200	669	1,200	1,200
MISCELLANEOUS EXPENSES	001-1175-000.69-50	-	-	1,000	1,000
ASSETS < \$5000	001-1175-000.69-80	-	400	-	-
	<b>TOTAL MATERIALS AND SERVICES</b>	<b>16,164</b>	<b>21,405</b>	<b>89,584</b>	<b>93,992</b>
	<b>SUB-TOTAL CODES ENFORCEMENT</b>	<b>85,711</b>	<b>93,303</b>	<b>168,753</b>	<b>185,422</b>
	<b>TOTAL CODES &amp; POLICE DEPARTMENT</b>	<b>4,187,424</b>	<b>4,172,039</b>	<b>5,098,112</b>	<b>5,410,092</b>

# CODES ENFORCEMENT PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
48,804	50,521	54,503	001-1175-000.11-00	REGULAR SALARIES		65,801
-	-	707	001-1175-000.13-00	OVERTIME SALARIES		-
10,020	10,350	11,091	001-1175-000.21-10	MEDICAL INSURANCE		10,265
262	344	343	001-1175-000.21-20	L-T DISABILITY INSURANCE		415
44	44	50	001-1175-000.21-30	LIFE INSURANCE		50
25	22	620	001-1175-000.21-40	WORKERS COMP INSURANCE		551
3,646	3,640	4,224	001-1175-000.22-00	FICA		5,034
6,686	6,918	7,358	001-1175-000.23-00	RETIREMENT		8,883
60	60	273	001-1175-000.29-00	OTHER EMPLOYEE BENEFITS		431
<b>69,547</b>	<b>71,898</b>	<b>79,169</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>91,430</b>
<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	Total Full-Time Equivalent (FTE)			<b>1.00</b>
<b>MATERIALS AND SERVICES:</b>						
8,762	8,395	15,000	001-1175-000.31-10	CONTRACTUAL SERVICES		17,500
				Nuisance abatements (increase in quantity and intensity of work)	12,500	
				Neighborhood clean up expenses	5,000	
2,000	5,296	60,032	001-1175-000.39-00	OTHER CONTRACTUAL SRVCS		59,432
				Wasco Co GIS maintenance costs	2,000	
				Asana project tracking software (3 users @ \$144 yearly)	432	
				LEADS Online (annual) Pawn shop reporting compliance	3,400	
				Towing of RVs (Estimated 6 @ \$2500)	15,000	
				Youth Services Work Crew (Graffiti abatement)	13,600	
				Transient camp cleanup Labor and Disposal Approx 50 camps per year	25,000	
1,072	1,639	4,100	001-1175-000.43-50	VEHICLES MAINTENANCE		6,000
				Repairs for Codes Vehicle	3,500	
				Emergency lighting change over from red/blue to amber/white. Shop 15	2,500	
690	2,142	2,500	001-1175-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		2,750
				(10% increase in gas prices)		
-	646	1,200	001-1175-000.43-52	TIRES AND TIRE REPAIRS		1,200
1,000	976	1,200	001-1175-000.53-20	POSTAGE		1,750
1,157	1,090	1,520	001-1175-000.53-30	TELEPHONE		1,520
-	-	1,000	001-1175-000.58-10	TRAVEL, FOOD & LODGING		1,000
				Sept OCEA Bend or Coast (Two nights lodging and meals)	500	
				April OCEA Location TBA (Two nights lodging and meals)	500	
209	-	682	001-1175-000.58-50	TRAINING AND CONFERENCES		490
				Police One	90	
				Sept--Oregon Codes Enforcement Association (Bend or Oregon)	200	
				April--Oregon Codes Enforcement Association (Location TBA)	200	
75	153	150	001-1175-000.58-70	MEMBERSHIPS/DUES/SUBS		150
1,200	669	1,200	001-1175-000.60-10	OFFICE SUPPLIES		1,200
-	-	1,000	001-1175-000.69-50	MISCELLANEOUS EXPENSES		1,000
				Printer cartridges, digital recorder, digital camera,	1,000	
-	400	-	001-1175-000.69-80	ASSETS < \$5000		-
<b>16,164</b>	<b>21,405</b>	<b>89,584</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>93,992</b>
<b>85,711</b>	<b>93,303</b>	<b>168,753</b>	<b>SUB-TOTAL CODES ENFORCEMENT DEPARTMENT</b>			<b>185,422</b>
<b>4,187,424</b>	<b>4,172,039</b>	<b>5,098,112</b>	<b>TOTAL CODES AND POLICE DEPARTMENT</b>			<b>5,410,092</b>

# ANIMAL CONTROL

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## PERSONNEL

FTE: 1.0

## MISSION

Provide Animal Control, Safety and Education for citizens of the City of The Dalles.

## DESCRIPTION

This program is budgeted for one full time Animal Control Officer under the supervision of the Administration Sergeant. It includes training, equipment, and supplies for the Animal Control Officer to carry out the mission of the program.

## GOALS AND FOCUS FY 2024

- Promote dog license compliance with Home at Last.
- Increased presence, community outreach and enforcement to ensure community support and safety.
- Investigate new or improved tools to keep the community and dogs safe during enforcement.
- Respond to calls for service and capture dogs before bites occur or dogs are injured by traffic.
- Receive and deploy new Animal Control vehicle for better safety and reliability.

## ACCOMPLISHMENTS IN FY 2023

- Transitioned Animal Control from .75 FTE to Full time.
- Attended and graduated Animal Control Officer training.
- Obtained and trained on new equipment to safely catch animals at an increased rate.
- Continued working on updating city ordinances concerning dog control.
- Suggested updates to other identified animal control ordinances.
- Increased catch numbers for stray animals with proactive enforcement.
- Resolved problem house through enforcement, increased livability for neighborhood.
- City contract reviewed with Home at Last to ensure community needs are met and financial accountability is assured.
- Budgeted for, located and ordered new Animal Control Vehicle with increased animal safety features.

### MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Update and refine animal control ordinances to meet community expectations.
- Refine reporting processes and communication to ensure that all animal cases are reported and tracked.

# ANIMAL CONTROL

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-4500-000.11-00	-	-	-	64,677
PARTTIME/TEMP SALARIES	001-4500-000.12-00	31,901	33,609	46,100	-
OVERTIME SALARIES	001-4500-000.13-00	-	-	-	5,000
MEDICAL INSURANCE	001-4500-000.21-10	7,529	6,100	29,090	7,699
L-T DISABILITY INSURANCE	001-4500-000.21-20	229	197	765	1,074
LIFE INSURANCE	001-4500-000.21-30	34	77	50	38
WORKERS COMP INSURANCE	001-4500-000.21-40	18	1,183	504	470
FICA	001-4500-000.22-00	2,264	2,438	3,527	5,330
RETIREMENT	001-4500-000.23-00	3,696	2,932	-	8,731
OTHER EMPLOYEE BENEFITS	001-4500-000.29-00	-	5	630	647
	<b>TOTAL PERSONNEL SERVICE</b>	<b>45,671</b>	<b>46,541</b>	<b>80,666</b>	<b>93,666</b>
	Total Full-Time Equivalent (FTE)	<b>0.75</b>	<b>0.75</b>	<b>1.0</b>	<b>1.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-4500-000.31-10	15,162	13,961	13,980	13,980
CONTRACTUAL SERVICES - OTHER	001-4500-000.31-90	2,058	926	3,000	6,000
VEHICLES	001-4500-000.43-50	199	1,813	2,000	2,000
GAS/OIL/DIESEL/LUBRICANTS	001-4500-000.43-51	1,632	1,780	3,000	3,000
TIRES AND TIRE REPAIRS	001-4500-000.43-52	-	-	1,000	1,000
TRAINING AND CONFERENCES	001-4500-000.58-50	397	-	2,082	2,240
CLOTHING	001-4500-000.60-80	-	174	2,500	1,000
SUPPLIES - SPECIAL DEPT	001-4500-000.60-85	1,013	1,104	1,000	1,000
ASSETS < \$5000	001-4500-000.69-80	745	3,925	1,500	1,500
	<b>TOTAL MATERIALS AND SERVICES</b>	<b>21,206</b>	<b>23,683</b>	<b>30,062</b>	<b>31,720</b>
<b>CAPITAL OUTLAY:</b>					
VEHICLES	001-4500-000.74-20	-	-	93,000	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>93,000</b>	<b>-</b>
	<b>TOTAL ANIMAL CONTROL DEPARTMENT</b>	<b>66,877</b>	<b>70,224</b>	<b>203,728</b>	<b>125,386</b>

# ANIMAL CONTROL PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
31,901	33,609	46,100	001-4500-000.12-00	SALARIES		64,677
-	-	-	001-4500-000.13-00	OVERTIME SALARIES		5,000
7,529	6,100	29,090	001-4500-000.21-10	MEDICAL INSURANCE		7,699
229	197	765	001-4500-000.21-20	L-T DISABILITY INSURANCE		1,074
34	77	50	001-4500-000.21-30	LIFE INSURANCE		38
18	1,183	504	001-4500-000.21-40	WORKERS COMP INSURANCE		470
2,264	2,438	3,527	001-4500-000.22-00	FICA		5,330
3,696	2,932	-	001-4500-000.23-00	RETIREMENT		8,731
-	5	630	001-4500-000.29-00	OTHER EMPLOYEE BENEFITS		647
<b>45,671</b>	<b>46,541</b>	<b>80,666</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>93,666</b>
<b>0.75</b>	<b>0.75</b>	<b>1.00</b>	Total Full-Time Equivalent (FTE)			<b>1.00</b>
<b>MATERIALS AND SERVICES:</b>						
15,162	13,961	13,980	001-4500-000.31-10	CONTRACTUAL SERVICES		13,980
				Contract with Home at Last (HAL) to accept dogs picked up by Dog Base for 15 dogs per month \$1,125 X 12 months	13,500	
				\$65 for each additional dog up to 20 per month total		
				\$40 a month for AT&T Cell phone	480	
2,058	926	3,000	001-4500-000.31-90	CONTRACTUAL SERVICES - OTHER		6,000
				Veterinarian services	6,000	
199	1,813	2,000	001-4500-000.43-50	VEHICLES		2,000
				Maintenance & Repair for Dog Control Truck	2,000	
1,632	1,780	3,000	001-4500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		3,000
-	-	1,000	001-4500-000.43-52	TIRES AND TIRE REPAIRS		1,000
397	-	2,082	001-4500-000.58-50	TRAINING AND CONFERENCES		2,240
				Training for Dog Control Officer	1,000	
				Travel, food & lodging	1,000	
				Police One (\$82 yearly)	90	
				Oregon Animal Control Assc	150	
-	174	2,500	001-4500-000.60-80	CLOTHING		1,000
1,013	1,104	1,000	001-4500-000.60-85	SUPPLIES - SPECIAL DEPT		1,000
				Misc expenses: flashlight, radio maintenance, radio batteries,	1,000	
745	3,925	1,500	001-4500-000.69-80	ASSETS < \$5000		1,500
				For items with a durable life of over 1 year, but cost less than \$5,000, Small animal Humane/safe capture netting device	1,500	
<b>21,206</b>	<b>23,683</b>	<b>30,062</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>31,720</b>
<b>CAPITAL OUTLAY:</b>						
-	-	93,000	001-4500-000.74-20	VEHICLE		-
<b>-</b>	<b>-</b>	<b>93,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>-</b>
<b>66,877</b>	<b>70,224</b>	<b>203,728</b>	<b>TOTAL ANIMAL CONTROL DEPARTMENT</b>			<b>125,386</b>

# TECHNOLOGY

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## PERSONNEL

FTE: 2.0

## MISSION

Provide City Departments with needed information technology tools.

## DESCRIPTION

The City has one full-time Information Technology Manager Position and one full time Technology Specialist. The General Fund Technology Department is where the costs for the City-wide information systems have been consolidated. Some major items that are included in this Department are servers, switches, and general software maintenance contracts. Costs of replacing individual computers, software, or maintenance are funded in individual Departments or Funds, but all computers and components are purchased by the Information Technology manager, who works closely with the Department Managers to plan and maintain replacement schedules.

## GOALS AND FOCUS FY 2024

- Implement recommended upgrades, policies, and practices as listed in IT assessment reports from MSP Converge Technology Solutions.
- Replace older hardware for backup, security, and management applications.
- Continue to enhance resiliency and redundancy practices including training our Technology Specialist in virtualization systems.

## ACCOMPLISHMENTS IN FY 2023

- Configured new virtualized server stack and storage system and populated it with critical workloads.
- Upgraded and hardened email system to defend against new security vulnerabilities.
- Built out knowledgebase database for faster access to IT SPOs and documentation.
- Trained Technology Specialist in creating department PC purchasing recommendations.
- Trained Technology Specialist in logging forensics and disaster recovery strategies.
- Upgraded server platforms, eliminating versions going end of support in FY 2023-24.

# TECHNOLOGY

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1700-000.11-00	117,598	157,755	167,919	169,322
MEDICAL INSURANCE	001-1700-000.21-10	18,163	21,359	32,828	32,009
L-T DISABILITY INSURANCE	001-1700-000.21-20	797	816	1,075	1,084
LIFE INSURANCE	001-1700-000.21-30	84	78	100	100
WORKERS COMP INSURANCE	001-1700-000.21-40	1,059	1,118	1,871	1,398
FICA	001-1700-000.22-00	8,857	12,142	12,846	12,953
RETIREMENT CONTRIBUTIONS	001-1700-000.23-00	14,093	21,491	22,669	14,268
VEBA CONTRIBUTIONS	001-1700-000.28-00	4,063	5,753	3,229	3,256
OTHER EMPLOYEE BENEFITS	001-1700-000.29-00	60	60	900	907
	<b>TOTAL PERSONNEL SERVICE</b>	<b>164,774</b>	<b>220,573</b>	<b>243,437</b>	<b>235,297</b>
	Total Full-Time Equivalent (FTE)	<b>1.75</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-1700-000.31-10	-	45,224	60,000	6,000
COMPUTER SERVICES	001-1700-000.34-30	55,980	54,934	56,000	57,272
WIFI USE FEES	001-1700-000.34-35	15,783	15,696	16,332	16,332
SOFTWARE MAINTENANCE	001-1700-000.34-40	12,198	13,853	24,500	21,820
OTHER CONTRACTUAL SERVICES	001-1700-000.39-00	5,334	3,972	24,985	4,630
TELEPHONE	001-1700-000.53-30	1,440	1,440	1,440	1,440
TRAVEL, FOOD & LODGING	001-1700-000.58-10	8	-	1,000	4,000
TRAINING AND CONFERENCES	001-1700-000.58-50	-	-	1,000	1,850
OFFICE SUPPLIES	001-1700-000.60-10	8	-	500	500
COMPUTER SOFTWARE	001-1700-000.64-80	9,904	355	2,100	5,100
MISCELLANEOUS EXPENSES	001-1700-000.69-50	68	1,132	2,500	3,000
ASSETS < \$5000	001-1700-000.69-80	68,204	9,393	6,500	5,600
	<b>TOTAL MATERIALS AND SERVICES</b>	<b>168,927</b>	<b>145,998</b>	<b>196,857</b>	<b>127,544</b>
<b>CAPITAL OUTLAY:</b>					
COMPUTER EQUIPMENT	001-1700-000.74-50	-	49,244	6,000	18,300
NETWORK EQUIPMENT	001-1700-000.74-60	26,020	5,650	-	20,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>26,020</b>	<b>54,894</b>	<b>6,000</b>	<b>38,300</b>
	<b>TOTAL TECHNOLOGY DEPARTMENT</b>	<b>359,722</b>	<b>421,465</b>	<b>446,294</b>	<b>401,141</b>



# TECHNOLOGY PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
117,598	157,755	167,919	001-1700-000.11-00	REGULAR SALARIES		169,322
18,163	21,359	32,828	001-1700-000.21-10	MEDICAL INSURANCE		32,009
797	816	1,075	001-1700-000.21-20	L-T DISABILITY INSURANCE		1,084
84	78	100	001-1700-000.21-30	LIFE INSURANCE		100
1,059	1,118	1,871	001-1700-000.21-40	WORKERS COMP INSURANCE		1,398
8,857	12,142	12,846	001-1700-000.22-00	FICA		12,953
14,093	21,491	22,669	001-1700-000.23-00	RETIREMENT CONTRIBUTIONS		14,268
4,063	5,753	3,229	001-1700-000.28-00	VEBA CONTRIBUTIONS		3,256
60	60	900	001-1700-000.29-00	OTHER EMPLOYEE BENEFITS		907
<b>164,774</b>	<b>220,573</b>	<b>243,437</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>235,297</b>
<b>1.75</b>	<b>2.0</b>	<b>2.0</b>	Total Full-Time Equivalent (FTE)			<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>						
-	45,224	60,000	001-1700-000.31-10	CONTRACTUAL SERVICES		6,000
				Website redesign and hosting contract \$6000 annually	6,000	
55,980	54,934	56,000	001-1700-000.34-30	COMPUTER SERVICES		57,272
				Caselle software maintenance fees	50,364	
				Superior Court/Finance System old Software	6,908	
15,783	15,696	16,332	001-1700-000.34-35	WIFI USE FEES		16,332
				PUD 350x12	4,200	
				Gorge.net 1011 x12	12,132	
12,198	13,853	24,500	001-1700-000.34-40	SOFTWARE MAINTENANCE		21,820
				1 yr Trendmicro (virus/spam prevention)	6,620	
				1yr Veritas Backup Exec (Backup software)	2,000	
				Log/Intrusion Analysis Software for Security Compliance	5,000	
				Support contract Police Server Dell 2yr	2,000	
				1-3yr Cisco networking Software** see list below due for renewal - all buildings	6,200	
				Cisco (3) C2960x, C3650, (6)C9200, (2) C9300		
				Cisco Router ISR4331		
				The City needs to cover all critical computer equipment with a maintenance contract, specifically any data servers and switches to reduce downtime in the event of hardware failure. When these essential sytem devices become End-of-Support they will be replaced with newer models		
5,334	3,972	24,985	001-1700-000.39-00	OTHER CONTRACTUAL SERVICES		4,630
				WAVE broadband contract for City- \$365 a month	4,380	
				Renewal of City Domain names	250	
				Charter Dark Fiber; Police to County & Planning GIS		
				\$361/mo paid by Police Dept; library cost in Library Fund		
1,440	1,440	1,440	001-1700-000.53-30	TELEPHONE		1,440
				Cell phone allowance-\$60 x12 months x2	1,440	
8	-	1,000	001-1700-000.58-10	TRAVEL, FOOD & LODGING		4,000
				Lodgin for OAGITM conference	1,500	
				Mileage in town and for training travel	2,500	
-	-	1,000	001-1700-000.58-50	TRAINING AND CONFERENCES		1,850
				OAGITM conference (2x a year)	350	
				Transition conferences and training	1,500	
8	-	500	001-1700-000.60-10	OFFICE SUPPLIES		500
9,904	355	2,100	001-1700-000.64-80	COMPUTER SOFTWARE		5,100
				Cisco IOS Boost Performance Router License	3,000	
				Misc	2,100	
68	1,132	2,500	001-1700-000.69-50	MISCELLANEOUS EXPENSES		3,000
				To cover unanticipated expenses	3,000	
68,204	9,393	6,500	001-1700-000.69-80	ASSETS < \$5000		5,600
				Items costing less than \$5,000 with a life of over one year that		
				IT Manager computer	2,600	
				End-Of-Support replacements		
				Misc	3,000	
<b>168,927</b>	<b>145,998</b>	<b>196,857</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>127,544</b>

# TECHNOLOGY

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>CAPITAL OUTLAY:</b>						
-	49,244	6,000	001-1700-000.74-50	COMPUTER EQUIPMENT		18,300
				Network Attached Storage City Hall replacement	6,300	
				Management Server 2nd floor Public Works replacement	12,000	
				This line should only be used for purchases of items that qualify as fixed assets (cost over \$5,000 and life longer than one year). Other items should be budgeted as Assets<\$5,000.		
				All capital technology items over \$5,000, including departmental servers, will be budgeted in the Technology Department. Printers and individual PC's will be budgeted within the other Departments		
				The transfers for the Public Works funds will be adjusted annually to accommodate capital technological purchases		
26,020	5,650	-	001-1700-000.74-60	NETWORK EQUIPMENT		20,000
				Firewall Cisco FirePower 1150 NGFW	20,000	
<b>26,020</b>	<b>54,894</b>	<b>6,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>38,300</b>
<b>359,721</b>	<b>421,465</b>	<b>446,294</b>	<b>TOTAL TECHNOLOGY DEPARTMENT</b>			<b>401,141</b>

# GENERAL SERVICES

## PERSONNEL

FTE: 1.20

## MISSION

To provide for maintenance and preservation of the City’s facilities, structures and grounds, including historic City Hall. The City values its heritage and is dedicated to preserving our historic assets.

## DESCRIPTION

The staffing for the General Services Department includes the Dock, Lewis & Clark Festival Park, Urban Renewal Properties, Arco Parking lot, The Roundabout, Police Department, Library and State Office Building properties.

The General Services Department is responsible for the annual repairs and maintenance to preserve the appearance and integrity of our structures. Expenditures from this department include normal repairs and maintenance line items for City Hall and other City owned buildings and properties. All insurance costs related to general government services are recorded in this department.

Annually, we adjust the distribution of the time of the Maintenance Workers to reflect the prior year’s actual costs. Maintenance provided to the Airport is billed on a per request basis. After reviewing the current year, we are distributing the 2023-24 expenses the same as last year:

City Hall:	40%
Police Facility	5%
Library	15%
State Office Building	40%

## GOALS AND FOCUS FY 2024

- With the creation and hiring of a new Facilities Supervisor position, the General Services department will bring additional resources, staff time, and focus on deferred maintenance and the development of robust Capital Improvement Plans not only for City buildings but also for City owned public infrastructure such as streetscapes, Lewis and Clark Park, and other amenities.
- Replace the bob cat for snow removal and landscaping projects.
- Landscaping project at the Lewis and Clark Festival Park.

## ACCOMPLISHMENTS IN FY 2023

- Provided supervision for Wasco County and juvenile work crews for maintenance projects.
- Continued maintenance and minor repairs to City Hall and other City owned facilities.
- Completed the restoration work on the Lewis and Clark Festival Park water sculpture.
- Completed the rock landscaping at the Dock.

# GENERAL SERVICES

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-2300-000.11-00	43,620	44,710	45,828	90,756
OVERTIME SALARIES	001-2300-000.13-00	836	1,055	1,760	2,400
MEDICAL INSURANCE	001-2300-000.21-10	14,546	15,011	20,330	32,413
L-T DISABILITY INSURANCE	001-2300-000.21-20	353	321	298	551
LIFE INSURANCE	001-2300-000.21-30	40	40	40	60
WORKERS COMP INSURANCE	001-2300-000.21-40	840	689	1,127	1,806
FICA	001-2300-000.22-00	3,375	3,472	3,640	7,126
RETIREMENT	001-2300-000.23-00	5,966	6,114	6,187	7,048
VEBA CONTRIBUTIONS	001-2300-000.28-00	-	-	1,498	2,409
OTHER EMPLOYEE BENEFITS	001-2300-000.29-00	1,007	1,386	110	204
<b>TOTAL PERSONNEL SERVICE</b>		<b>70,583</b>	<b>72,799</b>	<b>80,818</b>	<b>144,773</b>
Total Full-Time Equivalent (FTE)		<b>0.80</b>	<b>0.80</b>	<b>0.80</b>	<b>1.20</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-2300-000.31-10	11,280	8,340	11,200	4,000
WATER & SEWER	001-2300-000.41-10	3,611	3,799	4,800	5,678
GARBAGE SERVICES	001-2300-000.41-20	2,490	2,468	2,600	2,600
NATURAL GAS	001-2300-000.41-30	1,424	2,075	1,500	2,400
ELECTRICITY	001-2300-000.41-40	20,507	23,596	22,000	22,000
JANITORIAL SERVICES	001-2300-000.42-00	17,010	17,010	17,010	17,010
BUILDINGS AND GROUNDS	001-2300-000.43-10	11,614	7,450	17,000	17,000
PARK & DOCK MAINTENANCE	001-2300-000.43-11	93,643	55,310	50,984	49,984
ARCO LOT	001-2300-000.43-12	451	-	500	500
TRANSPORTATION BUILDING	001-2300-000.43-14	43	515	1,000	1,000
JOINT USE OF LABOR/EQUIP	001-2300-000.43-45	-	-	500	500
VEHICLES	001-2300-000.43-50	1,911	1,766	2,000	4,000
GAS/OIL/DIESEL/LUBRICANTS	001-2300-000.43-51	3,630	5,726	4,000	8,000
TIRES AND TIRE REPAIRS	001-2300-000.43-52	-	807	1,000	2,500
GENERAL EQUIPMENT	001-2300-000.43-70	1,062	1,035	2,000	3,500
ELECTRICAL SYSTEMS	001-2300-000.43-72	368	1,148	5,000	5,000
PLUMBING	001-2300-000.43-73	15	740	1,200	1,200
ELEVATORS	001-2300-000.43-75	3,753	3,672	4,000	4,000
HVAC SYSTEMS	001-2300-000.43-77	2,853	1,762	10,000	10,000
SHOP EQUIPMENT	001-2300-000.43-80	474	442	1,000	1,000
PEST CONTROL	001-2300-000.50-20	650	-	5,000	5,000
LIABILITY INSURANCE	001-2300-000.52-10	83,250	98,463	139,639	160,585
PROPERTY INSURANCE	001-2300-000.52-30	21,071	22,759	21,822	27,000
AUTOMOTIVE INSURANCE	001-2300-000.52-50	19,644	19,284	17,724	19,500
TELEPHONE	001-2300-000.53-30	6,167	5,937	6,500	7,220
OFFICE SUPPLIES	001-2300-000.60-10	247	189	300	300
JANITORIAL SUPPLIES	001-2300-000.60-20	3,331	5,437	4,500	4,500
CLOTHING	001-2300-000.60-80	1,335	1,026	1,200	2,200
MISCELLANEOUS EXPENSES	001-2300-000.69-50	1,591	192	1,000	1,000
ASSETS < \$5000	001-2300-000.69-80	1,985	-	4,700	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>315,410</b>	<b>290,947</b>	<b>361,679</b>	<b>389,177</b>
<b>CAPITAL OUTLAY:</b>					
VEHICLES	001-2300-000.74-20	44,047	-	49,000	75,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>44,047</b>	<b>-</b>	<b>49,000</b>	<b>75,000</b>
<b>TOTAL GENERAL SERVICES DEPARTMENT</b>		<b>430,040</b>	<b>363,745</b>	<b>491,497</b>	<b>608,950</b>

# GENERAL SERVICES PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Account Description	Line Item Detail	FY 23/24 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
43,620	44,710	45,828	001-2300-000.11-00	REGULAR SALARIES		90,756
836	1,055	1,760	001-2300-000.13-00	OVERTIME SALARIES		2,400
14,546	15,011	20,330	001-2300-000.21-10	MEDICAL INSURANCE		32,413
353	321	298	001-2300-000.21-20	L-T DISABILITY INSURANCE		551
40	40	40	001-2300-000.21-30	LIFE INSURANCE		60
840	689	1,127	001-2300-000.21-40	WORKERS COMP INSURANCE		1,806
3,375	3,472	3,640	001-2300-000.22-00	FICA		7,126
5,966	6,114	6,187	001-2300-000.23-00	RETIREMENT		7,048
-	-	1,498	001-2300-000.28-00	VEBA CONTRIBUTIONS		2,409
1,007	1,386	110	001-2300-000.29-00	OTHER EMPLOYEE BENEFITS		204
<b>70,583</b>	<b>72,799</b>	<b>80,818</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>144,773</b>
<b>0.8</b>	<b>0.8</b>	<b>0.8</b>	Total Full Time Equivalent (FTE)			<b>1.20</b>
<b>MATERIALS AND SERVICES:</b>						
11,280	8,340	11,200	001-2300-000.31-10	CONTRACTUAL SERVICES		4,000
				Contract with Parks & Rec. for Riverfront Trail maintenance		
3,611	3,799	4,800	001-2300-000.41-10	WATER & SEWER		5,678
2,490	2,468	2,600	001-2300-000.41-20	GARBAGE SERVICES		2,600
1,424	2,075	1,500	001-2300-000.41-30	NATURAL GAS		2,400
20,507	23,596	22,000	001-2300-000.41-40	ELECTRICITY		22,000
17,010	17,010	17,010	001-2300-000.42-00	JANITORIAL SERVICES		17,010
11,614	7,450	17,000	001-2300-000.43-10	BUILDINGS AND GROUNDS		17,000
				General maint., tree replacement, misc.		
93,643	55,310	50,984	001-2300-000.43-11	PARK & DOCK MAINTENANCE		49,984
				Fish Net	1,400	
				Park janitorial supplies	1,200	
				Crane inspection	800	
				EV charging station	800	
				Water and sewer	25,000	
				Electricity	3,600	
				Dock phone	684	
				L&C Door replacement	2,500	
				Bark replacement (every other year)		
				General maintenance plus vandalism repairs	14,000	
451	-	500	001-2300-000.43-12	ARCO LOT		500
43	515	1,000	001-2300-000.43-14	TRANSPORTATION BUILDING		1,000
-	-	500	001-2300-000.43-45	JOINT USE OF LABOR/EQUIP		500
1,911	1,766	2,000	001-2300-000.43-50	VEHICLES		4,000
3,630	5,726	4,000	001-2300-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		8,000
-	807	1,000	001-2300-000.43-52	TIRES AND TIRE REPAIRS		2,500
1,062	1,035	2,000	001-2300-000.43-70	GENERAL EQUIPMENT includes mower repair		3,500
368	1,148	5,000	001-2300-000.43-72	ELECTRICAL SYSTEMS requires licensed electrician		5,000
15	740	1,200	001-2300-000.43-73	PLUMBING		1,200
3,753	3,672	4,000	001-2300-000.43-75	ELEVATORS		4,000
2,853	1,762	10,000	001-2300-000.43-77	HVAC SYSTEMS (HVAC cleaning and filters)		10,000
474	442	1,000	001-2300-000.43-80	SHOP EQUIPMENT		1,000
650	-	5,000	001-2300-000.50-20	PEST CONTROL		5,000
83,250	98,463	139,639	001-2300-000.52-10	LIABILITY INSURANCE		160,585
21,071	22,759	21,822	001-2300-000.52-30	PROPERTY INSURANCE		27,000
19,644	19,284	17,724	001-2300-000.52-50	AUTOMOTIVE INSURANCE		19,500
6,167	5,937	6,500	001-2300-000.53-30	TELEPHONE		7,220
				Cell phone allowance \$60 x 3 employees		
				City Hall phone lines		
				State Office building phone		
				Alarm lines		
247	189	300	001-2300-000.60-10	OFFICE SUPPLIES		300
				Water Cooler		
3,331	5,437	4,500	001-2300-000.60-20	JANITORIAL SUPPLIES		4,500
1,335	1,026	1,200	001-2300-000.60-80	CLOTHING		2,200

# GENERAL SERVICES

## PROPOSED BUDGET WORKSHEET

FY 20/21	FY 21/22	FY 22/23			Line Item	FY 23/24
Actual	Actual	Budget	Account Number	Account Description	Detail	Proposed Budget
1,591	192	1,000	001-2300-000.69-50	MISCELLANEOUS EXPENSES		1,000
1,985	-	4,700	001-2300-000.69-80	ASSETS < \$5000 (Terry/Jerry laptops)		-
<b>315,410</b>	<b>290,947</b>	<b>361,679</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>389,177</b>
			<b>CAPITAL OUTLAY:</b>			
44,047	-	49,000	001-2300-000.74-20	VEHICLES (replace bobcat)		75,000
<b>44,047</b>	<b>-</b>	<b>49,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>75,000</b>
<b>430,040</b>	<b>363,745</b>	<b>491,497</b>	<b>SUB-TOTAL GENERAL SERVICES</b>			<b>608,950</b>
<b>430,040</b>	<b>363,745</b>	<b>491,497</b>	<b>TOTAL GENERAL SERVICES DEPT</b>			<b>608,950</b>

## OTHER FINANCING USES

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### DESCRIPTION

Other Financing Uses is broken into Five groups. They are the following:

- Charges for Services or Special Payments are funding operations needed by the City to be paid to outside agencies. We have also budgeted a Special Payment to the Fire District in accordance with an intergovernmental agreement that requires that \$90,000 per year from the City's portion of the Enterprise Zone #2 revenues be passed to the Fire District to be applied to debt they incur to improve Fire Station #2. This will continue for up to 12 years, or when the debt is paid off, whichever comes first.
- Operating Transfers Out is funding other operating funds of the City. This year we are making the following transfers:
  - This year the City will be transferring \$415,000 to the Airport Fund. \$65,000 for operations and \$350,000 for the City's portion of an EDA Grant that Klickitat County is managing.
  - Unemployment Fund are being used to cover expenses for unemployment expenses. Starting this year, each fund will reimburse for their own unemployment expenses annually.
  - \$550,000 to the Street Fund to cover the shortfall of capital projects and repairs to the streets.
  - To fulfill Capital Maintenance and upgrade needs for the City will be doing a transfer to the Capital Projects Fund, in the amount of \$2,680,435.
- The third group called "contributions to other agencies" is where the City is contributing tax dollars it collects to a public agency to provide products and service to the people of the City. By Ordinance, we provide 2.0% of the 8.0% transient room taxes paid to the City to the Northern Wasco County Parks & Recreation District.
- The General Fund Contingency and the General Fund Unappropriated Ending Fund balance are the fourth piece of the other financing uses.
- FY2019-20 we established a Reserve for Future Expenditure line item. This amount is set aside and saved for future spending.

### GOALS AND FOCUS FY 2024

- To maintain all revenue resources to cover all four groups above with sufficient funding to meet the needs of the City and other entities.

### ACCOMPLISHMENTS IN FY 2023

- Successfully completed all payments and transfers budgeted.

MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- A reduction in the transfers out to the Airport as it is able to meet its operating costs as a regional airport with an industrial park.
- Maintain the General Fund contingency at 10%.
- Recover and maintain an unappropriated ending fund balance that can support the General Fund activities through the revenue shortfall months of July through October, ensuring the City does not have to borrow funds to maintain recurring expenses.

## OTHER USES PROPOSED BUDGET

Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget	
<b>EXPENDITURES</b>					
<b>OTHER USES:</b>					
MAIN STREET TOURISM	001-9500-000.80-06	20,000	40,000	40,000	-
TOURISM	001-9500-000.80-10	179,996	245,000	426,702	439,630
MID-COLUMBIA FIRE & RESCUE	001-9500-000.80-15	90,000	90,000	90,000	90,000
STATE OF OREGON GRANT REPAYME	001-9500-000.81-15	171,326	-	-	-
NW COUNTY PARKS & REC	001-9500-000.82-05	227,539	332,394	323,690	349,670
	<b>TOTAL SPECIAL PAYMENTS</b>	<b>688,861</b>	<b>707,394</b>	<b>880,392</b>	<b>879,300</b>
<b>DEBT SERVICE:</b>					
LEASE PRINCIPAL	001-9500-000.79-30	-	17,463	-	21,112
LEASE INTEREST	001-9500-000.79-40	-	232	-	416
	<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>17,695</b>	<b>-</b>	<b>21,528</b>
STREET FUND	001-9500-000.81-05	300,000	300,000	450,000	750,000
UNEMPLOYMENT FUND	001-9500-000.81-10	17,443	-	-	13,834
CAPITAL PROJECTS FUND	001-9500-000.81-37	-	75,000	287,008	2,680,435
TO AIRPORT FUND	001-9500-000.81-61	115,000	124,827	65,000	415,000
	<b>TOTAL OPERATING TRANSFERS OUT</b>	<b>432,443</b>	<b>499,827</b>	<b>802,008</b>	<b>3,859,269</b>
CONTINGENCY	001-9500-000.88-00	-	-	503,519	1,062,247
	<b>TOTAL CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>503,519</b>	<b>1,062,247</b>
RESERVE FOR FUTURE EXPENDITURE	001-9500-000.88-01	-	-	2,252,782	1,346,004
UNAPPROPRIATED ENDING BAL	001-9500-000.89-00	-	-	924,727	1,099,232
	<b>TOTAL UNAPPROPRIATED ENDING BALANCE</b>	<b>-</b>	<b>-</b>	<b>3,177,509</b>	<b>2,445,236</b>
	<b>TOTAL OTHER DEPARTMENT</b>	<b>1,121,304</b>	<b>1,224,917</b>	<b>5,363,428</b>	<b>8,267,580</b>
	<b>TOTAL EXPENSES</b>	<b>9,038,340</b>	<b>9,144,351</b>	<b>15,532,513</b>	<b>18,915,054</b>
	<b>GENERAL FUND - REVENUES LESS EXPENSES</b>	<b>5,474,869</b>	<b>6,599,949</b>	<b>-</b>	<b>-</b>



# GENERAL FUND - OTHER USES

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Budget	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
<b>OTHER USES:</b>							
227,539	332,394	323,690	001-9500-000.82-05	NW COUNTY PARKS & REC Parks & Rec gets 25% of TRT received each month Add 10% to both revenue & expenditure estimates so will not exceed estimates			349,670
20,000	40,000	40,000	001-9500-000.80-06	MAIN STREET TOURISM Cruise Ship Contract		-	-
179,996	245,000	426,702	001-9500-000.80-10	TOURISM CofC presents budget & scope of work for Council approval- Chamber By State Law, must keep 50.2% for Marketing and Conference Center.		439,630	439,630
171,326	-	-	001-9500-000.81-15	STATE OF OREGON GRANT REPAYMENT			-
90,000	90,000	90,000	001-9500-000.80-15	MID-COLUMBIA FIRE & RESCUE Pmt of \$56,000 per year start in FY16/17 & continue for 15 yrs or until debt is paid Pmt of \$68,000 in FY14/15 from Entrprise Zone, was in advance and will push back further EZ pmts to Fire Dept an additional 2 years. \$34,000 per year starting in FY17/18 & continue for 13 years or until debt is paid.			90,000
<b>688,861</b>	<b>707,394</b>	<b>880,392</b>	<b>TOTAL CHARGES FOR SERVICES</b>				<b>879,300</b>
<b>OPERATING TRANSFERS:</b>							
300,000	300,000	450,000	001-9500-000.81-05	STREET FUND CC Goal to provide additional funds to Street Fund Additional transfer for ADA Transition plan		550,000 200,000	750,000
17,443	-	-	001-9500-000.81-10	UNEMPLOYMENT FUND Actual numbers from the past year to replenish fund			13,834
-	75,000	287,008	001-9500-000.81-37	CAPITAL PROJECTS FUND To transfer funds to fulfill Capital Maintenance and upgrade needs Remaining Balance of Safety fund Money transferred to Capital Project Fund for City security lock project.		2,500,000 180,435	2,680,435
115,000	124,827	65,000	001-9500-000.81-61	TO AIRPORT FUND City's 50% share of support for airport fund. Klickitat Co pays the same amount. Maintain for one more year. Additional transfer for the EDA Grant that Klickitat County will manage		65,000 350,000	415,000
<b>432,443</b>	<b>499,827</b>	<b>802,008</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>				<b>3,859,269</b>
<b>CONTINGENCY:</b>							
-	-	503,519	001-9500-000.88-00	CONTINGENCY General Fund Total (excluding Other Dept) Less Main Street and/or RARE Planner, Economic Recovery Less Council Contributions to Others Adjusted General Fund Total Expenses X 10%			1,062,247
<b>-</b>	<b>-</b>	<b>503,519</b>	<b>TOTAL CONTINGENCY</b>				<b>1,062,247</b>

# GENERAL FUND - OTHER USES

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Budget	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
<b>UNAPPROPRIATED ENDING FUND BALANCE:</b>							
-	-	924,727	001-9500-000.89-00	UNAPPROPRIATED ENDING BAL			1,099,232
<p>To ensure that the City has adequate cash on hand at the beginning of the fiscal year to cover normal operating expenses until Nov, when taxes start coming in. Use first 4 months expenses for last five years to average.</p>							
			FY22/23	1,514,850	See calc below		
			FY22/23	1,032,011			
			FY21/22	973,958			
			FY20/21	955,552	Amount below should be used for Budget		
			FY19/20	816,621		1,058,598.40	
-	-	2,252,782	001-9500-000.88-01	RESERVE FOR FUTURE EXPENDITURES			1,346,004
-	-	<b>3,177,509</b>	<b>TOTAL UNAPPROPRIATED ENDING BAL</b>				<b>2,445,236</b>
<b>1,121,304</b>	<b>1,207,221</b>	<b>5,363,428</b>	<b>TOTAL OTHER DEPARTMENT</b>				<b>8,267,580</b>

# LIBRARY



## PERSONNEL

FTE: 12.83

## MISSION

The Dalles-Wasco County Public Library provides Wasco County's citizens with free and equal access to materials relevant to their informational needs. The library serves as an unbiased source of information with opportunities provided for personal, educational, cultural and recreational enrichment.

## DESCRIPTION

The Dalles-Wasco County Public Library serves the residents of the Wasco County Library Service District as well as the residents of surrounding areas who pay an annual fee or are included in reciprocal borrowing agreements. The Library Service District provides the library's operating funds through an intergovernmental agreement with the City and Wasco County Commissioners. The agreement also includes funding for support services provided to other County libraries and stations. The library is a member of Sage, an automated library system shared by seventy-seven libraries in a fifteen county area.

Services provided by the library each year include more than 300,000 loans of books, magazines, books on tape, compact discs, Wi-Fi hotspots, DVDs, maps, and other various media; reference assistance and instruction in library use; interlibrary loans and reserve requests; public access to computers and the Internet including Wi-Fi access; mobile app access; downloadable audiobooks, videos and e-books; outreach services; public programs; ESL (English as a second language) and literacy services; and children's story hours and programs.

## GOALS AND FOCUS FY 2024

- Upgrade HVAC system.
- Further immersion of the new outreach van into the Wasco County Library District service model with new employee.
- Steadily work to boost patron base.
- Continue “Take & Make” kits and Zoom programming.
- Partner with schools, park district, Head Start, preschools, and The Dalles Art Center.
- Purchase more Library2Go digital and audiobook content for patrons.
- Update 11 Library District computers: eight public and three staff workstations.
- Regularly evaluate the library’s book and non-book collection and consider materials for withdrawal based on criteria such as use, currency, and condition.
- Update and replace library furniture while designing a reading/lounge space.
- Landscape improvements.
- Increase in-person programming.
- Continued development of website and Library District brand while utilizing new logo.
- Produce more “hybrid events” combining Zoom and in-person programming.
- Add new interactive, educational play equipment into the John & Jean Thomas Children’s Wing.

## ACCOMPLISHMENTS IN FY 2023

- Outreach/bookmobile van purchase was approved for the Wasco County Library District. Delivery expected December, 2023.
- Outreach van staffer is hired and establishing outreach in Wasco County.
- Interior and exterior windows washed.
- New Wasco County Library District logo has been designed.
- The new Wasco County Library District website will be completed in May 2023.
- Fresh displays created for newly purchased library materials and older items.
- Continued enhancement of library landscaping.
- The Summer Reading Kickoff, Star Wars, and Harry Potter events each generated between 1,200 and 1,400 participants.
- New book shelving.
- Print management system was updated.
- Staff and public computers replaced and updated.
- Security system upgraded.
- Original tap dance and yoga programming proved extremely popular with kids and caregivers.
- Zoom programming expanded for all age levels.
- “Take and Make” programming proved very popular.
- Kanopy, a free video streaming service providing independent films, documentaries, Great Course educational videos, and children’s programming, again set circulation records.

## LIBRARY FUND

- Library2Go digital ebooks and audiobooks purchased for Wasco County residents only in the Advantage account once more proved very popular.

