



# CITY OF THE DALLES

## PROPOSED BUDGET

FISCAL YEAR 2024-25

**CITY OF THE DALLES  
PROPOSED BUDGET**

Fiscal Year 2024 – 2025

City of The Dalles Budget Committee

**MAYOR**

Rich Mays

**CITY COUNCIL**

Tim McGlothlin  
Darcy Long  
Scott Randall  
Dan Richardson  
Rod Runyon

**LAY MEMBERS**

Sandy Haechrel  
Benjamin Wring  
Serena Smith  
Allyson Schock  
Jann Oldenburg

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

IT Director

Jonathan Kara

Angie Wilson

Dave Anderson

Amie Ell

Joshua Chandler

Jeff Wavrunek

Thomas Worthy

Daniel Hunter

David Collins

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# BUDGET MESSAGE



**City of The Dalles, Oregon**  
*Budget Message for FY2024-2025*

This budget message serves as an introduction to highlight the City’s notable changes, areas of focus, and key projects for FY2024-2025. This message is followed by a detailed Financial Overview and includes much of the information previously contained in prior budget appendices and Budget Issue Papers. This document is the culmination of many hours of effort by volunteers, City staff, Department Managers, and (most critically) the Finance Department, who worked tirelessly to compile information, projections, and ultimately to pull everything together here.

The FY2024-2025 budget was again guided by the Vision Action Plan completed in 2023 and the newly produced Council 2024/2025 Goal Setting Document, itself the product of all-day public meeting facilitated by SSW Consulting. In addition to the City’s general guiding policies, the budget document details 5 areas as primary goals (below) supplemented by a need to focus on a robust City workforce, secure and modern IT infrastructure, and an overarching philosophy supporting the City’s economic development efforts and programs.

To continue addressing current efforts and respond to increasing demands and new initiatives, this budget proposes several position changes, including two part-time positions (Paralegal in the Legal Department and Evidence Technician in the Police Department) being increased to full-time, and adding new positions for a Technical Assistant II at the Library, a Water Distribution Division Certified Operator in the Public Works Department, and an additional Codes Enforcement Officer in the Police Department.

**Guiding Policies**

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

- Maintaining an Unappropriated Ending General Fund Balance equal to 4 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.

In addition to those guiding policies, the following are the 5 Council-priority areas (with some brief highlights of current or proposed City efforts):

1. **Livability** – *Enhance livability in The Dalles through improved public safety services and places to connect and gather.*

This budget continues robust support for enhancing public safety through our Police Department, not only with equipment but also training for new and long-term staff. A new contract with

Columbia Gorge Humane Society has been finalized and will be followed by animal control ordinance updates in coordination with Wasco County. The new contract's price is a substantial increase from the City's prior 2013 contract for dog impoundments but City staff is confident the advantages associated with the new agreement are commensurate with the increased cost. A pending revised Intergovernmental Agreement will strengthen the partnership between the City of The Dalles and the Wasco County Library Service District in support of one of the best Libraries in Oregon. Finally, City staff has allocated financial resources for downtown amenities including benches and trash cans to compliment the newly installed downtown street trees, refurbished holiday decorations, and welcome signs.

**2. Housing Supply – *Be leaders in expanding the City's housing supply and diversity of options.***

Through a community-involved process, the City will be undertaking a major effort this year to create a Housing Production Strategy as required by the State of Oregon. That study will build upon the City's Housing Needs Assessment and will be an informative document detailing recommended next steps and potential City action to help address Oregon's ongoing housing crisis. Two capital projects (East 12<sup>th</sup> Street improvements and development of a new downtown parking lot on East 3<sup>rd</sup> Street) utilizing federal funds awarded to the City through the American Rescue Plan Act are currently underway to reduce barriers to housing supply and mitigate parking impacts from multiple downtown developments—those projects will also provide enhanced safety and capacity benefits to their nearby communities.