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Creating a more unified Library District.
- Replacing the HVAC system at the Dalles-Wasco County Library.
- Allocation of resources among libraries as economic conditions change.
- Establishing a reserve fund to sustain Library District service plan, build capital reserves, and fund libraries until tax monies are received each year, and to weather adverse economic conditions.

# LIBRARY SUMMARY

ACCOUNT DESCRIPTION	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
BEGINNING BALANCE	1,917,328	2,103,902	1,631,853	1,977,178
REVENUES	1,420,700	1,441,828	1,910,791	2,242,350
OTHER SOURCES	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>3,338,028</b>	<b>3,545,730</b>	<b>3,542,644</b>	<b>4,219,528</b>
<b>LIBRARY</b>	<b>1,129,930</b>	<b>1,212,158</b>	<b>2,295,524</b>	<b>2,880,411</b>
<b>TOTAL EXPENDITURES</b>	<b>1,129,930</b>	<b>1,212,158</b>	<b>2,295,524</b>	<b>2,880,411</b>
CHARGES FOR SERVICES	-	-	-	-
TRANSFER OUT	104,196	110,580	158,007	193,000
CONTINGENCY	-	-	210,000	250,455
UNAPPROPRIATED ENDING BAL	-	-	879,113	895,662
<b>TOTAL OTHER USES</b>	<b>104,196</b>	<b>110,580</b>	<b>1,247,120</b>	<b>1,339,117</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>1,234,126</b>	<b>1,322,738</b>	<b>3,542,644</b>	<b>4,219,528</b>
<b>FUND TOTAL</b>	<b>2,103,902</b>	<b>2,222,992</b>	<b>-</b>	<b>-</b>

# LIBRARY

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	004-0000-300.00-00	1,917,328	2,103,902	1,631,853	1,977,178
STATE FOR LIBRARY	004-0000-334.20-00	3,634	10,658	9,161	259,010
LIBRARY DISTRICT TAXES FROM CO	004-0000-337.20-00	1,397,676	1,409,606	1,887,794	1,944,428
LIBRARY FINES	004-0000-351.50-00	3,454	10,303	5,000	5,000
INTEREST REVENUES	004-0000-361.00-00	13,604	11,256	8,736	33,812
GIFTS AND DONATIONS	004-0000-365.00-00	-	-	100	100
OTHER MISC REVENUES	004-0000-369.00-00	2,331	5	-	-
<b>TOTAL LIBRARY FUND REVENUES</b>		<b>3,338,028</b>	<b>3,545,730</b>	<b>3,542,644</b>	<b>4,219,528</b>

### EXPENDITURES

#### PERSONNEL SERVICE:

REGULAR SALARIES	004-2100-000.11-00	489,151	489,165	577,254	724,176
PARTTIME/TEMP SALARIES	004-2100-000.12-00	22,278	29,414	33,488	62,170
OVERTIME SALARIES	004-2100-000.13-00	344	395	10,660	12,100
MEDICAL INSURANCE	004-2100-000.21-10	133,166	127,240	219,973	167,981
L-T DISABILITY INSURANCE	004-2100-000.21-20	3,230	3,263	3,849	4,609
LIFE INSURANCE	004-2100-000.21-30	440	234	533	548
WORKERS COMP INSURANCE	004-2100-000.21-40	1,290	1,190	1,642	1,783
FICA	004-2100-000.22-00	38,994	39,158	47,163	60,243
RETIREMENT CONTRIBUTIONS	004-2100-000.23-00	64,689	45,341	65,321	81,622
VEBA CONTRIBUTIONS	004-2100-000.28-00	4,387	8,179	8,715	11,215
OTHER EMPLOYEE BENEFITS	004-2100-000.29-00	225	840	3,334	4,098
<b>TOTAL PERSONNEL SERVICE</b>		<b>758,193</b>	<b>744,418</b>	<b>971,932</b>	<b>1,130,545</b>
Total Full-Time Equivalent (FTE)		<b>11.3</b>	<b>11.3</b>	<b>12.8</b>	<b>12.83</b>

#### MATERIALS AND SERVICES:

CONTRACTUAL SERVICES	004-2100-000.31-10	103,005	95,446	246,383	249,452
SPECIAL LEGAL SERVICES	004-2100-000.32-20	-	250	750	750
WATER & SEWER	004-2100-000.41-10	2,199	2,794	5,580	5,780
GARBAGE SERVICES	004-2100-000.41-20	1,196	1,278	1,798	1,850
ELECTRICITY	004-2100-000.41-40	19,348	18,924	31,132	31,132
BUILDINGS AND GROUNDS	004-2100-000.43-10	14,697	14,285	47,900	49,850
OFFICE EQUIPMENT	004-2100-000.43-40	170	882	55,820	21,115
JOINT USE OF LABOR/EQUIP	004-2100-000.43-45	-	-	250	350
GAS/OIL/LUBRICANTS	004-2100-000.43-51	-	-	-	-
LIBRARY VEHICLE-GAS/OIL/TIRES	004-2100-000.43-52	1,073	769	20,500	20,500
HVAC SYSTEMS	004-2100-000.43-77	4,149	1,433	11,000	15,460
LIABILITY INSURANCE	004-2100-000.52-10	4,630	5,218	6,319	7,583
PROPERTY INSURANCE	004-2100-000.52-30	8,356	9,025	10,940	12,581
AUTOMOTIVE INSURANCE	004-2100-000.52-50	693	749	4,000	4,400
POSTAGE	004-2100-000.53-20	421	121	2,300	2,300
TELEPHONE	004-2100-000.53-30	7,523	6,764	13,455	13,455
TRAVEL, FOOD & LODGING	004-2100-000.58-10	-	2,697	13,990	11,956
TRAINING AND CONFERENCES	004-2100-000.58-50	494	4,010	17,285	16,690
MEMBERSHIPS/DUES/SUBS	004-2100-000.58-70	1,313	1,962	7,611	11,135
OFFICE SUPPLIES	004-2100-000.60-10	6,445	15,580	38,555	38,555
JANITORIAL SUPPLIES	004-2100-000.60-20	2,798	3,859	8,050	8,050
SPECIAL DEPT SUPPLIES	004-2100-000.60-85	58,217	101,063	147,475	151,510
LIBRARY BOOKS AND BIND	004-2100-000.64-20	86,921	106,360	140,500	151,500

# LIBRARY

## PROPOSED BUDGET

		<b>FY20/21</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>FY23/24</b>
	<b>Account Number</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed Budget</b>
LIBRARY PERIODICALS	004-2100-000.64-30	2,632	2,269	5,800	5,800
AUDIO/VISUAL MATERIALS	004-2100-000.64-40	16,509	30,580	62,350	62,350
COMPUTER SOFTWARE	004-2100-000.64-80	4,556	4,530	64,849	69,887
MISCELLANEOUS EXPENSES	004-2100-000.69-50	-	20	-	250
ASSETS < \$5000	004-2100-000.69-80	18,399	36,871	64,200	265,625
	<b>TOTAL MATERIALS AND SERVICES</b>	<b>365,746</b>	<b>467,740</b>	<b>1,028,792</b>	<b>1,229,866</b>
<b>CAPITAL OUTLAY:</b>					
BUILDINGS	004-2100-000.72-20	5,991	-	54,800	280,000
VEHICLES	004-2100-000.74-20	-	-	240,000	240,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>5,991</b>	<b>-</b>	<b>294,800</b>	<b>520,000</b>
	<b>TOTAL LIBRARY OPERATING DEPARTMENT</b>	<b>1,129,930</b>	<b>1,212,158</b>	<b>2,295,524</b>	<b>2,880,411</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	004-9500-000.81-01	91,435	100,580	148,007	183,000
TO UNEMPLOYMENT FUND	004-9500-000.81-10	2,761	-	-	-
TO CAPITAL PROJECT FUND	004-9500-000.81-37	10,000	10,000	10,000	10,000
	<b>TOTAL INTERFUND TRANSFERS</b>	<b>104,196</b>	<b>110,580</b>	<b>158,007</b>	<b>193,000</b>
CONTINGENCY	004-9500-000.88-00	-	-	210,000	250,455
	<b>TOTAL CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>210,000</b>	<b>250,455</b>
RESERVE FOR FUTURE EXPENDITURES	004-9500-000.88-01	-	-	60,120	94,662
UNAPPROPRIATED ENDING BAL	004-9500-000.89-00	-	-	818,993	801,000
	<b>TOTAL UNAPPROPRIATED</b>	<b>-</b>	<b>-</b>	<b>879,113</b>	<b>895,662</b>
	<b>TOTAL OTHER USES DEPARTMENT</b>	<b>104,196</b>	<b>110,580</b>	<b>1,247,120</b>	<b>1,339,117</b>
	<b>GRAND TOTAL LIBRARY FUND</b>	<b>1,234,126</b>	<b>1,322,738</b>	<b>3,542,644</b>	<b>4,219,528</b>
	<b>LIBRARY FUND - REVENUES LESS EXPENSES</b>	<b>2,103,902</b>	<b>2,222,992</b>	<b>-</b>	<b>-</b>



# LIBRARY FUND PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Description	Account	Line Item Detail	FY 23/24 Proposed Budget
<b>REVENUES:</b>							
1,917,328	2,103,902	1,631,853	004-0000-300.00-00	BEGINNING BALANCE			1,977,178
				Current Year Beginning Balance		2,222,992	
				Current Year Projected Revenue		1,931,404	
				Current Year Projected Expenditures		2,177,218	
3,634	10,658	9,161	004-0000-334.20-00	STATE FOR LIBRARY			259,010
				Ready to Read Grant (District Wide) + TD Library Summer Reading		4,010	-
				HVAC -Emergency Shelter Grant		250,000	-
				LSTA ARPA Teen Grant		5,000	
-	-	-	004-0000-336.10-00	PRIVATE SECTOR GRANTS			-
1,397,676	1,409,606	1,887,794	004-0000-337.20-00	LIBRARY DISTRICT TAXES FROM CO			1,944,428
				Use formula used by County			
3,454	10,303	5,000	004-0000-351.50-00	LIBRARY FINES			5,000
13,604	11,256	8,736	004-0000-361.00-00	INTEREST REVENUES			33,812
-	-	100	004-0000-365.00-00	GIFTS AND DONATIONS			100
				From Foundation for Expansion Project			
2,331	5	-	004-0000-369.00-00	OTHER MISC REVENUES			-
<b>3,338,028</b>	<b>3,545,730</b>	<b>3,542,644</b>	<b>TOTAL LIBRARY FUND REVENUES</b>				<b>4,219,528</b>
<b>EXPENDITURES</b>							
<b>PERSONEL SERVICE:</b>							
489,151	489,165	577,254	004-2100-000.11-00	REGULAR SALARIES			724,176
22,278	29,414	33,488	004-2100-000.12-00	PARTTIME/TEMP SALARIES			62,170
344	395	10,660	004-2100-000.13-00	OVERTIME SALARIES			12,100
133,166	127,240	219,973	004-2100-000.21-10	MEDICAL INSURANCE			167,981
3,230	3,263	3,849	004-2100-000.21-20	L-T DISABILITY INSURANCE			4,609
440	234	533	004-2100-000.21-30	LIFE INSURANCE			548
1,290	1,190	1,642	004-2100-000.21-40	WORKERS COMP INSURANCE			1,783
38,994	39,158	47,163	004-2100-000.22-00	FICA			60,243
64,689	45,341	65,321	004-2100-000.23-00	RETIREMENT CONTRIBUTIONS			81,622
4,387	8,179	8,715	004-2100-000.28-00	VEBA CONTRIBUTIONS			11,215
225	840	3,334	004-2100-000.29-00	OTHER EMPLOYEE BENEFITS			4,098
<b>758,193</b>	<b>744,418</b>	<b>971,932</b>	<b>TOTAL PERSONNEL SERVICE</b>				<b>1,130,545</b>
<b>11.30</b>	<b>11.30</b>	<b>12.80</b>	Total Full Time Equivalent (FTE)				<b>12.83</b>
<b>MATERIALS AND SERVICES:</b>							
103,005	95,446	246,383	004-2100-000.31-10	CONTRACTUAL SERVICES			249,452
				Sage Automated System		51,810	
				Oregon Digital Library Consortium membership		10,780	
				Databases purchased w/ Libraries of Eastern Oregon		7,038	
				Reference Database		1,164	
				Cooperative programming LEO		5,500	
				Sawnet internet		1,018	
				Gorgenet		5,315	
				Dark Fiber @ \$685/mo		8,220	
				Ready to Read & performers		24,000	
				T&L - Fire Alarm & Sprinkler		935	
				Monthly alarm & fire monitoring		1,155	
				Grant Writing contract		6,500	
				Janitorial services (\$4650 per month)		55,800	
				Wifi hotspots		57,500	
				Other (social archiving, etc.)		6,567	
				Sage Courier costs		6,150	
-	250	750	004-2100-000.32-20	SPECIAL LEGAL SERVICES			750
				Cost of sending 3 overdue accounts to Small Claims Court. Rare.			
2,199	2,794	5,580	004-2100-000.41-10	WATER & SEWER			5,780
1,196	1,278	1,798	004-2100-000.41-20	GARBAGE SERVICES			1,850
				Weekly dumpster services			
19,348	18,924	31,132	004-2100-000.41-40	ELECTRICITY			31,132

# LIBRARY FUND

## PROPOSED BUDGET WORKSHEET

FY 20/21	FY 21/22	FY 22/23	Account	Description	Line Item	FY 23/24
Actual	Actual	Budget	Account Number		Detail	Proposed Budget
14,697	14,285	47,900	004-2100-000.43-10	BUILDINGS AND GROUNDS		49,850
				Yard maintenance (weed control, pruning Big Tree - \$4800) Plant maintenance, spraying, mowing	6,500	
				Misc ground maintenance (sprinklers, vandalism, etc.)	1,500	
				Building maint: elevator permit, washing windows(\$8800) fire extinguisher inspection (\$425), painting, UV lights (\$800), etc.	17,300	
				Shovel snow and de-ice walks	950	
				Courtyard landscaping	11,250	
				Carpet cleaning (children's room quarterly & main as needed)	4,200	
				Shaniko Station propane	2,400	
				Floors cleaned and waxed	2,750	
				Misc.	3,000	
170	882	55,820	004-2100-000.43-40	OFFICE EQUIPMENT		21,115
				Bibliotheca maint agreement for self check out syst & security gates	7,600	
				Microfilm reader scanner maintenance agreement	2,145	
				Staff copy/fax machine maint agreement		
				Public copy machine maint agreement		
				Maintenance / replacement of computers, printers, & other office	4,620	
				(1) receipt printers (1 X \$475)	475	
				Copy machine lease - less current annual maintenance contract		
				Antenna Pad	4,300	
				Dymo label makers	750	
				Phone headset	1,225	
-	-	250	004-2100-000.43-45	JOINT USE OF LABOR/EQUIP		350
				Having PW staff assist with building & grounds maintenance as needed.		
1,073	769	20,500	004-2100-000.43-52	LIBRARY VEHICLE-GAS/OIL/TIRES		20,500
				Van repairs & maintenance	5,500	
				Van gas & oil	15,000	
4,149	1,433	11,000	004-2100-000.43-77	HVAC SYSTEMS		15,460
				Replacement filters	4,500	
				Routine Maintenance Calls (2 per year)	5,060	
				Misc repairs	5,500	
				Boiler Pressure Permit	400	
4,630	5,218	6,319	004-2100-000.52-10	LIABILITY INSURANCE		7,583
8,356	9,025	10,940	004-2100-000.52-30	PROPERTY INSURANCE		12,581
693	749	4,000	004-2100-000.52-50	AUTOMOTIVE INSURANCE		4,400
421	121	2,300	004-2100-000.53-20	POSTAGE		2,300
7,523	6,764	13,455	004-2100-000.53-30	TELEPHONE		13,455
				Gorge.net services	4,950	
				Emergency mgmt sys: elevator & back up lines	2,575	
				Maupin & Shaniko phones & internet service	6,243	
				Cell phones (\$40 + \$25 = \$65/mo) prorated maint staff cell phone costs	780	
-	2,697	13,990	004-2100-000.58-10	TRAVEL, FOOD & LODGING		11,956
				OLA mileage, food, lodging for 3 Library Board & 6 District Staff members	6,356	
				ALA mileage, food, lodging for one staffer	2,750	
				TD Staff attendance at 4 Oregon Public Library Directors' meetings and 6 miscellaneous meetings or seminars.	2,850	
494	4,010	17,285	004-2100-000.58-50	TRAINING AND CONFERENCES		16,690
				3 Library Board & 6 District Staff members (OLA) 1 staff (ALA)	3,455	
				District staff attendance at other conferences & workshops	1,700	
				WebJunction self-paced online classes for district staff	1,550	
				Misc online classes/cataloging	4,200	
				CGCC anticipated tuition reimbursement	4,000	
				OLA nondistrict staff attendance	1,785	

# LIBRARY FUND

## PROPOSED BUDGET WORKSHEET

FY 20/21	FY 21/22	FY 22/23	Account	Description	Line Item	FY 23/24
Actual	Actual	Budget	Account Number		Detail	Proposed Budget
1,313	1,962	7,611	004-2100-000.58-70	MEMBERSHIPS/DUES/SUBS		11,135
				Oregon Library Association membership (staff + Library Board) x \$120	2,040	
				American Library Association (staff + Library Board) x \$155	2,635	
				Libraries of Eastern Oregon membership	2,300	
				TD Chamber of Commerce membership	295	
				Assn of Bookmobile & Outreach Services memberhsip	165	
				Service club memberships	500	
				Misc	3,200	
6,445	15,580	38,555	004-2100-000.60-10	OFFICE SUPPLIES		38,555
				TD Library	20,750	
				Library District	17,805	
2,798	3,859	8,050	004-2100-000.60-20	JANITORIAL SUPPLIES		8,050
				Cintas	4,100	
				Misc	3,950	
58,217	101,063	147,475	004-2100-000.60-85	SPECIAL DEPT SUPPLIES		151,510
				TD Library: reading incentives; story hour craft & activity supplies; children's activity programming	28,500	
				District: programs at child care sites & the Dufur & Maupin libraries; adult programming at Mill Creek, Canyon Rim, Veterans Home, etc.	10,600	
				Library programming, supplies, equipment & fees	109,910	
				Postion recruitments	2,500	
86,921	106,360	140,500	004-2100-000.64-20	LIBRARY BOOKS AND BIND		151,500
				Library collection budget includes \$219,650 (based on feasibility study level) for the collection with \$13,500 budgeted for the Digital Library Consortium through Sage. The remaining funds have been divided between the book, periodical and audiovisual budgets. \$31,000 going to Library2Go Advantage program.	151,500	
2,632	2,269	5,800	004-2100-000.64-30	LIBRARY PERIODICALS		5,800
				The Dalles Library		
16,509	30,580	62,350	004-2100-000.64-40	AUDIO/VISUAL MATERIALS		62,350
				The Dalles Library		
4,556	4,530	64,849	004-2100-000.64-80	COMPUTER SOFTWARE		69,887
				TD Library Ingram database subscription	588	
				TD Library Gale database subscription	1,650	
				TD Library Online reference services	544	
				TD Library Cat Express database subscription	6,467	
				TD Library Envisionware PC reservation	5,836	
				TD Library Filters for workstations (12 X \$75 = \$900)	900	
				TD Library Misc Software & website	15,555	
				TD Library OCLC interlibrary loan & access subscription	3,795	
				TD Library Workstation recovery software	1,320	
				Envisionware/Bibliotheca	13,530	
				District Ingram One-Page	440	
				District Cat Express cataloging software	3,685	
				District Tumblebooks subscription	1,018	
				Deep Freeze virus protection	880	
				laptops software licensing	4,274	
				Integra	1,980	
				Awe Learning Centers	7,425	
-	20	-	004-2100-000.69-50	MISCELLANEOUS EXPENSES		250
				Advertising, Legal Notices, etc.		

# LIBRARY FUND

## PROPOSED BUDGET WORKSHEET

FY 20/21	FY 21/22	FY 22/23	Account	Description	Line Item	FY 23/24
Actual	Actual	Budget	Account Number		Detail	Proposed Budget
18,399	36,871	64,200	004-2100-000.69-80	ASSETS < \$5000		265,625
				For durable goods lasting more than one year, but costing less than \$5,000, such as chairs, calculators, etc.		
				Library furniture	17,000	
				11 PCs @ \$2,200 each (\$1,850 PC + \$350 software); 8 public PCs & 3 staff PCs (computers on a 5 year replacement schedule)	24,200	
				Public/staff printers	9,850	
				3D printer	4,950	
				Board Book shelving units	6,900	
				Print management hardware	4,725	
				Interactive educational equipment	198,000	
<b>365,746</b>	<b>467,740</b>	<b>1,028,792</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>1,229,866</b>
				<b>CAPITAL OUTLAY:</b>		
5,991	-	54,800	004-2100-000.72-20	BUILDINGS		280,000
				HVAC upgrade	250,000	
				carpet	10,000	
				Ventilation	10,000	
				Exterior paint	10,000	
-	-	240,000	004-2100-000.74-20	VEHICLES		240,000
				Outreach Van-Carry over from previous year		
<b>5,991</b>	<b>-</b>	<b>294,800</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>520,000</b>
<b>1,129,931</b>	<b>1,212,158</b>	<b>2,295,524</b>	<b>TOTAL LIBRARY OPERATING DEPARTMENT</b>			<b>2,880,411</b>
				<b>OTHER USES:</b>		
91,435	100,580	148,007	004-9500-000.81-01	TO GENERAL FUND		183,000
				From Admin Transfers Worksheet Prepared by Finance	149,000	
				Budgeting for Legal Services. If not needed will not be charged	34,000	
2,761	-	-	004-9500-000.81-10	TO UNEMPLOYMENT FUND		-
				.5% of regular and part-time salaries, not including overtime		
10,000	10,000	10,000	004-9500-000.81-36	TO CAPITAL PROJECTS FUND		10,000
				To start saving for replacement of 1963 HVAC system that will cost \$210,000		
<b>104,196</b>	<b>110,580</b>	<b>158,007</b>	<b>TOTAL INTERFUND TRANSFERS</b>			<b>193,000</b>
-	-	210,000	004-9500-000.88-00	CONTINGENCY		250,455
				Goal is 10% or greater of operating budget		
<b>-</b>	<b>-</b>	<b>210,000</b>	<b>TOTAL CONTINGENCY</b>			<b>250,455</b>
-	-	60,120	004-9500-000.88-01	RESERVE FOR FUTURE EXPENDITURES		94,662
				For expenses not expected to be incurred in the current budget year. However, if such expenses are incurred during the current budget year, these funds can be accessed via a supplemental budget allocating them to the appropriate category as necessary.		
-	-	818,993	004-9500-000.89-00	UNAPPROPRIATED ENDING BAL		801,000
				Provides funds for operations during the next fiscal year before the first tax revenues are received in late November. These funds cannot be accessed during the current budget year except under very specific and rare circumstances, such as natural disasters.		
<b>-</b>	<b>-</b>	<b>879,113</b>	<b>TOTAL UNAPPROPRIATED</b>			<b>895,662</b>
<b>104,196</b>	<b>110,580</b>	<b>1,247,120</b>	<b>TOTAL OTHER USES DEPARTMENT</b>			<b>1,339,117</b>
<b>1,234,127</b>	<b>1,322,738</b>	<b>3,542,644</b>	<b>GRAND TOTAL LIBRARY FUND</b>			<b>4,219,528</b>
<b>2,103,901</b>	<b>2,222,992</b>	<b>-</b>	<b>LIBRARY FUND - REVENUES LESS EXPENSES</b>			<b>-</b>

# PUBLIC WORKS FUND

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## PERSONNEL

FTE: 47

## MISSION

To be responsive to our customers, to do our best work, and to build foundations for the future, so that the community reaps the rewards.

## DESCRIPTION

The Department of Public Works is composed of six separate divisions with three different dedicated funds: Street Fund, Water Fund and Wastewater Fund. Revenues from individual dedicated funds cannot be co-mingled, and joint services between funds must be tracked and charged for appropriate reimbursement. Within the Department, administrative and engineering support services are split proportionally among the funds.

## GOALS AND FOCUS FY 2024

- Continue to reinforce a safety culture within our workplace to avoid injury to employees and the public

## PUBLIC WORKS FUND –ENTERPRISE AND DEDICATED FUND ACTIVITIES

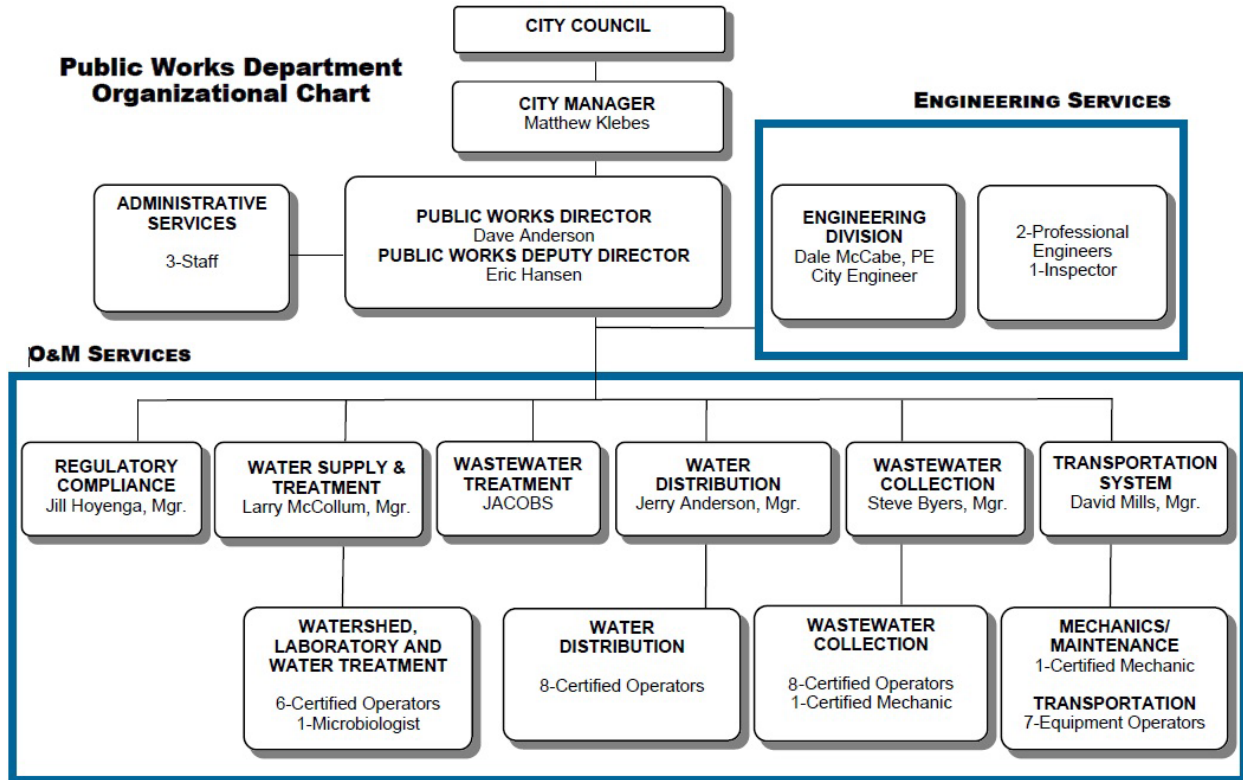
prevent damage to equipment and property.

- Continue a street preventive maintenance program that focuses on maintaining or improving the condition and integrity of streets using the most cost-effective methods available in compliance with the Americans with Disabilities Act (ADA).
- Complete the Dog River Pipeline Replacement Project.
- Complete an update of the City's Water Master Plan.
- Undertake work on the SCADA Upgrade Phase 1 Project.
- Complete the 2024 ADA sidewalk ramp improvement projects.
- Complete structural repairs to the Sorosis Reservoir roof.
- Complete the W 2nd Street Joint Utilities Phase 2 Project.
- Initiate work on the W 6th Street Widening Project using grant funding from ODOT.
- Support the design and construction of new water and sanitary sewer infrastructure in the Port Industrial Area including the City's first Aquifer Storage and Recovery (ASR) well.
- Install emergency backup generators on City wells and pump stations using grant funds from FEMA.
- Conduct a flood risk study of the Mill Creek Tunnel using grant funds from the US Army Corps of Engineers.
- Complete construction of a Safe Routes to Schools Project on W 10th Street using ODOT grant, school district and City funds.
- Complete the required Lead Service Line Inventory for the City's water system.
- Update the City's Water Management and Conservation Plan as required.
- Complete the design and issue a contract for construction of sidewalks and a storm water collection system on East 12th Street as identified in the City's Transportation System Plan and Storm Water Master Plan.

## ACCOMPLISHMENTS IN FY 2023

- Continued the emphasis on safety for all Public Works tasks and projects.
- Completed the first season of construction on the Dog River Diversion Pipeline Replacement including timber removal activities and installation of about 5700 feet of pipe.
- Awarded a contract and initiated work to update the City's Water Master Plan.
- Completed construction of the Trevitt Street Sanitary and Stormwater Improvements Phase 1 Project.
- Completed a temporary repair of the outfall pipe from the Wastewater Treatment Plant and completed a design for a longer-term solution.
- Completed the 2023 ADA sidewalk ramp improvement projects.
- Completed the Wicks Filter Building Roof Replacement Phase 2 Project.
- Completed the in-house engineering design for the W 6th Street Widening Project.
- Continued and refined the 50/50 Sidewalk Rehabilitation Cost Share Program.





# ENGINEERING SERVICES

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## DESCRIPTION

The Engineering Services Division provides professional engineering services and support for contracts, design, plan reviews, project management, construction quality control, and acceptance of public improvements inside the Urban Growth Boundary. Division engineers assist in developing City ordinances and standards associated with the City's built environment and manage the City's infrastructure archives.

## GOALS AND FOCUS FY 2024

### *Perform survey and design, and prepare contract documents for*

- Annual Americans with Disabilities Act (ADA) compliant sidewalk ramps for connecting/continuing ADA accessible pedestrian corridors.
- Westside Sewer Interceptor Project, Phase II.
- Scenic Drive Stabilization, Phase IV.
- Trevitt Street Utility Upgrade Project, Phase II – 12th to 14th Street.
- Safe Routes to School (SRTS) – Construction Grant Awarded Project – W. 10th Street, Snipes to Chenoweth Loop.
- E 14th Street Storm - Quinton Street and Thompson Street.

### *Provide design oversight and/or construction inspection for*

- City of The Dalles – U.S. EPA Brownfield Coalition Assessment Grant.
- Update of Water Master Plan.
- Continue to assist with Dog River Diversion Pipeline construction oversight.
- Continue to assist with Dog River Fish Passage construction oversight.
- W. 6th Street widening/sidewalk upgrade project, Snipes Street to Hostetler Street.
- W. 6th Street and Snipes Street Sanitary Sewer Upgrade.
- Sorosis Reservoir Roof Structure Modifications and Spot Coating.
- W. 2nd Street Joint Utility Project – Phase 2.
- E 12th Street Sidewalk and Storm – Thompson Street to The Grove Subdivision property.
- 50/50 Sidewalk Rehabilitation Cost Share Program.
- Continue 310' Pressure Zone – Water System Improvements.

### *Prepare plans and/or contract documents, provide design oversight and/or construction inspection for*

- Cure In Place Pipe (CIPP) Sewer Slipline Contract.
- Crack Seal Contract.
- W 2nd Street @ Mill Creek Tunnel Storm Connection.



## ACCOMPLISHMENTS IN FY 2023

*Performed survey and design, and prepared contract documents as well as provided design oversight and/or construction inspection for:*

- W. 2nd Street Joint Utility Project – Phase 2.
- 2023 ADA Improvement Project.
- W. 6th Street widening/sidewalk upgrade project, Snipes Street to Hostetler Street.
- W. 6th Street and Snipes Street Sanitary Sewer Upgrade.
- E. 9th Street and Quinton Street Utilities Upgrade Project – install new Sanitary Sewer Main, Storm Sewer Main and new Water Main Line.
- E 14th Street and Lewis Street Storm Sewer Project.
- Trevitt Street Sanitary Sewer Project, Phase 1.
- Crack Seal Pavement Preservation Contract.
- Downtown 2nd Street Seal Coat Contract.

*Provided design oversight and/or construction inspection for:*

- City of The Dalles – U.S. EPA Brownfield Revitalization Coalition Assessment Grant.
- Sorosis Reservoir Roof Structure Modifications and Spot Coating.
- Continued to assist with Dog River Diversion Pipeline design and construction oversight.
- Continued to assist with Dog River Fish Passage design and construction oversight.
- Safe Routes to School Project (SRTS) – Applied for and was awarded a Construction Grant – W. 10th Street, Snipes Street to Chenowith Loop.
- 50/50 Sidewalk Rehabilitation Cost Share Pilot Program.
- Update of Water Master Plan.
- Feasibility analysis for undergrounding of utilities for downtown redevelopment projects.
- 310' Pressure Zone – Water System Improvements.
- Assist Water Treatment, Water Distribution and Regulatory Compliance with the Lead Service Line Inventory (LSLI), and other compliance components of the Lead and Copper Rule Revisions (LCRR).
- Wicks Filter Building Roof Replacement.

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Work toward getting utilities extended into the eastern and western portions of the City.
- Continue working on completing capital improvement projects as outlined in the City's Master Plans.
- Work toward getting street grades and storm sewer trunk lines designed so that as development projects occur, infrastructure improvements can occur when infill development is initiated.
- Continue working toward creating ADA accessible pedestrian corridors as outlined in the ADA Transition Plan. Create safe routes for pedestrian access around town, in particular safe routes to schools. Address ADA concerns/grievances submitted by private citizens.

# REGULATORY COMPLIANCE SERVICES

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## DESCRIPTION

Ensures that the Public Works Department adheres to all relevant regulatory guidelines to protect the public and environment, and avoid litigation and fines. This is achieved in a timely and cost-effective manner by staying informed of existing regulations, interpreting application in consultation with regulators, creating and implementing plans to meet requirements, providing enforcement and documentation, meeting the timelines set by regulatory agencies, and performing ongoing program updates.

## GOALS AND FOCUS FY 2024

- Continue coordination of community outreach and public education. Develop a regulatory compliant Public Works Incident Command System (ICS) Communication Plan for all Divisions.
- Work with Water Distribution and Water Supply and Treatment Divisions on the Lead Service Line Inventory (LSLI), and other compliance components of the Lead and Copper Rule Revisions (LCRR) for monitoring and public education.
- Serve as point of contact for renewal of the City's NPDES discharge permit for the wastewater treatment plant.
- Public Works has committed to having all community outreach materials translated to Spanish. Translation of previously developed materials is expected to be completed by the end of the upcoming fiscal year. All new material will be translated when developed.
- Assist with implementing Public Works Department action items resulting from 2018 Natural Hazard Mitigation Plan update. Prepare for 5-year update of the plan in 2023.
- Assist with development of an updated Water Management and Conservation Plan due in May 2024.

## ACCOMPLISHMENTS IN FY 2023

### *Community Outreach – sharing our story with those that we serve*

- Published annual Water Quality Report to all water customers as required by U.S. Environmental Protection Agency.
- Updated a Department communication plan to focus education efforts on organizational needs. The purpose of the plan is to provide public information that is consistent and supportive of City and Public Works Department goals with the objective of highlighting the public role in achieving each goal. The plan also serves to facilitate development of key messages and coordinate distribution of messages. Successful communication projects include:
  - Tree trimming outreach and education efforts ahead of chip seal projects was coordinated by the Public Works Department. In 2022, the City continued to reduce the need for enforcement action compared to previous years. These efforts made passage of City equipment safer for crews performing work as well as safer for school buses, large delivery trucks and garbage trucks.
  - Leaf pick-up outreach continues to minimize the number of leaf pile enforcement actions.

## PUBLIC WORKS FUND- REGULATORY COMPLIANCE SERVICES

- Completed the transition of the Public Works Department library of webpages to the new website platform. Leverage new website features to improve customer service.
- The Public Works Department library of webpages continues to be on a seasonal update schedule.

### ***Drinking Water Compliance – protects public health, ensures fire protection, supports a vibrant economy***

- Implemented the America's Water Infrastructure Act Risk & Resilience Assessment and Emergency Response Plan. Coordinated an ICS table top exercise based on the Plan.
- Tracked rule changes regarding the new Lead and Copper Rule. Work with other managers to plan local implementation of rule changes.

### ***Hazardous Materials, Emergency Preparedness & Safety Compliance***

- FEMA documentation support is initiated at the onset of any incident to practice ICS procedures. The documentation will help develop future tabletop exercises.
- Continued a cyberthreat awareness campaign for City employees.
- Manage hazardous substance and material recovery reporting to State agencies.

### ***Storm Water Compliance – protect public health and the environment, prevent property damage***

- Assisted with planning and enforcement activities to comply with stormwater quality requirements.

### ***Transportation Compliance – enhance public safety and mobility***

- Updated the Winter Weather Response Plan to include new website alert features.
- Updated all press releases ahead of the winter weather season.
- Assisted with issuing the right-of-way and City property herbicide spraying advertisement for bid.
- Updated and coordinated the summer street maintenance communication plan.

### ***Wastewater compliance – protects public health and the environment***

- Worked with Oregon Department of Environmental Quality (DEQ) to comply with the renewed NPDES discharge permit for the City's Wastewater Treatment Plant.
- Managed a process to re-evaluate local limits. City Council adopted the new local limits in September 2022. All industrial discharge permits were modified to include the new local limits.
- Managed compliance correspondence with DEQ.
- Coordinated the City's Industrial Pretreatment Program (IPP).
- Reissued 4 wastewater discharge permits in 2022.
- Served as City liaison during the Oregon DEQ (IPP) program compliance audit in August 2021.
- All corrective actions were completed by September 2022.
- Utilized the Lucity software to improve tracking and enforcement of the fats, oils and grease interceptor inspection program. This activity maintains compliance with a DEQ corrective action issued in 2015.
- Implemented the Mercury Minimization Plan.

**MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 DAYS**

- Assist with Lead and Copper Rule compliance due by October 2024.
- Maintain files to streamline the 5-year update cycle for the America’s Water Infrastructure Act Risk & Resilience Assessment and Emergency Response Plan. The next certifications are due in 2026.

# ADMINISTRATIVE SERVICES

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## DESCRIPTION

Provides administrative functions for the Department of Public Works: budgeting, Department purchases, manpower cost apportionment, cost accounting for Department projects, departmental personnel functions, inventory tracking, customer service and timekeeping.

## GOALS AND FOCUS FY 2024

- Continue to provide a high level of skilled customer service and professionalism, both internally and externally by cross training of personnel and maintaining forms and office Standard Operating Procedures.
- Maintain an accessible library of Public Works Department policies and plans.
- Review/update Department webpages to reduce call volume and the need for walk-in services. For example, transition to using the webform and the online service request applications provided on the City's new website and, updating the Sidewalk/Street Closure permit application system to be more applicant/staff friendly.

## ACCOMPLISHMENTS IN FY 2023

### *By the Numbers*

- Used the Internet Ticket Processing (ITIC) One Call locate system to track 865 utility locate requests.
- Permits, applications and plans review correspondence between Public Works and Planning Departments has transitioned away from Administrative Services support and moved largely to direct email to the engineers.
- Issued 57 Right-of-Way Construction Permits, 93 Street/Sidewalk Closure permits and 16 Banner permits.
- Helped 359 people with the visitor log-in procedure at the Public Works Department front office.

### *At Your Service*

- Maintained a welcoming front office presence and base radio monitoring.
- Provided administrative, bid proposal support and budget tracking within the Department.
- Served as department purchasing agent and processed invoices for payment by the Finance Department.
- Provided departmental personnel functions. Tracked crew license and certification requirements. Facilitated enrollment for conferences and other training necessary to maintain operator certifications.
- Provided clerical support for the monthly City of The Dalles Traffic Safety Committee, Public Works Safety Committee and back-up support for the Wasco County Utility Coordinating Council.
- Provided liaison services for the Department with the phone and alarm companies, and computer IT

## PUBLIC WORKS FUND- ADMINISTRATIVE SERVICES

service.

- Maintained the Public Works Department policies and procedures for use of the Oregon Records Management Solution method for records retention
- Continued to provide feedback on the Public Works library of webpages and webforms as the City completed the transition to a new website platform.
- Provided staff support for The Dalles-Wasco County Joint Ad Hoc Climate Resilience Committee and the City's Just Do It (JDI) Committee.

### MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Streamline and develop efficient work practices through training and the review/update of forms and office Standard Operating Procedures.
- Leverage the enhanced customer service capabilities of the City's new website.

# PUBLIC WORKS SUMMARY

ACCOUNT DESCRIPTION	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
BEGINNING BALANCE	14,353,311	17,706,333	18,915,457	13,004,781
REVENUES	15,934,834	17,270,216	15,783,243	17,697,390
OTHER SOURCES	4,745,893	6,724,710	13,151,581	11,659,514
<b>TOTAL RESOURCES</b>	<b>35,034,037</b>	<b>41,701,259</b>	<b>47,850,281</b>	<b>42,361,685</b>
STREET OPERATIONS	1,862,394	1,936,109	4,061,329	3,447,290
PUBLIC WORKS RESERVE FUND	582,110	396,796	741,418	708,007
STREET/BRIDGE REPLACEMENT FUND	64,548	688,456	2,404,830	6,595,002
WATER TREATMENT	1,463,181	1,547,139	1,882,138	2,019,259
WATER DISTRIBUTION	1,932,499	2,140,376	2,371,385	2,850,316
WATER DEPT CAPITAL RESERVE FUND	237,310	2,656,630	17,111,311	9,399,786
WASTE WATER FUND	3,262,151	3,486,811	4,495,820	4,446,820
SEWER SPECIAL RESERVE FUND	722,709	1,303,422	4,614,037	3,529,705
SEWER PLANT CONST	-	6,024	2,844,994	3,199,520
<b>TOTAL EXPENDITURES</b>	<b>10,126,903</b>	<b>14,161,763</b>	<b>40,527,262</b>	<b>36,195,705</b>
DEBT SERVICE	335,311	335,006	334,695	336,376
TRANSFER OUT	7,040,490	8,182,920	6,896,266	5,628,531
CONTINGENCY	-	-	92,058	201,073
<b>TOTAL OTHER USES</b>	<b>7,375,801</b>	<b>8,517,926</b>	<b>7,323,019</b>	<b>6,165,980</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>17,502,704</b>	<b>22,679,689</b>	<b>47,850,281</b>	<b>42,361,685</b>
<b>FUND TOTAL</b>	<b>17,531,333</b>	<b>19,021,570</b>	-	-

# STREET FUND

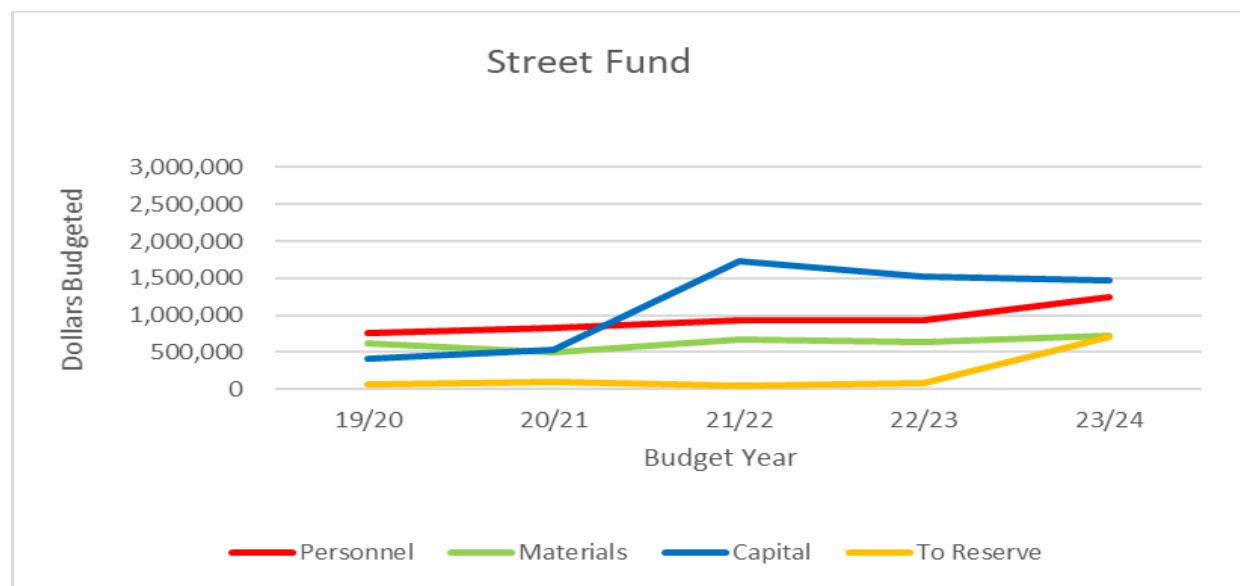
## PERSONNEL

11 SHARED - FTE: 10.69

The Street Fund (Fund 005-0500) is a dedicated fund used for the operation and maintenance of the City transportation systems. The fund's primary sources of revenue are the Oregon State Motor Vehicle Fund, a local 3-cent gas tax, impact fees from the City's Water and Sewer Funds, and the City's General Fund.

## DESCRIPTION

The Street Division manages the operation and maintenance of over 99 miles of paved City streets, alleys, and gravel and oil shot roads, as well as additional rights-of-way, pedestrian access ways, bicycle paths, lighting, various triangle parks, and sidewalks. The Division also shares the responsibility of Public Works fleet management and the maintenance of City-owned buildings and grounds. The Street Division hosts monthly Traffic Safety Commission meetings.



## GOALS AND FOCUS FY 2024

- Complete pavement preservation projects on 19.1 miles of paved City streets.
- Upgrade sidewalk ramps at about 39 intersections to be Americans with Disabilities Act (ADA) compliant.
- Grind and fill old sunken patches throughout town.

## ACCOMPLISHMENTS IN FY 2023



***By the Numbers***

- The Transportation Division continued a preventive maintenance program that focuses on crack sealing, chip sealing, surface sealing, asphalt grind and inlays in an effort to extend the life of the City's pavement structures.
- Performed 58 pavement patches for the water and sewer divisions.
- Crack sealed 9.6 miles of City streets.
- Chip sealed 4.5 miles of City streets.
- Surface sealed approximately 144,000 square feet of downtown 2nd Street.
- Completed 4.1 lane miles of asphalt grind & inlay and reconstruction projects.
- Completed 100% (8.3 miles) of the grading and maintenance of the gravel streets and alleyways using, in part, processed and recycled asphalt grindings that were generated from paving projects.
- Completed 110,880 linear feet of our annual center line striping program.
- Assisted with traffic control plans and equipment for 12 community functions including: parades, events, street festivals, and COVID-19 testing/vaccination events.
- Assisted in the review and approval of 57 Right-of-Way Construction Permits that were issued for work within the City's Right-of-Way and 93 Sidewalk Street Closure Permits. Installed 21 permitted banners.
- Responded to 110 customer calls for service.

***At Your Service***

- Provided snow plowing and sanding services during the winter storm season of 2022/23.
- Maintained street lighting.
- Completed an evaluation of retro-reflectivity of street signs, replaced damaged signs, and installed signage in numerous locations with attention to safe passage for motorists, bicycles and pedestrians.
- Other provisions for pedestrian safety include:
- Installation of 12, new solar powered flashing Light Emitting Diode (LED) stop signs. Four at the intersection of W. 10th Street and Trevitt Street, four at the intersection of E. 10th Street and Mt. Hood Street and four at the intersection of E. 10th Street and Cherry Heights.
- Installation of four, new radar feedback signs. Two on both lanes of travel on Columbia View Drive. One on the Northbound travel lane of Thompson Street and one on the Westbound travel lane of E. Scenic Drive.
- Installation of a temporary traffic calming and pedestrian improvement at the intersection of W. 16th Street and Trevitt Street near Colonel Wright Elementary School.

**MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS**

- Improve efficiencies and Best Management Practices through measurements and accountability.
- Utilize our pavement management database to evaluate different investment strategies to maximize the cost-effectiveness of a transportation system maintenance and rehabilitation plan at available funding levels.

# STREET FUND SUMMARY

ACCOUNT DESCRIPTION	FY20/21	FY21/22	FY22/23	FY23/24
	Actual	Actual	Budget	Proposed Budget
BEGINNING BALANCE	2,669,173	2,678,872	3,301,465	2,812,529
REVENUES	1,825,312	3,007,613	2,978,055	5,259,744
OTHER SOURCES	1,076,277	934,463	1,361,481	3,719,272
<b>TOTAL RESOURCES</b>	<b>5,570,763</b>	<b>6,620,948</b>	<b>7,641,001</b>	<b>11,791,545</b>
STREET OPERATIONS	1,862,394	1,936,109	4,061,329	3,447,290
PUBLIC WORKS RESERVE FUND	582,110	396,796	741,418	708,007
TRANSPORTATION SYS RESERVE FUND	64,548	688,456	2,404,830	6,595,002
<b>TOTAL EXPENDITURES</b>	<b>2,509,053</b>	<b>3,021,362</b>	<b>7,207,577</b>	<b>10,750,299</b>
CHARGES FOR SERVICES	-	-	-	-
TRANSFER OUT	382,838	334,922	406,515	930,118
CONTINGENCY	-	-	26,909	111,128
UNAPPROPRIATED ENDING BAL	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>382,838</b>	<b>334,922</b>	<b>433,424</b>	<b>1,041,246</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>2,891,891</b>	<b>3,356,284</b>	<b>7,641,001</b>	<b>11,791,545</b>
<b>FUND TOTAL</b>	<b>2,678,872</b>	<b>3,264,665</b>	<b>-</b>	<b>-</b>

# STREET FUND

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	005-0000-300.00-00	1,244,901	1,350,810	1,857,217	1,477,683
NORTHWEST NATURAL	005-0000-318.20-00	83,512	94,540	81,402	81,402
ZAYO GROUP	005-0000-318.30-00	-	-	5,000	5,000
LOCAL 3 CENT FUEL TAX	005-0000-319.40-00	479,619	505,837	475,000	475,000
FEDERAL GRANTS-MISC	005-0000-331.90-00	-	222,328	-	-
STATE MOTOR VEH FND	005-0000-335.40-00	1,102,984	1,246,214	1,226,311	1,287,410
URBAN RENEWAL	005-0000-337.10-00	-	-	11,242	12,366
MISC SALES AND SRVCE	005-0000-341.90-00	5,327	15,021	400	450
INTERDEPARTMENTAL REVENUE	005-0000-348.00-00	36,786	28,581	24,500	21,800
INTEREST REVENUES	005-0000-361.00-00	9,383	8,929	7,000	30,000
OTHER MISC REVENUES	005-0000-369.00-00	1,252	1,526	200	300
FROM GENERAL FUND	005-0000-391.01-00	300,000	300,000	450,000	750,000
WATER UTILITY FUND	005-0000-391.51-00	171,258	181,471	197,976	181,707
WASTEWATER UTILITY	005-0000-391.55-00	155,241	156,393	158,005	157,418
SALE OF FIXED ASSETS	005-0000-392.00-00	5,778	16,599	500	8,000
<b>TOTAL STREET FUND REVENUES</b>		<b>3,596,042</b>	<b>4,128,249</b>	<b>4,494,753</b>	<b>4,488,536</b>

### EXPENDITURES

#### PERSONNEL SERVICE:

REGULAR SALARIES	005-0500-000.11-00	526,101	572,224	629,366	774,646
PARTTIME/TEMP SALARIES	005-0500-000.12-00	24,374	19,516	17,680	38,480
OVERTIME SALARIES	005-0500-000.13-00	12,306	19,611	22,000	22,458
MEDICAL INSURANCE	005-0500-000.21-10	120,239	134,214	160,135	203,969
L-T DISABILITY INSURANCE	005-0500-000.21-20	3,551	3,580	3,990	4,836
LIFE INSURANCE	005-0500-000.21-30	472	624	459	459
WORKERS COMP INSURANCE	005-0500-000.21-40	23,167	17,570	31,530	18,984
FICA	005-0500-000.22-00	42,686	46,341	53,232	63,922
RETIREMENT CONTRIBUTIONS	005-0500-000.23-00	64,340	74,017	78,193	102,957
VEBA CONTRIBUTIONS	005-0500-000.28-00	6,489	6,399	12,333	10,843
OTHER EMPLOYEE BENEFITS	005-0500-000.29-00	75	87	3,515	4,334
<b>TOTAL PERSONNEL SERVICE</b>		<b>823,801</b>	<b>894,182</b>	<b>1,012,433</b>	<b>1,245,888</b>
Total Full-Time Equivalent (FTE)		<b>9.0</b>	<b>8.84</b>	<b>9.68</b>	<b>10.69</b>

#### MATERIALS AND SERVICES:

CONTRACTUAL SERVICES	005-0500-000.31-10	36,287	92,443	63,589	68,938
WASCO CO COMMUNICATIONS	005-0500-000.31-40	11,989	11,989	9,339	9,339
ENGINEERING SERVICES	005-0500-000.34-10	-	5,286	1,000	1,000
COMPUTER SERVICES	005-0500-000.34-30	10,347	10,537	11,683	9,825
SPECIAL STUDIES & REPORTS	005-0500-000.34-50	-	-	-	70,000
WATER & SEWER	005-0500-000.41-10	3,438	5,490	7,000	6,500
GARBAGE SERVICES	005-0500-000.41-20	5,954	6,148	15,060	15,705
NATURAL GAS	005-0500-000.41-30	3,796	4,060	5,755	6,722
ELECTRICITY	005-0500-000.41-40	4,433	4,494	5,542	5,708
STREET & TRAFFIC LIGHTING	005-0500-000.41-50	161,155	160,448	151,880	170,734
JANITORIAL SERVICES	005-0500-000.42-00	7,980	7,980	8,300	8,300
BUILDINGS AND GROUNDS	005-0500-000.43-10	7,566	5,115	12,733	11,483
COMPUTERS	005-0500-000.43-20	7	13	1,200	1,200
RADIO EQUIPMENT	005-0500-000.43-30	2,998	102	1,300	790
OFFICE EQUIPMENT	005-0500-000.43-40	-	20	500	500
JOINT USE OF LABOR/EQUIP	005-0500-000.43-45	952	1,359	1,200	1,200
VEHICLES	005-0500-000.43-50	35,528	46,894	42,710	37,310
GAS/OIL/DIESEL/LUBRICANTS	005-0500-000.43-51	20,625	41,962	31,645	36,635
TIRES AND TIRE REPAIRS	005-0500-000.43-52	10,022	11,715	6,600	9,900

# STREET FUND

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
GENERAL EQUIPMENT	005-0500-000.43-70	3,558	2,389	9,435	7,860
SPCL UTILITY EQUIPMENT	005-0500-000.43-71	1,699	114	2,950	1,950
SHOP EQUIPMENT	005-0500-000.43-80	8,314	6,541	6,972	6,057
SERVICE PICKUP TOOLS	005-0500-000.43-81	1,806	144	800	800
UTILITIES LOCATES	005-0500-000.43-87	167	167	996	836
RENTAL OF EQUIPMENT	005-0500-000.44-20	-	-	2,000	2,000
LIABILITY INSURANCE	005-0500-000.52-10	9,309	10,490	16,752	18,420
PROPERTY INSURANCE	005-0500-000.52-30	7,688	8,303	11,514	13,199
AUTOMOTIVE INSURANCE	005-0500-000.52-50	8,901	9,611	12,179	13,572
INSURANCE DEDUCTIBLES	005-0500-000.52-60	4,738	-	4,500	4,500
POSTAGE	005-0500-000.53-20	464	281	720	600
TELEPHONE	005-0500-000.53-30	8,123	8,355	10,286	10,104
LEGAL NOTICES	005-0500-000.53-40	-	-	260	260
PUBLIC EDUCATION/INFO	005-0500-000.53-60	85	1,266	1,420	2,000
PRINTING AND BINDING	005-0500-000.55-00	115	457	1,000	1,000
PERMITS	005-0500-000.57-00	188	220	493	493
TRAVEL, FOOD & LODGING	005-0500-000.58-10	159	870	1,050	950
TRAINING AND CONFERENCES	005-0500-000.58-50	2,195	6,486	13,463	13,503
MEMBERSHIPS/DUES/SUBS	005-0500-000.58-70	1,262	1,656	1,810	1,933
OFFICE SUPPLIES	005-0500-000.60-10	2,532	2,160	3,480	3,480
JANITORIAL SUPPLIES	005-0500-000.60-20	2,841	3,156	4,280	4,280
CLOTHING	005-0500-000.60-80	2,786	2,676	2,450	2,350
SPECIAL DEPT SUPPLIES	005-0500-000.60-85	4,231	4,582	8,518	7,003
CHEMICAL/LAB SUPPLIES	005-0500-000.60-86	1,497	157	4,250	3,950
STREET CONST SUPPLIES	005-0500-000.60-87	95,986	89,866	117,686	115,786
BOOKS AND PERIODICALS	005-0500-000.64-10	-	11	1,024	934
COMPUTER SOFTWARE	005-0500-000.64-80	2,710	1,584	3,869	1,984
MISCELLANEOUS EXPENSES	005-0500-000.69-50	-	7	10	10
ASSETS < \$5000	005-0500-000.69-80	6,428	2,766	13,626	14,679
<b>TOTAL MATERIALS AND SERVICES</b>		<b>500,856</b>	<b>580,368</b>	<b>634,829</b>	<b>726,282</b>
<b>CAPITAL OUTLAY:</b>					
BUILDINGS	005-0500-000.72-20	40,019	4,426	108,000	149,000
MACHINERY	005-0500-000.74-10	2,964	17,019	22,000	21,670
EQUIPMENT, OTHER	005-0500-000.74-90	7,080	5,571	3,400	-
CAPITAL PROJECTS	005-0500-000.75-10	487,674	434,544	2,280,667	1,304,450
<b>TOTAL CAPITAL OUTLAY</b>		<b>537,737</b>	<b>461,559</b>	<b>2,414,067</b>	<b>1,475,120</b>
<b>TOTAL STREET OPERATIONS</b>		<b>1,862,394</b>	<b>1,936,109</b>	<b>4,061,329</b>	<b>3,447,290</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	005-9500-000.81-01	226,100	225,148	260,046	220,118
TO PUBLIC WKS RESV FUND	005-9500-000.81-09	94,000	50,000	87,000	110,000
TO UNEMPLOYMENT FUND	005-9500-000.81-10	2,806	-	-	-
TO TRANSPORTATION SYSTEM FUND	005-9500-000.81-13	-	-	-	600,000
TO FFCO 2008 DEBT SVC FUND	005-9500-000.81-43	59,932	59,774	59,469	-
<b>TOTAL INTERFUND TRANSFERS</b>		<b>382,838</b>	<b>334,922</b>	<b>406,515</b>	<b>930,118</b>
CONTINGENCY	005-9500-000.88-00	-	-	26,909	111,128
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>26,909</b>	<b>111,128</b>
<b>TOTAL OTHER USES</b>		<b>382,838</b>	<b>334,922</b>	<b>433,424</b>	<b>1,041,246</b>
<b>GRAND TOTAL STREET FUND EXPENSES</b>		<b>2,245,232</b>	<b>2,271,031</b>	<b>4,494,753</b>	<b>4,488,536</b>
<b>STREET FUND - REVENUES LESS EXPENSES</b>		<b>1,350,810</b>	<b>1,857,217</b>	<b>-</b>	<b>-</b>

# STREET FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>							
1,244,901	1,350,810	1,857,217	005-0000-300.00-00	BEGINNING BALANCE			1,477,683
83,512	94,540	81,402	005-0000-318.20-00	NORTHWEST NATURAL			81,402
-	-	5,000	005-0000-318.30-00	ZAYO GROUP			5,000
479,619	505,837	475,000	005-0000-319.40-00	LOCAL 3 CENT FUEL TAX			475,000
-	222,328	-	005-0000-331.90-00	FEDERAL GRANTS-MISC			-
1,102,984	1,246,214	1,226,311	005-0000-335.40-00	STATE MOTOR VEH FND			1,287,410
-	-	11,242	005-0000-337.10-00	URBAN RENEWAL			12,366
5,327	15,021	400	005-0000-341.90-00	MISC SALES AND SRVCE			450
36,786	28,581	24,500	005-0000-348.00-00	INTERDEPARTMENTAL REVENUE			21,800
9,383	8,929	7,000	005-0000-361.00-00	INTEREST REVENUES			30,000
1,252	1,526	200	005-0000-369.00-00	OTHER MISC REVENUES			300
300,000	300,000	450,000	005-0000-391.01-00	FROM GENERAL FUND			750,000
171,258	181,471	197,976	005-0000-391.51-00	WATER UTILITY FUND			181,707
155,241	156,393	158,005	005-0000-391.55-00	WASTEWATER UTILITY			157,418
5,778	16,599	500	005-0000-392.00-00	SALE OF FIXED ASSETS			8,000
<b>3,596,042</b>	<b>4,128,249</b>	<b>4,494,753</b>	<b>TOTAL STREET FUND REVENUES</b>				<b>4,488,536</b>
<b>PERSONNEL SERVICE:</b>							
526,101	572,224	629,366	005-0500-000.11-00	REGULAR SALARIES			774,646
24,374	19,516	17,680	005-0500-000.12-00	PARTTIME/TEMP SALARIES			38,480
12,306	19,611	22,000	005-0500-000.13-00	OVERTIME SALARIES			22,458
120,239	134,214	160,135	005-0500-000.21-10	MEDICAL INSURANCE			203,969
3,551	3,580	3,990	005-0500-000.21-20	L-T DISABILITY INSURANCE			4,836
472	624	459	005-0500-000.21-30	LIFE INSURANCE			459
23,167	17,570	31,530	005-0500-000.21-40	WORKERS COMP INSURANCE			18,984
42,686	46,341	53,232	005-0500-000.22-00	FICA			63,922
64,340	74,017	78,193	005-0500-000.23-00	RETIREMENT CONTRIBUTIONS			102,957
6,489	6,399	12,333	005-0500-000.28-00	VEBA CONTRIBUTIONS			10,843
75	87	3,515	005-0500-000.29-00	OTHER EMPLOYEE BENEFITS			4,334
<b>823,801</b>	<b>894,182</b>	<b>1,012,433</b>	<b>TOTAL PERSONNEL SERVICE</b>				<b>1,245,888</b>
<b>9.00</b>	<b>8.84</b>	<b>9.68</b>	Total Full-Time Equivalent (FTE)				<b>10.69</b>
<b>MATERIALS AND SERVICES:</b>							
36,287	92,443	63,589	005-0500-000.31-10	CONTRACTUAL SERVICES			68,938
				Arboculturist Services		1,000	
				Weed Spray		12,000	
				Soils/Material Testing		2,000	
				Tree Trimming		2,200	
				Alarm testing/Monitoring/Fire Extinguisher Service		1,148	
				Internet Provider		350	
				Drug/Alcohol Testing/DMV Records		880	
				Solvent Service		186	
				Copier services		1,727	
				ODOT Signal Maintenance		18,540	
				Geoforce Strive Safe		8,907	
				Oil Water Separators Cleaning (every 4 years 25/26)		-	
				County Street Striping		20,000	
11,989	11,989	9,339	005-0500-000.31-40	WASCO CO COMMUNICATIONS			9,339
-	5,286	1,000	005-0500-000.34-10	ENGINEERING SERVICES			1,000
				Engineering ROW		1,000	
10,347	10,537	11,683	005-0500-000.34-30	COMPUTER SERVICES			9,825
				Computer Program Support services		4,150	
				GIS software, engineering software,Q-life fiber line cost, CAT software		5,675	
-	-	-	005-0500-000.34-50	SPECIAL STUDIES & REPORTS			70,000
				6th Street Pedestrian Study		20,000	
				Study for 6th Street Bridge repair option		50,000	
3,438	5,490	7,000	005-0500-000.41-10	WATER & SEWER			6,500
5,954	6,148	15,060	005-0500-000.41-20	GARBAGE SERVICES			15,705
3,796	4,060	5,755	005-0500-000.41-30	NATURAL GAS			6,722
4,433	4,494	5,542	005-0500-000.41-40	ELECTRICITY			5,708
161,155	160,448	151,880	005-0500-000.41-50	STREET & TRAFFIC LIGHTING			170,734
7,980	7,980	8,300	005-0500-000.42-00	JANITORIAL SERVICES			8,300

# STREET FUND PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
7,566	5,115	12,733	005-0500-000.43-10	BUILDINGS AND GROUNDS			11,483
				Shop Door Repair		1,500	
				Building Roof Repair		500	
				A/C Heat Electrical Systems		2,500	
				Int & Ext Maint		4,308	
				Irrigation/ Landscaping/Island Maint		2,125	
				Shop Fence/Yard Maint		550	
7	13	1,200	005-0500-000.43-20	COMPUTERS			1,200
				Computer Maintenance		1,200	
2,998	102	1,300	005-0500-000.43-30	RADIO EQUIPMENT			790
				Handheld/Vehicle/Base Radio Maint		790	
-	20	500	005-0500-000.43-40	OFFICE EQUIPMENT			500
				Phones, Faxes, & office equipment		500	
952	1,359	1,200	005-0500-000.43-45	JOINT USE OF LABOR/EQUIP			1,200
				To Wastewater Fund		200	
				To Water Fund		1,000	
35,528	46,894	42,710	005-0500-000.43-50	VEHICLES			37,310
				Vehicle Maint		37,310	
20,625	41,962	31,645	005-0500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS			36,635
10,022	11,715	6,600	005-0500-000.43-52	TIRES AND TIRE REPAIRS			9,900
3,558	2,389	9,435	005-0500-000.43-70	GENERAL EQUIPMENT			7,860
				Jack Hammer/Large Saw Maint		2,200	
				Street Construction Equipment		3,950	
				Street Survey Equipment		1,000	
				Landscape Equipment		310	
				Generator Maint		400	
1,699	114	2,950	005-0500-000.43-71	SPCL UTILITY EQUIPMENT			1,950
				Lifting devices certification		1,350	
				Aqua Tech Parts and Tools (1/2)		600	
8,314	6,541	6,972	005-0500-000.43-80	SHOP EQUIPMENT			6,057
				Shop Tools		1,725	
				Fasteners/Sealants		2,025	
				Shop Equipment Maintenance		275	
				Hand tools		1,532	
				Welding supplies		500	
1,806	144	800	005-0500-000.43-81	SERVICE PICKUP TOOLS			800
167	167	996	005-0500-000.43-87	UTILITIES LOCATES			836
				Utility Notification Center		166	
				Locate supplies		670	
-	-	2,000	005-0500-000.44-20	RENTAL OF EQUIPMENT			2,000
9,309	10,490	16,752	005-0500-000.52-10	LIABILITY INSURANCE			18,420
7,688	8,303	11,514	005-0500-000.52-30	PROPERTY INSURANCE			13,199
8,901	9,611	12,179	005-0500-000.52-50	AUTOMOTIVE INSURANCE			13,572
4,738	-	4,500	005-0500-000.52-60	INSURANCE DEDUCTIBLES			4,500
464	281	720	005-0500-000.53-20	POSTAGE			600
				Direct Mailings		350	
				Shipping for parts/Core returns		250	
8,123	8,355	10,286	005-0500-000.53-30	TELEPHONE			10,104
				Phone system		3,024	
				Cell phone/Field Laptop services		4,940	
				Traffic Signal		2,140	
-	-	260	005-0500-000.53-40	LEGAL NOTICES			260
				Capital Improvement notice		260	
85	1,266	1,420	005-0500-000.53-60	PUBLIC EDUCATION/INFO			2,000
				Brochures/Written Translations		250	
				Community Clean-Up		150	
				Parade Booth		-	
				Bill Insert: Snow Event Information & 50/50 sidewalk		1,600	
115	457	1,000	005-0500-000.55-00	PRINTING AND BINDING			1,000
				Vehicle Logos and decals		400	
				Construction Plans		500	
				Business Cards/Envelopes		100	
188	220	493	005-0500-000.57-00	PERMITS			493
				Shop compressor License 2023/24		200	
				Business Radio License (1/4) (Due 2023)		-	
				Propane Hazardous Substance fee		150	
				Acetylene Hazardous Substance fee		143	

# STREET FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
159	870	1,050	005-0500-000.58-10	TRAVEL, FOOD & LODGING			950
				Traffic Safety Meeting		150	
				NSPE/ASCE Meeting		150	
				Employee Meetings/Room Rentals		650	
2,195	6,486	13,463	005-0500-000.58-50	TRAINING AND CONFERENCES			13,503
				APWA Conference		650	
				Oregon Impact Conference		400	
				Employee/Eng/Safety Officer/Office Training		12,383	
				Flagging		70	
1,262	1,656	1,810	005-0500-000.58-70	MEMBERSHIPS/DUES/SUBS			1,933
				APWA Membership Dues		205	
				ASCE		200	
				CDL Medical Exams		600	
				National Society for PE		125	
				Oregon Impact		200	
				OSBEELS		130	
				Columbia Gorge News		53	
				PE Licenses		400	
				Local OUCC Dues		20	
2,532	2,160	3,480	005-0500-000.60-10	OFFICE SUPPLIES			3,480
				Office Supplies/toner		2,680	
				Copy Paper		800	
2,841	3,156	4,280	005-0500-000.60-20	JANITORIAL SUPPLIES			4,280
				Cintas		3,500	
				Cleaning supplies		780	
2,786	2,676	2,450	005-0500-000.60-80	CLOTHING			2,350
				Clothing Allowance		2,000	
				Rubber Boots Steel Toe		150	
				Rain Gear		200	
4,231	4,582	8,518	005-0500-000.60-85	SPECIAL DEPT SUPPLIES			7,003
				First Aid/Safety Supplies		1,650	
				Personal Protection Equipment		1,885	
				Safety Toe Boots		2,668	
				Safety Vests		650	
				Hearing/Respirator tests/ HBV Vaccine		150	
1,497	157	4,250	005-0500-000.60-86	CHEMICAL/LAB SUPPLIES			3,950
				Vector Control		50	
				Absorbants for spills		800	
				Hazmat Testing		500	
				Rhoma-Sol Cleaner		2,600	
95,986	89,866	117,686	005-0500-000.60-87	STREET CONST SUPPLIES			115,786
				Construction Signs/Cones/Barricades		2,000	
				Traffic Control Signs		16,500	
				Asphalt Hot Mix/Cold Mix		22,560	
				Rock		11,900	
				Concrete		2,310	
				Sanding Material		5,000	
				Bituminous Emul		13,412	
				Magnesium Chloride		2,500	
				Manhole/Catch Basin/Paving Risers		14,410	
				Traffic control Paint/Striping Material		25,194	
-	11	1,024	005-0500-000.64-10	BOOKS AND PERIODICALS			934
				Manuals		934	
				City Directory		-	
2,710	1,584	3,869	005-0500-000.64-80	COMPUTER SOFTWARE			1,984
				MS Office for computers listed in 6080		984	
				Engineering Software		1,000	
-	7	10	005-0500-000.69-50	MISCELLANEOUS EXPENSES			10
6,428	2,766	13,626	005-0500-000.69-80	ASSETS < \$5000			14,679
				Survey equipment		1,000	
				Computers/Printers		10,679	
				Furniture/Map files		1,000	
				Conference Room Chairs		1,000	
				Stihl Power Broom & Attachments		1,000	
				New Concrete Mixer (1/3) \$4500 David Mills:		-	
				Did not purchase in 22/23. Push to 24/25			
<b>500,856</b>	<b>580,368</b>	<b>634,829</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>726,282</b>

# STREET FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
<b>CAPITAL OUTLAY:</b>							
40,019	4,426	108,000	005-0500-000.72-20	BUILDINGS			149,000
				Front entry elevator and safety upgrade (1/3)		56,000	
				Metal covered building for equipment & streets side (1/3)		30,000	
				Replace 6 HVAC units on main building \$150k ÷ 3		50,000	
				New gate motors for gates 1,2 & 3 (4) \$39k ÷ 3		13,000	
-	-	-	005-0500-000.73-30	IMPROVEMENTS OTHER THAN BLDGS			-
2,964	17,019	22,000	005-0500-000.74-10	MACHINERY			21,670
				Westin 3 cubic yard electric sander (use for salt)		17,000	
				Tire Machine (1/3)		4,670	
7,080	5,571	3,400	005-0500-000.74-90	EQUIPMENT, OTHER			-
487,674	434,544	2,280,667	005-0500-000.75-10	CAPITAL PROJECTS			1,304,450
				2024 Chip Seal Program		202,000	
				2024 Pavement Preventative Maintenance Program (crack & surface seals)		353,000	
				2024 ADA - Sidewalk Program		350,000	
				2024 Overlay Program (2" grind w 3" overlay)		169,450	
				ADA upgrades from paving projects		230,000	
				Future St Maintenance Projects		-	
<b>537,737</b>	<b>461,559</b>	<b>2,414,067</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>1,475,120</b>
<b>1,862,394</b>	<b>1,936,109</b>	<b>4,061,329</b>	<b>TOTAL STREET OPERATIONS</b>				<b>3,447,290</b>
<b>OTHER USES:</b>							
226,100	225,148	260,046	005-9500-000.81-01	TO GENERAL FUND			220,118
94,000	50,000	87,000	005-9500-000.81-09	TO PUBLIC WKS RESV FUND			110,000
2,806	-	-	005-9500-000.81-10	TO UNEMPLOYMENT FUND			-
-	-	-	005-9500-000.81-13	TO TRANSPORTATION SYSTEM FUND			600,000
59,932	59,774	59,469	005-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND			-
<b>382,838</b>	<b>334,922</b>	<b>406,515</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>				<b>930,118</b>
-	-	26,909	005-9500-000.88-00	CONTINGENCY			111,128
-	-	<b>26,909</b>	<b>TOTAL CONTINGENCY</b>				<b>111,128</b>
<b>382,838</b>	<b>334,922</b>	<b>433,424</b>	<b>TOTAL OTHER USES</b>				<b>1,041,246</b>
<b>2,245,232</b>	<b>2,271,031</b>	<b>4,494,753</b>	<b>GRAND TOTAL STREET FUND EXPENSES</b>				<b>4,488,536</b>
<b>1,350,810</b>	<b>1,857,217</b>	-	<b>STREET FUND - REVENUES LESS EXPENSES</b>				<b>-</b>



# RESERVE FUND

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	009-0000-300.00-00	435,416	300,773	185,418	433,007
INTEREST REVENUES	009-0000-361.00-00	3,467	1,441	1,000	-
STREET FUND	009-0000-391.05-00	94,000	50,000	87,000	110,000
WATER UTILITY FUND	009-0000-391.51-00	100,000	30,000	181,000	80,000
WASTEWATER FUND	009-0000-391.55-00	250,000	200,000	287,000	85,000
<b>TOTAL PUBLIC WORKS RESERVE FUND REVENUES</b>		<b>882,884</b>	<b>582,214</b>	<b>741,418</b>	<b>708,007</b>
<b>EXPENDITURES</b>					
<b>CAPITAL OUTLAY:</b>					
MACHINERY	009-9000-000.74-10	234,326	-	228,000	50,000
VEHICLES	009-9000-000.74-20	347,785	396,796	513,418	658,007
<b>TOTAL CAPITAL OUTLAY</b>		<b>582,110</b>	<b>396,796</b>	<b>741,418</b>	<b>708,007</b>
<b>GRAND TOTAL PUBLIC WORKS RESERVE EXPENSES</b>		<b>582,110</b>	<b>396,796</b>	<b>741,418</b>	<b>708,007</b>
<b>PUBLIC WORKS RESERVE FUND - REVENUES LESS EXPENSES</b>		<b>300,773</b>	<b>185,418</b>	<b>-</b>	<b>-</b>

# TRANSPORTATION SYSTEM RESERVE FUND

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	013-0000-300.00-00	988,856	1,027,289	1,258,830	901,839
FAU EXCHANGE FUNDS	013-0000-331.11-00	-	801,455	174,800	174,800
ODOT SAFE ROUTES TO SCHOOL GRANT	013-0000-331.90-11	-	-	-	1,994,016
D21 SAFE ROUTES TO SCHOOL GRANT	013-0000-333.90-00	-	-	-	200,000
FEDERAL GRANTS - MISC	013-0000-331.90-00	-	-	922,200	922,200
CONNECT CHRGS/ TRANS SDC	013-0000-344.20-10	95,504	77,564	45,000	45,000
INTEREST REVENUES	013-0000-361.00-00	7,477	4,177	4,000	10,000
STREET FUND	013-0000-391.05-00	-	-	-	600,000
TRNSFR FROM SPECIAL GRANT FUND	013-0000-391.18-00	-	-	-	1,547,147
TRNSFR FROM ENTERPRISE ZONE FUND	013-0000-391.22-00	-	-	-	200,000
<b>TOTAL TRANSPORT SYS RSRV FUND REVENUES</b>		<b>1,091,837</b>	<b>1,910,485</b>	<b>2,404,830</b>	<b>6,595,002</b>
<b>EXPENDITURES</b>					
<b>CAPITAL OUTLAY:</b>					
CAPITAL PROJECTS	013-1400-000.75-10	64,548	688,456	2,404,830	6,595,002
<b>TOTAL CAPITAL OUTLAY</b>		<b>64,548</b>	<b>688,456</b>	<b>2,404,830</b>	<b>6,595,002</b>
<b>GRAND TOTAL TRANSPORT SYS RSRV FUND EXPENSES</b>		<b>64,548</b>	<b>688,456</b>	<b>2,404,830</b>	<b>6,595,002</b>
<b>TRANSPORT SYS RSRV FUND - REVENUE LESS EXPENSES</b>		<b>1,027,289</b>	<b>1,222,029</b>	<b>-</b>	<b>-</b>

# RESERVE FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>						
435,416	300,773	185,418	009-0000-300.00-00	BEGINNING BALANCE		433,007
3,467	1,441	1,000	009-0000-361.00-00	INTEREST REVENUES		-
94,000	50,000	87,000	009-0000-391.05-00	STREET FUND		110,000
100,000	30,000	181,000	009-0000-391.51-00	WATER UTILITY FUND		80,000
250,000	200,000	287,000	009-0000-391.55-00	WASTEWATER FUND		85,000
<b>882,884</b>	<b>582,214</b>	<b>741,418</b>	<b>TOTAL PUBLIC WORKS RESERVE FUND REVENUES</b>			<b>708,007</b>
<b>CAPITAL OUTLAY:</b>						
234,326	-	228,000	009-9000-000.74-10	MACHINERY		50,000
				Crack Seal Machine (\$100k, 24/25) (ST)	50,000	
347,785	396,796	513,418	009-9000-000.74-20	VEHICLES		658,007
				5-yd Dump Truck-replace #24 (ST) (\$90,000) (23/24)	90,000	
				Mechanic service truck - replace #01 (ST) (23/24)	45,000	
				Service pickup, replace #45 - WW (\$70K)(23/24)	70,000	
				Service pickup, replace #87 - WD (\$80K)(23/24)	80,000	
				10-yd truck/pup (WW) \$300,000 (24/25)	250,000	
				Replace Truck #75 - WICKS (\$80K)(24/25)	40,000	
				Biosolids Truck (WW) (\$300,000) (24/25)	83,007	
<b>582,110</b>	<b>396,796</b>	<b>741,418</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>708,007</b>
<b>582,110</b>	<b>396,796</b>	<b>741,418</b>	<b>GRAND TOTAL PUBLIC WORKS RESERVE EXPENSES</b>			<b>708,007</b>
<b>300,773</b>	<b>185,418</b>	<b>-</b>	<b>PUBLIC WORKS RESERVE FUND - REVENUES LESS EXPENSES</b>			<b>-</b>

# TRANSPORTATION SYSTEM RESERVE FUND PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>						
988,856	1,027,289	1,258,830	013-0000-300.00-00	BEGINNING BALANCE		901,839
-	801,455	174,800	013-0000-331.11-00	FAU EXCHANGE FUNDS		174,800
-	-	922,200	013-0000-331.90-00	Federal Grants - Misc		-
-	-	-	013-0000-331.90-10	ODOT AFMT GRANT		922,200
-	-	-	013-0000-331.90-11	ODOT SAFE ROUTES TO SCHOOL GRANT		1,994,016
-	-	-	013-0000-333.90-00	D21 SAFE ROUTES TO SCHOOL GRANT MATCH		200,000
95,504	77,564	45,000	013-0000-344.20-10	CONNECT CHRGS/ TRANS SDC		45,000
7,477	4,177	4,000	013-0000-361.00-00	INTEREST REVENUES		10,000
-	-	-	013-0000-391.05-00	TRNSFR FROM STREET FUND		600,000
-	-	-	013-0000-391.18-00	TRNSFR FROM SPECIAL GRANT FUND		1,547,147
-	-	-	013-0000-391.22-00	TRNSFR FROM ENTERPRISE ZONE FUND		200,000
<b>1,091,837</b>	<b>1,910,485</b>	<b>2,404,830</b>	<b>TOTAL TRANSPORT SYS RSRV FUND REVENUES</b>			<b>6,595,002</b>
<b>CAPITAL OUTLAY:</b>						
64,548	688,456	2,404,830	013-1400-000.75-10	CAPITAL PROJECTS		6,595,002
				W 6th St full width pave - Snipes to Hostetler	600,000	
				Scenic Dr Stabilization Ph 4 (\$1.5M)	409,637	
				Future SDC eligible projects	432,525	
				Future STP eligible projects	-	
				Reserve for Opp-driven projects	113,173	
				W 6th St Impvmnts, Snipes to Hostetler (\$1M)	1,000,000	
				E 12th St Sidewalks	1,547,147	
				SRTS W 10th St project	2,492,520	
<b>64,548</b>	<b>688,456</b>	<b>2,404,830</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>6,595,002</b>
<b>INTERFUND TRANSFERS:</b>						
-	-	-	013-9500-000.18-00	TO SPECIAL GRANTS FUND		-
-	-	-	013-9500-000.37-00	TO CAPITAL PROJECT FUND		-
<b>-</b>	<b>-</b>	<b>-</b>	<b>TOTAL INTERFUND TRANSFERS</b>			<b>-</b>
<b>64,548</b>	<b>688,456</b>	<b>2,404,830</b>	<b>GRAND TOTAL TRANSPORT SYS RSRV FUND EXPENSES</b>			<b>6,595,002</b>
<b>1,027,289</b>	<b>1,222,029</b>	<b>-</b>	<b>TRANSPORT SYS RSRV FUND - REVENUE LESS EXPENSES</b>			<b>-</b>

# WATER FUND

## PERSONNEL

12 SHARED – 23.21 FTE

The Water Fund is an enterprise fund used to account for the operations of the City’s water utility. The fund’s primary source of revenue is the sale of water. For budget purposes the fund is divided into two parts: Water Treatment (051-5000) and Water Distribution (051-5100).

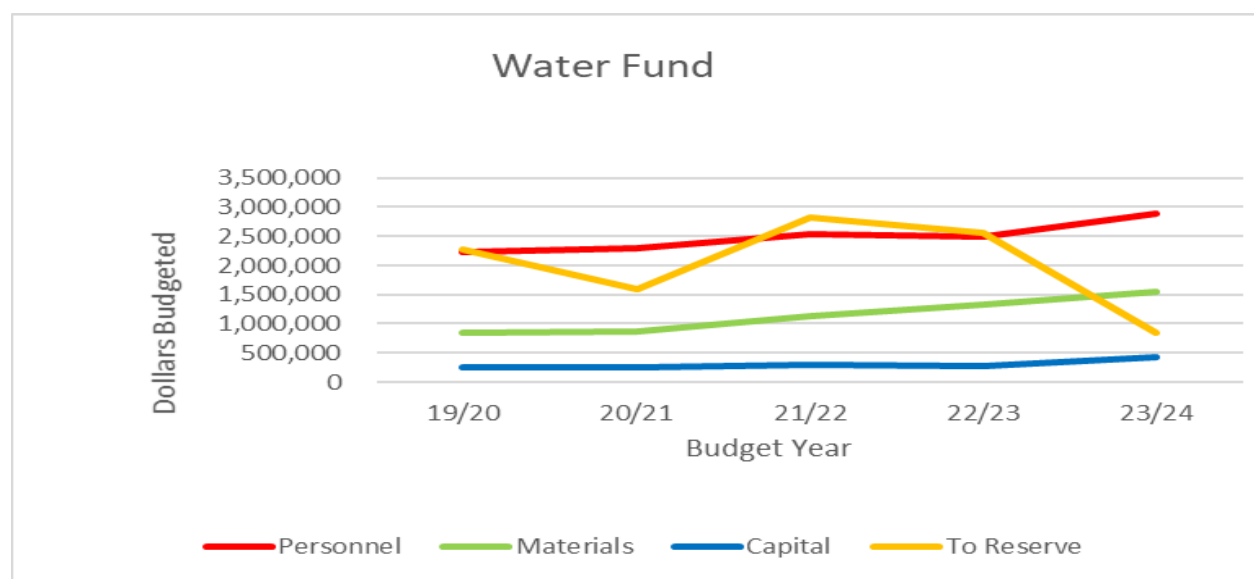
## WATER TREATMENT

### DESCRIPTION

The Water Treatment program accounts for all activities for daily operations and maintenance required to ensure the continuous operation of the Wicks Water Treatment Plant which, with increased system demands in recent years, provides about 75 - 85% of the City’s annual water supply and is staffed around the clock. The Water Treatment Division also includes operation and maintenance of the Water Quality Laboratory, and management of The Dalles Municipal Watershed for the protection of water quality and quantity.

The Wicks Water Treatment Plant Division works closely with the Water Distribution Division and the City’s Utility Billing Department to provide quality customer service on a daily basis.

In conjunction with Regulatory Compliance Services, the Wicks Water Treatment Plant Division monitors Federal and State drinking water regulation changes and makes necessary adjustments and/or improvements required to keep the water system in compliance.



## GOALS AND FOCUS FY 2024

- Initiate and complete the City’s required participation in the USEPA - Unregulated Contaminant Monitoring Regulation – 5th Round (UCMR-5) for Wicks and the three City wells.
- Work with Water Distribution and Regulatory Compliance on the Lead Service Line Inventory (LSLI), and other compliance components of the Lead and Copper Rule Revisions (LCRR) for monitoring and public education.
- Successfully pass the upcoming 5-year State Water System Inspection to maintain our “Outstanding Performer” status; including both Water Treatment and Water Distribution.
- Continue support of the Water Master Plan Update.

## ACCOMPLISHMENTS IN FY 2023

### *By The Numbers*

- Achieved recognition for 23 years of uninterrupted voluntary compliance with the Partnership for Safe Water – Directors Award.
- Completed Phase 2 of the Wicks Filter Building Reroof project.

### *At your Service*

- Provided uninterrupted supply of treated surface water sourced from the City’s watershed around the clock, seven day a week, to supply the needs of City residences, businesses and industry with plentiful and safe drinking water.
- The Dalles Water Quality Laboratory maintains state certifications in both Oregon and Washington providing critical support to the City water system, regional water systems, private well owners, and agricultural interests in meeting their regulatory water quality responsibilities.

### *Extraordinary Effort*

- Working with the Water Distribution and Regulatory Compliance Divisions, we initiated the system’s plan for compliance with the updated Lead and Copper Rule Revisions (LCRR); specifically, the beginnings of the required Lead Service Line Inventory (LSLI).
- Working with the Water Distribution and Engineering Divisions, we began the eighteen-month process of updating the City’s 20-year Water Master Plan; including, but not limited to: seismic resiliency, sludge handling, treatment expansion, and chemical options.