**3. Houselessness – *Mitigate immediate impacts of houselessness on the community through improved access to wraparound services for people experiencing houselessness.***

This spring, The Gloria Center opened as part of Mid-Columbia Community Action Council's (MCCAC's) efforts to address our community's shelter and service needs. That facility was supported by the City through direct financial contributions and by partnering on an Oregon Department of Energy grant for solar panels. City staff continue to engage Mid-Columbia Center for Living and MCCAC to explore partnership opportunities to better reach those in need and connect them with various resources throughout the community.

**4. Fiscal Sustainability – *Achieve fiscal sustainability in the near and long-term through planning and policy development.***

All of the key topics impacting the City's fiscal sustainability will require robust discussions with multiple parties and include policy-level guidance on the use of tax abatement payments, the goals and uses of transient room tax dollars, and new/renewed franchise agreements with various right-of-way users. City staff are finishing negotiations on leases with the State of Oregon for its continued occupancy of the City-owned building known as the State Office Building. Finally, the proposed budget also includes financial contributions, both grant and loan, to the Columbia Gorge Regional Airport in support of new hangar construction to increase airport revenue streams and help the airport on its mission to become fiscally self-sustaining.

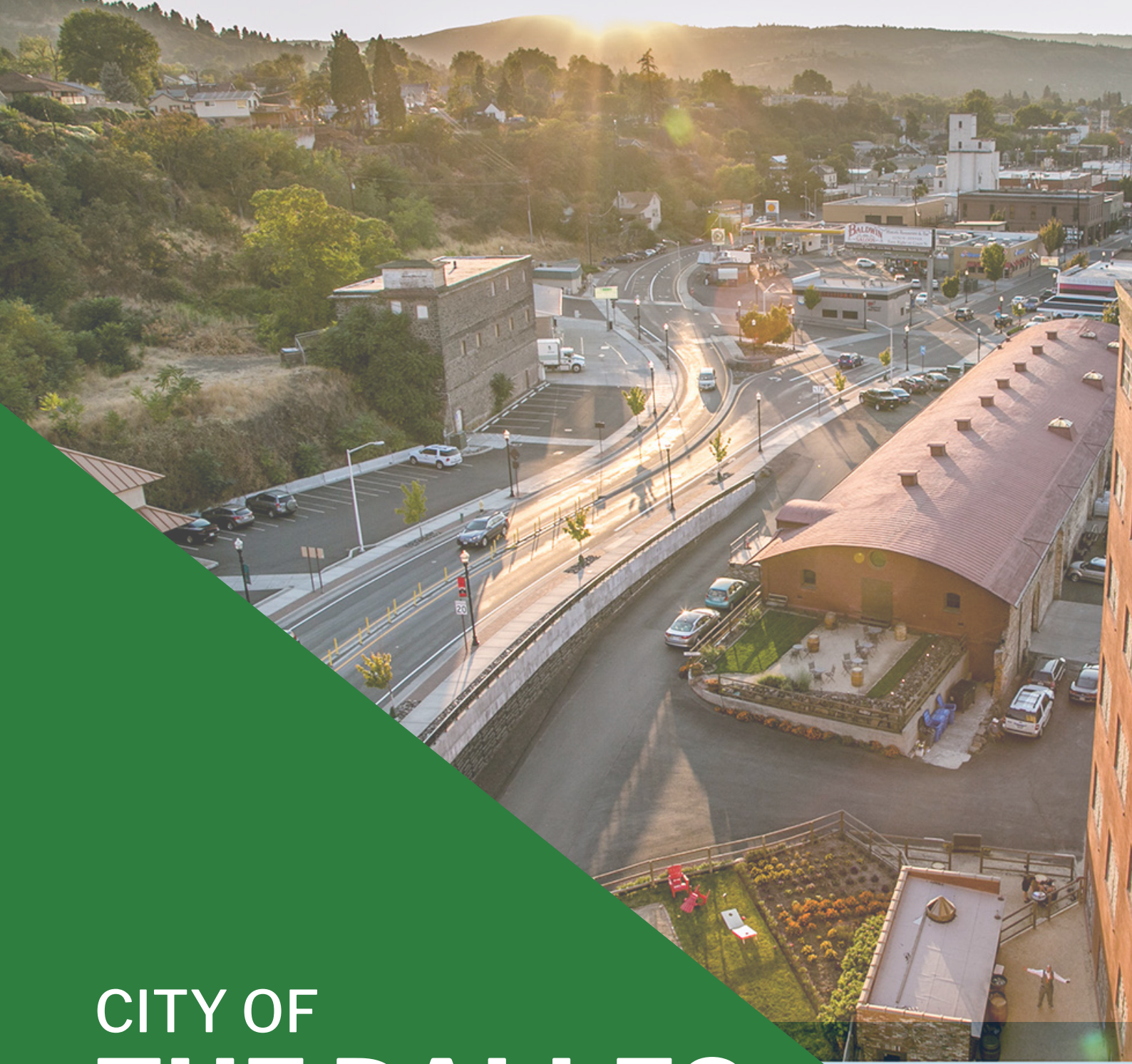
**5. Long-Term Infrastructure Planning – *Develop a long-term plan that supports sustainable infrastructure that meets the current and future community needs.***