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Replace or rehabilitate the over 60-year-old wash-water reservoir at the Wicks Water Treatment Plant.
- Fund and implement recommendations from the updated Water Master Plan.
- Facilitate development of forest health improvement and fire fuels reduction programs on federally-owned lands in The Dalles Municipal Watershed including the Mill Creek Buttes and the Dog River drainage.
- Assist with Lead and Copper Rule compliance due by October 2024.

# WATER DISTRIBUTION

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## DESCRIPTION

The Water Distribution Division is responsible for the infrastructure that provides an uninterrupted supply of clean, safe drinking water for the citizens and businesses of the City of The Dalles. The Division also is responsible for maintaining adequate water volume and pressure for city-wide firefighting efforts.

The drinking water distribution system includes 3 deep wells (which currently provides about 15 - 25% of the City's annual water supply), 5 storage reservoirs, 3 booster pumping stations, 100 miles of water mains, 16 separate service/pressure zones (incorporating 62 pressure reducing valves), more than 700 fire hydrants, about 5,065 water service connections and 5 ground water (dewatering) well systems. Operations, maintenance, monitoring and most upgrading projects are performed by the Water Distribution Division crew. The City's Cross Connection Control (backflow prevention) program is also operated within this Division.

The Water Distribution Division works closely with the Wicks Water Treatment Plant Division and the City's Utility Billing Department to provide quality customer service on a daily basis.

In conjunction with the Wastewater Collection Division, the Water Distribution Division maintains a 24-hour per day, 365-day per year emergency response program. This "On-Call" program provides nearly immediate response to any City utility after-hours emergency.

The Water Distribution Division also works closely with Regulatory Compliance Services to monitor Federal and State drinking water regulation changes and make necessary adjustments and/or improvements required to keep the water system in compliance.

## GOALS AND FOCUS FY 2024

- Replace Intermediate Reservoir flow meters to get more accurate water usage.
- Replace Kuck Well pump and motor that feeds the Discovery Center Museum.
- Continue to replace existing old galvanized mainline pipe.
- Support implementation of an Aquifer Storage & Recovery (ASR) program.
- Continue to meet benchmarks set for: our meter replacement program, meter lid replacement program, pressure reducing valve (PRV) upgrade and maintenance program and cross connection control program.
- Work with Water Distribution and Regulatory Compliance on the Lead Service Line Inventory (LSLI), and other compliance components of the Lead and Copper Rule Revisions (LCRR) for monitoring and public education.

## ACCOMPLISHMENTS IN FY 2023

### *By The Numbers*

- Continued the annual residential water meter replacement program, replacing 8% (approximately 400) old residential water meters with new meters each year to maintain the accuracy of meter reads and

## PUBLIC WORKS- WATER DISTRIBUTION

- sustain revenue.
- Replacing 530 ft. of existing old galvanized mainline pipe with new on W. 16th Street and Pentland Street.
- Installed 23 new water service connections as requested by property owners.
- Installing a liquid sodium hypochlorite disinfection system at Jordan Well and removing the previously used chorine tablet disinfection system.
- Replaced Columbia View Reservoir flow meters to get more accurate water usage.
- Constructed a new water main in E 9th Street, east of Quinton Street, after removal of the house that was located in the City right-of-way.
- Transitioning into work and asset management through Lucity.

### ***At your Service***

- Completed scheduled maintenance/rebuild of pressure reducing stations including upgrading underground vaults.
- Addressed most emergency water problems including main breaks, service line leaks and customer turn offs within 24-hours and with minimal customer impact.
- Ensured protection of public health through water quality monitoring, water quality investigations, backflow protection, system maintenance, and assurance of adequate fire flow.
- Administered our Cross Connection Control Program in a manner that ensures that our drinking water remains safe throughout the distribution system. Cross Connection Control Program elements include Track and record the testing of existing backflow assemblies.
- Track and record the installation and testing of new backflow assemblies.
- Complete surveys and inspections to assess cross connection control needs.

### ***Additional Effort***

The City, through an agreement with Wasco County, operates and maintains the water system that serves the Discovery Center Museum. The Water Distribution Division continues to operate and maintain the Discovery Center Water System as an “Outstanding Performer” as designated by the Oregon State Health Authority.

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Design and implement a uni-directional main line flushing program.
- Design and implement a valve exercising program.
- Implement a systematic “In House” distribution system leak detection program.
- Replacement of 7.61 miles of transmission main from Wicks Water Treatment Plant to the distribution system.
- Replacement of old steel and cast arterial mainlines.
- Apply new coatings (interior and exterior), upgrade seismic connections and install influent water meter at the 6 million-gallon Garrison Reservoir.
- Assist with Lead and Copper Rule compliance due by October 2024.

# WATER UTILITY FUND SUMMARY

ACCOUNT DESCRIPTION	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
BEGINNING BALANCE	6,095,501	7,322,601	8,302,677	3,979,158
REVENUES	6,405,200	6,558,282	6,830,244	6,429,010
OTHER SOURCES	1,511,517	3,619,789	10,390,100	6,340,242
<b>TOTAL RESOURCES</b>	<b>14,012,218</b>	<b>17,500,671</b>	<b>25,523,021</b>	<b>16,748,410</b>
WATER TREATMENT	1,463,181	1,547,139	1,882,138	2,019,259
WATER DISTRIBUTION	1,932,499	2,140,376	2,371,385	2,850,316
WATER DEPT CAPITAL RESERVE FUND	237,310	2,656,630	17,111,311	9,399,786
<b>TOTAL EXPENDITURES</b>	<b>3,632,991</b>	<b>6,344,144</b>	<b>21,364,834</b>	<b>14,269,361</b>
DEBT SERVICE	238,378	238,378	238,379	240,379
TRANSFER OUT	2,818,248	4,068,500	3,875,304	2,175,401
CONTINGENCY	-	-	44,504	63,269
UNAPPROPRIATED ENDING BAL	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>3,056,626</b>	<b>4,306,878</b>	<b>4,158,187</b>	<b>2,479,049</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>6,689,617</b>	<b>10,651,023</b>	<b>25,523,021</b>	<b>16,748,410</b>
<b>FUND TOTAL</b>	<b>7,322,601</b>	<b>6,849,649</b>	-	-



# WATER FUND

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
Account Number		Actual	Actual	Budget	Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	051-0000-300.00-00	850,409	1,460,378	900,585	357,457
URBAN RENEWAL	051-0000-337.10-00	-	-	35,653	39,219
MISC SALES AND SERVICES	051-0000-341.90-00	116,144	66,919	90,000	105,000
UTILITY SERVICE CHARGES	051-0000-344.10-00	6,146,266	6,294,647	6,599,203	6,056,903
DELINQUENT ACCT INT	051-0000-344.90-00	7,172	9,772	4,500	5,000
UNCOLLECTIBLE ACCTS	051-0000-345.20-00	(2,205)	-	(4,500)	(4,500)
WATERSHED UTILIZATION FEE	051-0000-345.50-00	170	185	-	-
INTERDEPARTMENTAL REV	051-0000-348.00-00	-	2,271	4,000	3,000
INTEREST REVENUES	051-0000-361.00-00	3,286	1,980	2,000	5,000
PROPERTY RENTALS	051-0000-363.50-00	4,797	4,428	4,428	4,428
OTHER MISC REVENUE	051-0000-369.00-00	1,583	8,042	450	450
SALE OF FIXED ASSETS	051-0000-392.00-00	10,740	22,495	100	100
<b>TOTAL WATER UTILITY FUND REVENUES</b>		<b>7,138,362</b>	<b>7,871,117</b>	<b>7,636,419</b>	<b>6,572,057</b>
<b>EXPENDITURES - WATER TREATMENT</b>					
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	051-5000-000.11-00	597,270	636,298	655,434	730,619
PARTTIME/TEMP SALARIES	051-5000-000.12-00	1,710	41,445	44,640	44,640
OVERTIME SALARIES	051-5000-000.13-00	21,357	16,946	20,000	24,900
MEDICAL INSURANCE	051-5000-000.21-10	163,999	165,057	182,974	189,113
L-T DISABILITY INSURANCE	051-5000-000.21-20	3,987	4,219	4,129	4,603
LIFE INSURANCE	051-5000-000.21-30	435	412	492	492
WORKERS COMP INSURANCE	051-5000-000.21-40	13,450	8,100	13,889	10,453
FICA	051-5000-000.22-00	46,208	51,931	59,010	64,627
RETIREMENT CONTRIBUTIONS	051-5000-000.23-00	72,786	92,211	100,077	108,722
VEBA CONTRIBUTIONS	051-5000-000.28-00	7,990	8,832	9,600	8,728
OTHER EMPLOYEE BENEFITS	051-5000-000.29-00	114	149	4,006	4,373
<b>TOTAL PERSONNEL SERVICE</b>		<b>929,305</b>	<b>1,025,601</b>	<b>1,094,251</b>	<b>1,191,270</b>
Total Full-Time Equivalent (FTE)		<b>9.44</b>	<b>10.02</b>	<b>10.44</b>	<b>10.47</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	051-5000-000.31-10	67,039	74,087	45,840	87,670
FIRE PATROL	051-5000-000.33-30	20,802	22,710	23,000	26,508
ENGINEERING SERVICES	051-5000-000.34-10	-	4,153	-	-
COMPUTER SERVICES	051-5000-000.34-30	5,328	8,285	15,000	13,150
WATER & SEWER	051-5000-000.41-10	-	-	900	700
GARBAGE SERVICES	051-5000-000.41-20	1,426	1,471	1,760	1,760
NATURAL GAS	051-5000-000.41-30	7,297	10,354	9,100	10,720
ELECTRICITY	051-5000-000.41-40	27,111	34,360	26,464	27,787
JANITORIAL SERVICES	051-5000-000.42-00	-	-	300	300
BUILDINGS AND GROUNDS	051-5000-000.43-10	5,312	3,525	7,715	7,715
COMPUTERS	051-5000-000.43-20	252	928	600	600
RADIO EQUIPMENT	051-5000-000.43-30	188	-	1,680	1,680
OFFICE EQUIPMENT	051-5000-000.43-40	-	300	550	550
JOINT USE OF LABOR/EQUIP	051-5000-000.43-45	6,391	-	7,000	7,000
VEHICLES	051-5000-000.43-50	4,345	11,807	7,725	7,725
GAS/OIL/DIESEL/LUBRICANTS	051-5000-000.43-51	3,432	7,090	9,350	9,818
TIRES AND TIRE REPAIRS	051-5000-000.43-52	2,403	1,765	3,525	2,125
GENERAL EQUIPMENT	051-5000-000.43-70	102	3,349	2,150	2,100
SPECIAL UTILITY EQUIPMENT	051-5000-000.43-71	12,228	14,504	80,650	81,750

# WATER FUND

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
ELECTRICAL SYSTEMS	051-5000-000.43-72	550	1,747	3,000	3,000
PLUMBING	051-5000-000.43-73	450	1,354	2,700	2,700
HVAC SYSTEMS	051-5000-000.43-77	150	-	800	800
SHOP EQUIPMENT	051-5000-000.43-80	1,394	1,286	1,190	1,190
NUISANCE ABATEMENT	051-5000-000.43-85	28	286	400	400
LINES MNTNCE & SUPPLIES	051-5000-000.43-86	996	1,308	700	700
WATERSHED ROAD CONST/MAINT	051-5000-000.43-88	1,988	175	6,300	2,300
RENTAL OF EQUIPMENT	051-5000-000.44-20	-	-	400	400
TIMBER MANAGEMENT	051-5000-000.50-50	-	-	670	670
LIABILITY INSURANCE	051-5000-000.52-10	11,381	12,824	17,285	18,951
PROPERTY INSURANCE	051-5000-000.52-30	22,727	24,547	35,903	41,156
AUTOMOTIVE INSURANCE	051-5000-000.52-50	4,401	4,689	4,131	4,602
INSURANCE DEDUCTIBLES	051-5000-000.52-60	-	-	500	500
POSTAGE	051-5000-000.53-20	719	529	2,040	1,900
TELEPHONE	051-5000-000.53-30	11,171	10,960	12,500	12,950
LEGAL NOTICES	051-5000-000.53-40	-	738	500	500
PUBLIC EDUCATION/INFO	051-5000-000.53-60	1,368	1,275	4,720	4,720
PRINTING AND BINDING	051-5000-000.55-00	133	-	500	500
PERMITS	051-5000-000.57-00	7,195	6,546	20,270	20,270
TRAVEL, FOOD & LODGING	051-5000-000.58-10	-	155	820	820
TRAINING AND CONFERENCES	051-5000-000.58-50	1,357	3,985	4,925	4,525
MEMBERSHIPS/DUES/SUBS	051-5000-000.58-70	1,982	2,613	1,919	2,544
OFFICE SUPPLIES	051-5000-000.60-10	1,815	2,156	2,000	2,000
JANITORIAL SUPPLIES	051-5000-000.60-20	721	618	1,300	1,150
CLOTHING	051-5000-000.60-80	2,741	2,472	2,620	2,620
SPECIAL DEPT SUPPLIES	051-5000-000.60-85	2,741	3,425	5,935	5,845
CHEMICAL/LAB SUPPLIES	051-5000-000.60-86	152,467	198,162	198,750	333,750
BOOKS AND PERIODICALS	051-5000-000.64-10	215	194	2,300	1,700
COMPUTER SOFTWARE	051-5000-000.64-80	14,067	6,149	7,400	7,400
ASSETS < \$5000	051-5000-000.69-80	16,099	10,593	26,100	6,768
	<b>TOTAL MATERIALS AND SERVICES</b>	<b>422,510</b>	<b>497,475</b>	<b>611,887</b>	<b>776,989</b>

### CAPITAL OUTLAY:

BUILDINGS	051-5000-000.72-20	12,475	8,724	14,000	-
IMPRVMTS OTHER THAN BLDGS	051-5000-000.73-30	66,236	6,324	25,000	36,000
MACHINERY	051-5000-000.74-10	-	9,014	97,000	15,000
EQUIPMENT, OTHER	051-5000-000.74-90	32,655	-	40,000	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>111,365</b>	<b>24,062</b>	<b>176,000</b>	<b>51,000</b>

<b>TOTAL WATER TREATMENT EXPENSES</b>	<b>1,463,181</b>	<b>1,547,139</b>	<b>1,882,138</b>	<b>2,019,259</b>
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### EXPENDITURES - WATER DISTRIBUTION

#### PERSONNEL SERVICE:

REGULAR SALARIES	051-5100-000.11-00	870,863	893,108	859,904	1,082,627
PARTTIME/TEMP SALARIES	051-5100-000.12-00	16,694	12,597	18,720	18,720
OVERTIME SALARIES	051-5100-000.13-00	16,217	18,423	17,000	24,900
MEDICAL INSURANCE	051-5100-000.21-10	259,465	272,862	271,498	302,469
L-T DISABILITY INSURANCE	051-5100-000.21-20	5,734	5,724	5,465	6,690
LIFE INSURANCE	051-5100-000.21-30	595	603	586	636
WORKERS COMP INSURANCE	051-5100-000.21-40	10,058	11,165	15,856	14,733

# WATER FUND

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
FICA	051-5100-000.22-00	67,096	69,219	68,515	86,158
RETIREMENT CONTRIBUTIONS	051-5100-000.23-00	112,370	116,094	116,087	142,064
VEBA CONTRIBUTIONS	051-5100-000.28-00	8,484	11,815	14,834	13,008
OTHER EMPLOYEE BENEFITS	051-5100-000.29-00	286	328	4,684	5,746
<b>TOTAL PERSONNEL SERVICE</b>		<b>1,367,861</b>	<b>1,411,936</b>	<b>1,393,149</b>	<b>1,697,751</b>
Total Full-Time Equivalent (FTE)		<b>12.20</b>	<b>12.61</b>	<b>11.71</b>	<b>12.74</b>

### MATERIALS AND SERVICES:

CONTRACTUAL SERVICES	051-5100-000.31-10	5,925	39,561	36,219	57,824
WASCO CO COMMUNICATIONS	051-5100-000.31-40	11,989	11,989	9,339	9,339
ENGINEERING SERVICES	051-5100-000.34-10	21,000	21,000	21,000	21,000
COMPUTER SERVICES	051-5100-000.34-30	19,629	20,151	28,558	30,319
SPECIAL STUDIES & REPORTS	051-5100-000.34-50	-	-	30,000	-
WATER & SEWER	051-5100-000.41-10	2,362	2,875	3,000	3,000
GARBAGE SERVICES	051-5100-000.41-20	2,462	2,319	2,575	2,781
NATURAL GAS	051-5100-000.41-30	2,705	3,224	3,803	4,470
ELECTRICITY	051-5100-000.41-40	101,425	121,160	119,954	136,811
JANITORIAL SERVICES	051-5100-000.42-00	7,980	7,980	8,300	8,300
BUILDINGS AND GROUNDS	051-5100-000.43-10	12,010	7,818	12,548	11,248
COMPUTERS	051-5100-000.43-20	7	13	1,200	1,200
RADIO EQUIPMENT	051-5100-000.43-30	40	1,893	2,450	2,625
OFFICE EQUIPMENT	051-5100-000.43-40	-	99	500	500
JOINT USE OF LABOR/EQUIP	051-5100-000.43-45	28,404	27,192	8,200	9,000
VEHICLES	051-5100-000.43-50	7,598	8,184	16,190	35,640
GAS/OIL/DIESEL/LUBRICANTS	051-5100-000.43-51	13,404	25,641	21,845	23,745
TIRES AND TIRE REPAIRS	051-5100-000.43-52	1,436	1,229	4,200	8,200
GENERAL EQUIPMENT	051-5100-000.43-70	1,269	3,151	8,130	7,555
SPECIAL UTILITY EQUIPMENT	051-5100-000.43-71	24,481	26,383	35,515	42,015
SHOP EQUIPMENT	051-5100-000.43-80	11,242	10,468	8,200	8,127
SERVICE PICKUP TOOLS	051-5100-000.43-81	416	1,433	2,500	2,000
LINES MAINT & SUPPLIES	051-5100-000.43-86	8,148	132,303	97,450	109,350
UTILITIES LOCATES	051-5100-000.43-87	884	883	1,337	1,337
RENTAL OF EQUIPMENT	051-5100-000.44-20	1,082	-	2,400	2,400
LIABILITY INSURANCE	051-5100-000.52-10	15,018	16,923	20,286	22,306
PROPERTY INSURANCE	051-5100-000.52-30	20,170	21,786	27,590	31,626
AUTOMOTIVE INSURANCE	051-5100-000.52-50	5,578	5,960	6,656	7,416
INSURANCE DEDUCTIBLES	051-5100-000.52-60	771	5,500	2,500	2,500
POSTAGE	051-5100-000.53-20	791	2,403	1,820	2,120
TELEPHONE	051-5100-000.53-30	12,949	12,088	13,512	13,512
LEGAL NOTICES	051-5100-000.53-40	-	440	260	250
PUBLIC EDUCATION/INFO	051-5100-000.53-60	2,234	3,034	4,740	4,740
PRINTING AND BINDING	051-5100-000.55-00	186	301	2,955	2,955
PERMITS	051-5100-000.57-00	5,857	5,230	5,215	5,717
TRAVEL, FOOD & LODGING	051-5100-000.58-10	17	657	980	830
TRAINING AND CONFERENCES	051-5100-000.58-50	7,061	11,781	12,093	11,893
MEMBERSHIPS/DUES/SUBS	051-5100-000.58-70	6,086	5,263	7,168	6,915
OFFICE SUPPLIES	051-5100-000.60-10	2,006	2,058	3,480	3,480
JANITORIAL SUPPLIES	051-5100-000.60-20	2,841	3,156	4,280	4,280
CLOTHING	051-5100-000.60-80	3,735	3,608	4,380	4,380
SPECIAL DEPT SUPPLIES	051-5100-000.60-85	5,255	4,050	8,920	11,625
CHEMICAL/LAB SUPPLIES	051-5100-000.60-86	17,427	14,552	18,475	26,065
STREET CONST SUPPLIES	051-5100-000.60-87	35,823	46,775	37,325	41,385

# WATER FUND

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
BOOKS AND PERIODICALS	051-5100-000.64-10	99	11	2,023	1,933
COMPUTER SOFTWARE	051-5100-000.64-80	-	7,735	21,357	6,525
MISCELLANEOUS EXPENSES	051-5100-000.69-50	-	7	-	-
ASSETS < \$5000	051-5100-000.69-80	4,322	2,817	26,208	30,456
<b>TOTAL MATERIALS AND SERVICES</b>		<b>434,125</b>	<b>653,079</b>	<b>717,636</b>	<b>781,695</b>

### CAPITAL OUTLAY:

BUILDINGS	051-5100-000.72-20	40,019	4,426	108,400	149,000
IMPRVMTS OTHER THAN BLDGS	051-5100-000.73-30	7,079	-	-	-
MACHINERY	051-5100-000.74-10	8,008	-	5,500	4,670
EQUIPMENT, OTHER	051-5100-000.74-90	68,024	59,648	86,700	152,200
CAPITAL PROJECTS	051-5100-000.75-10	7,383	-	20,000	20,000
WATER LINES	051-5100-000.76-20	-	11,286	40,000	45,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>130,513</b>	<b>75,360</b>	<b>260,600</b>	<b>370,870</b>
<b>TOTAL WATER DISTRIBUTION EXPENSES</b>		<b>1,932,499</b>	<b>2,140,376</b>	<b>2,371,385</b>	<b>2,850,316</b>
<b>TOTAL WATER UTILITY OPERATIONS</b>		<b>3,395,680</b>	<b>3,687,515</b>	<b>4,253,523</b>	<b>4,869,575</b>

### OTHER USES:

TO GENERAL FUND	051-9500-000.81-01	442,848	463,192	519,947	505,600
TO STREET FUND	051-9500-000.81-05	171,258	181,471	197,976	181,707
TO PUBLIC WKS RESRV FUND	051-9500-000.81-09	100,000	30,000	181,000	80,000
TO UNEMPLOYMENT FUND	051-9500-000.81-10	7,489	-	-	21,906
TO FFCO 2008 DEBT SVC FUND	051-9500-000.81-43	59,932	59,774	59,469	-
WTR DEPT CAP RESRV FUND	051-9500-000.81-53	1,500,777	2,797,294	2,380,000	850,000
<b>TOTAL INTERFUND TRANSFERS</b>		<b>2,282,304</b>	<b>3,531,731</b>	<b>3,338,392</b>	<b>1,639,213</b>
CONTINGENCY	051-9500-000.88-00	-	-	44,504	63,269
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>44,504</b>	<b>63,269</b>
<b>TOTAL OTHER USES</b>		<b>2,282,304</b>	<b>3,531,731</b>	<b>3,382,896</b>	<b>1,702,482</b>
<b>GRAND TOTAL WATER UTILITY FUND EXPENSES</b>		<b>5,677,984</b>	<b>7,219,246</b>	<b>7,636,419</b>	<b>6,572,057</b>
<b>WATER UTILITY FUND - REVENUES LESS EXPENSES</b>		<b>1,460,378</b>	<b>651,871</b>	<b>-</b>	<b>-</b>

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>						
850,409	1,460,378	900,585	051-0000-300.00-00	BEGINNING BALANCE		357,457
-	-	35,653	051-0000-337.10-00	URBAN RENEWAL		39,219
116,144	66,919	90,000	051-0000-341.90-00	MISC SALES AND SERVICES		105,000
6,146,266	6,294,647	6,599,203	051-0000-344.10-00	UTILITY SERVICE CHARGES		6,056,903
7,172	9,772	4,500	051-0000-344.90-00	DELINQUENT ACCT INT		5,000
(2,205)	-	(4,500)	051-0000-345.20-00	UNCOLLECTIBLE ACCTS		(4,500)
170	185	-	051-0000-345.50-00	WATERSHED UTILIZATION FEE		-
-	2,271	4,000	051-0000-348.00-00	INTERDEPARTMENTAL REV		3,000
3,286	1,980	2,000	051-0000-361.00-00	INTEREST REVENUES		5,000
4,797	4,428	4,428	051-0000-363.50-00	PROPERTY RENTALS		4,428
1,583	8,042	450	051-0000-369.00-00	OTHER MISC REVENUE		450
10,740	22,495	100	051-0000-392.00-00	SALE OF FIXED ASSETS		100
<b>7,138,362</b>	<b>7,871,117</b>	<b>7,636,419</b>	<b>TOTAL WATER UTILITY FUND REVENUES</b>			<b>6,572,057</b>
<b>WATER TREATMENT PERSONNEL SERVICE:</b>						
597,270	636,298	655,434	051-5000-000.11-00	REGULAR SALARIES		730,619
1,710	41,445	44,640	051-5000-000.12-00	PARTTIME/TEMP SALARIES		44,640
21,357	16,946	20,000	051-5000-000.13-00	OVERTIME SALARIES		24,900
163,999	165,057	182,974	051-5000-000.21-10	MEDICAL INSURANCE		189,113
3,987	4,219	4,129	051-5000-000.21-20	L-T DISABILITY INSURANCE		4,603
435	412	492	051-5000-000.21-30	LIFE INSURANCE		492
13,450	8,100	13,889	051-5000-000.21-40	WORKERS COMP INSURANCE		10,453
46,208	51,931	59,010	051-5000-000.22-00	FICA		64,627
72,786	92,211	100,077	051-5000-000.23-00	RETIREMENT CONTRIBUTIONS		108,722
7,990	8,832	9,600	051-5000-000.28-00	VEBA CONTRIBUTIONS		8,728
114	149	4,006	051-5000-000.29-00	OTHER EMPLOYEE BENEFITS		4,373
<b>929,305</b>	<b>1,025,601</b>	<b>1,094,251</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>1,191,270</b>
<b>9.44</b>	<b>10.02</b>	<b>10.44</b>	Total Full-Time Equivalent (FTE)			<b>10.47</b>
<b>MATERIALS AND SERVICES:</b>						
67,039	74,087	45,840	051-5000-000.31-10	CONTRACTUAL SERVICES		87,670
				Internet Provider	500	
				Copier services	1,200	
				Drug/Alcohol Testing/DMV Records	740	
				Fire Extinguisher Service	400	
				Sludge Lagoon Cleaning	69,330	
				Drying basin cleaning	4,500	
				Generator Service and Maintenance	2,500	
				LCRR-LSLI Support (120Water) (split with WD)	8,500	
20,802	22,710	23,000	051-5000-000.33-30	FIRE PATROL		26,508
				ODF assessment	26,508	
-	4,153	-	051-5000-000.34-10	ENGINEERING SERVICES		-
5,328	8,285	15,000	051-5000-000.34-30	COMPUTER SERVICES		13,150
				Allmax Software	1,600	
				CH2M Hill Scada	5,000	
				Rockwell	2,100	
				Wonderware PW	3,200	
				Lucity (1/4 PW Support)	1,250	
-	-	900	051-5000-000.41-10	WATER & SEWER		700
1,426	1,471	1,760	051-5000-000.41-20	GARBAGE SERVICES		1,760
7,297	10,354	9,100	051-5000-000.41-30	NATURAL GAS		10,720
27,111	34,360	26,464	051-5000-000.41-40	ELECTRICITY		27,787
-	-	300	051-5000-000.42-00	JANITORIAL SERVICES		300
5,312	3,525	7,715	051-5000-000.43-10	BUILDINGS AND GROUNDS		7,715
				Building Maintenance	575	
				Grounds Maintenance	140	
				Tree Removal/Trimming	7,000	
252	928	600	051-5000-000.43-20	COMPUTERS		600
				Computer Maintenance	600	
188	-	1,680	051-5000-000.43-30	RADIO EQUIPMENT		1,680
				Handheld/Vehicle/Base Radio Maint	1,680	
-	300	550	051-5000-000.43-40	OFFICE EQUIPMENT		550
				Phones, Faxes, & office equipment	550	

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
6,391	-	7,000	051-5000-000.43-45	JOINT USE OF LABOR/EQUIP		7,000
				To Street Fund Watershed Rd Maint	4,000	
				Wicks Maintenance	3,000	
4,345	11,807	7,725	051-5000-000.43-50	VEHICLES		7,725
				Vehicle Maint	7,725	
3,432	7,090	9,350	051-5000-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		9,818
2,403	1,765	3,525	051-5000-000.43-52	TIRES AND TIRE REPAIRS		2,125
102	3,349	2,150	051-5000-000.43-70	GENERAL EQUIPMENT		2,100
				Generator Maint	1,500	
				Laundry Equip. Repair	100	
				Basin Skimmer Head (2)	-	
				Machine Shop Service	500	
12,228	14,504	80,650	051-5000-000.43-71	SPECIAL UTILITY EQUIPMENT		81,750
				Chem feeder pump parts (ACH, NaOCl, Polymer, Corrosion		
				Chems)	2,000	
				CCD radio/solar equip.	2,500	
				Pressure Pump Repair	350	
				Booster Pump Repair	400	
				Phosphate Analyzer Supplies	1,200	
				Trak/Vac Parts	1,000	
				Instrumentation Service Agreement	550	
				Particle Counter Maint.	500	
				UPS Units	3,500	
				SCADA Parts	2,000	
				Aerial and other Lift Device Certifications	700	
				Confined Space Extraction Winch Service	550	
				Filter Media Replacement	65,000	
				Replacement probes for online chlorine (2)	1,500	
550	1,747	3,000	051-5000-000.43-72	ELECTRICAL SYSTEMS		3,000
450	1,354	2,700	051-5000-000.43-73	PLUMBING		2,700
				Backflow Device Repairs	1,500	
				PRV Valve Maint.	200	
				Domestic Plumbing	1,000	
150	-	800	051-5000-000.43-77	HVAC SYSTEMS		800
1,394	1,286	1,190	051-5000-000.43-80	SHOP EQUIPMENT		1,190
				Shop Tools	500	
				Shop Tool Fasteners/Sealants	150	
				Hand tools/supplies	540	
28	286	400	051-5000-000.43-85	NUISANCE ABATEMENT		400
				Vector Control	400	
996	1,308	700	051-5000-000.43-86	LINES MNTNCE & SUPPLIES		700
1,988	175	6,300	051-5000-000.43-88	WATERSHED ROAD CONST/MAINT		2,300
				Rock/asphalt for Wicks bridge approaches	1,500	
				Brushing Watershed Roads	-	
				Gate repair	800	
-	-	400	051-5000-000.44-20	RENTAL OF EQUIPMENT		400
-	-	670	051-5000-000.50-50	TIMBER MANAGEMENT		670
				Flagging Supplies	120	
				Lock/Chain for gates	400	
				Grass Seed	150	
11,381	12,824	17,285	051-5000-000.52-10	LIABILITY INSURANCE		18,951
22,727	24,547	35,903	051-5000-000.52-30	PROPERTY INSURANCE		41,156
4,401	4,689	4,131	051-5000-000.52-50	AUTOMOTIVE INSURANCE		4,602
-	-	500	051-5000-000.52-60	INSURANCE DEDUCTIBLES		500
719	529	2,040	051-5000-000.53-20	POSTAGE		1,900
				Samples/Parts	800	
				Direct/Bulk mailings	1,100	
11,171	10,960	12,500	051-5000-000.53-30	TELEPHONE		12,950
				Phone system	12,050	
				Cell phone	900	
-	738	500	051-5000-000.53-40	LEGAL NOTICES		500
				Public Notices	500	
1,368	1,275	4,720	051-5000-000.53-60	PUBLIC EDUCATION/INFO		4,720
				Brochures/Written Translations	670	
				Water Quality Report	4,000	
				Parade Booth	50	

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
133	-	500	051-5000-000.55-00	PRINTING AND BINDING		500
				Plant/Lab forms	350	
				Binding	100	
				Business Cards	50	
7,195	6,546	20,270	051-5000-000.57-00	PERMITS		20,270
				Wicks-NPDES 0200-J	14,000	
				Annual Water System Fee (\$7500,1/2 WT/WD)	3,750	
				OR/WA Lab Certifications	1,550	
				Crow Creek Reservoir High Hazard	670	
				Haz. Substance Storage	300	
				Air compressor: trak vac (due 2027)	-	
-	155	820	051-5000-000.58-10	TRAVEL, FOOD & LODGING		820
				Employee meetings/Room Rentals	650	
				OWUC/LOC	50	
				Regulatory meetings	120	
1,357	3,985	4,925	051-5000-000.58-50	TRAINING AND CONFERENCES		4,525
				Employee/Eng/Safety Officer/Office Training	2,925	
				AWWA Conference	1,600	
				First Aid/CPR Training	-	
1,982	2,613	1,919	051-5000-000.58-70	MEMBERSHIPS/DUES/SUBS		2,544
				AWWA Membership Dues	894	
				Water Certifications/Renewals	1,115	
				OWUC Dues	250	
				Columbia Gorge News	10	
				Water ISAC	275	
1,815	2,156	2,000	051-5000-000.60-10	OFFICE SUPPLIES		2,000
				Office Supplies/toner	1,800	
				Copy Paper	200	
721	618	1,300	051-5000-000.60-20	JANITORIAL SUPPLIES		1,150
				Disposables/cleaning supplies	1,150	
2,741	2,472	2,620	051-5000-000.60-80	CLOTHING		2,620
				Clothing Allowance	2,000	
				Rubber Boots Steel Toe	340	
				Rain Gear	280	
2,741	3,425	5,935	051-5000-000.60-85	SPECIAL DEPT SUPPLIES		5,845
				First Aid/Safety Supplies	465	
				Personal Protection Equipment	3,690	
				Safety Toe Boots	1,590	
				Hearing/Respirator tests/ HBV Vaccine	100	
152,467	198,162	198,750	051-5000-000.60-86	CHEMICAL/LAB SUPPLIES		333,750
				Combined Lab Materials and Supplies	23,250	
				Reg-Outside Lab Testing	18,000	
				Wtr Trtmt. Chemical	280,000	
				Haz Waste Testing	12,500	
215	194	2,300	051-5000-000.64-10	BOOKS AND PERIODICALS		1,700
				Manuals	175	
				City Directory	90	
				Certification Study Material	250	
				Standards methods	1,135	
				Safety videos	50	
14,067	6,149	7,400	051-5000-000.64-80	COMPUTER SOFTWARE		7,400
				MS Office for computers in 6980	1,000	
				Lucy (supports 2 iPads and on Desktop)	6,400	
16,099	10,593	26,100	051-5000-000.69-80	ASSETS < \$5000		6,768
				Replacement - Propane Radiant Heater	4,000	
				Computers/Printers	2,768	
<b>422,510</b>	<b>497,475</b>	<b>611,886</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>776,989</b>
<b>CAPITAL OUTLAY:</b>						
12,475	8,724	14,000	051-5000-000.72-20	BUILDINGS		-
				Filter Room Heat Pump to Replace Window AC Units	-	
66,236	6,324	25,000	051-5000-000.73-30	IMPRVMTS OTHER THAN BLDGS		36,000
				Turbidimeter Replacement	36,000	
-	9,014	97,000	051-5000-000.74-10	MACHINERY		15,000
				Replacement TracVac Compressor	15,000	

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
32,655	-	40,000	051-5000-000.74-90	EQUIPMENT, OTHER		-
<b>111,365</b>	<b>24,062</b>	<b>176,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>51,000</b>
<b>1,463,181</b>	<b>1,547,139</b>	<b>1,882,137</b>	<b>TOTAL WATER TREATMENT EXPENSES</b>			<b>2,019,259</b>
<b>WATER DISTRIBUTION PERSONNEL SERVICE:</b>						
870,863	893,108	859,904	051-5100-000.11-00	REGULAR SALARIES		1,082,627
16,694	12,597	18,720	051-5100-000.12-00	PARTTIME/TEMP SALARIES		18,720
16,217	18,423	17,000	051-5100-000.13-00	OVERTIME SALARIES		24,900
259,465	272,862	271,498	051-5100-000.21-10	MEDICAL INSURANCE		302,469
5,734	5,724	5,465	051-5100-000.21-20	L-T DISABILITY INSURANCE		6,690
595	603	586	051-5100-000.21-30	LIFE INSURANCE		636
10,058	11,165	15,856	051-5100-000.21-40	WORKERS COMP INSURANCE		14,733
67,096	69,219	68,515	051-5100-000.22-00	FICA		86,158
112,370	116,094	116,087	051-5100-000.23-00	RETIREMENT CONTRIBUTIONS		142,064
8,484	11,815	14,834	051-5100-000.28-00	VEBA CONTRIBUTIONS		13,008
286	328	4,684	051-5100-000.29-00	OTHER EMPLOYEE BENEFITS		5,746
<b>1,367,861</b>	<b>1,411,936</b>	<b>1,393,149</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>1,697,751</b>
<b>12.20</b>	<b>12.61</b>	<b>11.71</b>	Total Full-Time Equivalent (FTE)			<b>12.74</b>
<b>MATERIALS AND SERVICES:</b>						
5,925	39,561	36,219	051-5100-000.31-10	CONTRACTUAL SERVICES		57,824
				Large Commercial Meter Testing	-	
				Weed Spray	1,500	
				Soils/Material Testing	2,000	
				Alarm testing/Monitoring/Fire Extinguisher Service	1,144	
				Internet Provider	350	
				Drug/Alcohol Testing/DMV Records	770	
				Solvent Service	186	
				Copier services	1,727	
				Porta Potty service	240	
				Licenced Plumber Services	2,500	
				Generator Service Agreement (bi-annual)	1,000	
				ASR Due Diligence	10,000	
				Express Bill Pay	15,000	
				Geoforce Strive Safe	8,907	
				Internal clean and inspect Garrison Reservoir	4,000	
				120 Water LCRR inventory (1/2)	8,500	
11,989	11,989	9,339	051-5100-000.31-40	WASCO CO COMMUNICATIONS		9,339
21,000	21,000	21,000	051-5100-000.34-10	ENGINEERING SERVICES		21,000
				Kelly Ave. Hydro/Geo Evaluation	21,000	
19,629	20,151	28,558	051-5100-000.34-30	COMPUTER SERVICES		30,319
				Arcview (ESRI)(1/3)	850	
				AutoDeskAutoCad (DLT Solutions)(1/3)	1,300	
				CAT ET program (1/3)	500	
				Lucity/Central Square (1/4) (Tritech Software)	2,356	
				Cummins Insite Service Plan (1/3)	200	
				Q Life (1/3)	1,600	
				WC GIS Base Map (1/3)	1,333	
				H2OMap (SWMM & Water)	1,500	
				MWH Software H2O/Sewer Pro (Innovyze) (1/2 WD, WW)	2,000	
				Win-911 Software (1/2 WD, WW)	700	
				JACOBS SCADA Maint. Serv.(1/3 WT, WD, WW)	5,000	
				Rockwell Support License (WT, WD, WW) (North Coast Electric)	2,100	
				Wonderware PW (September)(1/3 WT, WD, WW)	3,200	
				Tokay agreement	530	
				Itron Service Agreement	7,150	
-	-	30,000	051-5100-000.34-50	SPECIAL STUDIES & REPORTS		-
				ASR Monitoring	-	
2,362	2,875	3,000	051-5100-000.41-10	WATER & SEWER		3,000
2,462	2,319	2,575	051-5100-000.41-20	GARBAGE SERVICES		2,781
2,705	3,224	3,803	051-5100-000.41-30	NATURAL GAS		4,470
101,425	121,160	119,954	051-5100-000.41-40	ELECTRICITY		136,811
7,980	7,980	8,300	051-5100-000.42-00	JANITORIAL SERVICES		8,300



# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
12,010	7,818	12,548	051-5100-000.43-10	BUILDINGS AND GROUNDS		11,248
				Shop Door Repair	1,500	
				Building Roof Repair	500	
				A/C Heat Electrical Systems	4,800	
				Int & Ext Maint	1,858	
				Reservoir Fences	500	
				Irrigation/ Landscaping/Island Maint	1,225	
				Shop Fence/Yard Maint	865	
7	13	1,200	051-5100-000.43-20	COMPUTERS		1,200
				Computer Maintenance	1,200	
40	1,893	2,450	051-5100-000.43-30	RADIO EQUIPMENT		2,625
				Handheld/Vehicle/Base Radio Maint	650	
				Scada Radio Repairs	1,975	
-	99	500	051-5100-000.43-40	OFFICE EQUIPMENT		500
				Phones, Faxes, & office equipment	500	
28,404	27,192	8,200	051-5100-000.43-45	JOINT USE OF LABOR/EQUIP		9,000
				To Street Fund	5,500	
				To Wastewater Fund	3,500	
7,598	8,184	16,190	051-5100-000.43-50	VEHICLES		35,640
				Vehicle Maint	35,640	
13,404	25,641	21,845	051-5100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		23,745
1,436	1,229	4,200	051-5100-000.43-52	TIRES AND TIRE REPAIRS		8,200
1,269	3,151	8,130	051-5100-000.43-70	GENERAL EQUIPMENT		7,555
				Jack Hammer/Large Saw Maint	3,255	
				Street Construction Equipment	2,050	
				Street Survey Equipment	1,000	
				Generator Maint	1,250	
24,481	26,383	35,515	051-5100-000.43-71	SPECIAL UTILITY EQUIPMENT		42,015
				DeWater Well Maintenance	7,500	
				Pump Station Maintenance	15,000	
				Well Maintenance	6,500	
				Hydrants/Hydrant Meter Maintenance	4,190	
				Lifting devices certification	2,050	
				Gas Monitor Supplies	950	
				Metro Tech Locator repair/maint	1,525	
				SCADA UPS Units	1,200	
				Chlorine System	2,500	
				#66 Aqua Tech Parts and Tools (1/2) 96766A	600	
11,242	10,468	8,200	051-5100-000.43-80	SHOP EQUIPMENT		8,127
				Shop Tools	1,800	
				Shop Tool Fasteners/Sealants	1,800	
				Shop Equipment Maintenance	2,017	
				Hand tools/supplies	2,510	
416	1,433	2,500	051-5100-000.43-81	SERVICE PICKUP TOOLS		2,000
8,148	132,303	97,450	051-5100-000.43-86	LINES MAINT & SUPPLIES		109,350
				Pipe & Fittings	33,600	
				Meters/ERTs	25,000	
				Meter/Gate Valve/Curb Stop boxes	15,400	
				PRV maintenance/repair	15,000	
				Fire Hydrant maintenance	20,350	
884	883	1,337	051-5100-000.43-87	UTILITIES LOCATES		1,337
				Utility Notification Center	167	
				Locate supplies	1,170	
1,082	-	2,400	051-5100-000.44-20	RENTAL OF EQUIPMENT		2,400
15,018	16,923	20,286	051-5100-000.52-10	LIABILITY INSURANCE		22,306
20,170	21,786	27,590	051-5100-000.52-30	PROPERTY INSURANCE		31,626
5,578	5,960	6,656	051-5100-000.52-50	AUTOMOTIVE INSURANCE		7,416
771	5,500	2,500	051-5100-000.52-60	INSURANCE DEDUCTIBLES		2,500
791	2,403	1,820	051-5100-000.53-20	POSTAGE		2,120
				Direct Mailings	1,900	
				Shipping for parts/Core returns	220	
12,949	12,088	13,512	051-5100-000.53-30	TELEPHONE		13,512
				Phone system	6,000	
				Cell phone	6,312	
				Scada T-1	1,200	
-	440	260	051-5100-000.53-40	LEGAL NOTICES		250
				Capital Improvement notice	250	