The proposed budget continues funding for sidewalk rehabilitation and Americans with Disabilities Act programs along with a \$750,000 transfer from the General Fund to the Public Works Street Department to support *maintaining* our Pavement Management Index. Earlier this year, the City began the process of updating our Water Master Plan, which will be coupled with discussions on street funding and available resources. After the City completes these efforts, the City anticipates commencing a Waste Water Master Plan Update process. The City hired a Facilities Supervisor to develop a more robust, City-wide facility capital improvement plan and the proposed budget includes a \$385,000 transfer into the Capital Fund to meet anticipated facility needs.

The services and accomplishment from last year would not be possible without dedicated community members who volunteer to serve as City Councilors, Planning Commissioners, Traffic Safety Commissioners, and many more. For the work ahead of us, the City will continue to rely on its staff, who have a passion for serving their community, and I am grateful to be working alongside them.

Sincerely,

Matthew B. Klebes  
City Manager



# CITY OF **THE DALLEs**

2023 City Council Retreat





# INTRODUCTION

The City of the Dalles is pleased to present the summary of their November 2023 Council Retreat. The City Council and leadership team met on November 17, 2023, to better understand the current community and organizational context; and identify and prioritize goals to guide the organization over the next two years.

The City hired SSW Consulting, a professional facilitation and strategic planning firm, to guide the process and support the team in achieving the following outcomes during the retreat:

- Build a shared understanding of the community and organizational context to inform the goals
- Set policy level goals aligned with the City's vision and available resources
- Provide a team building experience to strengthen the partnership between Council and staff

Prior to the Council retreat, SSW Consulting conducted outreach interviews with each City Councilor and gathered input from the leadership team via an online survey to gather information on the opportunities and challenges ahead for the organization and community. The conversations and feedback helped to design an agenda that supported a productive and engaging retreat to achieve shared outcomes.

Together, staff and Council shared input on the community and organizational context, considered the current staff capacity, City budget and financial outlook, and community needs to craft clear and measurable goals. The engagement and participation of the Council and staff was appreciated, and the team looks forward to working together to advance these goals in alignment with the community's vision.

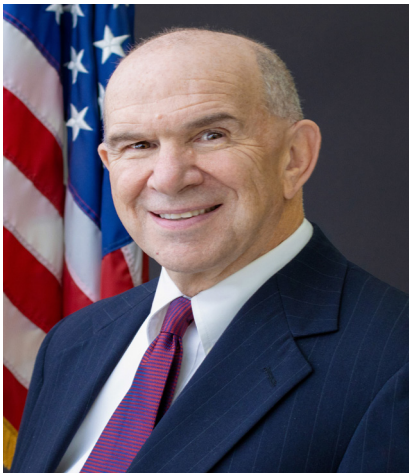
# THE DALLES TEAM

## City Council

Mayor Richard Mays  
Councilor Position #1 Timothy McGlothlin  
Councilor Position #2 Darcy Long  
Councilor Position #3 Scott Randall  
Councilor Position #4 Dan Richardson  
Councilor Position #5 Rod Runyon