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
2,234	3,034	4,740	051-5100-000.53-60	PUBLIC EDUCATION/INFO		4,740
				Brochures/Written Translations	190	
				Water Quality Report	4,500	
				Parade Booth	50	
186	301	2,955	051-5100-000.55-00	PRINTING AND BINDING		2,955
				Vehicle Logos and decals	400	
				Construction Plans	500	
				Business Cards/Envelopes	195	
				Water Doorhangers	200	
				Bill Inserts	1,560	
				CCC forms	100	
5,857	5,230	5,215	051-5100-000.57-00	PERMITS		5,717
				Hazardous Substance Fee	417	
				Kuck NPDES Permit	850	
				Water System Fee	3,750	
				Cross Connection Program Fee	400	
				Sorosis Surge Tank Compressor Permit	100	
				Shop compressor license 2023/24 (1/3)	200	
17	657	980	051-5100-000.58-10	TRAVEL, FOOD & LODGING		830
				OUCG	30	
				NSPE/ASCE Meeting	150	
				Employee Meetings/Room Rentals	650	
7,061	11,781	12,093	051-5100-000.58-50	TRAINING AND CONFERENCES		11,893
				Employee/Eng/Safety Officer/Office Training	9,273	
				Flagging	420	
				First Aid/CPR Training JAN EVEN YRS	-	
				AWWA/ABPA Conference	2,200	
6,086	5,263	7,168	051-5100-000.58-70	MEMBERSHIPS/DUES/SUBS		6,915
				APWA Membership Dues	203	
				ASCE	250	
				AWWA	844	
				CDL Medical Exams	566	
				Cert Renewals	2,534	
				Local OUCG Dues	20	
				Nat. Soc. for PE's	125	
				PE Liscense	500	
				OAWU- Associate Member	475	
				OSBEELS	130	
				OWUC	250	
				Columbia Gorge News/ Office subscriptions	43	
				USC FCCHR - Water Purveyor member	450	
				ABPA membership	250	
				Water ISAC	275	
2,006	2,058	3,480	051-5100-000.60-10	OFFICE SUPPLIES		3,480
				Office Supplies/toner	2,680	
				Copy Paper	800	
2,841	3,156	4,280	051-5100-000.60-20	JANITORIAL SUPPLIES		4,280
				Cintas	3,500	
				Cleaning supplies	780	
3,735	3,608	4,380	051-5100-000.60-80	CLOTHING		4,380
				Clothing Allowance	3,000	
				Rubber Boots Steel Toe	500	
				Rain Gear	880	
5,255	4,050	8,920	051-5100-000.60-85	SPECIAL DEPT SUPPLIES		11,625
				First Aid/Safety Supplies	1,075	
				Personal Protection Equipment	7,640	
				Safety Toe Boots	2,100	
				Safety Vests	650	
				Hearing/Respirator tests/ HBV Vaccine	160	
17,427	14,552	18,475	051-5100-000.60-86	CHEMICAL/LAB SUPPLIES		26,065
				Vector Control	75	
				Chemicals/Reagents	25,490	
				Hazmat Testing	500	
35,823	46,775	37,325	051-5100-000.60-87	STREET CONST SUPPLIES		41,385
				Construction Signs/Cones/Barricades	2,000	
				Asphalt Hot Mix/Cold Mix	13,185	
				Rock/Concrete	26,200	

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
99	11	2,023	051-5100-000.64-10	BOOKS AND PERIODICALS		1,933
				Manuals	1,083	
				City Directory	-	
				Standards methods	850	
-	7,735	21,357	051-5100-000.64-80	COMPUTER SOFTWARE		6,525
				MS Office for computers listed in 6080	1,275	
				Lucity	4,250	
				Engineering Software	1,000	
-	7	-	051-5100-000.69-50	MISCELLANEOUS EXPENSES		-
4,322	2,817	26,208	051-5100-000.69-80	ASSETS < \$5000		30,456
				Survey equipment	1,000	
				Computers/Printers	14,456	
				Furniture/Map files	1,000	
				Lone Pine Well Wall Replace	3,000	
				Well Sites heater replacements (5)	500	
				Concrete Mixer (1/3) <i>Jerry Anderson:24-25 budget</i>	-	
				Ring Saw	4,500	
				Jumping Jack	4,000	
				Fall protection ladder rail Columbia View	2,000	
<b>434,125</b>	<b>653,079</b>	<b>717,636</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>781,695</b>
<b>CAPITAL OUTLAY:</b>						
40,019	4,426	108,400	051-5100-000.72-20	BUILDINGS		149,000
				Front entry elevator and safety upgrade (1/3)	56,000	
				AC/Heat (1/3)	50,000	
				Metal covered building for trucks & equipment (1/3)	30,000	
				Gate Motors (1/3)	13,000	
7,079	-	-	051-5100-000.73-30	IMPRVMTS OTHER THAN BLDGS		-
8,008	-	5,500	051-5100-000.74-10	MACHINERY		4,670
				Tire Machine (1/3)	4,670	
68,024	59,648	86,700	051-5100-000.74-90	EQUIPMENT, OTHER		152,200
				Meter lid replacement program (8%/year)	19,200	
				Residential Meter Replace 450 @\$140	63,000	
				Commercial Meter Replace 5 @ \$2400	12,000	
				Kuck Well Pump replacement	30,000	
				Intermediate Pump #2 Soft Starter	13,000	
				Meters at Intermediate Res	15,000	
7,383	-	20,000	051-5100-000.75-10	CAPITAL PROJECTS		20,000
				PRV Vault Replacement	20,000	
-	11,286	40,000	051-5100-000.76-20	WATER LINES		45,000
				9th & Clark	35,000	
				Alley b/t 10th/11th Mt Hood to Trevitt 2" galv 720' 6" DI	10,000	
<b>130,513</b>	<b>75,360</b>	<b>260,600</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>370,870</b>
<b>1,932,499</b>	<b>2,140,376</b>	<b>2,371,385</b>	<b>TOTAL WATER DISTRIBUTION EXPENSES</b>			<b>2,850,316</b>
<b>3,395,680</b>	<b>3,687,515</b>	<b>4,253,523</b>	<b>TOTAL WATER UTILITY OPERATIONS</b>			<b>4,869,575</b>
<b>OTHER USES:</b>						
442,848	463,192	519,947	051-9500-000.81-01	TO GENERAL FUND		505,600
171,258	181,471	197,976	051-9500-000.81-05	TO STREET FUND		181,707
100,000	30,000	181,000	051-9500-000.81-09	TO PUBLIC WKS RESRV FUND		80,000
7,489	-	-	051-9500-000.81-10	TO UNEMPLOYMENT FUND		21,906
59,932	59,774	59,469	051-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND		-
1,500,777	2,797,294	2,380,000	051-9500-000.81-53	WTR DEPT CAP RESRV FUND		850,000
<b>2,282,304</b>	<b>3,531,731</b>	<b>3,338,392</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>1,639,213</b>
-	-	44,504	051-9500-000.88-00	CONTINGENCY		63,269
-	-	<b>44,504</b>	<b>TOTAL CONTINGENCY</b>			<b>63,269</b>
<b>2,282,304</b>	<b>3,531,731</b>	<b>3,382,896</b>	<b>TOTAL OTHER USES</b>			<b>1,702,482</b>
<b>5,677,984</b>	<b>7,219,246</b>	<b>7,636,419</b>	<b>GRAND TOTAL WATER UTILITY FUND EXPENSES</b>			<b>6,572,057</b>
<b>1,460,378</b>	<b>651,871</b>	-	<b>WATER UTILITY FUND - REVENUES LESS EXPENSES</b>			-

# WATER CAPITAL RESERVE FUND PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	053-0000-300.00-00	5,245,092	5,862,223	7,402,092	3,621,701
FEDERAL REVENUE - Dog River Pipeline	053-0000-331.00-00	-	-	7,730,000	-
OWRD STATE GRANT - DOG RIVER	053-0000-335.53-00	-	800,000	280,000	-
US-ACOE GRANT - MILL CR TUNNEL FLOOD ANALYSIS	053-0000-333.31-50	-	-	-	120,000
HAZARD MITIGATION GRANT-FEMA	053-0000-333.31-60	-	-	-	470,857
WATERSHED RESTORATION REVENUE	053-0000-337.90-00	-	-	-	115,000
CONNECT CHRGS/ WA SDC	053-0000-344.20-00	85,171	134,294	69,510	69,510
INTEREST REVENUES	053-0000-361.00-00	42,815	35,743	25,000	30,000
WATER UTILITY FUND	053-0000-391.51-00	1,500,777	2,797,294	2,380,000	850,000
LOAN PROCEEDS - DOG RIVER PIPELINE	053-0000-393.10-22	-	1,204,315	-	4,899,285
<b>TOTAL WATER DEPT CAP RESERVE FUND REVENUES</b>		<b>6,873,856</b>	<b>10,833,870</b>	<b>17,886,602</b>	<b>10,176,353</b>
<b>EXPENDITURES</b>					
<b>MATERIALS AND SERVICES:</b>					
ENGINEERING SERVICES	053-5300-000.34-10	-	216	550,000	454,887
<b>TOTAL MATERIALS AND SERVICES</b>		<b>-</b>	<b>216</b>	<b>550,000</b>	<b>454,887</b>
<b>CAPITAL OUTLAY:</b>					
IMPROVEMENTS OTHER THAN BLDGS	053-5300-000.73-30	-	-	-	115,000
CAPITAL PROJECTS	053-5300-000.75-10	55,149	15,559	4,165,643	3,782,342
SOURCE OF SUPPLY	053-5300-000.76-10	17,395	-	-	-
WATER LINES	053-5300-000.76-20	164,766	2,640,854	12,395,668	5,047,557
<b>TOTAL CAPITAL OUTLAY</b>		<b>237,310</b>	<b>2,656,414</b>	<b>16,561,311</b>	<b>8,944,899</b>
<b>TOTAL WATER CAPITAL RESERVE OPERATIONS</b>		<b>237,310</b>	<b>2,656,630</b>	<b>17,111,311</b>	<b>9,399,786</b>
<b>DEBT SERVICE:</b>					
SDWRL (ARRA LOAN) PRINCIPAL	053-5300-000.79-30	157,596	162,324	167,194	174,210
SDWRL (ARRA LOAN) INTEREST	053-5300-000.79-40	80,782	76,054	71,185	66,169
<b>TOTAL DEBT SERVICE</b>		<b>238,378</b>	<b>238,378</b>	<b>238,379</b>	<b>240,379</b>
<b>OTHER USES:</b>					
TO 2009 FFCO DEBT SVC FUND	053-9500-000.81-44	32,970	33,245	33,475	33,477
TO UTILITY REVENUE BOND	053-9500-000.81-59	502,974	503,524	503,437	502,711
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>535,944</b>	<b>536,769</b>	<b>536,912</b>	<b>536,188</b>
<b>GRAND TOTAL WATER CAPITAL RESERVE EXPENSES</b>		<b>1,011,633</b>	<b>3,431,777</b>	<b>17,886,602</b>	<b>10,176,353</b>
<b>TOTAL WATER CAPITAL RESERVE - REVENUE LESS EXPENSES</b>		<b>5,862,223</b>	<b>7,402,092</b>	<b>-</b>	<b>-</b>

# WATER CAPITAL RESERVE FUND PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>						
5,245,092	5,862,223	7,402,092	053-0000-300.00-00	BEGINNING BALANCE		3,621,701
-	-	7,730,000	053-0000-331.00-00	FEDERAL REVENUE - Dog River Pipeline		-
-	800,000	280,000	053-0000-335.53-00	OWRD STATE GRANT - DOG RIVER		-
-	-	-	053-0000-333.31-50	US-ACOE GRANT - MILL CR TUNNEL FLOOD ANALYSIS		120,000
-	-	-	053-0000-333.31-60	HAZARD MITIGATION GRANT-FEMA		470,857
-	-	-	053-0000-337.90-00	WATERSHED RESTORATION REVENUE		115,000
85,171	134,294	69,510	053-0000-344.20-00	CONNECT CHRGS/ WA SDC		69,510
42,815	35,743	25,000	053-0000-361.00-00	INTEREST REVENUES		30,000
1,500,777	2,797,294	2,380,000	053-0000-391.51-00	WATER UTILITY FUND		850,000
-	1,204,315	-	053-0000-393.10-22	LOAN PROCEEDS - DOG RIVER PIPELINE		4,899,285
<b>6,873,856</b>	<b>10,833,870</b>	<b>17,886,602</b>	<b>TOTAL WATER DEPT CAP RESERVE FUND REVENUES</b>			<b>10,176,353</b>
<b>MATERIALS AND SERVICES:</b>						
-	216	550,000	053-5300-000.34-10	ENGINEERING SERVICES		454,887
				Water Master Plan Update/Resiliency Assessment	334,887	
				Flood Analysis: US-COE grant	120,000	
-	<b>216</b>	<b>550,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>454,887</b>
<b>CAPITAL OUTLAY:</b>						
-	-	-	053-5300-000.73-30	IMPROVEMENTS OTHER THAN BLDGS		115,000
				Watershed Tree Planting	115,000	
55,149	15,559	4,165,643	053-5300-000.75-10	CAPITAL PROJECTS		3,782,342
				SCADA System upgrade Ph 1	750,000	
				Sorsosis Reservoir Roof Repair	1,154,532	
				Garrison Res Painting Int/Ext \$1.4M	1,250,000	
				Backup Generators- Wells/pump stations	627,810	
17,395	-	-	053-5300-000.76-10	SOURCE OF SUPPLY		-
164,766	2,640,854	12,395,668	053-5300-000.76-20	WATER LINES		5,047,557
				Dog River Pipeline design/construction (incl SDCs)	5,047,557	
<b>237,310</b>	<b>2,656,414</b>	<b>16,561,311</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>8,944,899</b>
<b>237,310</b>	<b>2,656,630</b>	<b>17,111,311</b>	<b>TOTAL WATER CAPITAL RESERVE OPERATIONS</b>			<b>9,399,786</b>
<b>DEBT SERVICE:</b>						
157,596	162,324	167,194	053-5300-000.79-30	SDWRL (ARRA LOAN) PRINCIPAL		174,210
80,782	76,054	71,185	053-5300-000.79-40	SDWRL (ARRA LOAN) INTEREST		66,169
<b>238,378</b>	<b>238,378</b>	<b>238,379</b>	<b>TOTAL DEBT SERVICE</b>			<b>240,379</b>
<b>OTHER USES:</b>						
32,970	33,245	33,475	053-9500-000.81-44	TO 2009 FFCO DEBT SVC FUND		33,477
502,974	503,524	503,437	053-9500-000.81-59	TO UTILITY REVENUE BOND		502,711
				To 2018 Utility Revenue Bond Debt Fund		
<b>535,944</b>	<b>536,769</b>	<b>536,912</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>536,188</b>
<b>1,011,633</b>	<b>3,431,777</b>	<b>17,886,602</b>	<b>GRAND TOTAL WATER CAPITAL RESERVE EXPENSES</b>			<b>10,176,353</b>
<b>5,862,223</b>	<b>7,402,092</b>	<b>-</b>	<b>TOTAL WATER CAPITAL RESERVE - REVENUE LESS EXPENSES</b>			<b>-</b>

# WASTEWATER FUND

## PERSONNEL

12 SHARED – 13.09 FTE

The Wastewater Fund is an enterprise fund used to account for the operation of the City's wastewater utility. The fund's primary source of revenue is sewer rates. For budget purposes, Wastewater Collection, Wastewater Treatment, and Storm Water functions are combined as Fund 055-5500.

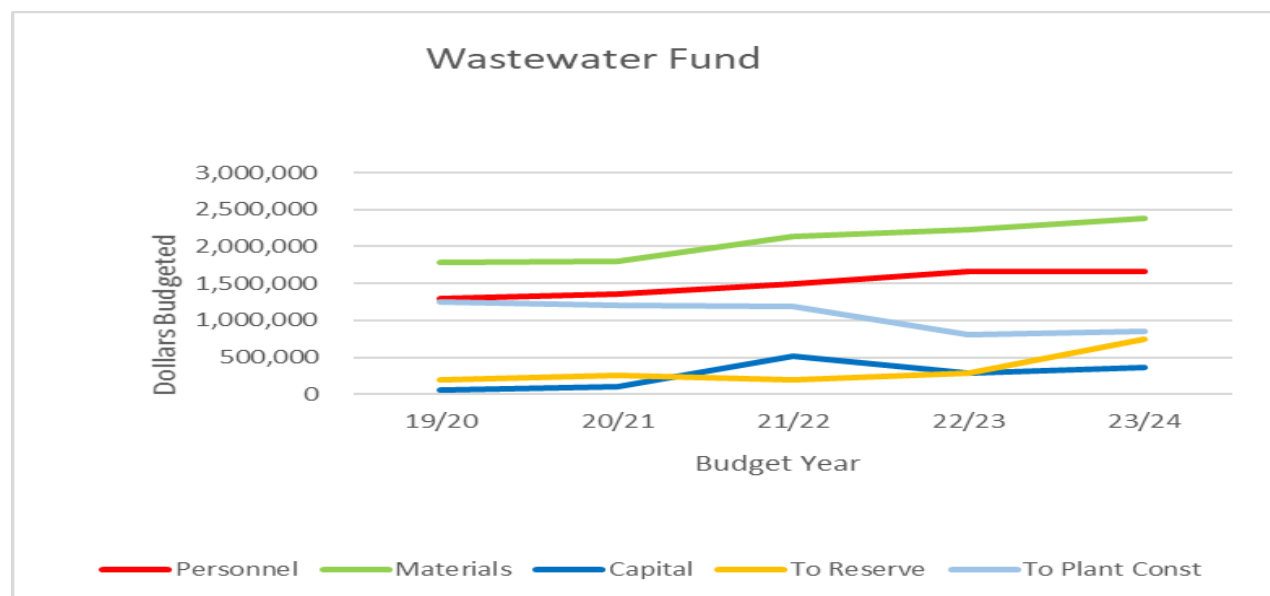
## WASTEWATER COLLECTION

### DESCRIPTION

The Wastewater Collection Division is responsible for the infrastructure that provides reliable sewage and industrial wastewater disposal for the citizens and businesses of the City of The Dalles. The Division manages the operation and maintenance of an intricate sanitary sewer system consisting of more than 101 miles of sanitary sewer lines, interceptors, and 8 sanitary sewer lift stations. Reliable sanitary sewer service is achieved through video inspection of sanitary sewers, warranty inspection of new construction, mechanical and chemical treatment of troubled sewers, routine sewer and lift station maintenance and collection system replacements.

In conjunction with the Water Distribution Division, the Wastewater Collection Division maintains a 24-hour per day, 365-day per year emergency response program. This “On-Call” program provides nearly immediate response to any City utility after-hours emergency.

The Wastewater Collection Division also works closely with Regulatory Compliance Services to monitor Federal and State wastewater and storm water regulation changes and make necessary adjustments and/or improvements required to keep the wastewater system in compliance.



## GOALS AND FOCUS FY 2024

- Trevitt Street Sanitary Sewer Phase II, W. 12th Street to W. 14th Street and the alley between W. 13th Street and W. 14th Street between Garrison Street to Trevitt Street.
- W. 9th Street and Garrison Street East 464 feet of sanitary sewer upgrades.
- W. 6th Street and Snipes Street Sanitary Sewer Upgrade.
- The recently purchased Sewer Line Rapid Assessment Tool (SL-RAT) will help City crews check more sewer lines each year using acoustic technology to provide real-time blockage assessments. We expect the use of SL-RAT will provide early detection of emerging problems and reduce the number of emergency issues in the system.
- The worker hours freed-up by use of SL-RAT is expected to allow crews to spend more time on maintenance of the sanitary sewer mains and camera inspection in more stormwater mains each year.

## ACCOMPLISHMENTS IN FY 2023

### *By The Numbers*

- Sewer mains replaced or added, both in-house and with contractors and developers: 2,515 feet.
- Project Goals, listed by percent desired (and percent accomplished in FY 2021-22) are:

Desired	Project Goals	Done in 2021-22
100%	Response to emergencies/sewer breaks	100%
100%	Response to new sewer service requests	100%
100%	Weekly preventative cleaning/maintenance of all 8 lift stations	100%
100%	Cutting of roots and grease on lines identified as flow-impaired	100% (11,099 ft.)
15%	Video inspection of sewer lines – Whole system in 7 years	About 16%
1%	Replacement of old and/or poor-condition sewer laterals	Less than 1% (27)
5%	Replacement of sewer lines – 20-year replacement plan	Less than 1%

### *At Your Service*

- Continued to implement the goals of the U.S. EPA’s Guide for Evaluating Capacity, Management, Operations and Maintenance Programs by improving the Lucity work order system. The City’s Information Technology staff have helped make the system easier to use by linking Lucity software to Geographic Information System mapping with sewer maintenance work, video camera assessments, sanitary sewer overflow events, GIS customer complaints.
- Installed sanitary sewer main in E. 9th Street, east of Quinton Street, following removal of the house that was located in the City right-of-way.
- Continued identification and correction of inflow and infiltration within the system.

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Improve documentation of maintenance work and integration of information into an asset management system.
- 2024 is the year that the City of The Dalles is scheduled to renew the Wastewater Treatment Plant's NPDES permit so there is a large increase in fund 5700, some of which may carry over into FY2024/25.

## STORM WATER

### DESCRIPTION

The Wastewater Collection Division is responsible for the infrastructure that provides reliable storm water conveyance for the citizens and businesses of the City of The Dalles. The Division manages the operation and maintenance of the storm water conveyance systems within the City Limits for the protection of property and the enhancement of stream water quality.

### GOALS AND FOCUS FY 2024

- Improve base maps and as-built records of the storm water conveyance system.
- Upsize sanitary sewer main in W. 6th Street, Snipes Street to Hostetler Street, with 6th St Widening project.
- Complete catch basins and storm work needed with the ADA sidewalk work.
- Replace catch basin grates with bike-friendly devices along routes with a high level of bicycle traffic stress as identified in the Transportation System Plan.

### ACCOMPLISHMENTS IN FY 2023

- Worked with owners to separate catch basins and roof drains from the sanitary sewer system to the storm system.
- Constructed 971 feet of new or replacement stormwater collection mains.
- Continued a comprehensive street sweeping program consisting of a monthly regular schedule, a curb-to-curb sweep a few times a year and Operation Clean Sweep to sweep up autumn leaves in November of each year.
- Installed storm water main in E. 9th Street, east of Quinton Street, following removal of the house that was located in the City right-of-way.

#### ***By The Numbers***

- Installed 14 new catch basins and replaced or modified grates as needed.
- Project Goals, listed by percent desired (and percent accomplished in FY 2021-22) are:



PUBLIC WORKS FUND- WASTEWATER FUND

Desired	Project Goals	Done in 2020-21
100%	Response to emergencies/storm water backups and overflows	100%
100%	Annual cleaning of all catch basins and repair of broken ones	100%
100%	Cutting of roots on storm lines identified as flow-impaired	About 50%
15%	Video inspection of storm lines - Whole system in 7 years	About 1%
15%	Replacement of old and/or poor-condition sewer laterals	Less than 1%

***At Your Service***

- Responded to complaints about illicit discharges to the storm water system.
- Worked with Planning Department, Wasco County, State Building Codes and Oregon Department of Environmental Quality to track installation of oil-water separators when required.
- Separated the combined sanitary/storm water systems and removed catch basins and roof drains from the sanitary sewer system as possible when discovered or as development occurs.

**MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS**

- Continue implementation of Storm Water Master Plan, including public education and involvement, elimination of illicit discharges, construction controls, and good housekeeping measures.
- Upgrade storm water conveyance system in the downtown core area and remove roof drains from sanitary sewer system.
- Update the City’s 2007 Storm Water Master Plan.

# WASTEWATER TREATMENT

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## DESCRIPTION

Wastewater treatment functions are primarily performed under contract with Operations Management International (OMI, now owned by Jacobs) with administrative oversight by Public Works Department staff. As holder of the discharge permit, the City retains responsibility for compliance with all permit limits and other requirements.

## GOALS AND FOCUS FY 2024

- Assist the City with the wastewater treatment plant's NPDES Permit renewal process by collecting additional samples required by the Oregon Department of Environmental Quality.
- Implement FY 2022-23 portions of the Wastewater Treatment Plant Capital Improvements Plan:
- Install an automatically controlled waste activated sludge valve on the gravity belt thickener feed line.
- Install weather protection for the Co-Gen system.
- Complete influent-based flow pacing of the return activated sludge flow.

## ACCOMPLISHMENTS IN FY 2023

### *By the Numbers*

- Total wastewater influent 827.7 million gallons in calendar year 2021. Average influent 2.3 million gallons per day.
- Hauled 720 loads of biosolids. In total, 2,334,750 gallons of biosolids were hauled in calendar year 2021.
- Constructed an Americans with Disabilities Act (ADA) compliant ramp to make the current administration building accessible.

### *At Your Service*

- Jacobs staff has continued a predictive maintenance program to assess current condition of equipment. As part of the preventative maintenance initiative, the staff began an oil analysis program to save on replacement oil costs from unnecessary oil changes.
- The Jacobs team coordinated the repair of the main airline feeding the aeration basins. This allowed for significant energy savings as the blowers' output turned down significantly following the elimination of the leak.
- Worked with City staff to implement a temporary repair of the plant's outfall pipe in the Columbia River.
- Completed numerous wastewater treatment plant and fleet maintenance activities including but not limited to:
- Troubleshooted and calibrated the return activated sludge flow meters.
- Replaced the gravity belt thickener variable frequency drive.
- Replaced E. coli incubator and pH probe for permit required sampling.

## PUBLIC WORKS FUND-WASTEWATER TREATMENT

- Repaired effluent pump #3.
- Replaced aeration basin air valves.
- Supported the City's Industrial Pretreatment Program (IPP).

### ***Safety First***

- The Dalles project continues to surpass safety standards and is now beyond the 21-year mark for no lost time incidents.

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Implement remaining Phase 2 portions of Wastewater Treatment Plant Capital Improvement Plan:
- Gravity Belt Thickener Addition, install 3rd primary filter, replace and upsize boiler.
- Consider Laboratory, Office, Shop and storage facility construction.
- Utilize the predictive maintenance program to assist with project planning and increase wastewater treatment plant resilience.
- Optimize operation of plant processes.
- Continue to monitor effectiveness of temporary repair of the plant's outfall pipe.
- Complete the design and acquire funding for the eventual replacement of the plant's outfall pipe to the Columbia River.

# WASTEWATER UTILITY FUND SUMMARY

ACCOUNT DESCRIPTION	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
BEGINNING BALANCE	5,588,636	7,704,860	7,311,315	6,213,094
REVENUES	7,704,322	6,108,383	5,974,944	6,008,636
OTHER SOURCES	2,158,099	2,170,458	1,400,000	1,600,000
<b>TOTAL RESOURCES</b>	<b>15,451,057</b>	<b>15,983,700</b>	<b>14,686,259</b>	<b>13,821,730</b>
WASTE WATER FUND	3,262,151	3,486,811	4,495,820	4,446,820
SEWER SPECIAL RESERVE FUND	722,709	1,303,422	4,614,037	3,529,705
SEWER PLANT CONST/DEBT SERV	-	6,024	2,844,994	3,199,520
<b>TOTAL EXPENDITURES</b>	<b>3,984,860</b>	<b>4,796,257</b>	<b>11,954,851</b>	<b>11,176,045</b>
DEBT SERVICE	96,933	96,628	96,316	95,997
TRANSFER OUT	3,839,404	3,779,498	2,614,447	2,523,012
CONTINGENCY	-	-	20,645	26,676
UNAPPROPRIATED ENDING BAL	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>3,936,337</b>	<b>3,876,126</b>	<b>2,731,408</b>	<b>2,645,685</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>7,921,197</b>	<b>8,672,383</b>	<b>14,686,259</b>	<b>13,821,730</b>
<b>FUND TOTAL</b>	<b>7,529,860</b>	<b>7,311,317</b>	<b>-</b>	<b>-</b>

# WASTEWATER FUND

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	055-0000-300.00-00	430,644	697,571	942,998	799,902
URBAN RENEWAL	055-0000-337.10-00	-	-	27,482	30,230
MISC SALES AND SRVCE	055-0000-341.90-00	444,503	365,657	340,000	360,000
STORMWATER DRAINAGE CHARGES	055-0000-344.05-00	249,288	250,327	250,000	250,000
UTILITY SERVICE CHARGES	055-0000-344.10-00	5,145,575	5,225,190	5,266,832	5,247,276
DELINQUENT SEWER ASSMTS	055-0000-344.80-00	-	88,218	5,000	5,000
DELINQUENT ACCT INT	055-0000-344.90-00	(335)	4,927	500	1,500
UNCOLLECTIBLE ACCTS	055-0000-345.20-00	(30,923)	(13,801)	(20,000)	(20,000)
INTERDEPARTMENTAL REV	055-0000-348.00-00	11,964	9,267	5,900	6,700
INTEREST REVENUES	055-0000-361.00-00	157	1,173	300	4,000
OTHER MISC REVENUES	055-0000-369.00-00	1,245	1,303	-	-
SALE OF FIXED ASSETS	055-0000-392.00-00	1,627	35,458	-	-
<b>TOTAL WASTE WATER FUND REVENUES</b>		<b>6,253,745</b>	<b>6,665,288</b>	<b>6,819,012</b>	<b>6,684,608</b>
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	055-5500-000.11-00	851,508	846,898	991,564	1,041,712
PARTTIME/TEMP SALARIES	055-5500-000.12-00	4,378	-	37,440	18,720
OVERTIME SALARIES	055-5500-000.13-00	9,378	10,005	29,040	40,300
MEDICAL INSURANCE	055-5500-000.21-10	284,169	263,507	346,055	300,961
L-T DISABILITY INSURANCE	055-5500-000.21-20	5,735	5,409	6,247	6,563
LIFE INSURANCE	055-5500-000.21-30	651	628	708	708
WORKERS COMP INSURANCE	055-5500-000.21-40	12,347	11,834	18,933	14,162
FICA	055-5500-000.22-00	63,930	63,214	79,210	84,206
RETIREMENT CONTRIBUTIONS	055-5500-000.23-00	109,775	106,730	131,011	137,111
VEBA CONTRIBUTIONS	055-5500-000.28-00	12,994	14,526	16,605	18,578
OTHER EMPLOYEE BENEFITS	055-5500-000.29-00	130	217	5,386	5,713
<b>TOTAL PERSONNEL SERVICE</b>		<b>1,354,995</b>	<b>1,322,967</b>	<b>1,662,199</b>	<b>1,668,734</b>
Total Full-Time Equivalent (FTE)		<b>13.49</b>	<b>13.53</b>	<b>14.63</b>	<b>13.09</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	055-5500-000.31-10	1,230,830	1,325,939	1,535,021	1,430,839
WASCO CO COMMUNICATIONS	055-5500-000.31-40	11,989	11,989	9,339	9,339
ENGINEERING SERVICES	055-5500-000.34-10	6,961	-	4,500	4,500
COMPUTER SERVICES	055-5500-000.34-30	36,207	26,327	26,403	29,114
SPECIAL STUDIES & REPORTS	055-5500-000.34-50	11,835	28,295	-	-
WATER & SEWER	055-5500-000.41-10	8,637	8,012	12,915	13,615
GARBAGE SERVICES	055-5500-000.41-20	12,934	16,724	19,014	20,140
NATURAL GAS	055-5500-000.41-30	3,735	3,996	4,805	5,655
ELECTRICITY	055-5500-000.41-40	14,213	15,554	16,403	17,882
JANITORIAL SERVICES	055-5500-000.42-00	7,980	7,980	8,300	8,300
BUILDINGS AND GROUNDS	055-5500-000.43-10	3,586	5,127	11,883	10,583
COMPUTERS	055-5500-000.43-20	7	113	1,200	1,200
RADIO EQUIPMENT	055-5500-000.43-30	75	1,893	2,250	2,425
OFFICE EQUIPMENT	055-5500-000.43-40	200	-	500	500
JOINT USE OF LABOR/EQUIP	055-5500-000.43-45	9,670	11,568	18,000	14,300
VEHICLES	055-5500-000.43-50	65,390	60,243	64,150	63,975
GAS/OIL/DIESEL/LUBRICANTS	055-5500-000.43-51	22,636	42,869	42,845	50,745
TIRES AND TIRE REPAIRS	055-5500-000.43-52	7,704	9,017	9,000	9,000
GENERAL EQUIPMENT	055-5500-000.43-70	1,460	2,655	11,225	10,775
SPECIAL UTILITY EQUIPMENT	055-5500-000.43-71	60,309	28,614	84,460	80,860
SHOP EQUIPMENT	055-5500-000.43-80	11,349	6,962	9,455	9,482
SERVICE PICKUP TOOLS	055-5500-000.43-81	2,931	1,959	2,500	2,500
LINES MAINT & SUPPLIES	055-5500-000.43-86	11,191	108,770	103,750	103,750

# WASTEWATER FUND

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
UTILITIES LOCATES	055-5500-000.43-87	1,353	757	1,336	1,336
RENTAL OF EQUIPMENT	055-5500-000.44-20	2,484	18,356	15,000	15,000
LIABILITY INSURANCE	055-5500-000.52-10	72,211	78,669	82,707	90,944
PROPERTY INSURANCE	055-5500-000.52-30	18,760	20,263	34,336	39,360
AUTOMOTIVE INSURANCE	055-5500-000.52-50	9,610	10,376	11,459	12,769
INSURANCE DEDUCTIBLES	055-5500-000.52-60	6,477	10,482	20,500	20,500
POSTAGE	055-5500-000.53-20	2,865	2,720	5,030	5,580
TELEPHONE	055-5500-000.53-30	15,111	13,820	15,960	17,298
LEGAL NOTICES	055-5500-000.53-40	788	1,299	400	445
PUBLIC EDUCATION/INFO	055-5500-000.53-60	3,258	2,169	5,440	5,540
PRINTING AND BINDING	055-5500-000.55-00	142	94	1,095	1,095
PERMITS	055-5500-000.57-00	24,251	26,050	26,500	92,635
TRAVEL, FOOD & LODGING	055-5500-000.58-10	507	913	1,980	1,980
TRAINING AND CONFERENCES	055-5500-000.58-50	1,892	10,945	13,203	13,063
MEMBERSHIPS/DUES/SUBS	055-5500-000.58-70	3,847	4,774	5,601	5,908
OFFICE SUPPLIES	055-5500-000.60-10	2,723	2,541	3,480	3,480
JANITORIAL SUPPLIES	055-5500-000.60-20	2,857	3,156	4,280	4,280
CLOTHING	055-5500-000.60-80	3,900	4,135	4,028	3,928
SPECIAL DEPT SUPPLIES	055-5500-000.60-85	7,957	6,304	9,853	8,538
CHEMICAL/LAB SUPPLIES	055-5500-000.60-86	1,394	522	9,200	1,700
STREET CONST SUPPLIES	055-5500-000.60-87	54,163	81,738	98,030	108,710
BOOKS AND PERIODICALS	055-5500-000.64-10	135	11	1,223	1,133
COMPUTER SOFTWARE	055-5500-000.64-80	17,017	17,541	37,243	2,644
MISCELLANEOUS EXPENSES	055-5500-000.69-50	-	7	-	-
ASSETS < \$5000	055-5500-000.69-80	2,927	8,293	23,019	17,074
<b>TOTAL MATERIALS AND SERVICES</b>		<b>1,798,458</b>	<b>2,050,537</b>	<b>2,428,821</b>	<b>2,374,419</b>
<b>CAPITAL OUTLAY:</b>					
BUILDINGS	055-5500-000.72-20	40,019	11,777	128,000	265,000
IMPRVMTS OTHER THAN BLDGS	055-5500-000.73-30	7,080	-	-	-
MACHINERY	055-5500-000.74-10	10,854	11,131	5,500	4,667
VEHICLES	055-5500-000.74-20	8,247	-	-	-
EQUIPMENT, OTHER	055-5500-000.74-90	42,498	32,626	30,400	49,000
SEWER LINES	055-5500-000.76-30	-	5,329	80,000	45,000
STORMWATER COLL IMPROVMTS	055-5500-000.76-40	-	52,444	160,900	40,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>108,698</b>	<b>113,307</b>	<b>404,800</b>	<b>403,667</b>
<b>TOTAL WASTEWATER OPERATIONS</b>		<b>3,262,151</b>	<b>3,486,811</b>	<b>4,495,820</b>	<b>4,446,820</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	055-9500-000.81-01	368,072	384,310	398,073	368,694
TO STREET FUND	055-9500-000.81-05	155,241	156,393	158,005	157,418
TO PUBLIC WKS RESRV FUND	055-9500-000.81-09	250,000	200,000	287,000	85,000
TO UNEMPLOYMENT FUND	055-9500-000.81-10	4,306	-	-	-
TO FFCO 2008 DEBT SVC FUND	055-9500-000.81-43	59,932	59,775	59,469	-
TO SEWER SPCL RESRV FUND	055-9500-000.81-56	245,000	245,000	600,000	750,000
PLANT CONSTRUCTION.DEBT	055-9500-000.81-57	1,211,472	1,190,000	800,000	850,000
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>2,294,023</b>	<b>2,235,478</b>	<b>2,302,547</b>	<b>2,211,112</b>
CONTINGENCY	055-9500-000.88-00	-	-	20,645	26,676
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>20,645</b>	<b>26,676</b>
<b>TOTAL OTHER USES</b>		<b>2,294,023</b>	<b>2,235,478</b>	<b>2,323,192</b>	<b>2,237,788</b>
<b>GRAND TOTAL WASTEWATER FUND EXPENSES</b>		<b>5,556,174</b>	<b>5,722,289</b>	<b>6,819,012</b>	<b>6,684,608</b>
<b>TOTAL WASTEWATER FUND - REVENUES LESS EXPENSES</b>		<b>697,571</b>	<b>942,999</b>	<b>-</b>	<b>-</b>

# WASTEWATER FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>						
430,644	697,571	942,998	055-0000-300.00-00	BEGINNING BALANCE		799,902
-	-	27,482	055-0000-337.10-00	URBAN RENEWAL		30,230
444,503	365,657	340,000	055-0000-341.90-00	MISC SALES AND SRVCE		360,000
249,288	250,327	250,000	055-0000-344.05-00	STORMWATER DRAINAGE CHARGES		250,000
5,145,575	5,225,190	5,266,832	055-0000-344.10-00	UTILITY SERVICE CHARGES		5,247,276
-	88,218	5,000	055-0000-344.80-00	DELINQUENT SEWER ASSMITS		5,000
(335)	4,927	500	055-0000-344.90-00	DELINQUENT ACCT INT		1,500
(30,923)	(13,801)	(20,000)	055-0000-345.20-00	UNCOLLECTIBLE ACCTS		(20,000)
11,964	9,267	5,900	055-0000-348.00-00	INTERDEPARTMENTAL REV		6,700
157	1,173	300	055-0000-361.00-00	INTEREST REVENUES		4,000
1,245	1,303	-	055-0000-369.00-00	OTHER MISC REVENUES		-
1,627	35,458	-	055-0000-392.00-00	SALE OF FIXED ASSETS		-
<b>6,253,745</b>	<b>6,665,288</b>	<b>6,819,012</b>	<b>TOTAL WASTE WATER FUND REVENUES</b>			<b>6,684,608</b>
<b>PERSONNEL SERVICE:</b>						
851,508	846,898	991,564	055-5500-000.11-00	REGULAR SALARIES		1,041,712
4,378	-	37,440	055-5500-000.12-00	PARTTIME/TEMP SALARIES		18,720
9,378	10,005	29,040	055-5500-000.13-00	OVERTIME SALARIES		40,300
284,169	263,507	346,055	055-5500-000.21-10	MEDICAL INSURANCE		300,961
5,735	5,409	6,247	055-5500-000.21-20	L-T DISABILITY INSURANCE		6,563
651	628	708	055-5500-000.21-30	LIFE INSURANCE		708
12,347	11,834	18,933	055-5500-000.21-40	WORKERS COMP INSURANCE		14,162
63,930	63,214	79,210	055-5500-000.22-00	FICA		84,206
109,775	106,730	131,011	055-5500-000.23-00	RETIREMENT CONTRIBUTIONS		137,111
12,994	14,526	16,605	055-5500-000.28-00	VEBA CONTRIBUTIONS		18,578
130	217	5,386	055-5500-000.29-00	OTHER EMPLOYEE BENEFITS		5,713
<b>1,354,995</b>	<b>1,322,967</b>	<b>1,662,199</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>1,668,734</b>
<b>13.49</b>	<b>13.53</b>	<b>14.63</b>	Total Full-Time Equivalent (FTE)			<b>13.09</b>
<b>MATERIALS AND SERVICES:</b>						
1,230,830	1,325,939	1,535,021	055-5500-000.31-10	CONTRACTUAL SERVICES		1,430,839
				WWTP Contract Operation	1,376,865	
				Bio Solids hauling	20,000	
				Weed Spray	700	
				Soils/Material Testing	1,500	
				Alarm testing/Monitoring/Fire Extinguisher	1,144	
				Internet Provider	350	
				Drug/Alcohol Testing/DMV Records	960	
				Solvent Service	186	
				Copier services	1,727	
				Porta Potty service	-	
				Licensed Plumber Services	2,500	
				Easement/Filing Fee	1,000	
				Express Bill Pay	15,000	
				Geoforce Strive Safe	8,907	
				Generator Service Agreement (bi-annual 23/24)	-	
11,989	11,989	9,339	055-5500-000.31-40	WASCO CO COMMUNICATIONS		9,339
6,961	-	4,500	055-5500-000.34-10	ENGINEERING SERVICES		4,500
				Easement Surveys	4,500	
36,207	26,327	26,403	055-5500-000.34-30	COMPUTER SERVICES		29,114
				Arcview (ESRI)(1/3)	850	
				AutoDeskAutoCad (DLT Solutions)(1/3)	1,300	
				Cat ET program (1/3)	-	
				Lucity/Central Square Ipads (10) (Tritech Software)	3,506	
				Cummins Insite Service Plan (1/3)	-	
				Q Life (1/3)	1,600	
				WC GIS Base Map (1/3)	1,333	
				MWH Software H2O/Sewer Pro (Innovyze) (1/2	2,200	
				WD, WW)		
				Win-911 Software (1/2 WD, WW)	700	
				JACOBS SCADA Maint. Serv.(1/3 WT, WD, WW)	5,000	
				Rockwell Support License (WT, WD, WW) (North	2,100	
				Coast Electric)		
				Wonderware PW (September)(1/3 WT, WD, WW)	3,200	
				Wonderware WWTP (March)	4,825	
				Cues Support	2,500	