## City Team

City Manager Matthew Klebes  
City Attorney Jonathan Kara  
City Clerk Amie Ell  
Community Development Director Joshua Chandler  
Human Resources Director Daniel Hunter  
IT Director David Collins  
Finance Director Angie Wilson  
Public Works Director Dave Anderson  
Police Chief Tom Worthy  
Library Director Jeff Wavrunek  
Airport Manager Jeff Renard



Mayor Richard Mays



Councilor Position #1  
Timothy McGlothlin



Councilor Position #2  
Darcy Long



Councilor Position #3  
Scott Randall



Councilor Position #4  
Dan Richardson



Councilor Position #5  
Rod Runyon

# MISSION + VISION



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



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.

## COMMUNITY VISION

In 2021 the City completed a community-wide visioning plan with the goal of creating a shared vision and create an actionable roadmap for the future. The community focus areas were taken into consideration as Council and staff outlined goal themes and priorities for the next 1-2 years.

### Community Focus Areas



ENHANCING  
EDUCATION



CREATING  
ECONOMIC  
VITALITY



PROVIDING  
RECREATION  
& OPEN SPACE



STRENGTHENING  
& SUSTAINING  
COMMUNITY LIFE



IMPROVING  
GOVERNANCE &  
INFRASTRUCTURE

# ENVIRONMENTAL SCAN

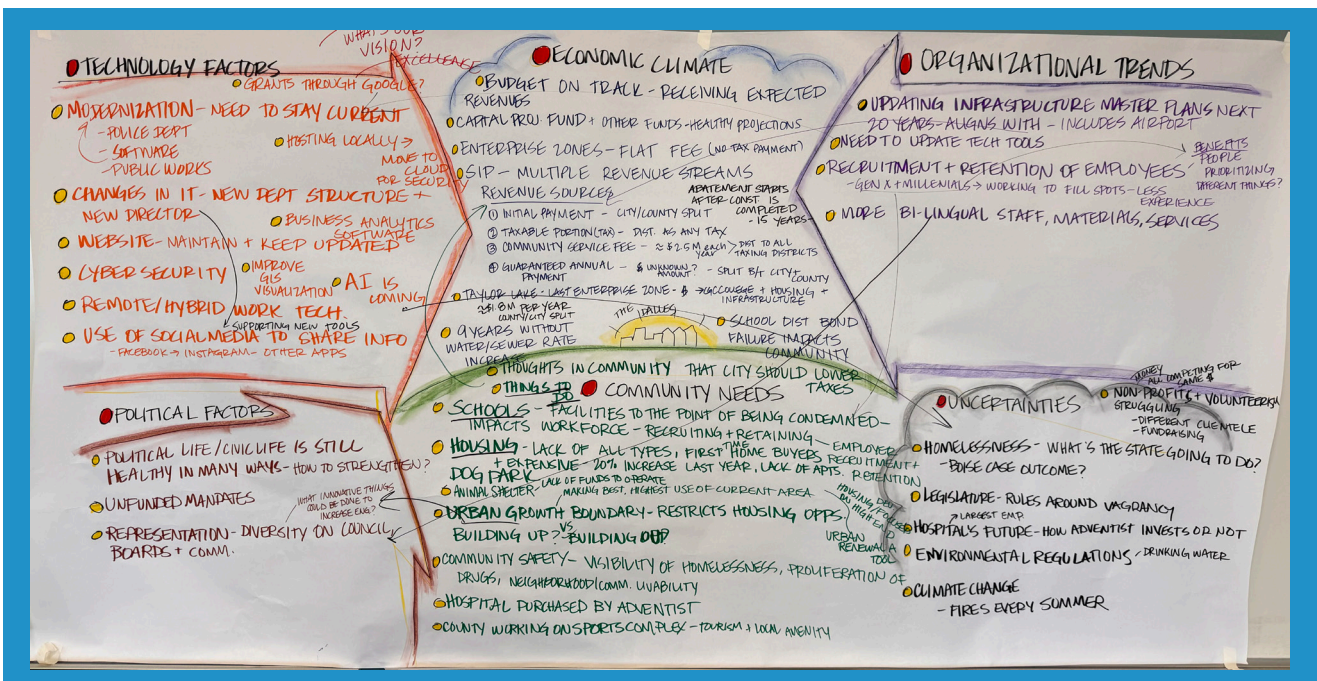
## Revenue Source Update

City Manager, Matthew Klebes, kicked-off the Council retreat with a presentation on the City's financial outlook. This served as a refresher for Council and staff, and provided important context regarding the revenues associated with new developments including Google facilities.

Revenue Source	Calculation	Receiving Entities
Initial Payment	One Time \$3 million payment	Split between City and County
Taxable Portion (Tax)	Dependent on investment level \$50/\$100 million will be taxed	County Port Parks Library Fire Soil & Water 4H Ext City URA D21 CGCC ESD
Community Service Fee (CSF)	25% of total Tax savings/\$2.5 million max	County Port Parks Library Fire Soil & Water 4H Ext City URA D21 CGCC ESD
Guaranteed Annual Payment (GAP)	50% of Full Tax=Tax+CSF+GAP 60% of Full Tax=Tax+CSF+GAP	Split between City and County

## Environmental Scan

To identify goals and priorities for the next 1-2 years, Council and staff participated in an environmental scan exercise to orient the team around the current context facing the organization and community. The purpose of the environmental scan is to gather relevant information to determine the future direction of the organization. The scan builds a shared understanding of the current organizational and community needs, trends, political factors, economic climate, and uncertainties, to help inform the development and prioritization of future goals. The scan describes "where we currently are," before considering "where we want to go."