# WASTEWATER FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
11,835	28,295	-	055-5500-000.34-50	SPECIAL STUDIES & REPORTS		-
8,637	8,012	12,915	055-5500-000.41-10	WATER & SEWER		13,615
12,934	16,724	19,014	055-5500-000.41-20	GARBAGE SERVICES		20,140
3,735	3,996	4,805	055-5500-000.41-30	NATURAL GAS		5,655
14,213	15,554	16,403	055-5500-000.41-40	ELECTRICITY		17,882
7,980	7,980	8,300	055-5500-000.42-00	JANITORIAL SERVICES		8,300
3,586	5,127	11,883	055-5500-000.43-10	BUILDINGS AND GROUNDS		10,583
				Shop Door Repair	1,500	
				Building Roof Repair	500	
				A/C Heat Electrical Systems	4,800	
				Int & Ext Maint	1,608	
				Irrigation/ Landscaping/Island Maint	1,275	
				Lift Station Maintenance	200	
				Shop Fence/Yard Maint	700	
7	113	1,200	055-5500-000.43-20	COMPUTERS		1,200
				Computer Maintenance	1,200	
75	1,893	2,250	055-5500-000.43-30	RADIO EQUIPMENT		2,425
				Handheld/Vehicle/Base Radio Maint	450	
				Scada Radio Repairs	1,975	
200	-	500	055-5500-000.43-40	OFFICE EQUIPMENT		500
				Phones, Faxes, & office equipment	500	
9,670	11,568	18,000	055-5500-000.43-45	JOINT USE OF LABOR/EQUIP		14,300
				To Street Fund	12,300	
				To Water Fund	2,000	
65,390	60,243	64,150	055-5500-000.43-50	VEHICLES		63,975
				Vehicle Maint	63,975	
22,636	42,869	42,845	055-5500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		50,745
7,704	9,017	9,000	055-5500-000.43-52	TIRES AND TIRE REPAIRS		9,000
1,460	2,655	11,225	055-5500-000.43-70	GENERAL EQUIPMENT		10,775
				Jack Hammer/Large Saw Maint	2,625	
				Street Construction Equipment	3,900	
				Street Survey Equipment	1,000	
				Generator Maint	3,250	
60,309	28,614	84,460	055-5500-000.43-71	SPECIAL UTILITY EQUIPMENT		80,860
				Lift Station Maintenance	15,460	
				Camera Van Equip maint	8,500	
				Aqua Tech/Rodder parts maint	16,275	
				Sweeper brooms/wires	12,600	
				Lifting devices certification	2,050	
				Gas Monitor Supplies	1,750	
				Metro Tech Locator repair/maint	1,525	
				SCADA UPS Units	1,200	
				Inserta Tee Drill Bits	1,500	
				WWTP Maintenance Parts	20,000	
11,349	6,962	9,455	055-5500-000.43-80	SHOP EQUIPMENT		9,482
				Shop Tools	3,100	
				Shop Tool Fasteners/Sealants	2,375	
				Shop Equipment Maintenance	2,517	
				Hand tools/supplies	1,490	
2,931	1,959	2,500	055-5500-000.43-81	SERVICE PICKUP TOOLS		2,500
11,191	108,770	103,750	055-5500-000.43-86	LINES MAINT & SUPPLIES		103,750
				PVC Pipe & Fittings	29,500	
				Manhole/Catch Basin/Paving Risers	43,250	
				Spot Repair Parts	30,000	
				Tracer Wire	1,000	
1,353	757	1,336	055-5500-000.43-87	UTILITIES LOCATES		1,336
				Utility Notification Center	166	
				Locate supplies	1,170	
2,484	18,356	15,000	055-5500-000.44-20	RENTAL OF EQUIPMENT		15,000
72,211	78,669	82,707	055-5500-000.52-10	LIABILITY INSURANCE		90,944
18,760	20,263	34,336	055-5500-000.52-30	PROPERTY INSURANCE		39,360
9,610	10,376	11,459	055-5500-000.52-50	AUTOMOTIVE INSURANCE		12,769
6,477	10,482	20,500	055-5500-000.52-60	INSURANCE DEDUCTIBLES		20,500
2,865	2,720	5,030	055-5500-000.53-20	POSTAGE		5,580
				Direct Mailings	5,210	
				Shipping for parts/core returns	370	
15,111	13,820	15,960	055-5500-000.53-30	TELEPHONE		17,298
				Phone system	10,648	
				Cell phone/Field Laptop services	5,450	
				Scada T-1	1,200	



# WASTEWATER FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
788	1,299	400	055-5500-000.53-40	LEGAL NOTICES		445
				Public Notices and Permits	445	
3,258	2,169	5,440	055-5500-000.53-60	PUBLIC EDUCATION/INFO		5,540
				Brochures/Written Translations	740	
				WWC CMOM Flyer	3,500	
				Parade Booth	1,100	
				Stormwater Stencil	200	
142	94	1,095	055-5500-000.55-00	PRINTING AND BINDING		1,095
				Vehicle Logos and decals	400	
				Construction Plans	500	
				Vehicle Inspection Reports	-	
				Business Cards/Envelopes	195	
24,251	26,050	26,500	055-5500-000.57-00	PERMITS		92,635
				Annual WQ Fee NPDES permit	25,545	
				WW Oper. Cert. Support Fee (State of OR)	900	
				Haz substance fee	600	
				Shop Compressor Liscense	200	
				New Permit Fee	55,789	
				Site Inspection Fee with New Permit Application	2,179	
				Pretreatment Fee	2,782	
				Significant Industrial Users	4,640	
507	913	1,980	055-5500-000.58-10	TRAVEL, FOOD & LODGING		1,980
				OUCC/ ACWA meetings	530	
				NSPE/ASCE Meeting	150	
				Employee Meetings/Room Rentals	1,300	
1,892	10,945	13,203	055-5500-000.58-50	TRAINING AND CONFERENCES		13,063
				Employee/Eng/Safety Officer/Office Training	12,783	
				Flagging	280	
				Crane Training	-	
3,847	4,774	5,601	055-5500-000.58-70	MEMBERSHIPS/DUES/SUBS		5,908
				APWA Membership Dues	203	
				ASCE	250	
				CDL Medical Exams	818	
				Water Certifications/Renewals	2,434	
				Local OUCC Dues	20	
				Nat. Soc. for PE's	125	
				OAWU- Associate Member	475	
				OR-ACWA Dues	700	
				OSBELLS	130	
				Columbia Gorge News/ Office Subscriptions	53	
				PE License (1/3)	500	
				Water Env. Federation	200	
2,723	2,541	3,480	055-5500-000.60-10	OFFICE SUPPLIES		3,480
				Office Supplies/toner	2,680	
				Copy Paper	800	
2,857	3,156	4,280	055-5500-000.60-20	JANITORIAL SUPPLIES		4,280
				Cintas	3,500	
				Cleaning supplies	780	
3,900	4,135	4,028	055-5500-000.60-80	CLOTHING		3,928
				Clothing Allowance	2,643	
				Rubber Boots Steel Toe	685	
				Rain Gear	600	
7,957	6,304	9,853	055-5500-000.60-85	SPECIAL DEPT SUPPLIES		8,538
				First Aid/Safety Supplies	1,125	
				Personal Protection Equipment	3,445	
				Safety Toe Boots	2,918	
				Safety Vests	650	
				Respirator tests/ HBV Vaccine	400	
1,394	522	9,200	055-5500-000.60-86	CHEMICAL/LAB SUPPLIES		1,700
				Vector Control	500	
				Sanitary/Storm Monitoring/Dye	300	
				Absorbants for spills	200	
				Bioassy/Hazmat Testing	500	
				H2S reagents	200	
54,163	81,738	98,030	055-5500-000.60-87	STREET CONST SUPPLIES		108,710
				Construction Signs/Cones/Barricades	2,000	
				Asphalt Hot Mix/Cold Mix	47,560	
				Rock/Concrete	59,150	

# WASTEWATER FUND PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
135	11	1,223	055-5500-000.64-10	BOOKS AND PERIODICALS		1,133
				Manuals	933	
				City Directory	-	
				Certification Study Material	200	
17,017	17,541	37,243	055-5500-000.64-80	COMPUTER SOFTWARE		2,644
				WWC	1,250	
				Lucity	-	
				MS Office for computers in 6980	394	
				Engineering Software	1,000	
-	7	-	055-5500-000.69-50	MISCELLANEOUS EXPENSES		-
2,927	8,293	23,019	055-5500-000.69-80	ASSETS < \$5000		17,074
				Survey equipment	1,000	
				Computers/Printers	10,574	
				Furniture/Map files	1,000	
				Compactor	3,500	
				Conference room chairs	1,000	
				Concrete mixer (1/3) Push 24/25	-	
<b>1,798,458</b>	<b>2,050,537</b>	<b>2,428,821</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>2,374,419</b>
				<b>CAPITAL OUTLAY:</b>		
40,019	11,777	128,000	055-5500-000.72-20	BUILDINGS		265,000
				Front entry elevator and safety upgrade (1/3)	56,000	
				replace AC/Heat units	50,000	
				Replace gate motors	13,000	
				Improve Internet at WWTP 3 options	116,000	
				Metal covered building for trucks and equipment	30,000	
7,080	-	-	055-5500-000.73-30	IMPRVMTS OTHER THAN BLDGS		-
10,854	11,131	5,500	055-5500-000.74-10	MACHINERY		4,667
				Tire Machine (1/3)	4,667	
8,247	-	-	055-5500-000.74-20	VEHICLES		-
42,498	32,626	30,400	055-5500-000.74-90	EQUIPMENT, OTHER		49,000
				Replace all Diffuser heads	11,000	
				Lifter Plus	8,000	
				Replace Piping and dewatering valves	30,000	
-	5,329	80,000	055-5500-000.76-30	SEWER LINES		45,000
				9TH St 464 feet East	45,000	
-	52,444	160,900	055-5500-000.76-40	STORMWATER COLL IMPROVMTS		40,000
				ADA Project/ Catch basins	20,000	
				W 2nd St at Mill Creek tunnel Engineering	20,000	
<b>108,698</b>	<b>113,307</b>	<b>404,800</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>403,667</b>
<b>3,262,151</b>	<b>3,486,811</b>	<b>4,495,820</b>	<b>TOTAL WASTEWATER OPERATIONS</b>			<b>4,446,820</b>
				<b>OTHER USES:</b>		
368,072	384,310	398,073	055-9500-000.81-01	TO GENERAL FUND		368,694
155,241	156,393	158,005	055-9500-000.81-05	TO STREET FUND		157,418
250,000	200,000	287,000	055-9500-000.81-09	TO PUBLIC WKS RESRV FUND		85,000
4,306	-	-	055-9500.550.81-10	TO UNEMPLOYMENT FUND		-
59,932	59,775	59,469	055-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND		-
245,000	245,000	600,000	055-9500-000.81-56	TO SEWER SPCL RESRV FUND		750,000
				For Sewer & Stormwater Master Plans projects	750,000	
1,211,472	1,190,000	800,000	055-9500-000.81-57	PLANT CONSTRUCTION.DEBT		850,000
<b>2,294,023</b>	<b>2,235,478</b>	<b>2,302,547</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>2,211,112</b>
-	-	20,645	055-9500-000.88-00	CONTINGENCY		26,676
-	-	<b>20,645</b>	<b>TOTAL CONTINGENCY</b>			<b>26,676</b>
<b>2,294,023</b>	<b>2,235,478</b>	<b>2,323,192</b>	<b>TOTAL OTHER USES</b>			<b>2,237,788</b>
<b>5,556,174</b>	<b>5,722,289</b>	<b>6,819,012</b>	<b>GRAND TOTAL WASTEWATER FUND EXPENSES</b>			<b>6,684,608</b>
<b>697,571</b>	<b>942,999</b>	<b>-</b>	<b>TOTAL WASTEWATER FUND - REVENUES LESS EXPENSES</b>			<b>-</b>

# SEWER SPECIAL RESERVE FUND

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	056-0000-300.00-00	4,841,305	5,532,952	3,932,270	2,687,938
CONNECT CHRGS/ SW SDC	056-0000-344.20-00	1,811,021	115,496	53,670	53,670
CONNECT CHRGS/ STORM WA SDC	056-0000-344.20-10	21,246	24,966	10,260	10,260
REIMBURSEMENT DISTRICT PMTS	056-0000-344.20-20	-	-	-	-
INTEREST REVENUES	056-0000-361.00-00	44,144	24,393	25,000	35,000
WASTEWATER UTILITY FUND	056-0000-391.55-00	245,000	245,000	600,000	750,000
<b>TOTAL SEWER SPECIAL RESERVE FUND REVENUES</b>		<b>6,962,715</b>	<b>5,942,807</b>	<b>4,621,200</b>	<b>3,536,868</b>
<b>EXPENDITURES</b>					
<b>CAPITAL OUTLAY:</b>					
LAND-SEWER SPECIAL RESERVE	056-5600-000.71-10	-	-	-	-
PUMPS	056-5600-000.74-80	-	-	-	-
CAPITAL PROJECTS	056-5600-000.75-10	-	-	400,000	750,000
SEWER LINES	056-5600-000.76-30	722,709	1,303,422	3,165,677	1,579,940
STORM WATER IMPROVEMENTS	056-5600-000.76-40	-	-	1,048,360	1,199,765
FUTURE CAPITAL PROJECTS	056-5600-000.78-99	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>722,709</b>	<b>1,303,422</b>	<b>4,614,037</b>	<b>3,529,705</b>
<b>TOTAL SEWER SPECIAL RESERVE FUND OPERATIONS</b>		<b>722,709</b>	<b>1,303,422</b>	<b>4,614,037</b>	<b>3,529,705</b>
<b>OTHER USES:</b>					
TO 2009 FFCO DEBT SVC FUND	056-9500-000.81-44	7,055	7,114	7,163	7,163
TO SW PLANT CONSTC FUND	056-9500-000.81-57	700,000	700,000	-	-
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>707,055</b>	<b>707,114</b>	<b>7,163</b>	<b>7,163</b>
<b>TOTAL OTHER USES</b>		<b>707,055</b>	<b>707,114</b>	<b>7,163</b>	<b>7,163</b>
<b>GRAND TOTAL SEWER SPECIAL RESERVE FUND EXPENSES</b>		<b>1,429,764</b>	<b>2,010,536</b>	<b>4,621,200</b>	<b>3,536,868</b>
<b>SEWER SPECIAL RESERVE FUND - REVENUE LESS EXPENSES</b>		<b>5,532,952</b>	<b>3,932,271</b>	<b>-</b>	<b>-</b>

# SEWER SPECIAL RESERVE FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>						
4,841,305	5,532,952	3,932,270	056-0000-300.00-00	BEGINNING BALANCE		2,687,938
1,811,021	115,496	53,670	056-0000-344.20-00	CONNECT CHRGS/ SW SDC		53,670
21,246	24,966	10,260	056-0000-344.20-10	CONNECT CHRGS/ STORM WA SDC		10,260
-	-	-	056-0000-344.20-20	REIMBURSMENT DISTRICT PMTS		-
44,144	24,393	25,000	056-0000-361.00-00	INTEREST REVENUES		35,000
245,000	245,000	600,000	056-0000-391.55-00	WASTEWATER UTILITY FUND		750,000
<b>6,962,715</b>	<b>5,942,807</b>	<b>4,621,200</b>	<b>TOTAL SEWER SPECIAL RESERVE FUND REVENUES</b>			<b>3,536,868</b>
<b>CAPITAL OUTLAY:</b>						
-	-	400,000	056-5600-000.75-10	CAPITAL PROJECTS		750,000
				SCADA System Upgrade	750,000	
722,709	1,303,422	3,165,677	056-5600-000.76-30	SEWER LINES		1,579,940
				6TH and Snipes with Widening (\$250k 21/22)22/23	295,816	
				W 2nd St Sanitary (SDCs) Ph. 2 (\$1007,239)	1,284,124	
-	-	1,048,360	056-5600-000.76-40	STORM WATER IMPROVEMENTS		1,199,765
				W 2nd St Stormwater (SW fees + SDCs)Ph.2 (\$1,040,543)	1,199,765	
<b>722,709</b>	<b>1,303,422</b>	<b>4,614,037</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>3,529,705</b>
<b>722,709</b>	<b>1,303,422</b>	<b>4,614,037</b>	<b>TOTAL SEWER SPECIAL RESERVE FUND OPERATIONS</b>			<b>3,529,705</b>
<b>OTHER USES:</b>						
7,055	7,114	7,163	056-9500-000.81-44	TO 2009 FFCO DEBT SVC FUND		7,163
700,000	700,000	-	056-9500-000.81-57	TO SW PLANT CONSTC FUND		-
<b>707,055</b>	<b>707,114</b>	<b>7,163</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>7,163</b>
<b>707,055</b>	<b>707,114</b>	<b>7,163</b>	<b>TOTAL OTHER USES</b>			<b>7,163</b>
<b>1,429,764</b>	<b>2,010,536</b>	<b>4,621,200</b>	<b>GRAND TOTAL SEWER SPECIAL RESERVE FUND EXPENSES</b>			<b>3,536,868</b>
<b>5,532,952</b>	<b>3,932,271</b>	<b>-</b>	<b>SEWER SPECIAL RESERVE FUND - REVENUE LESS EXPENSES</b>			<b>-</b>

# SEWER PLANT CONSTRUCTION/DEBT SERVICE FUND PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	057-0000-300.00-00	316,687	1,474,338	2,436,047	2,725,254
STATE GRANT REVENUE - Renewal Power Generation Grant	057-0000-335.57-00	175,000	-	-	-
INTEREST REVENUES	057-0000-361.00-00	6,437	11,268	10,000	25,000
WASTEWATER UTILITY FUND	057-0000-391.55-00	1,211,472	1,190,000	800,000	850,000
WASTEWATER CAPITAL FUND	057-0000-391.56-00	700,000	700,000	-	-
	<b>TOTAL SEWER PLANT CONTS/DEBT SVC REVENUES</b>	<b>2,409,597</b>	<b>3,375,606</b>	<b>3,246,047</b>	<b>3,600,254</b>
<b>EXPENDITURES</b>					
<b>CAPITAL OUTLAY:</b>					
CAPITAL PROJECTS	057-5700-000.75-10	-	6,024	2,844,994	3,199,520
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>6,024</b>	<b>2,844,994</b>	<b>3,199,520</b>
	<b>TOTAL WATER CAPITAL RESERVE OPERATIONS</b>	<b>-</b>	<b>6,024</b>	<b>2,844,994</b>	<b>3,199,520</b>
<b>DEBT SERVICE:</b>					
To 2017 CWSRF (CLEAN WATER LOAN) PRINCIPAL	057-5700-000.79-30	61,085	62,399	63,741	65,113
To 2017 CWSRF (CLEAN WATER LOAN) INTEREST	057-5700-000.79-40	35,848	34,229	32,575	30,884
	<b>TOTAL DEBT SERVICE</b>	<b>96,933</b>	<b>96,628</b>	<b>96,316</b>	<b>95,997</b>
<b>OTHER USES:</b>					
TO UTILITY REVENUE BOND	057-9500-000.81-59	838,326	836,906	304,737	304,737
	<b>TOTAL OPERATING TRANSFERS OUT</b>	<b>838,326</b>	<b>836,906</b>	<b>304,737</b>	<b>304,737</b>
	<b>TOTAL OTHER USES</b>	<b>838,326</b>	<b>836,906</b>	<b>304,737</b>	<b>304,737</b>
	<b>GRAND TOTAL SEWER PLANT CONSTRUCTION EXPENSES</b>	<b>935,259</b>	<b>939,558</b>	<b>3,246,047</b>	<b>3,600,254</b>
	<b>SEWER PLANT CONSTRUCTION FUND - REVENUES LESS EXPENSES</b>	<b>1,474,338</b>	<b>2,436,048</b>	<b>-</b>	<b>-</b>

# SEWER PLANT CONSTRUCTION/DEBT SERVICE FUND PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>						
316,687	1,474,338	2,436,047	057-0000-300.00-00	BEGINNING BALANCE		2,725,254
175,000	-	-	057-0000-335.57-00	STATE GRANT REVENUE - Renewal Power Generation Grants		-
6,437	11,268	10,000	057-0000-361.00-00	INTEREST REVENUES		25,000
1,211,472	1,190,000	800,000	057-0000-391.55-00	WASTEWATER UTILITY FUND		850,000
700,000	700,000	-	057-0000-391.56-00	WASTEWATER CAPITAL FUND		-
<b>2,409,597</b>	<b>3,375,606</b>	<b>3,246,047</b>	<b>TOTAL SEWER PLANT CONTS/DEBT SVC REVENUES</b>			<b>3,600,254</b>
<b>CAPITAL OUTLAY:</b>						
-	6,024	2,844,994	057-5700-000.75-10	CAPITAL PROJECTS		3,199,520
				Wastewater Treatment Plant improvements.	3,199,520	
-	<b>6,024</b>	<b>2,844,994</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>3,199,520</b>
-	<b>6,024</b>	<b>2,844,994</b>	<b>TOTAL SEWER PLANT CONST/DEBT SVC OPERATIONS</b>			<b>3,199,520</b>
<b>DEBT SERVICE:</b>						
61,085	62,399	63,741	057-5700-000.79-30	To 2017 CWSRF(CLEAN WATER LOAN) PRINCIPAL		65,113
35,848	34,229	32,575	057-5700-000.79-40	To 2017 CWSRF(CLEAN WATER LOAN) INTEREST		30,884
<b>96,933</b>	<b>96,628</b>	<b>96,316</b>	<b>TOTAL DEBT SERVICE</b>			<b>95,997</b>
<b>OTHER USES:</b>						
838,326	836,906	304,737	057-9500-000.81-59	TO UTILITY REVENUE DEBT SVC FUND		304,737
				2003 WW Revenue Bond refund	Not broken down	
				2018 WW Revenue Bond new monies	Not broken down	
<b>838,326</b>	<b>836,906</b>	<b>304,737</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>304,737</b>
<b>838,326</b>	<b>836,906</b>	<b>304,737</b>	<b>TOTAL OTHER USES</b>			<b>400,734</b>
<b>935,259</b>	<b>939,558</b>	<b>3,246,047</b>	<b>GRAND TOTAL SEWER PLANT CONSTRUCTION EXPENSES</b>			<b>3,600,254</b>
<b>1,474,338</b>	<b>2,436,048</b>	<b>-</b>	<b>SEWER PLANT CONSTRUCTION FUND - REVENUES LESS EXPENSES</b>			<b>-</b>

# AIRPORT



## MISSION

Columbia Gorge Regional Airport's Mission is to operate and develop the Airport and Business Park in a safe and efficient manner to encourage the availability of high-quality aviation and non-aviation products, services and facilities. The Airport strives to meet the aviation transportation needs of the twenty-first century, and create educational and economic development opportunities.

## DESCRIPTION

Since 2002 the City has been involved in a partnership with Klickitat County in owning and operating the Columbia Gorge Regional Airport and planning its future. A Joint Operating agreement was signed, creating a long-term management structure for the airport that includes cost sharing with Klickitat County. A regional airport board has been established, and public meetings are normally held the third Friday of each month. Aviation Management Services (AMS) has been hired to operate the airport under the general oversight of the Airport Board. Tac Aero is the fixed-base operator at the airport and provides a number of aviation services, including handling transient and resident aircraft, fuel and related sales, flight training, contractual support to the fire base and aircraft maintenance. Klickitat County, in partnership with the City, has secured a 2.8 million Federal EDA grant to execute a \$5.9 million hangar and infrastructure project to accommodate the Columbia Gorge Community College's Aviation Maintenance professional degree program. The City, in partnership with Klickitat County, has submitted a Congressionally Directed Spending (CDS) request for the remaining 2.4 million needed to complete the project. The City and County will be providing \$700,000 in matching funds. We also now have other commercial operating agreements at the airport. (Cherry Packers and Flight instruction as well as a Mobile A&P).

## GOALS AND FOCUS FY 2024

- South Apron Rehabilitation Design Engineering Project with FAA and COAR grant
- Management and execute multiple COAR grants for the following projects: New aircraft refueling apron, new self-serve fuel tank and card system, and emergency generator install and connection

## AIRPORT FUND

- Secure funding for construction of \$5.9 million training hangar and related infrastructure for Columbia Gorge Community College aviation technician training program.
- Develop strategy to build additional 11-unit T hangars.
- Coordinate with Washington State Legislature to airport related property taxes.
- Upgrade airport fencing and improve airfield security around Business Park.
- Replace roofs on Quonset Hangar and Mobile Home.
- Install emergency generator for Runway Lights, Fuel Island and Terminal Building.

## ACCOMPLISHMENTS IN FY 2023

- North Apron Rehabilitation and Taxiway Improvement construction completed with \$1.8 million FAA grant along with \$150,000 Oregon COAR grant.
- Developed and implemented airport marketing strategy including new website [www.flycgra.com](http://www.flycgra.com).
- Completed conversion of secondary 12,000 gal Jet A fuel tank.
- Construction of hydro-cooling and cold storage facility in partnership with Pacific Coast Cherry Packers in Business Park.
- Installation of two additional 12,000 gal JetA fuel tanks and pump system.
- Created and implemented a lease tracker and update reminder program for all tenants.
- Acquired 100Kw emergency generator.

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Financial sustainability of airport operations.
- Design and construction of south apron rehabilitation and taxiway improvement.
- Airport master plan update and AGIS study.
- Construction of larger capacity and more efficient above ground fuel farm.
- Design and construct terminal complex water system upgrade.
- Charter or taxi air services.
- Construct new airport terminal with small conference space.
- Obtain FAA approval for rehabilitation of Runway 7/25.



# AIRPORT SUMMARY

Account Description	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
BEGINNING BALANCE	641,150	742,591	721,736	790,128
REVENUES	2,074,847	432,447	3,266,810	7,359,478
OTHER SOURCES	135,992	141,126	85,000	435,000
<b>TOTAL RESOURCES</b>	<b>2,851,989</b>	<b>1,316,164</b>	<b>4,073,546</b>	<b>8,584,606</b>
AIRPORT	2,105,424	582,236	3,603,735	7,763,809
<b>TOTAL EXPENDITURES</b>	<b>2,105,424</b>	<b>582,236</b>	<b>3,603,735</b>	<b>7,763,809</b>
CHARGES FOR SERVICES	-	-	-	-
TRANSFER OUT	3,974	-	-	-
CONTINGENCY	-	-	360,374	532,489
UNAPPROPRIATED ENDING BAL	-	-	109,437	288,308
<b>TOTAL OTHER USES</b>	<b>3,974</b>	<b>-</b>	<b>469,811</b>	<b>820,797</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>2,109,398</b>	<b>582,236</b>	<b>4,073,546</b>	<b>8,584,606</b>
<b>FUND TOTAL</b>	<b>742,591</b>	<b>733,928</b>	<b>-</b>	<b>-</b>

# AIRPORT PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	061-0000-300.00-00	641,150	742,591	721,736	790,128
INTERGOVERNMENTAL REV	061-0000-330.00-00	65,000	65,000	65,000	65,000
FEDERAL GRANTS-FAA	061-0000-331.20-00	1,617,813	125,795	302,780	3,488,240
FEDERAL GRANTS-MISC	061-0000-331.90-00	30,000	32,000	2,691,000	2,913,419
STATE GRANTS, OTHER	061-0000-334.90-00	150,000	-	-	662,860
MISC SALES & SVCS	061-0000-341.90-00	-	-	2,500	22,000
AVIATION FUEL SALES	061-0000-347.00-00	19,418	16,446	17,000	20,000
INTEREST REVENUES	061-0000-361.00-00	2,116	4,128	8,450	6,336
LEASE REVENUE	061-0000-362.00-00	-	110,368	-	104,924
PROPERTY RENTALS	061-0000-363.50-00	190,501	78,709	180,080	76,699
OTHER MISC REVENUES	061-0000-369.00-00	20,992	16,299	20,000	20,000
GENERAL FUND	061-0000-391.01-00	115,000	124,827	65,000	415,000
<b>TOTAL AIRPORT FUND REVENUES</b>		<b>2,851,989</b>	<b>1,316,164</b>	<b>4,073,546</b>	<b>8,584,606</b>
<b>EXPENDITURES</b>					
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	061-6100-000.31-10	1,279	1,044	1,350	1,500
CONTRACTUAL SVC - OTHER	061-6100-000.31-90	121,080	128,600	180,000	180,000
AUDITING SERVICES	061-6100-000.32-10	5,400	5,200	6,430	9,000
ENGINEERING SVC	061-6100-000.34-10	-	-	1,000	30,000
WATER & SEWER	061-6100-000.41-10	5,402	4,962	9,700	12,000
GARBAGE SERVICES	061-6100-000.41-20	-	21	250	250
ELECTRICITY	061-6100-000.41-40	13,190	10,635	10,000	12,000
BUILDINGS AND GROUNDS	061-6100-000.43-10	18,641	23,340	50,000	50,000
JOINT USE OF LABOR	061-6100-000.43-45	42	-	5,000	5,000
VEHICLES - REPAIR/MAINT	061-6100-000.43-50	4,033	17,925	40,000	22,000
GAS/OIL/DIESEL	061-6100-000.43-51	2,997	4,006	3,500	3,500
PROPERTY TAXES	061-6100-000.46-10	6,954	29,185	15,000	15,000
LIABILITY INSURANCE	061-6100-000.52-10	11,110	11,167	9,800	9,800
PROPERTY INSURANCE	061-6100-000.52-30	9,798	10,583	14,800	14,800
POSTAGE	061-6100-000.53-20	296	399	325	250
TELEPHONE	061-6100-000.53-30	2,484	2,652	2,000	2,500
LEGAL NOTICES	061-6100-000.53-40	-	-	250	250
ADVERTISING	061-6100-000.54-00	885	511	10,000	5,000
PERMITS	061-6100-000.57-00	-	800	1,000	-
TRAVEL, FOOD & LODGING	061-6100-000.58-10	305	1,006	2,500	3,000
TRAINING AND CONFERENCES	061-6100-000.58-50	350	185	2,000	2,000
MEMBERSHIPS/DUES	061-6100-000.58-70	401	530	750	5,000
OFFICE SUPPLIES	061-6100-000.60-10	1,104	1,050	800	1,200
MISCELLANEOUS EXP	061-6100-000.69-50	-	444	1,500	2,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>205,751</b>	<b>254,245</b>	<b>367,955</b>	<b>386,050</b>
<b>CAPITAL OUTLAY:</b>					
BUILDINGS	061-6100-000.72-20	-	-	45,000	45,000
IMPROVEMENTS OTHER	061-6100-000.73-30	1,899,673	327,991	3,155,780	7,307,759
MACHINERY	061-6100-000.74-10	-	-	35,000	25,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,899,673</b>	<b>327,991</b>	<b>3,235,780</b>	<b>7,377,759</b>
<b>TOTAL AIRPORT OPERATIONS EXPENSES</b>		<b>2,105,424</b>	<b>582,236</b>	<b>3,603,735</b>	<b>7,763,809</b>

# AIRPORT PROPOSED BUDGET

	<b>Account Number</b>	<b>FY20/21 Actual</b>	<b>FY21/22 Actual</b>	<b>FY22/23 Budget</b>	<b>FY23/24 Proposed Budget</b>
<b>OTHER USES:</b>					
TO AIRPORT DEBT SERVICE	061-9500-000.81-62	3,974	-	-	-
	<b>TOTAL INTERFUND TRANSFERS</b>	<b>3,974</b>	<b>-</b>	<b>-</b>	<b>-</b>
CONTINGENCY	061-9500-000.88-00	-	-	360,374	288,308
	<b>TOTAL CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>360,374</b>	<b>288,308</b>
UNAPPROPRIATED ENDING BAL	061-9500-000.89-00	-	-	109,437	532,489
	<b>TOTAL UNAPPROPRIATED</b>	<b>-</b>	<b>-</b>	<b>109,437</b>	<b>532,489</b>
	<b>TOTAL OTHER USES DEPARTMENT</b>	<b>3,974</b>	<b>-</b>	<b>469,811</b>	<b>820,797</b>
	<b>GRAND TOTAL AIRPORT FUND EXPENSES</b>	<b>2,109,398</b>	<b>582,236</b>	<b>4,073,546</b>	<b>8,584,606</b>
	<b>TOTAL AIRPORT FUND - REVENUES LESS EXPENSES</b>	<b>742,591</b>	<b>733,928</b>	<b>-</b>	<b>-</b>

# AIRPORT FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>							
641,150	742,591	721,736	061-0000-300.00-00	BEGINNING BALANCE			790,128
				Current Year Beginning Balance			
				Current Year Revenues			
				Current Year Expenditures			
65,000	65,000	65,000	061-0000-330.00-00	INTERGOVERNMENTAL REV			65,000
				Klickitat County share of Airport Funding		65,000	
1,617,813	125,795	302,780	061-0000-331.20-00	FEDERAL GRANTS-FAA			3,488,240
				FAA South Apron Rehab 3-41-		3,166,700	
				FAA Fuel Apron		321,540	
30,000	32,000	2,691,000	061-0000-331.90-00	FEDERAL GRANTS-MISC			2,913,419
				Bipartisan Infrastructure Bill/Grant		318,000	
				FEMA OEM Fuel Island Decom/ Generator		190,000	
				CDS Allocation		2,405,419	
150,000	-	-	061-0000-334.90-00	OREGON STATE GRANTS			662,860
				COAR Grant-FAA AIP Match		250,000	
				COAR Grant for new generator and connection		131,000	
				COAR Grant- Self Serve Fuel		250,000	
				COAR Grant- Fuel Apron		31,860	
-	-	2,500	061-0000-341.90-00	MISC SALES & SVCS			22,000
				Average of potential lease income from forest fighting equipment temporarily based at the airport or other unusual airport activities that generate revenues.		22,000	
19,418	16,446	17,000	061-0000-347.00-00	AVIATION FUEL SALES			20,000
				Fuel sales from FBO flowage fee sliding scale based on total annual gallons sold		20,000	
2,116	4,128	8,450	061-0000-361.00-00	INTEREST REVENUES			6,336
	110,368		061-0000-362.00-00	LEASE REVENUE			104,924
190,501	78,709	180,080	061-0000-363.50-00	PROPERTY RENTALS			76,699
				Total Property Rental Revenue minus debt service (FY 22/23 Project Revenue 385219.90 FY 21/22 \$205,140. debt service)		76,699	
20,992	16,299	20,000	061-0000-369.00-00	OTHER MISC REVENUES			20,000
				FY21/22 Revenue is primarily from the rent of the closed runway such as Team Oregon for motorcycle training and other activities on the runway and payment from TacAero for Utility reimbursement			
115,000	124,827	65,000	061-0000-391.01-00	GENERAL FUND			415,000
				City's share of the match with Klickitat County to fund Additional funding for EDA Grant		65,000 350,000	
<b>2,851,989</b>	<b>1,316,164</b>	<b>4,073,546</b>	<b>TOTAL AIRPORT FUND REVENUES</b>				<b>8,584,606</b>
<b>EXPENDITURES</b>							
<b>MATERIALS AND SERVICES:</b>							
1,279	1,044	1,350	061-6100-000.31-10	CONTRACTUAL SERVICES			1,500
				Internet Services			
121,080	128,600	180,000	061-6100-000.31-90	CONTRACTUAL SVC - OTHER			180,000
				20/21 \$121,179.00. Contract stipulate increase based on CPI. 12 month CPI in 2018 was 3.1 Airport management base amount		150,000	
				Grounds Maintenance Contract		30,000	
5,400	5,200	6,430	061-6100-000.32-10	AUDITING SERVICES			9,000
-	-	1,000	061-6100-000.34-10	ENGINEERING SVC			30,000
5,402	4,962	9,700	061-6100-000.41-10	WATER & SEWER			12,000
-	21	250	061-6100-000.41-20	GARBAGE SERVICES			250
13,190	10,635	10,000	061-6100-000.41-40	ELECTRICITY			12,000
				FY17/18 Rate increases plus the Airport will be responsible for electrical charges for the AAE hanger since the tenant has terminated its lease and the Airport will be leasing it for aircraft storage until another suitable tenant can be located. The Airport also picked up the electrical charges on the D Hanger it purchased.			

# AIRPORT FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
18,641	23,340	50,000	061-6100-000.43-10	BUILDINGS AND GROUNDS		50,000
				Additional 35 acres to maintain in the Business Park; maintenance of all hangars and grounds, including the fuel storage and dispencing island.		
				Hangar Door repair and Upgrade		
42	-	5,000	061-6100-000.43-45	JOINT USE OF LABOR		5,000
				Assistance from Public Works		
4,033	17,925	40,000	061-6100-000.43-50	VEHICLES - REPAIR/MAINT		22,000
				Equipment in use:		
				Kubota Tractor	5,000	
				Ford Tractor/Weed Sprayer	3,000	
				Flail Mower	1,000	
				Road Grader	1,000	
				Lawn Mower	8,000	
				Harlan Tug	250	
				Dump Truck/Snow Plow	500	
				Fork lift	2,500	
				Manlift	750	
2,997	4,006	3,500	061-6100-000.43-51	GAS/OIL/DIESEL		3,500
				35 acres in Business Park & increase in snow removal expenses for Life Flight & other tenants	3,500	
6,954	29,185	15,000	061-6100-000.46-10	PROPERTY TAXES		15,000
				One-half of the property taxes	15,000	
11,110	11,167	9,800	061-6100-000.52-10	LIABILITY INSURANCE		9,800
9,798	10,583	14,800	061-6100-000.52-30	PROPERTY INSURANCE		14,800
				Will increase with new hangars & AOA		
296	399	325	061-6100-000.53-20	POSTAGE		250
2,484	2,652	2,000	061-6100-000.53-30	TELEPHONE		2,500
-	-	250	061-6100-000.53-40	LEGAL NOTICES		250
885	511	10,000	061-6100-000.54-00	ADVERTISING		5,000
				Increase website traffic and business park promotion		
-	800	1,000	061-6100-000.57-00	PERMITS		-
305	1,006	2,500	061-6100-000.58-10	TRAVEL, FOOD & LODGING		3,000
				Trade Shows and WA/OR Airport Manager Associations	3,000	
350	185	2,000	061-6100-000.58-50	TRAINING AND CONFERENCES		2,000
				Registrations for FAA, WA/OR Dept of Aviation Conferences and WA/OR Aviation Industry conferences	2,000	
401	530	750	061-6100-000.58-70	MEMBERSHIPS/DUES		5,000
				Airport associations	2,500	
				Monthly Subscriptions	2,500	
1,104	1,050	800	061-6100-000.60-10	OFFICE SUPPLIES		1,200
-	444	1,500	061-6100-000.69-50	MISCELLANEOUS EXP		2,000
-	-	-	061-6100-000.69-80	ASSETS < \$5000		-
<b>205,751</b>	<b>254,245</b>	<b>367,955</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>386,050</b>
			<b>CAPITAL OUTLAY:</b>			
-	-	45,000	061-6100-000.72-20	BUILDINGS		45,000
				Mobile Home and Quonset Roof Repl	45,000	
1,899,673	327,991	3,155,780	061-6100-000.73-30	IMPROVEMENTS OTHER		7,307,759
				COAR Grant for new generator and connection	150,000	
				COAR Grant- Self Serve Fuel	335,000	
				Infrastructure Bill/Grant- Fuel Apron	356,940	
				FAA South Apron Rehab 3-41-	3,483,400	
				FEMA OEM Fuel Island Decom/ Generator	190,000	
				Security Fencing	25,000	
				Special Project:	12,000	
				EDA Grant match to Klickitat County for Hangar and Airport	350,000	
				CDS Allocation for Hangar and Airport Infrastructure	2,405,419	
-	-	35,000	061-6100-000.74-10	MACHINERY		25,000
				Equipment Replacement Fund	25,000	
<b>1,899,673</b>	<b>327,991</b>	<b>3,235,780</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>7,377,759</b>
<b>2,105,424</b>	<b>582,236</b>	<b>3,603,735</b>	<b>TOTAL AIRPORT OPERATIONS EXPENSES</b>			<b>7,763,809</b>

# AIRPORT FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
				<b>OTHER USES:</b>			
3,974	-	-	061-9500-000.81-62	TO AIRPORT DEBT SERVICE			-
<b>3,974</b>	-	-	<b>TOTAL OPERATING TRANSFERS OUT</b>				-
-	-	360,374	061-9500-000.88-00	CONTINGENCY			532,489
-	-	<b>360,374</b>	<b>TOTAL CONTINGENCY</b>				<b>532,489</b>
-	-	109,437	061-9500-000.89-00	UNAPPROPRIATED ENDING BAL			288,308
-	-	<b>109,437</b>	<b>TOTAL UNAPPROPRIATED ENDING BAL</b>				<b>288,308</b>
<b>3,974</b>	-	<b>469,811</b>	<b>TOTAL OTHER USES</b>				<b>820,797</b>
<b>2,109,398</b>	<b>582,236</b>	<b>4,073,546</b>	<b>GRAND TOTAL AIRPORT FUND EXPENSES</b>				<b>8,584,606</b>
<b>742,591</b>	<b>733,928</b>	-	<b>TOTAL AIRPORT FUND - REVENUES LESS EXPENSES</b>				-

# CAPITAL IMPROVEMENTS FUND SUMMARY

ACCOUNT DESCRIPTION	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
BEGINNING BALANCE	913,425	932,502	828,348	591,787
REVENUES	173,649	190,957	148,670	322,913
OTHER SOURCES	-	75,000	297,008	2,940,435
<b>TOTAL RESOURCES</b>	<b>1,087,074</b>	<b>1,198,459</b>	<b>1,274,026</b>	<b>3,855,135</b>
SPECIAL ASSESSMENTS FUND	-	45,560	289,592	480,178
CAPITAL PROJECTS FUND	40,798	219,957	571,002	3,247,766
<b>TOTAL EXPENDITURES</b>	<b>40,798</b>	<b>265,517</b>	<b>860,594</b>	<b>3,727,944</b>
TRANSFER OUT	123,774	115,001	413,432	127,191
CONTINGENCY	-	-	-	-
UNAPPROPRIATED ENDING BAL	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>123,774</b>	<b>115,001</b>	<b>413,432</b>	<b>127,191</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>164,572</b>	<b>380,518</b>	<b>1,274,026</b>	<b>3,855,135</b>
<b>FUND TOTAL</b>	<b>922,502</b>	<b>817,942</b>	<b>-</b>	<b>-</b>

# SPECIAL ASSESSMENTS



## DESCRIPTION

The Special Assessments fund is used to fund Local Improvement Districts of the City and Code Enforcement nuisance abatements that are assessed to property owners. This fund was created with General Fund financial resources in prior fiscal years for this specific purpose to reduce the amount of fixed financial expenses associated with borrowing funds.

## GOALS AND FOCUS FY 2024

- No LIDs are currently planned for 2023-24.
- Pursue payment of nuisance abatements.
- Continue the 60/40 Residential Sidewalk Program in 2023-24 and increase it from \$50,000 to \$100,000.
- Start a Commercial 50/50 Sidewalk Program and 80/20 Low Income Program in 2023-24 for \$250,000.

## ACCOMPLISHMENTS IN FY 2023

- The 50/50 Residential Sidewalk Program was a success in 2022-23.

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Maintenance of sufficient operating monies with the LID fund so as to internally finance small projects without the added complexities of use of bonding or other debt instruments.



# SPECIAL ASSESSMENT FUND

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	036-0000-300.00-00	521,905	469,219	364,633	291,830
NW NATURAL GAS FRANCHISE FEES	036-0000-318.20-00	26,228	29,691	26,800	26,858
INTEREST REVENUES	036-0000-361.00-00	3,885	2,318	2,450	4,800
OTHER MISC. REVENUES	036-0000-369.00-00	-	22,780	-	-
PRINCIPAL-NONBONDED	036-0000-370.10-00	28,067	30,594	8,211	20,402
INTEREST-NONBONDED	036-0000-370.20-00	3,084	2,446	3,037	1,836
TRNSFR FROM ENTERPRISE ZONE FUNDS	036-0000-391-22-00	-	-	-	250,000
<b>TOTAL SPECIAL ASSESSMENTS FUND REVENUES</b>		<b>583,169</b>	<b>557,047</b>	<b>405,131</b>	<b>595,726</b>
<b>EXPENDITURES</b>					
<b>MATERIALS AND SERVICES:</b>					
ABATEMENTS	036-3600-000.31-25	-	-	1,000	1,000
CORNER LOT RELIEF	036-3600-000.31-80	-	-	26,800	26,858
POSTAGE	036-3600-000.53-20	-	-	600	600
LEGAL NOTICES	036-3600-000.53-40	-	-	200	200
<b>TOTAL MATERIALS AND SERVICES</b>		<b>-</b>	<b>-</b>	<b>28,600</b>	<b>28,658</b>
<b>CAPITAL OUTLAY:</b>					
CAPITAL PROJECTS LIDS	036-3600-000.75-10	-	45,560	260,992	451,520
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>45,560</b>	<b>260,992</b>	<b>451,520</b>
<b>TOTAL SPECIAL ASSESSMENTS OPERATIONS</b>		<b>-</b>	<b>45,560</b>	<b>289,592</b>	<b>480,178</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	036-9500-000.81-01	10,000	-	10,000	10,000
TO 2009 FFCO BOND DEBT SVC FUND	036-9500-000.81-44	103,950	104,816	105,539	105,548
<b>TOTAL INTERFUND TRANSFERS</b>		<b>113,950</b>	<b>104,816</b>	<b>115,539</b>	<b>115,548</b>
<b>TOTAL OTHER USES</b>		<b>113,950</b>	<b>104,816</b>	<b>115,539</b>	<b>115,548</b>
<b>TOTAL SPECIAL ASSESSMENTS FUND EXPENSES</b>		<b>113,950</b>	<b>150,376</b>	<b>405,131</b>	<b>595,726</b>
<b>SPECIAL ASSESSMENTS FUND - REVENUES LESS EXPENSES</b>		<b>469,219</b>	<b>406,671</b>	<b>-</b>	<b>-</b>

# SPECIAL ASSESSMENT FUND

## PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Description	Account	Line Item Detail	FY 23/24 Proposed Budget
<b>REVENUES:</b>							
521,905	469,219	364,633	036-0000-300.00-00	BEGINNING BALANCE			291,830
26,228	29,691	26,800	036-0000-318.20-00	NW NATURAL GAS FRANCHISE FEES			26,858
				23.53% of total franchise fees collected for Corner Lot Relief			
3,885	2,318	2,450	036-0000-361.00-00	INTEREST REVENUES			4,800
-	22,780	-	036-0000-369.00-00	OTHER MISC. REVENUES			-
28,067	30,594	8,211	036-0000-370.10-00	PRINCIPAL-NONBONDED			20,402
				Use 10% of Outstanding debt principal for each year + any known upcoming LIDS. As of 01/31/23 \$18,547 x 10%			
3,084	2,446	3,037	036-0000-370.20-00	INTEREST-NONBONDED			1,836
				Historic interest paid equaling 9% of principal to not include payments that have not been made regularly			
-	-	-	036-0000-391-22-00	TRNSFR FROM ENTERPRISE ZONE FUNDS			250,000
<b>583,169</b>	<b>557,047</b>	<b>405,131</b>	<b>TOTAL SPECIAL ASSESSMENTS FUND REVENUES</b>				<b>595,726</b>
<b>MATERIALS AND SERVICES:</b>							
-	-	1,000	036-3600-000.31-25	ABATEMENTS			1,000
				Used for abatements & then billed to the property owners			
-	-	26,800	036-3600-000.31-80	CORNER LOT RELIEF			26,858
				For multi-front relief from improvement assessment as required by LUDO & LID ordinances.			
				Match Natural Gas Franchise Revenue above			
-	-	600	036-3600-000.53-20	POSTAGE			600
				For mailing LID notices and assessments		600	
-	-	200	036-3600-000.53-40	LEGAL NOTICES			200
				For publishing notices for LID's		200	
-	-	<b>28,600</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>28,658</b>
<b>CAPITAL OUTLAY:</b>							
-	45,560	260,992	036-3600-000.75-10	CAPITAL PROJECTS LIDS			451,520
				Residential Sidewalk Program		50,000	
				Existing Commercial Sidewalk Program		50,000	
				Commercial Redevelopment Sidewalk Program		250,000	
				Only projects with sole funding from this Fund will be budgeted here. Projects with multiple funding sources will be budgeted in the Capital Projects Fund, and money from this fund will be transferred to the Capital Projects Fund. OR if the project funding includes grants, the project will be budgeted in the Special Grants Fund and money from this fund will be transferred for the project.		101,520	
-	<b>45,560</b>	<b>260,992</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>451,520</b>
-	<b>45,560</b>	<b>289,592</b>	<b>TOTAL SPECIAL ASSESSMENTS OPERATIONS</b>				<b>480,178</b>
<b>OTHER:</b>							
10,000	-	10,000	036-9500-000.81-01	TO GENERAL FUND			10,000
				Paying for labor & admin services provided by the General Fund for collection of LID's, Nuisance Abatements, etc.		10,000	
103,950	104,816	105,539	036-9500-000.81-44	TO 2009 FFCO BOND DEBT SVC FUND			105,548
				To 2009 FFCO Debt Svc - portion of payments for the East Port Phase I LID. Transfers are made when each payment is made (Prin = May; Interest = November & May. Table shown at right)		105,548	
<b>113,950</b>	<b>104,816</b>	<b>115,539</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>				<b>115,548</b>
<b>113,950</b>	<b>104,816</b>	<b>115,539</b>	<b>TOTAL OTHER USES</b>				<b>115,548</b>
<b>113,950</b>	<b>150,376</b>	<b>405,131</b>	<b>TOTAL SPECIAL ASSESSMENTS FUND EXPENSES</b>				<b>595,726</b>
<b>469,219</b>	<b>406,671</b>	<b>-</b>	<b>SPECIAL ASSESSMENTS FUND - REVENUES LESS EXPENSES</b>				<b>-</b>

# CAPITAL PROJECTS

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## DESCRIPTION

The Capital Projects Fund is used to fund renovations and maintenance of City facilities and purchase equipment for those facilities. These facilities are City Hall, Transportation (Veterans) Center, Police Station, Dock, Lewis and Clark Festival Park, and other public facilities such as First Street Parking Lot. All these facilities are General Fund facilities and the operating monies for these facilities and operating departments is from General Fund financial resources. In recent years, this fund has been used to purchase General Fund equipment. We also fund the actual construction of LIDs in this fund when the monies come from more than one source. The revenue is primarily from transfers in and a portion of the State Office Building lease.

## GOALS AND FOCUS FY 2024

- Replace HVAC units at City Hall and Police Department as needed (\$29,000).
- Reserve for future City Hall improvements (\$2,528,331).
- Dock Maintenance- Continue maintenance fund for the dock for future repairs. (\$120,000).
- Complete the second floor remodel for new additional office spaces.

## CAPITAL IMPROVEMENT FUND- CAPITAL PROJECTS

- Holiday decorations for the downtown.
- Continue to establish enough money to do the 1963 HVAC replacement at the Library.
- Put money in for updating the IT System for the City Of The Dalles.

## ACCOMPLISHMENTS IN FY 2023

- We are continuing to build reserves for future projects.
- Continuing to maintain a fund for Dock repair (\$90,000).
- Completed the remodel of the Council Chambers in City Hall.
- Paid off the loan to the Port of The Dalles for the Airport Well.
- Replaced the lighting for Union Street Tunnel & the Roundabout.
- Replaced dock handrail system.
- Welcome signs were completed.

## MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Completion of City Hall renovation of City Hall 2nd Floor.
- Continue to build and maintain a reserve fund for Dock Repair and IT Improvements.
- Help build a reserve for the Library to help replace the 1963 HVAC replacement for \$210,000.

# CAPITAL PROJECTS FUND

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	037-0000-300.00-00	391,520	463,283	463,715	299,957
INTEREST REVENUES	037-0000-361.00-00	3,058	1,966	3,100	10,000
STATE OFFICE BLDG INC	037-0000-363.80-00	109,327	101,162	105,072	259,017
GENERAL FUND	037-0000-391.01-00	-	75,000	287,008	2,680,435
LIBRARY FUND	037-0000-391.04-00	10,000	10,000	10,000	10,000
<b>TOTAL CAPITAL PROJECTS FUND REVENUES</b>		<b>513,905</b>	<b>651,412</b>	<b>868,895</b>	<b>3,259,409</b>
<b>EXPENDITURES</b>					
<b>GENERAL FUND BUILDINGS</b>					
BUILDINGS & GROUNDS	037-3700-000.43-10	-	-	3,500	5,000
ASSETS < \$5000	037-3700-000.69-80	-	-	5,000	5,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>-</b>	<b>-</b>	<b>8,500</b>	<b>10,000</b>
<b>CAPITAL OUTLAY:</b>					
BUILDINGS	037-3700-000.72-20	22,160	53,896	294,627	2,837,766
IMPRV OTHER THAN BLDG	037-3700-000.73-30	3,488	76,025	267,875	350,000
IT IMPROVEMENTS	037-3700-000.73-40	-	-	-	50,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>25,648</b>	<b>129,921</b>	<b>562,502</b>	<b>3,237,766</b>
<b>TOTAL GENERAL FUND BUILDINGS</b>		<b>25,648</b>	<b>129,921</b>	<b>571,002</b>	<b>3,247,766</b>
<b>DEBT SERVICE:</b>					
<b>PORT LOAN - AIRPORT WELL</b>					
PRINCIPAL PAYMENT	037-3775-000.79-50	10,978	89,102	-	-
INTEREST PAYMENT	037-3775-000.79-60	4,172	933	-	-
<b>TOTAL PORT LOAN - AIRPORT WELL</b>		<b>15,150</b>	<b>90,035</b>	<b>-</b>	<b>-</b>
<b>TOTAL DEBT SERVICE</b>		<b>15,150</b>	<b>90,035</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL PROJECTS FUND OPERATIONS</b>		<b>40,798</b>	<b>219,957</b>	<b>571,002</b>	<b>3,247,766</b>
<b>OTHER USES:</b>					
TO STATE OFFICE BLDG FUND	037-9500-000.81-21	9,824	10,185	297,893	11,643
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>9,824</b>	<b>10,185</b>	<b>297,893</b>	<b>11,643</b>
<b>TOTAL CAPITAL PROJECTS FUND EXPENSES</b>		<b>50,622</b>	<b>230,142</b>	<b>868,895</b>	<b>3,259,409</b>
<b>CAPITAL PROJECTS FUND - REVENUES LESS EXPENSES</b>		<b>463,283</b>	<b>421,270</b>	<b>-</b>	<b>-</b>

# CAPITAL PROJECTS FUND

## PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Description	Account	Line Item Detail	FY 23/24 Proposed Budget
<b>REVENUES:</b>							
391,520	463,283	463,715	037-0000-300.00-00	BEGINNING BALANCE			299,957
3,058	1,966	3,100	037-0000-361.00-00	INTEREST REVENUES			10,000
109,327	101,162	105,072	037-0000-363.80-00	STATE OFFICE BLDG INC			259,017
-	75,000	287,008	037-0000-391.01-00	GENERAL FUND			2,680,435
10,000	10,000	10,000	037-0000-391.04-00	LIBRARY FUND			10,000
<b>513,905</b>	<b>651,412</b>	<b>868,895</b>	<b>TOTAL CAPITAL PROJECTS FUND REVENUES</b>				<b>3,259,409</b>
<b>MATERIALS AND SERVICES:</b>							
<b>*** GENERAL FUND BUILDINGS</b>							
-	-	3,500	037-3700-000.43-10	BUILDINGS & GROUNDS			5,000
				Misc Items in building that need repaired		5,000	
-	-	5,000	037-3700-000.69-80	ASSETS < \$5000			5,000
-	-	<b>8,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>10,000</b>
<b>CAPITAL OUTLAY:</b>							
22,160	53,896	294,627	037-3700-000.72-20	BUILDINGS			2,837,766
				Replace HVAC Unit at City Hall		12,000	
				Replace HVAC Unit at Police Dept		17,000	
				2nd Floor Remodel		100,000	
				Reserve for further City Facility Improvements		2,528,331	
				Security System for City Hall, Public Works, Library and Police Department		180,435	
3,488	76,025	267,875	037-3700-000.73-30	IMPRV OTHER THAN BLDG			350,000
				Holiday Decorations/Downtown		50,000	
				General Services Improvements-Example: Roundabout		100,000	
				1963 HVAC replacement for \$210,000		80,000	
				Library funding part of it FY23/24-\$10,000=\$40,000			
				Last three years there was 20,000 put in the line item			
				Dock Maintenance		120,000	
-	-	-	037-3700-000.73-40	IT IMPROVEMENTS			50,000
				Updating IT System		50,000	
<b>25,648</b>	<b>129,921</b>	<b>562,502</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>3,237,766</b>
<b>25,648</b>	<b>129,921</b>	<b>571,002</b>	<b>TOTAL GENERAL FUND BUILDINGS</b>				<b>3,247,766</b>
<b>DEBT SERVICE:</b>							
<b>*** PORT LOAN - AIRPORT WELL</b>							
10,978	89,102	-	037-3775-000.79-50	PRINCIPAL PAYMENT			-
				Loan Payed off in 2021/22 Budget Year			
4,172	933	-	037-3775-000.79-60	INTEREST PAYMENT		4% Interest	-
<b>15,150</b>	<b>90,035</b>	<b>-</b>	<b>TOTAL DEBT SERVICE</b>				<b>-</b>
<b>15,150</b>	<b>90,035</b>	<b>-</b>	<b>TOTAL PORT LOAN - AIRPORT WELL</b>				<b>-</b>
<b>40,798</b>	<b>219,957</b>	<b>571,002</b>	<b>TOTAL CAPITAL PROJECTS FUND OPERATIONS</b>				<b>3,247,766</b>
<b>OTHER:</b>							
9,824	10,185	297,893	037-9500-000.81-21	TO STATE OFFICE BLDG FUND			11,643
				Items City pays for SOB Fund - From net rent this fund			
				Phone		585	
				Insurance		9,058	
				Misc/Contingency		2,000	
<b>9,824</b>	<b>10,185</b>	<b>297,893</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>				<b>11,643</b>
<b>50,622</b>	<b>230,142</b>	<b>868,895</b>	<b>TOTAL CAPITAL PROJECTS FUND EXPENSES</b>				<b>3,259,409</b>
<b>463,283</b>	<b>421,270</b>	<b>-</b>	<b>CAPITAL PROJECTS FUND - REVENUES LESS EXPENSES</b>				<b>-</b>

# SPECIAL REVENUE

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## DESCRIPTION

The City has several Special Revenue funds in addition to those discussed with respect to Public Works activities. These funds are established under ORS Chapter 280, to accumulate and spend monies for a particular purpose. For each fund of this type, a specific purpose is identified and monies in that fund may only be spent for that purpose.

- The Unemployment Fund (010) provides for the accumulation of financial resources of the City to pay claims of unemployment. Contributions are received from the operating funds of the General Fund, Library Fund, Street Fund, Water Utility Fund, and Wastewater Utility Fund.
- The Community Benevolence Fund (011) provides for the accumulation of financial resources to pay for expenses related to the memorials to Veterans of the community.
- The Special Projects Fund (018) provides for the accumulation of financial resources of the City and other granting agencies in order to pay for expenses related to infrastructure improvements. This infrastructure can be related to historical and community purposes.
- The State Office Building Fund (021) is used to operate one of the City's facilities which is leased by the State of Oregon to provide services to the local community.
- The Special Enterprise Zone Fund (022) is used for fees paid pursuant to Enterprise Zone Tax Abatement Agreements.

# SPECIAL REVENUE SUMMARY

ACCOUNT DESCRIPTION	FY20/21	FY21/22	FY22/23	FY23/24
	Actual	Actual	Budget	Proposed Budget
BEGINNING BALANCE	4,201,413	5,392,326	5,401,885	8,740,861
REVENUES	364,821	2,141,012	5,029,402	2,054,783
OTHER SOURCES	1,238,589	917,318	1,205,026	954,516
<b>TOTAL RESOURCES</b>	<b>5,804,823</b>	<b>8,450,656</b>	<b>11,636,313</b>	<b>11,750,160</b>
UNEMPLOYMENT RESERVE FUND	17,857	23,952	74,728	71,585
COMMUNITY BENEVOLENCE FUND	714	634	6,957	5,153
SPECIAL GRANTS FUND	207,939	444,082	8,203,177	6,308,947
STATE OFFICE BUILDING FUND	184,467	224,352	713,211	491,194
SPECIAL ENTERPRIZE ZONE	-	1,000,000	2,576,240	2,608,832
<b>TOTAL EXPENDITURES</b>	<b>410,977</b>	<b>1,693,020</b>	<b>11,574,313</b>	<b>9,485,711</b>
TRANSFER OUT	1,520	-	2,000	1,999,147
CONTINGENCY	-	-	60,000	265,302
UNAPPROPRIATED ENDING BAL	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>1,520</b>	<b>-</b>	<b>62,000</b>	<b>2,264,449</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>412,497</b>	<b>1,693,020</b>	<b>11,636,313</b>	<b>11,750,160</b>
<b>FUND TOTAL</b>	<b>5,392,326</b>	<b>6,757,636</b>	<b>-</b>	<b>-</b>



# UNEMPLOYMENT RESERVE FUND

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	010-0000-300.00-00	65,867	83,408	74,179	34,825
INTEREST REVENUES	010-0000-361.00-00	593	437	549	1,020
GENERAL FUND	010-0000-391.01-00	17,443	-	-	13,834
LIBRARY FUND	010-0000-391.04-00	2,761	-	-	-
STREET FUND	010-0000-391.05-00	2,806	-	-	-
WATER UTILITY FUND	010-0000-391.51-00	7,489	-	-	21,906
WASTEWATER UTILITY	010-0000-391.55-00	4,306	-	-	-
<b>TOTAL UNEMPLOYMENT RESERVE FUND REVENUES</b>		<b>101,265</b>	<b>83,844</b>	<b>74,728</b>	<b>71,585</b>
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICE:</b>					
UNEMPLOYMENT EXPENSES	010-1000-000.25-00	17,857	23,952	74,728	71,585
<b>TOTAL PERSONNEL SERVICE</b>		<b>17,857</b>	<b>23,952</b>	<b>74,728</b>	<b>71,585</b>
<b>TOTAL UNEMPLOYMENT RESERVE FUND EXPENSES</b>		<b>17,857</b>	<b>23,952</b>	<b>74,728</b>	<b>71,585</b>
<b>UNEMPLOYMENT FUND - REVENUES LESS EXPENSES</b>		<b>83,408</b>	<b>59,893</b>	<b>-</b>	<b>-</b>

# COMMUNITY BENEVOLENCE FUND

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	011-0000-300.00-00	8,190	7,536	6,897	5,071
INTEREST REVENUES	011-0000-361.00-00	61	39	60	82
<b>TOTAL FFCO 2009 DEBT SVC FUND REVENUES</b>		<b>8,250</b>	<b>7,575</b>	<b>6,957</b>	<b>5,153</b>
<b>EXPENDITURES</b>					
<b>MATERIALS AND SERVICES:</b>					
SPECIAL DEPT SUPPLIES	011-1500-000.60-85	714	634	6,957	5,153
<b>TOTAL DEBT SERVICE</b>		<b>714</b>	<b>634</b>	<b>6,957</b>	<b>5,153</b>
<b>TOTAL COMMUNITY BENEVOLENT FUND EXPENSES</b>		<b>714</b>	<b>634</b>	<b>6,957</b>	<b>5,153</b>
<b>COMMUNITY BENEVOLENT FUND - REVENUES LESS EXPENSES</b>		<b>7,536</b>	<b>6,941</b>	<b>-</b>	<b>-</b>

# SPECIAL GRANTS



## DESCRIPTION

The Special Projects Fund provides for the accumulation of financial resources for the purpose of expending those funds on a multitude of capital projects.

## GOALS AND FOCUS FY 2024

- In 2023, the City entered into a new Engineering Services Agreement for the “First Street Project” with a revised scope, which included previous incomplete tasks outlined in the original contract, assumes responsibilities of all previous ODOT tasks, as well as new tasks not outlined in the previous scope. This new contact assumes a 24-month schedule with an effective start date of March 1, 2023. Proposed funds include a transfer of \$500,000 from UR Capital Projects Fund 200 to Fund 018 to enhance existing funds for this project.
- DEQ/EPA Brownfield Grant for properties identified by 2018/19 Integrated Planning Grant will finish up this next fiscal year.
- The City will continue to receive an Opioid Grant in the FY2023/24 budget year and will plan on using these funds for dedicated projects for FY2023/24.
- The City and Columbia Cascade Housing Corporation will continue to draw down the \$500,000 Business Oregon/CDBG Home Repair grant providing loans and grants to income-eligible homeowners in the Wasco and Hood River Counties. This will be the final year of the grant cycle. We expensed \$91,313 in FY21/22 and \$42,483 in FY22/23, with a remaining amount available of \$366,204.
- The City will apply for the State Historic Preservation Office’s Historic Cemetery Grant in the amount of \$8,000 for the preservation and maintenance of the Pioneer Cemetery. The Pioneer Cemetery is a designated Historic Landmark in The Dalles and is one of the oldest pioneer burial grounds in Wasco

## SPECIAL GRANTS FUND

County.

- The City was awarded \$ 3,499,769 million in American Rescue Plan Act (ARPA) funds, half received in fiscal year 2021 and half received in fiscal year 2022. The funds may be used in accordance with special guidelines. The City Council has allotted funds to go to Parks and Recreation in the amount of \$500,000 for Sorosis Park and \$70,000 for the Next door. This year the City is budgeting for infrastructure of 12<sup>th</sup> St. Sidewalk for \$1,547,147.

### ACCOMPLISHMENTS IN FY 2023

- Continued engineering design, environmental analysis, and began right-of-way/easement acquisition required to complete bid documents and begin construction for the First Street/Riverfront Connection project.
- The City and Columbia Cascade Housing Corporation completed the Business Oregon/CDBG Covid-19 Emergency Housing Assistance grant program in FY22/23, expending the entire \$400,000 grant award, providing \$315,000 in rental, mortgage, and utility assistance to income-eligible households in Hood River, Sherman, and Wasco Counties. To date we have expensed \$286,094 in FY22/23 with a remaining amount available of \$113,906.

### MAJOR ISSUES TO BE RESOLVED IN THE NEXT 5 YEARS

- Continue Federal lobby efforts for City projects.
- Continued searching of all agencies (federal, state and local) for funding needed for future expansion of the City infrastructure.
- Continued use of the Urban Renewal Agency's financial resources in the most efficient manner to meet the goals of the community.

# SPECIAL GRANTS FUND

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	018-0000-300.00-00	3,475,237	3,448,777	3,569,677	6,430,890
FED GRANTS - CDBG HOUSING 2007	018-0000-331.15-00	142,266	91,313	370,000	-
STATE GRANTS, OTHER	018-0000-334.90-00	21,556	94,017	1,060,500	672,204
STATE OF OREGON-COVID RELIEF GRANT	018-0000-334.90-10	-	1,750,377	2,100,000	-
OPIOID SETTLEMENT FUNDING	018-0000-335.90-00	-	-	-	200,000
URBAN RENEWAL	018-0000-337.10-00	-	-	1,100,000	500,000
INTEREST REVENUES	018-0000-361.00-00	19,177	20,949	5,000	55,000
<b>TOTAL AIRPORT DEBT SERV FUND REVENUES</b>		<b>3,658,236</b>	<b>5,405,433</b>	<b>8,205,177</b>	<b>7,858,094</b>
<b>EXPENDITURES</b>					
<b>CDBG/ MID COLUMBIA HOUSING</b>					
OTHER CONTRACTUAL SVCS	018-2500-000.39-00	142,266	91,313	770,000	366,204
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>142,266</b>	<b>91,313</b>	<b>770,000</b>	<b>366,204</b>
<b>TOTAL CDBG/ MID COLUMBIA HOUSING</b>		<b>142,266</b>	<b>91,313</b>	<b>770,000</b>	<b>366,204</b>
<b>STATE OF OREGON-COVID RELIEF GRANT</b>					
COVID RELIEF EXPENSES	018-2600-000.39-10	-	70,000	2,100,000	1,498,606
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>-</b>	<b>70,000</b>	<b>2,100,000</b>	<b>1,498,606</b>
<b>TOTAL STATE OF OREGON-COVID RELIEF GRANT</b>		<b>-</b>	<b>70,000</b>	<b>2,100,000</b>	<b>1,498,606</b>
<b>SHPO/CERT LOC GOVT</b>					
CONTRACTUAL SERVICES	018-2700-000.31-10	3,550	6,450	8,500	6,000
OTHER	018-2700-000.69-90	-	-	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>3,550</b>	<b>6,450</b>	<b>8,500</b>	<b>6,000</b>
<b>TOTAL SHPO/CERT LOC GOVT</b>		<b>3,550</b>	<b>6,450</b>	<b>8,500</b>	<b>6,000</b>
<b>INTEGRATED PLANNING GRANT</b>					
CONTRACTUAL SERVICES	018-2800-000.31-10	11,556	92,227	400,000	298,000
OTHER	018-2800-000.69-90	-	-	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>11,556</b>	<b>92,227</b>	<b>400,000</b>	<b>298,000</b>
<b>TOTAL INTEGRATED PLANNING GRANT</b>		<b>11,556</b>	<b>92,227</b>	<b>400,000</b>	<b>298,000</b>
<b>1ST STREET RIVERFRONT CONNECTION</b>					
CAPITAL PROJECTS	018-2900-000.75-10	50,567	184,093	4,371,677	3,875,137
<b>TOTAL CAPITAL OUTLAY</b>		<b>50,567</b>	<b>184,093</b>	<b>4,371,677</b>	<b>3,875,137</b>
<b>TOTAL 1ST STREET RIVERFRONT CONNECTION</b>		<b>50,567</b>	<b>184,093</b>	<b>4,371,677</b>	<b>3,875,137</b>
<b>OREGON BROWNFIELDS CLEAN-UP FUND GRANT</b>					
CAPITAL PROJECTS	018-4800-000.75-10	-	-	250,000	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>250,000</b>	<b>-</b>
<b>OPIOID SETTLEMENT EXPENSE</b>					
CONTRACTUAL SERVICES	018-3000-000.39-10	-	-	303,000	265,000
<b>TOTAL OPIOID SETTLEMENT EXPENSE</b>		<b>-</b>	<b>-</b>	<b>303,000</b>	<b>265,000</b>
<b>TOTAL SPECIAL GRANTS FUND OPERATIONS</b>		<b>207,939</b>	<b>444,082</b>	<b>8,203,177</b>	<b>6,308,947</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	018-9500-000.81-01	1,520	-	2,000	2,000
TO TRANSPORTATION RESERVE FUND	018-9500-000.81-02	-	-	-	1,547,147
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>1,520</b>	<b>-</b>	<b>2,000</b>	<b>1,549,147</b>
<b>TOTAL SPECIAL GRANTS FUND EXPENSES</b>		<b>209,459</b>	<b>444,082</b>	<b>8,205,177</b>	<b>7,858,094</b>
<b>SPECIAL GRANTS FUND - REVENUES LESS EXPENSES</b>		<b>3,448,777</b>	<b>4,961,350</b>	<b>-</b>	<b>-</b>

# SPECIAL GRANTS FUND

## PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Description	Account	Line Item Detail	FY 23/24 Proposed Budget
<b>REVENUES:</b>							
3,475,237	3,448,777	3,569,677	018-0000-300.00-00	BEGINNING BALANCE			6,430,890
				State Of Oregon Covid relief grant(ARPA)		2,990,753	
				Remaining 2009 FFCO Funds		3,265,137	
				OPIOID Grant Revenue		65,000	
				Interest Revenues		110,000	
142,266	91,313	370,000	018-0000-331.15-00	FED GRANTS - CDBG HOUSING 2007			-
21,556	94,017	1,060,500	018-0000-334.90-00	STATE GRANTS, OTHER			672,204
				Both SHPO/Cemetery Grant are budget to Transfer out to General Fund for Services		8,000	
				CDBG-Home Repair Grant		366,204	
				Oregon Brownfields Cleanup Fund			
				Brownsfield Grant		298,000	
-	1,750,377	2,100,000	018-0000-334.90-10	STATE OF OREGON-COVID RELIEF GRANT			-
-	-	-	018-0000-335.90-00	OPIOID SETTLEMENT FUNDING			200,000
-	-	1,100,000	018-0000-337.10-00	URBAN RENEWAL			500,000
19,177	20,949	5,000	018-0000-361.00-00	INTEREST REVENUES			55,000
<b>3,658,236</b>	<b>5,405,433</b>	<b>8,205,177</b>	<b>TOTAL SPECIAL GRANTS FUND REVENUES</b>				<b>7,858,094</b>
<b>EXPENDITURES:</b>							
<b>*** CDBG/ MID COLUMBIA HOUSING</b>							
142,266	91,313	770,000	018-2500-000.39-00	OTHER CONTRACTUAL SVCS			366,204
				CDBG Home Repair Program		366,204	
				CDBG-Coronavirus Relief Grant			
<b>142,266</b>	<b>91,313</b>	<b>770,000</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>366,204</b>
<b>142,266</b>	<b>91,313</b>	<b>770,000</b>	<b>TOTAL CDBG/ MID COLUMBIA HOUSING</b>				<b>366,204</b>
<b>*** STATE OF OREGON-COVID RELIEF GRANT(ARPA)</b>							
-	70,000	2,100,000	018-2600-000.39-10	COVID RELIEF EXPENSES			1,498,606
				Future projects		943,606	
				MCAC -The Dalles Navigation Center		500,000	
				Interest Revenues to Spend		55,000	
<b>-</b>	<b>70,000</b>	<b>2,100,000</b>	<b>TOTAL STATE OF OREGON COVID RELIEF GRANT</b>				<b>1,498,606</b>
<b>*** SHPO/CERT LOC GOVT</b>							
3,550	6,450	8,500	018-2700-000.31-10	CONTRACTUAL SERVICES			6,000
				SHPO GRANT			
				Consultants			
<b>3,550</b>	<b>6,450</b>	<b>8,500</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>6,000</b>
<b>3,550</b>	<b>6,450</b>	<b>8,500</b>	<b>TOTAL SHPO/CERT LOC GOVT</b>				<b>6,000</b>
<b>*** INTEGRATED PLANNING GRANT****</b>							
11,556	92,227	400,000	018-2800-000.31-10	CONTRACTUAL SERVICES			298,000
<b>11,556</b>	<b>92,227</b>	<b>400,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>298,000</b>
<b>11,556</b>	<b>92,227</b>	<b>400,000</b>	<b>TOTAL INTEGRATED PLANNING GRANT</b>				<b>298,000</b>
<b>*** 1ST STREET RIVERFRONT CONNECTION</b>							
50,567	184,093	4,371,677	018-2900-000.75-10	CAPITAL PROJECTS			3,875,137
				In Beginning Balance - ALL Remaining 2009 FFCO Funds		3,265,137	
				UR Money Received		500,000	
				Interest Revenues		110,000	
<b>50,567</b>	<b>184,093</b>	<b>4,371,677</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>3,875,137</b>
<b>50,567</b>	<b>184,093</b>	<b>4,371,677</b>	<b>TOTAL 1ST RIVERFRONT CONNECTION PROJECT</b>				<b>3,875,137</b>

# SPECIAL GRANTS FUND

## PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Description	Account	Line Item Detail	FY 23/24 Proposed Budget	
-	-	250,000	018-4800-000.75-10	CAPITAL PROJECTS		-	-	
		<b>250,000</b>	<b>*** OREGON BROWNFIELDS CLEAN-UP FUND GRANT</b>					
			<b>TOTAL OREGON BROWNFIELDS CLEAN-UP</b>					-
-	-	303,000	018-3000-0100.39-10	Contractual Services			265,000	
		<b>303,000</b>	<b>*** OPIOID SETTLEMENT EXPENSE</b>					
			<b>TOTAL OPIOID SETTLEMENT EXPENSE</b>					<b>265,000</b>
<b>207,939</b>	<b>444,082</b>	<b>8,203,177</b>	<b>TOTAL SPECIAL GRANTS FUND OPERATIONS</b>					<b>6,308,947</b>
			<b>OTHER USES:</b>					
			<b>TRANSFERS</b>					
1,520	-	2,000	018-9500-000.81-01	TO GENERAL FUND			-	
				Staff time general fund SHPO/Cemetary Grant			2,000	
			018-9500-000.81-02	TO TRNS SYS RSRV FUND			1,547,147	
				ARPA Funding for 12th Street Sidewalk				
<b>1,520</b>	<b>-</b>	<b>2,000</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>					<b>1,549,147</b>
<b>209,459</b>	<b>444,082</b>	<b>8,205,177</b>	<b>TOTAL SPECIAL GRANTS FUND EXPENSES</b>					<b>7,858,094</b>
<b>3,448,777</b>	<b>4,961,350</b>	<b>-</b>	<b>SPECIAL GRANTS FUND - REVENUES LESS EXPENSES</b>					<b>-</b>

# STATE OFFICE BUILDING

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## PERSONNEL

FTE: 1.20

## MISSION

To operate and maintain the State Office Building facility efficiently and effectively, and within the parameter specified in the long-term lease agreement with the State of Oregon.

## DESCRIPTION

The State Office Building Fund is used to account for resources and expenditures relating to the operation and maintenance of the facility located at 700 Union Street. Resources to the fund consist primarily of lease payments from the State of Oregon, supplemented by interest earnings. Expenditures relate to operational expenses such as utilities and insurance, and maintenance of the facility and grounds. All operating expenses are reimbursed through the lease payments from the State. A report is provided to the State at the end of each lease year outlining all operating and maintenance costs for that year.

## GOALS AND FOCUS FY 2024

- HVAC replacement of one (1) unit.
- Interior painting – second floor.
- Remodel two (2) employee bathrooms.
- Install new carpet.
- Restripe Parking Lot.
- Replace ceiling tiles.
- Install new blinds.
- Replace cabinets.

## ACCOMPLISHMENTS IN FY 2023

- Paint the Exterior Building.
- Patch and repair the roof.
- Replace tile in the entry way.
- Paint interior common space.
- Install new Generator at the Building.
- Cleaned up the back yard space of the Building.
- Renewed the Lease for the DHS and Unemployment Offices.

# STATE OFFICE BUILDING PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	021-0000-300.00-00	101,691	101,147	87,325	161,376
INTEREST	021-0000-361.00-00	758	690	1,000	2,400
OPERATIONS	021-0000-363.80-01	70,800	77,671	77,760	86,339
MAINTENANCE	021-0000-363.80-02	102,540	96,545	309,233	494,738
FROM CAPITAL PROJECTS FUND	021-0000-391.37-00	9,824	10,185	297,893	11,643
<b>TOTAL STATE OFFICE BUILDING FUND REVENUES</b>		<b>285,614</b>	<b>286,238</b>	<b>773,211</b>	<b>756,496</b>
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	021-2200-000.11-00	43,620	44,710	45,828	52,204
OVERTIME SALARIES	021-2200-000.13-00	836	1,055	1,760	1,600
MEDICAL INSURANCE	021-2200-000.21-10	14,356	14,822	20,330	20,555
L-T DISABILITY INSURANCE	021-2200-000.21-20	298	317	298	339
LIFE INSURANCE	021-2200-000.21-30	40	40	40	40
WORKERS COMP INSURANCE	021-2200-000.21-40	17	19	1,127	1,028
FICA	021-2200-000.22-00	3,330	3,427	3,628	4,116
RETIREMENT	021-2200-000.23-00	5,966	6,113	6,187	7,048
VEBA CONTRIBUTIONS	021-2200-000.28-00	84	86	1,498	1,707
OTHER EMPLOYEE BENEFITS	021-2200-000.29-00	923	1,300	237	269
<b>TOTAL PERSONNEL SERVICE</b>		<b>69,469</b>	<b>71,890</b>	<b>80,933</b>	<b>88,906</b>
Total Full-Time Equivalent (FTE)		<b>0.8</b>	<b>0.8</b>	<b>0.8</b>	<b>1.20</b>
<b>MATERIALS AND SERVICES:</b>					
WATER & SEWER	021-2200-000.41-10	7,175	6,500	8,000	8,000
GARBAGE SERVICES	021-2200-000.41-20	4,049	4,107	4,200	4,500
NATURAL GAS	021-2200-000.41-30	2,982	3,152	3,100	5,200
ELECTRICITY	021-2200-000.41-40	12,897	13,193	15,500	15,500
JANITORIAL SERVICES	021-2200-000.42-00	55,665	55,665	55,665	-
BUILDINGS AND GROUNDS	021-2200-000.43-10	6,593	13,996	47,500	49,700
JOINT USE OF LABOR/EQUIP	021-2200-000.43-45	-	-	500	2,000
GENERAL EQUIPMENT	021-2200-000.43-70	200	112	300	300
ELECTRICAL SYSTEMS	021-2200-000.43-72	1,263	590	1,500	2,000
PLUMBING	021-2200-000.43-73	475	963	1,000	1,000
ELEVATORS	021-2200-000.43-75	3,952	3,878	4,000	4,000
HVAC SYSTEMS	021-2200-000.43-77	6,859	17,674	24,500	11,000
PROPERTY INSURANCE	021-2200-000.52-30	7,164	7,737	9,053	9,058
TELEPHONE	021-2200-000.53-30	576	576	585	585
JANITORIAL SUPPLIES	021-2200-000.60-20	5,148	6,964	6,500	7,500
<b>TOTAL MATERIALS AND SERVICES</b>		<b>114,997</b>	<b>135,106</b>	<b>181,903</b>	<b>120,343</b>
<b>CAPITAL OUTLAY:</b>					
IMPROVEMENTS OTHER	021-2200-000.73-30	-	17,356	450,375	281,945
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>17,356</b>	<b>450,375</b>	<b>281,945</b>
CONTINGENCY	021-9500-000.88-00	-	-	60,000	265,302
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>60,000</b>	<b>265,302</b>
<b>TOTAL STATE OFFICE BUILDING EXPENSES</b>		<b>184,467</b>	<b>224,352</b>	<b>773,211</b>	<b>756,496</b>
<b>STATE OFFICE BUILDING FUND - REVENUES LESS EXPENSES</b>		<b>101,147</b>	<b>61,886</b>	<b>-</b>	<b>-</b>



# STATE OFFICE BUILDING PROPOSED BUDGET WORKSHEET

FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Budget	Account Number	Account Description	Line Item Detail	FY 23/24 Proposed Budget																																
<b>REVENUES:</b>																																						
101,691	101,147	87,325	021-0000-300.00-00	BEGINNING BALANCE		161,376																																
				Current Year Beginning Balance	61,886																																	
				Current Year Projected Revenues	613,955																																	
				Current Year Projected Expenditures	260,807																																	
				New Year Beginning Balance	161,376																																	
758	690	1,000	021-0000-361.00-00	OPERATIONS INTEREST		2,400																																
70,800	77,671	77,760	021-0000-363.80-01	OPERATIONS		86,339																																
<div style="border: 1px solid black; padding: 5px;"> <p>FY23/24: The New DHS contract expires 02/2021; the Employment contract expires 01/2021.</p> <p>25% of Base Rent:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Dept of Human Services</td> <td style="text-align: right;">5,425</td> <td style="text-align: center;">x 12 mo =</td> <td style="text-align: right;">65,100</td> </tr> <tr> <td style="padding-left: 20px;">Employment Dept</td> <td style="text-align: right;">1,769</td> <td style="text-align: center;">x 12 mo =</td> <td style="text-align: right;"><u>21,239</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;"><b>\$ 86,339</b></td> </tr> </table> <p>Proposed Budget Items covered:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Water &amp; Sewer</td> <td style="text-align: right;">8,000</td> <td>Janitorial Scv</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Garbage Svc</td> <td style="text-align: right;">4,500</td> <td>Janitorial Supplies</td> <td style="text-align: right;"><u>7,500</u></td> </tr> <tr> <td>Natural Gas</td> <td style="text-align: right;">5,200</td> <td></td> <td></td> </tr> <tr> <td>Electricity</td> <td style="text-align: right;"><u>15,500</u></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">\$ 127,039</td> </tr> </table> </div>							Dept of Human Services	5,425	x 12 mo =	65,100	Employment Dept	1,769	x 12 mo =	<u>21,239</u>				<b>\$ 86,339</b>	Water & Sewer	8,000	Janitorial Scv	-	Garbage Svc	4,500	Janitorial Supplies	<u>7,500</u>	Natural Gas	5,200			Electricity	<u>15,500</u>					TOTAL	\$ 127,039
Dept of Human Services	5,425	x 12 mo =	65,100																																			
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Natural Gas	5,200																																					
Electricity	<u>15,500</u>																																					
		TOTAL	\$ 127,039																																			
102,540	96,545	309,233	021-0000-363.80-02	MAINTENANCE		494,738																																
<div style="border: 1px solid black; padding: 5px;"> <p>For budget estimate, add the total amounts estimated for the new year for the following line items: <span style="float: right;"><b>FY23/24</b></span></p> <p><b>Estimates</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Buildings &amp; Grounds</td><td style="text-align: right;">49,700</td></tr> <tr><td>Joint use of Labor/Equip</td><td style="text-align: right;">2,000</td></tr> <tr><td>General Equipment</td><td style="text-align: right;">300</td></tr> <tr><td>Electrical Systems</td><td style="text-align: right;">2,000</td></tr> <tr><td>Plumbing</td><td style="text-align: right;">1,000</td></tr> <tr><td>Elevators</td><td style="text-align: right;">4,000</td></tr> <tr><td>HVAC Systems</td><td style="text-align: right;">11,000</td></tr> <tr><td>Improvements other than Buildings</td><td style="text-align: right;">281,945</td></tr> <tr><td>Labor (include all Personnel category items)</td><td style="text-align: right;">142,793</td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>494,738</b></td></tr> </table> <p><b>Projection:</b> When the annual report is completed in February of each year, the projected amount should be adjusted according to the "Actual Expenses over (under) Base Maintenance/Repair Expense Rent Component for each agency.</p> </div>							Buildings & Grounds	49,700	Joint use of Labor/Equip	2,000	General Equipment	300	Electrical Systems	2,000	Plumbing	1,000	Elevators	4,000	HVAC Systems	11,000	Improvements other than Buildings	281,945	Labor (include all Personnel category items)	142,793	<b>Total</b>	<b>494,738</b>												
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Labor (include all Personnel category items)	142,793																																					
<b>Total</b>	<b>494,738</b>																																					
-	-	-	021-0000-363.80-03	DISCRETIONARY RENT		-																																
				If needed due to cash flow issues, rent can be diverted back																																		
9,824	10,185	297,893	021-0000-391.37-00	FROM CAPITAL PROJECTS FUND		11,643																																
<div style="border: 1px solid black; padding: 5px;"> <p>Every Year: We are transferring a portion of the State Office Building rent (\$6,000) that goes to the Capital Projects back to the State Office Bldg Fund for the City's costs for that building (telephone and property insurance).</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Property Insurance</td><td style="text-align: right;">9,058</td></tr> <tr><td>Telephone</td><td style="text-align: right;">585</td></tr> <tr><td>Misc./Contingency</td><td style="text-align: right;">2,000</td></tr> <tr><td style="text-align: right;">Total</td><td style="text-align: right;">\$ 11,643</td></tr> </table> </div>							Property Insurance	9,058	Telephone	585	Misc./Contingency	2,000	Total	\$ 11,643																								
Property Insurance	9,058																																					
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Misc./Contingency	2,000																																					
Total	\$ 11,643																																					
<b>285,614</b>	<b>286,238</b>	<b>773,211</b>	<b>TOTAL STATE OFFICE BUILDING FUND REVENUES</b>			<b>756,496</b>																																
<b>PERSONNEL SERVICE:</b>																																						
43,620	44,710	45,828	021-2200-000.11-00	REGULAR SALARIES		52,204																																
836	1,055	1,760	021-2200-000.13-00	OVERTIME SALARIES		1,600																																
14,356	14,822	20,330	021-2200-000.21-10	MEDICAL INSURANCE		20,555																																
298	317	298	021-2200-000.21-20	L-T DISABILITY INSURANCE		339																																
40	40	40	021-2200-000.21-30	LIFE INSURANCE		40																																
17	19	1,127	021-2200-000.21-40	WORKERS COMP INSURANCE		1,028																																

# STATE OFFICE BUILDING PROPOSED BUDGET WORKSHEET

FY 20/21	FY 21/22	FY 22/23			Line Item	FY 23/24
Actual	Actual	Budget	Account Number	Account Description	Detail	Proposed Budget
3,330	3,427	3,628	021-2200-000.22-00	FICA		4,116
5,966	6,113	6,187	021-2200-000.23-00	RETIREMENT		7,048
84	86	1,498	021-2200-000.28-00	VEBA CONTRIBUTIONS		1,707
923	1,300	237	021-2200-000.29-00	OTHER EMPLOYEE BENEFITS		269
<b>69,469</b>	<b>71,890</b>	<b>80,933</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>88,906</b>
<b>0.8</b>	<b>0.8</b>	<b>0.8</b>	Total Full Time Equivalent (FTE)			<b>1.20</b>
<b>MATERIALS AND SERVICES:</b>						
7,175	6,500	8,000	021-2200-000.41-10	WATER & SEWER		8,000
4,049	4,107	4,200	021-2200-000.41-20	GARBAGE SERVICES		4,500
2,982	3,152	3,100	021-2200-000.41-30	NATURAL GAS		5,200
12,897	13,193	15,500	021-2200-000.41-40	ELECTRICITY		15,500
55,665	55,665	55,665	021-2200-000.42-00	JANITORIAL SERVICES		-
6,593	13,996	47,500	021-2200-000.43-10	BUILDINGS AND GROUNDS		49,700
				Paint interior	49,000	
				Cabinet	700	
				Misc items unknown	-	
-	-	500	021-2200-000.43-45	JOINT USE OF LABOR/EQUIP		2,000
				parking lot maintenance		
200	112	300	021-2200-000.43-70	GENERAL EQUIPMENT		300
				Fire Extinguisher services & maintenance		
1,263	590	1,500	021-2200-000.43-72	ELECTRICAL SYSTEMS		2,000
475	963	1,000	021-2200-000.43-73	PLUMBING		1,000
3,952	3,878	4,000	021-2200-000.43-75	ELEVATORS		4,000
				Includes cost for monthly elevator service		
				Annual Permit		
6,859	17,674	24,500	021-2200-000.43-77	HVAC SYSTEMS		11,000
				Boiler	1,000	
				Maintenance, service calls, filters	10,000	
7,164	7,737	9,053	021-2200-000.52-30	PROPERTY INSURANCE		9,058
576	576	585	021-2200-000.53-30	TELEPHONE		585
				Modem costs for HVAC system		
				Elevator Phone		
5,148	6,964	6,500	021-2200-000.60-20	JANITORIAL SUPPLIES		7,500
<b>114,997</b>	<b>135,106</b>	<b>181,903</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>120,343</b>
<b>CAPITAL OUTLAY:</b>						
-	17,356	450,375	021-2200-000.73-30	IMPROVEMENTS OTHER		281,945
				Replacement of 1 HVAC units	10,706	
				New Carpet	104,267	
				Blinds	20,972	
				Ceiling Tiles	20,000	
				Restripe Parking lot	1,000	
				Restroom Remodel	25,000	
				Other improvements not identified	100,000	
-	<b>17,356</b>	<b>450,375</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>281,945</b>
<b>OTHER USES:</b>						
-	-	60,000	021-9500-000.88-00	CONTINGENCY		265,302
				To help with cash flow for Capital Projects done prior to		
-	-	<b>60,000</b>	<b>TOTAL CONTINGENCY</b>			<b>265,302</b>
<b>184,467</b>	<b>224,352</b>	<b>773,211</b>	<b>TOTAL STATE OFFICE BUILDING EXPENSES</b>			<b>756,496</b>
<b>101,147</b>	<b>61,886</b>	<b>-</b>	<b>STATE OFFICE BUILDING FUND - REVENUES LESS EXPENSES</b>			<b>-</b>

# SPECIAL ENTERPRISE ZONE



## DESCRIPTION

The “Enterprise Zone Tax Abatement Proceeds Special Reserve Fund” was established to receive funds associated with the Enterprise Zone Tax Abatement agreements between the City of The Dalles, Wasco County, and Design LLC dated August 17, 2015. These funds shall be used for financing costs of services, projects, property and equipment as identified.

## GOALS AND FOCUS FY 2024

- Receive initial annual payments pursuant to the Enterprise Zone Agreement with Design LLC dated August 17, 2015.
- Reserve or expend funds receive pursuant to the, “Columbia Gorge Community College Skills Center Intergovernmental Financing Contract” dated January 25, 2019.
- Support Water Master Plan for the City of The Dalles.
- Plan for Safe Route to School for 7<sup>th</sup> Street application is in the next cycle.
- Transfer \$250,000 to the Special Assessment Fund for Commercial Sidewalks program.
- Transfer \$200,000 to the Transportation System Reserve Fund for the Safe Route to School on 10th St.

## ACCOMPLISHMENTS IN FY 2023

- Funds have been expended for the Columbia Gorge Community College Skills Center, as per the agreement.
- Funds continue to be reserved for future projects.

# SPECIAL ENTERPRISE ZONE PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING FUND BALANCE	022-0000-300.00-00	550,428	1,751,459	1,663,807	2,108,699
INTEREST INCOME	022-0000-361.00-00	7,071	8,974	5,300	43,000
ENTERPRIZE ZONE PAYMENTS	022-0000-369.10-00	1,193,960	907,133	907,133	907,133
<b>TOTAL SPECIAL ENTERPRIZE ZONE FUND REVENUE</b>		<b>1,751,459</b>	<b>2,667,566</b>	<b>2,576,240</b>	<b>3,058,832</b>
<b>EXPENDITURES</b>					
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICE	022-2200-000.31-10	-	1,000,000	2,576,240	2,608,832
<b>TOTAL MATERIALS AND SERVICES</b>		<b>-</b>	<b>1,000,000</b>	<b>2,576,240</b>	<b>2,608,832</b>
<b>OTHER USES:</b>					
TO TRANSPORTATION SYSTEM RESERVE FUND	022-9500-000.81-13	-	-	-	200,000
TO SPECIAL ASSESSMENT FUND	022-9500-000.81-36	-	-	-	250,000
<b>TOTAL INTERFUND TRANSFERS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>450,000</b>
<b>TOTAL SPECIAL ENTERPRISE ZONE FUND EXPENSE</b>		<b>-</b>	<b>1,000,000</b>	<b>2,576,240</b>	<b>3,058,832</b>
<b>SPECIAL ENTERPRISE ZONE RSRV FUND - REVENUE LESS EXPENSES</b>		<b>1,751,459</b>	<b>1,667,566</b>	<b>-</b>	<b>-</b>

# SPECIAL ENTERPRISE ZONE PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>							
550,428	1,751,459	1,663,807	022-0000-300.00-00	BEGINNING FUND BALANCE			2,108,699
7,071	8,974	5,300	022-0000-361.00-00	INTEREST INCOME			43,000
1,193,960	907,133	907,133	022-0000-369.10-00	ENTERPRIZE ZONE PAYMENTS			907,133
<b>1,751,459</b>	<b>2,667,566</b>	<b>2,576,240</b>	<b>TOTAL SPECIAL ENTERPRIZE ZONE FUND REVENUE</b>				<b>3,058,832</b>
<b>MATERIALS AND SERVICES:</b>							
-	1,000,000	2,576,240	022-2200-000.31-10	CONTRACTUAL SERVICE			2,608,832
				Columbia Gorge Community College		250,000	
				Safe Route to school 7th St		200,000	
				Water Master Plan		1,000,000	
				Projects not yet finalized		1,158,832	
-	1,000,000	2,576,240	<b>TOTAL MATERIALS AND SERVICES</b>				<b>2,608,832</b>
<b>OTHER USES:</b>							
-	-	-	022-9500-000.81-13	TO TRANSPORTATION SYSTEM RESERVE FUND			200,000
				Safe Route to school 10th St		200,000	
-	-	-	022-9500-000.81-36	TO SPECIAL ASSESSMENT FUND			250,000
				Commercial Sidewalk Program		250,000	
-	-	-	<b>TOTAL TRANSFERS OUT</b>				<b>450,000</b>
-	1,000,000	-	<b>TOTAL SPECIAL ENTERPRIZE ZONE EXPENSE</b>				<b>3,058,832</b>
<b>1,751,459</b>	<b>1,667,566</b>	-	<b>TOTAL SPECIAL ENTERPRIZE ZONE FUND - REVENUE LESS EXPENSES</b>				<b>-</b>

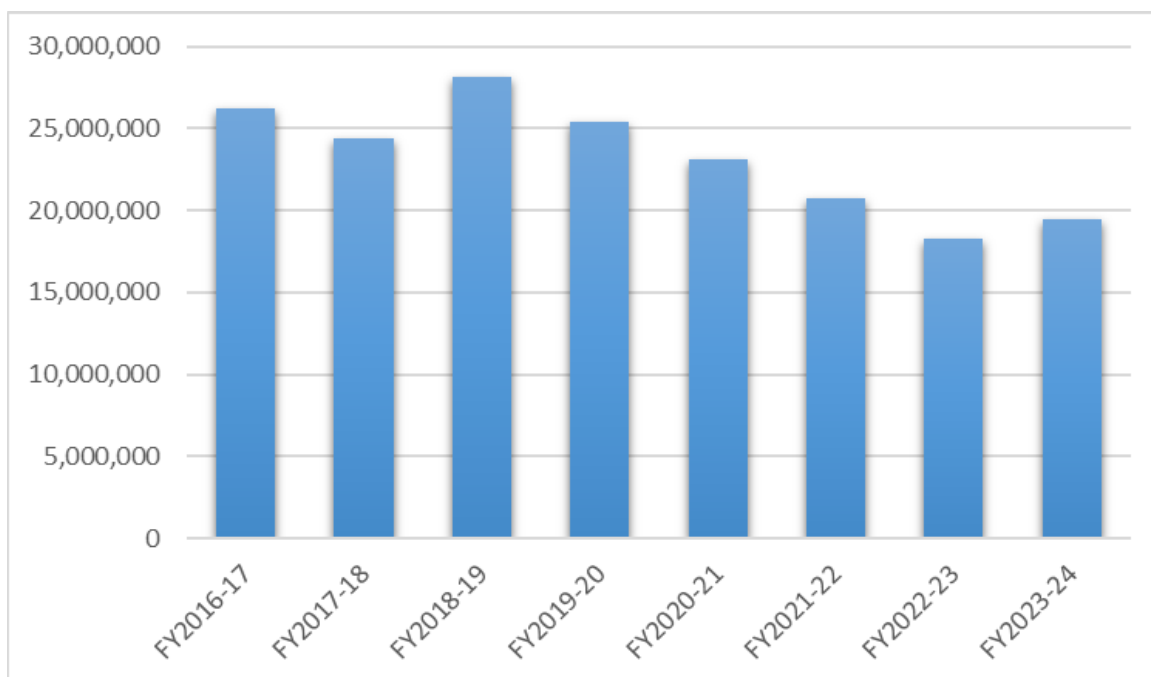
# DEBT MANAGEMENT

The City has a General Obligation Bond rating of “Aa2” from Moody’s investors services. The ratings reflect the City’s tax base, stable financial position, and income profile. “Aa2” is the third-highest long-term credit rating that ratings agency Moody’s assigns to fixed-income securities, like bonds, that are of high quality with very low credit risk. Full true cash value of property assessed in the City, per capita, is \$1,015.

### Debt Principal Outstanding As of June 30, 2023

<b>City Bonds:</b>		<b>City Debts:</b>	
Airport Taxable LOCAP Bond	\$ 1,395,000	CWSRF Loan	\$1,182,975
2009 FFCO Bond	4,805,000	ARRA/SDWRLF Loan	2,205,625
2018 UT Revenue & Refunding Bond	<u>6,385,032</u>	Business OR Dog River Pipeline Loan	3,138,715
	\$12,585,032	Airport Klickitat CO CERB	<u>300,000</u>
			\$6,827,315

### City Debt Principal



Under Oregon Revised Statutes, Chapter 287, the City is limited in the amount of principal outstanding for general obligation bonded debt to three percent of the real market value of the taxable properties within

## DEBT SERVICE FUNDS

its boundaries. The statutory limit excludes full faith and credit obligations, and bonds for water, sanitary and storm sewers.

# DEBT SERVICE SUMMARY

ACCOUNT DESCRIPTION	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
BEGINNING BALANCE	65,930	66,770	31,457	31,696
REVENUES	1,135,376	1,130,258	1,134,778	979,733
OTHER SOURCES	1,669,045	1,664,928	1,132,758	953,636
<b>TOTAL RESOURCES</b>	<b>2,870,350</b>	<b>2,861,956</b>	<b>2,298,993</b>	<b>1,965,065</b>
AIRPORT DEBT SERVICE FUND	208,282	209,500	234,334	207,634
WATER REVENUE BOND	-	-	-	-
FFCO 2008 DEBT SERVICE FUND	304,530	303,730	305,180	-
FFCO 2009 DEBT SERVICE FUND	949,863	944,913	948,913	946,616
WASTEWATER REVENUE BOND	-	-	-	-
UTILITY REVENUE BOND	1,340,905	1,339,455	810,566	810,815
<b>TOTAL EXPENDITURES</b>	<b>2,803,579</b>	<b>2,797,598</b>	<b>2,298,993</b>	<b>1,965,065</b>
RATE STABILIZATON RESERVES	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>2,803,579</b>	<b>2,797,598</b>	<b>2,298,993</b>	<b>1,965,065</b>
<b>FUND TOTAL</b>	<b>66,771</b>	<b>64,358</b>	<b>-</b>	<b>-</b>



# AIRPORT DEBT SERVICE FUND

## PROPOSED BUDGET

		FY20/21	FY21/22	FY22/23	FY23/24
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	062-0000-300.00-00	63,933	64,378	29,069	28,325
INTEREST REVENUES	062-0000-361.00-00	513	686	125	639
LEASE REVENUE	062-0000-362.00-00	-	53,736	-	23,878
PROPERTY RENTALS	062-0000-363.50-00	204,240	151,690	205,140	154,792
TRANSFER FROM AIRPORT FUND	062-0000-391.61-00	3,974	-	-	-
<b>TOTAL AIRPORT DEBT SERV FUND REVENUES</b>		<b>272,660</b>	<b>270,491</b>	<b>234,334</b>	<b>207,634</b>
<b>EXPENDITURES</b>					
<b>DEBT SERVICE:</b>					
BOND PRINCIPAL	062-6100-000.79-15	80,000	85,000	85,000	90,000
BOND INTEREST	062-6100-000.79-25	71,550	69,150	66,600	62,775
PRINCIPAL PMTS - K. CO. 11/1/12	062-6100-000.79-50	25,000	25,000	25,000	-
INTEREST PMTS - K. CO. 11/1/12	062-6100-000.79-60	25,000	100	2,500	25,000
PRINCIPAL PMTS - K. CO. CERB LOAN	062-6100-000.79-55	1,107	25,000	25,000	-
INTEREST PMTS - K. CO. CERB LOAN	062-6100-000.79-65	5,625	5,250	4,875	4,500
RSRV FOR FUTURE DEBT	062-6100-000.79-80	-	-	25,359	25,359
<b>TOTAL DEBT SERVICE</b>		<b>208,282</b>	<b>209,500</b>	<b>234,334</b>	<b>207,634</b>
<b>TOTAL AIRPORT DEBT SERVICE FUND EXPENSES</b>		<b>208,282</b>	<b>209,500</b>	<b>234,334</b>	<b>207,634</b>
<b>AIRPORT DEBT SERVICE FUND - REVENUE LESS EXPENSES</b>		<b>64,378</b>	<b>60,990</b>	<b>-</b>	<b>-</b>

# AIRPORT DEBT SERVICE FUND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Account Description	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>						
63,933	64,378	29,069	062-0000-300.00-00	BEGINNING BALANCE		28,325
513	686	125	062-0000-361.00-00	INTEREST REVENUES		639
-	53,736		062-0000-362.00-00	LEASE REVENUE		23,878
204,240	151,690	205,140	062-0000-363.50-00	PROPERTY RENTALS		154,792
3,974	-	-	062-0000-391.61-00	TRANSFER FROM AIRPORT FUND		-
<b>272,660</b>	<b>270,491</b>	<b>234,334</b>	<b>TOTAL AIRPORT DEBT SERV FUND REVENUES</b>			<b>207,634</b>
<b>DEBT SERVICE:</b>						
80,000	85,000	85,000	062-6100-000.79-15	BOND PRINCIPAL		90,000
71,550	69,150	66,600	062-6100-000.79-25	BOND INTEREST		62,775
25,000	25,000	25,000	062-6100-000.79-50	PRINCIPAL PMTS - K. CO. 11/1/12		-
1,107	25,000	25,000	062-6100-000.79-55	PRINCIPAL PMTS - K. CO. CERB LOAN		25,000
25,000	100	2,500	062-6100-000.79-60	INTEREST PMTS - K. CO. 11/1/12		-
5,625	5,250	4,875	062-6100-000.79-65	INTEREST PMTS - K. CO. CERB LOAN		4,500
-	-	25,359	062-6100-000.79-80	RSRV FOR FUTURE DEBT		25,359
<b>208,282</b>	<b>209,500</b>	<b>234,334</b>	<b>TOTAL DEBT SERVICE</b>			<b>207,634</b>
<b>208,282</b>	<b>209,500</b>	<b>234,334</b>	<b>TOTAL AIRPORT DEBT SERVICE FUND EXPENSES</b>			<b>207,634</b>
<b>64,378</b>	<b>60,990</b>	<b>-</b>	<b>AIRPORT DEBT SERVICE FUND - REVENUE LESS EXPENSES</b>			<b>-</b>

# FFCO 2008 DEBT SERVICE FUND

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	043-0000-300.00-00	-	-	-	-
STATE OFFICE BLDG INCOME	043-0000-363.80-00	124,735	124,408	126,773	-
FROM STREET FUND	043-0000-391.05-00	59,932	59,774	59,469	-
FROM WATER UTILITY FUND	043-0000-391.51-00	59,932	59,774	59,469	-
FROM WASTEWATER UTILITY FUND	043-0000-391.55-00	59,932	59,775	59,469	-
<b>TOTAL FFCO 2008 DEBT SVC FUND REVENUES</b>		<b>304,531</b>	<b>303,731</b>	<b>305,180</b>	<b>-</b>
<b>EXPENDITURES</b>					
<b>DEBT SERVICE:</b>					
PRINCIPAL PMTS	043-4300-000.79-50	270,000	280,000	293,000	-
INTEREST PMTS	043-4300-000.79-60	34,530	23,730	12,180	-
<b>TOTAL DEBT SERVICE</b>		<b>304,530</b>	<b>303,730</b>	<b>305,180</b>	<b>-</b>
<b>TOTAL FFCO 2008 DEBT SVC FUND EXPENSES</b>		<b>304,530</b>	<b>303,730</b>	<b>305,180</b>	<b>-</b>
<b>FFCO 2008 DEBT SVC FUND - REVENUES LESS EXPENSES</b>		<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>

# FFCO 2009 DEBT SERVICE FUND

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	044-0000-300.00-00	2	-	(4)	4
FROM URBAN RENEWAL	044-0000-332.50-00	805,888	799,738	802,740	800,424
FROM SPECIAL ASSESSMENT FUND	044-0000-391.36-00	103,950	104,816	105,539	105,548
FROM WA CAPITAL RESERVE FUND	044-0000-391.53-00	32,970	33,245	33,475	33,477
FROM SW SPECIAL RESERVE FUND	044-0000-391.56-00	7,055	7,114	7,163	7,163
<b>TOTAL FFCO 2009 DEBT SVC FUND REVENUES</b>		<b>949,865</b>	<b>944,913</b>	<b>948,913</b>	<b>946,616</b>
<b>EXPENDITURES</b>					
<b>DEBT SERVICE:</b>					
PRINCIPAL PMTS	044-4300-000.79-50	630,000	650,000	680,000	710,000
INTEREST PMTS	044-4300-000.79-60	319,863	294,913	268,913	236,616
<b>TOTAL DEBT SERVICE</b>		<b>949,863</b>	<b>944,913</b>	<b>948,913</b>	<b>946,616</b>
<b>TOTAL 2009 FFCO DEBT SVC FUND EXPENSES</b>		<b>949,863</b>	<b>944,913</b>	<b>948,913</b>	<b>946,616</b>
<b>2009 FFCO DEBT SVC FUND - REVENUES LESS EXPENSES</b>		<b>2</b>	<b>1</b>	<b>-</b>	<b>-</b>

# FFCO 2008 DEBT SERVICE FUND PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>							
-	-	-	043-0000-300.00-00	BEGINNING BALANCE			-
124,735	124,408	126,773	043-0000-363.80-00	STATE OFFICE BLDG INCOME			-
59,932	59,774	59,469	043-0000-391.05-00	FROM STREET FUND			-
59,932	59,774	59,469	043-0000-391.51-00	FROM WATER UTILITY FUND			-
59,932	59,775	59,469	043-0000-391.55-00	FROM WASTEWATER UTILITY FUND			-
<b>304,531</b>	<b>303,731</b>	<b>305,180</b>	<b>TOTAL FFCO 2008 DEBT SVC FUND REVENUES</b>				<b>-</b>
<b>DEBT SERVICE:</b>							
270,000	280,000	293,000	043-4300-000.79-50	PRINCIPAL PMTS			-
34,530	23,730	12,180	043-4300-000.79-60	INTEREST PMTS			-
<b>304,530</b>	<b>303,730</b>	<b>305,180</b>	<b>TOTAL DEBT SERVICE</b>				<b>-</b>
<b>304,530</b>	<b>303,730</b>	<b>305,180</b>	<b>TOTAL FFCO 2008 DEBT SVC FUND EXPENSES</b>				<b>-</b>
<b>1</b>	<b>1</b>	<b>-</b>	<b>FFCO 2008 DEBT SVC FUND - REVENUES LESS EXPENSES</b>				<b>-</b>

# FFCO 2009 DEBT SERVICE FUND PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>							
2	-	(4)	044-0000-300.00-00	BEGINNING BALANCE			4
805,888	799,738	802,740	044-0000-332.50-00	FROM URBAN RENEWAL			800,424
103,950	104,816	105,539	044-0000-391.36-00	FROM SPECIAL ASSESSMENT FUND			105,548
32,970	33,245	33,475	044-0000-391.53-00	FROM WA CAPITAL RESERVE FUND			33,477
7,055	7,114	7,163	044-0000-391.56-00	FROM SW SPECIAL RESERVE FUND			7,163
<b>949,865</b>	<b>944,913</b>	<b>948,913</b>	<b>TOTAL FFCO 2009 DEBT SVC FUND REVENUES</b>				<b>946,616</b>
<b>DEBT SERVICE:</b>							
630,000	650,000	680,000	044-4300-000.79-50	PRINCIPAL PMTS			710,000
319,863	294,913	268,913	044-4300-000.79-60	INTEREST PMTS			236,616
<b>949,863</b>	<b>944,913</b>	<b>948,913</b>	<b>TOTAL DEBT SERVICE</b>				<b>946,616</b>
<b>949,863</b>	<b>944,913</b>	<b>948,913</b>	<b>TOTAL 2009 FFCO DEBT SVC FUND EXPENSES</b>				<b>946,616</b>
<b>2</b>	<b>1</b>	<b>-</b>	<b>2009 FFCO DEBT SVC FUND - REVENUES LESS EXPENSES</b>				<b>-</b>

# WASTEWATER FACILITY REVENUE BOND

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	058-0000-300.00-00	(2)	-	-	-
<b>TOTAL WASTEWATER PLANT DEBT SVC FUND REVENUES</b>		<b>(2)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>					
TO UTILITY REVENUE BOND	058-9500-000.81-59	-	-	-	-
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL WASTEWATER PLANT DEBT SVC FUND EXPENSES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>WASTEWATER PLANT DEBT SVC FUND - REVENUES LESS EXPENSES</b>		<b>(2)</b>	<b>-</b>	<b>-</b>	<b>-</b>

# WASTEWATER FACILITY REVENUE BOND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
				REVENUES:			
(2)	-	-	058-0000-300.00-00	BEGINNING BALANCE			-
(2)	-	-	<b>TOTAL WASTEWATER PLANT DEBT SVC FUND REVENUES</b>				-
-	-	-	058-9500-000.81-59	TO UTILITY REVENUE BOND			-
-	-	-	<b>TOTAL OPERATING TRANSFERS OUT</b>				-
-	-	-	<b>TOTAL WASTEWATER PLANT DEBT SVC FUND EXPENSES</b>				-
(2)	-	-	<b>WASTEWATER PLANT DEBT SVC FUND - REVENUES LESS EXPENSES</b>				-

# UTILITY REVENUE BOND

## PROPOSED BUDGET

	Account Number	FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	FY23/24 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	059-0000-300.00-00	1,996	2,392	2,392	3,367
TRANSFER FROM WATER CAPITAL RESERVE FUND	059-0000-391.53-00	502,974	503,524	503,437	502,711
TRANSFER FROM SEWER PLANT CONSTRUCTION FUND	059-0000-391.57-00	838,326	836,906	304,737	304,737
<b>TOTAL UTILITY REVENUE DEBT SVC FUND REVENUES</b>		<b>1,343,296</b>	<b>1,342,822</b>	<b>810,566</b>	<b>810,815</b>
<b>EXPENDITURES</b>					
<b>DEBT SERVICE:</b>					
COST OF ISSUANCE	059-5900-000.31-10	-	-	-	-
BOND PRINCIPAL	059-5900-000.79-50	1,095,005	1,123,372	621,108	636,967
BOND INTEREST	059-5900-000.79-60	245,900	216,083	187,064	170,480
RESERVE FOR FUTURE EXPENDITURES	059-5900-000.80-01	-	-	2,394	3,368
<b>TOTAL DEBT SERVICE</b>		<b>1,340,905</b>	<b>1,339,455</b>	<b>810,566</b>	<b>810,815</b>
<b>TOTAL UTILITY REVENUE DEBT SVC FUND EXPENSES</b>		<b>1,340,905</b>	<b>1,339,455</b>	<b>810,566</b>	<b>810,815</b>
<b>UTILITY REVENUE DEBT SVC FUND - REVENUES LESS EXPENSES</b>		<b>2,392</b>	<b>3,366</b>	<b>-</b>	<b>-</b>

# UTILITY REVENUE BOND

## PROPOSED BUDGET WORKSHEET

FY20/21 Actual	FY21/22 Actual	FY22/23 Budget	Account Number	Description	Account	Line Item Detail	FY23/24 Proposed Budget
<b>REVENUES:</b>							
1,996	2,392	2,392	059-0000-300.00-00	BEGINNING BALANCE			3,367
502,974	503,524	503,437	059-0000-391.53-00	WATER FUND			502,711
838,326	836,906	304,737	059-0000-391.57-00	WASTEWATER FUND			304,737
<b>1,343,296</b>	<b>1,342,822</b>	<b>810,566</b>	<b>TOTAL UTILITY REVENUE DEBT SVC FUND REVENUES</b>				<b>810,815</b>
<b>DEBT SERVICE:</b>							
1,095,005	1,123,372	621,108	059-5900-000.79-50	BOND PRINCIPAL			636,967
245,900	216,083	187,064	059-5900-000.79-60	BOND INTEREST			170,480
-	-	2,394	059-5900-000.80-01	RESERVE FOR FUTURE EXPENDITURES			3,368
<b>1,340,905</b>	<b>1,339,455</b>	<b>810,566</b>	<b>TOTAL DEBT SERVICE</b>				<b>810,815</b>
<b>1,340,905</b>	<b>1,339,455</b>	<b>810,566</b>	<b>TOTAL UTILITY REVENUE DEBT SVC FUND EXPENSES</b>				<b>810,815</b>
<b>2,391</b>	<b>3,366</b>	<b>-</b>	<b>UTILITY REVENUE DEBT SVC FUND - REVENUES LESS EXPENSES</b>				<b>-</b>



# BIPS

## BUDGET INFORMATION PAPERS





CITY of THE DALLES  
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## BUDGET ISSUE PAPER

### CITY OF THE DALLES

TO: City of The Dalles Budget Committee

THRU: Matthew Klebes, City Manager

FROM: Dave Anderson, Public Works Director

DATE: March 8, 2023

ISSUE: BIP 23-001 Sidewalk Maintenance Cost-Share Programs and ADA Transition Plan

#### RELATED COUNCIL GOAL:

- Provide City-wide infrastructure to support safe and well-maintained streets and reliable utility systems for the citizens of The Dalles.

RELATED BUDGET ISSUE PAPERS: 20-021, 21-018, 22-018

#### BACKGROUND

- One of the unmet needs within the community is that of maintaining existing sidewalks. The municipal code (Chapter 2.20) provides that it is the responsibility of property owners to maintain public sidewalks adjacent to their properties “in good repair and a safe condition.” The municipal code also identifies that the adjacent real property owner bears the legal liability “for any personal injury or property damage which occurs because of the owner’s failure to maintain the sidewalk in good repair or a safe condition.” However, despite these requirements, many sidewalks in the community are deteriorated and some could be deemed to be unsafe.
- Beginning the 2020/21 fiscal year, the City has implemented a sidewalk maintenance cost-share program wherein the City has paid 50% of the cost for selected sidewalk rehabilitation projects. Up to this point, the program has prioritized maintenance on sidewalks adjacent to residential properties, with commercial projects being funded only after all eligible residential applications had been addressed in any given fiscal year. Funding through the program has not been available to development projects for which the construction of new sidewalks was a condition of approval. The City originally allocated

BIP 23-001 Sidewalk Maintenance Cost-Share

Program Page 1 of 3

\$25,000 for the program thereby allowing for \$50,000 of projects to be completed per year. The budgeted amount was doubled in FY 2022/23 to \$50,000.

The proposed 2023/24 budget provides for a significant expansion of the program. Since cost continues to be an impediment to many potential residential projects, the program is planned to be amended as follows:

- \$50,000 of City funding will be allocated for residential sidewalk rehabilitation projects.
- The cost-share shall be amended to be 60% City/40% property owner.
- There shall be an additional level of cost sharing for verified low-income property owners that will be 80% City/20% property owner; eligibility for this funding would be similar to the City's low-income water/sewer rates program.
- Busier sidewalks (school routes, designated grid streets, etc.) and sidewalks where Codes Enforcement notices have been provided shall be prioritized for funding.
- The City will pay the full cost of any ADA ramp upgrades that may be part of selected residential sidewalk maintenance projects since it is doing so as part of the ADA Transition Plan in other areas.

The proposed FY2023/24 budget includes an additional \$50,000 to be used to fund a cost-share program for maintenance of existing sidewalks adjacent to commercial properties. Maintenance of existing sidewalks in commercial areas is also lacking and public interest would be served by facilitating repairs in these high-use areas. The proposed commercial sidewalk rehabilitation cost-share program would include the following elements:

- \$50,000 of City funding will be allocated for commercial sidewalk rehabilitation projects.
- The cost-share shall be 50% City/50% property owner.
- Busier sidewalks and those where Codes Enforcement notices have been provided shall be prioritized for funding.
- The City will pay the full cost of any ADA ramp upgrades that may be part of selected commercial sidewalk maintenance projects since it is doing so as part of the ADA Transition Plan.

The last expanded element of the sidewalk rehabilitation cost-share program included in the proposed FY2023/24 budget relates to sidewalk improvements that are required as conditions of approval for commercial redevelopment projects. The proposed budget includes \$250,000 to help fund right-of-way improvements such as sidewalks, drive approaches and curb ramps that are required as conditions of approval for commercial redevelopment projects. This element of the program would be funded with Enterprise Zone Funds collected from other development projects. The details of this program would be as follows:

- \$250,000 of collected Enterprise Zone Funds would be allocated for sidewalk improvements that are required for commercial redevelopment projects.
- The cost-share shall be 50% City/50% developer for required sidewalk improvements including, but not limited to, drive approaches and curb ramps.
- City-provided funding under this program will be capped at \$100,000 per project.

BIP 23-001 Sidewalk Maintenance Cost-Share

Program Page 2 of 3

The proposed funding for the FY2023/24 Sidewalk Rehabilitation Cost-Share Programs is provided in the Special Assessments Fund, Fund 036, in line 036-3600-000.75-10.

- Another sidewalk-related program that is proposed to be expanded in the FY2023/24 budget is the implementation of the City's adopted Americans with Disabilities Act (ADA) Transition Plan. In recent years, \$150,000 has been allocated annually for the installation of ADA-compliant curb ramps. The proposed FY2023/24 budget doubles the historical funding to \$300,000 for ADA ramp construction and provides an additional \$50,000 for contracted engineering since the amount of work required to design the project may well exceed the City's in-house engineering resources. The proposed funding should allow for the construction of about 39 new ADA-compliant curb ramps. Funding for the FY2023/24 ADA Transition Plan is provided in the Street Fund, Fund 005, in line 005-0500-000.75-10.



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## BUDGET ISSUE PAPER

### CITY OF THE DALLES

TO: City of The Dalles Budget Committee

FROM: Dave Anderson

THRU: Matthew Klebes, City Manager

DATE: March 6, 2023

ISSUE: BIP 23-002 Compliance with the Final Lead Copper Rule Revisions

### BACKGROUND

- In 1991 the US Environmental Protection Agency (EPA) published the Lead and Copper Rule for public drinking water systems. Since the greatest sources of lead and copper in drinking water is customer-owned piping, for the first time, this rule made public water utilities responsible for water quality in terms of lead and copper concentrations at the customers' tap rather than at their point of connection to the public water system – their water meters. In compliance with this rule, the City identified qualifying homes and businesses that had sources of lead in their water supply systems and then, with the residents' permission, sampled water inside the home after the water had stood in the pipes to allow it to soak up lead and copper if it was going to do so. The only sources of lead that were found for monitoring purposes were lead solder on copper pipes in homes built before 1985 (the year of Oregon's lead ban for plumbing materials). The initial monitoring required under the Rule included testing water from 60 homes every 6 months; due to the City's consistent compliance with the designated lead and copper limits, this sampling was ultimately reduced to 30 homes once every three years. The City also tested drinking water in local schools as part of its efforts.
- Under the Rule, water utilities were also required to control the corrosivity of their drinking water to reduce the tendency of lead and copper to leach into the water from piping systems. In response, the City made modifications to its water treatment processes to reduce the ability of the drinking water supplied to customers to absorb lead or copper from pipes. The EPA has made minor revisions to the Lead and Copper Rule over the years and the City has always maintained full compliance with the Rule since its inception.

### 2021 Lead and Copper Rule Revisions

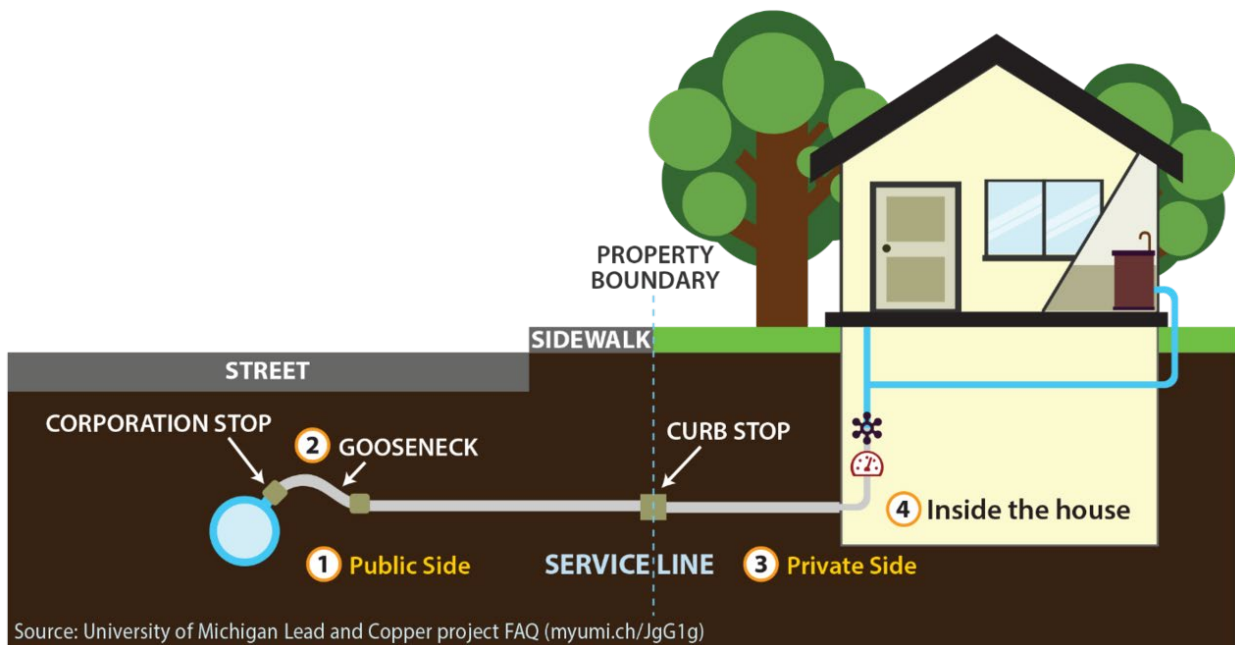
- In 2021, EPA published a significant modification to Rule known as the Lead and Copper Rule Revisions (LCRR). One of the most significant revisions is a requirement for the City to develop a

BIP 23-002 Compliance with The Final Copper Rule

Revision Page 1 of 2

lead service line inventory (LSLI). The U.S. EPA definition of “lead service line” is broad. After evaluating the type and amount of required work to be done, Public Works Department staff determined that it would be most cost effective to hire a contractor to complete much of this inventory effort. The contractor selected has also been hired by the State of Oregon to conduct LSLI for small utilities. The final report will be in a format that complies with the Oregon Health Authority and U.S. EPA requirements. The City must complete the LSLI by October 16, 2024.

- The LSLI will be conducted using a combination of utility, building and plumbing records as much as possible. Records for older buildings are limited or non-existent. Therefore, the inventory will also involve field inspections and likely the eventual excavation of some water service lines to confirm the piping materials used. In The Dalles, there are no lead water mains and it is not expected that there are any lead service lines. However, in some places, lead “pigtailed” (also called “goosenecks”) have been found. A lead pigtail is a piece of pipe about 18 inches in length that was used in the early 1900s to connect a water service line to the water main. Lead pigtailed have occasionally been found throughout the older areas of town and the City has been removing them when found for a couple decades now. There are no records indicating where lead pigtailed exist.



- The LCRR has requirements pertaining to water quality testing in schools and daycare facilities, as well as very specific public education and outreach requirements. The contractor selected will provide a U.S. EPA compliant communication plan that includes designed outreach materials. The contractor’s work is expected to occur across fiscal years 2022-23, 2023-24 and 2024-25, with the anticipated cost in FY2023-24 to be around \$25,000.
- After the LSLI is well underway, the City must then develop a lead service line replacement (LSLR) plan. The LSLR plan is expected to be written by staff and then integrated into normal operations. The City’s plan is required to include a prioritization strategy based on factors identified during the inventory and a funding strategy for conducting lead service line replacements which includes funding strategies for customers that are unable to pay to replace the portions they own.



## BUDGET ISSUE PAPER

### CITY OF THE DALLES

TO: City of The Dalles Budget Committee

FROM: Daniel Hunter, Human Resources Director

DATE: January 23, 2023

ISSUE: BIP 23-003 Advanced Leadership Training

### BACKGROUND

- In the FY22/23 budget process a training course for Department Heads was removed from the Human Resources Budget to help balance the budget. Since that time, the cost of that training has increased. In addition, we have a new City Manager and City Attorney. The total number of personnel we would like to include in this training has increased from 8 to 10. The training is provided by Executive Forum, a firm in Portland. We have used this firm for other training in the past and received great reviews from staff who attended.
- Advanced Leadership focuses on building the skills that upper-mid to senior-level leaders need to successfully manage relationships and drive organizational effectiveness. The program is designed for senior team members, VPs, Directors, and high-performing mid-level managers who are preparing to move into more senior roles.
- It provides participants a cohort experience and shared learning platform to better understand self and others, develop key leadership proficiencies, put their leadership into action, and complete an Advanced Challenge.
- The program consists of five workshop days separated by a 90-day application period, two hours of personal coaching and an Advanced Challenge. The 90-day interval allows individuals to work through a specific, real-world issue for which they are responsible.
- The Challenge experience develops stronger relationships with direct reports, peers and leadership teams. Each participant is a member of a cohort that learns together during the workshop days, provides peer support during the application period, and serves as an accountability team. The cohort creates an opportunity to demonstrate collaboration skills as it supports the growth and successful project execution of the cohort peers.

Cohorts meet no less than once a month and are designed to support the development of new and, potentially, long-standing peer advisor relationships.

- The Advanced Leadership program creates an opportunity for leaders to develop relationships with people in all areas, specifically those outside their own functions. These relationships help broaden their perspectives and recognize the common struggles that create bonds between them. Cohort members generally express the desire to maintain and build on the connections formed in class because they share a common understanding of leadership behavior and want to reinforce it going forward.

## BUDGET IMPLICATIONS

- Based on an initial estimate, the FY23-24 costs are \$50,000 and are budgeted in Human Resources budget.





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## BUDGET ISSUE PAPER

### CITY OF THE DALLES

TO: City of The Dalles Budget  
THRU: Matthew Klebes, City Manager  
FROM: Jeff Renard, Aviation Management Services  
DATE: February 7, 2023  
ISSUE: BIP 23-004 Airport Projects

### BACKGROUND

- Since 2002 the City of The Dalles and Klickitat County have been jointly operating the Columbia Gorge Regional Airport. Aviation Management Services, LLC has been contracted to manage the airport and Tac Aero (soon to be Hood Aero) to manage the fixed base operation.

### This year's budget includes the following projects:

- \$302,780 for Rehabilitation of South Apron: Phase I - Design. Funds for this project will be from a FAA grant and the Airport will provide a \$2,500 match.
- \$12,000 to purchase an additional 12,000-gallon Avgas fuel tank from Hood River airport to be used as our above ground 100LL General Aviation point of sale.
- \$30,000 for a ground's maintenance service contract.
- \$25,000 for construction of a drainage ditch in the T hangar complex (was not completed last year).
- \$3,166,000 FAA AIP Grant for the south apron and taxiway rehab project with a 10% match requirement.
- COAR Grant for \$250,000 for the match money for FAA AIP Grant (\$66,700).
- FAA BIL funds \$318,000 for new fuel apron.

BIP 23-004 Airport Projects

- COAR Grant for \$31,860 for 9% of 10% match for fuel apron (\$3,540).
- OEM / FEMA Grant to decommission the underground fuel farm and emergency generator connection. \$150,000 and \$40,000 (\$19,000).
- COAR Grant for \$131,000 for a new generator and connection for emergency operations. OEM \$40,000 combined with the 19k from above. \$190,000.
- COAR Grant for \$250,000 for a new self-serve fuel system. 150k from OEM and (\$85,000) local match.
- \$25,000 for the rebuild of the hangar doors on the Otis building.
- \$45,000 for the roof replacement on the mobile home and Quonset Hut Hangar.
- \$100,000 for the development of the 100LL fuel farm site.
- \$25,000 for security fencing around the Jet A fuel farm.
- \$35,000 for the connection of the emergency generator to the facilities.



## BUDGET ISSUE PAPER

### CITY OF THE DALLES

TO: City of The Dalles Budget Committee

FROM: Jeff Wavrunek, Library Director

DATE: February 15, 2023

ISSUE: BIP 23-005 Enhance community livability



### BACKGROUND

- The Wasco County Library District Board of Trustees and The Dalles-Wasco County Library would like to fund four custom-built educational exhibits in FY23/24. \$198,000, will be earmarked for the equipment in line item 004-2100-000.74-30. The Wasco County Library Board of Trustees will commit Library District funds to purchase from the Burgeon Group the playful learning exhibits, which include three interactive kiosks (\$105,000) and an alphabet tower (\$93,000).
- Each of the different kiosks would rotate between The Dalles, Maupin, and Dufur libraries to keep them “fresh,” while the alphabet tower would stay in The Dalles Library. These

BIP 23-005 Funding playful educational equipment

pieces will forge early learning landscapes in each library that are unique and appealing. Compelling interactive exhibits that provoke our young people's interest in reading, writing, science, technology, and math are a must. The new exhibits are extremely interactive, provocative, and rousing, while playfully facilitating the development of children. They are highly engaging and families will see the library space as a "destination."

## BUDGET IMPLICATIONS

- Based on an initial estimate, the FY23-24 costs are \$198,000 and are budgeted in Library Fund.