## Political Factors

- Political/ civic life is still healthy in many ways
  - How can we strengthen?
- Unfunded mandates from the state
- Representation- diversity on Council, Boards + Commissions
  - What innovative things could be done to increase diverse engagement?

## Economic Climate

- Budget on track - receiving expected revenues
- Capital Project Fund + other funds - healthy projections
- Enterprise zones - flat fee
- SIP - multiple revenue streams
- Taylor Lake - last enterprise zone \$ - Columbia Gorge Community college + housing infrastructure
- 9 years without water/sewer rate increase
- School district bond failure impacts the community

## Organizational Trends

- Updating infrastructure master plans for the next 20 years
  - Ensure these plans align with + include airport
- Need to update technology tools
- Recruitment + retention of employees
  - Gen X + Millennials working to fill vacancies
  - Benefits - people not prioritizing benefits
- More bilingual staff, materials, services, etc.

## Technology Factors

- Modernization - need to stay current
  - Police + Public Works
  - Software updates
- Changes in IT - new department structure + director
- Website - maintain + keep updated
- Cybersecurity

## Technology Factors Cont.

- Upgrade/update + utilize technology
  - Utilize Instagram + other applications other than just FaceBook
  - Prepare for AI use
- Move to cloud storage for security
- Grants for utilizing Google partnerships

## Uncertainties/ Challenges

- Artificial Intelligence (AI)
- Homelessness - What is the state going to do? What is the Governor going to do?
  - Boise case will determine a shift in handling homelessness
- State legislature creating rules and laws that keep cities from making their communities safe and livable
- Hospital as the largest employer- it's future/ sustainability is a large community issue
- Environmental regulations - drinking water
- Climate Change - the fire risk in the Gorge
- Non-profit + volunteer organizations are struggling financially + have a different clientele
  - All of the same non-profits are seeking funding from the same pool of resources - it's competitive

## Community Needs

- Community discussions of City lowering taxes
- Schools/Facilities to the point of being condemned impacts the workforce - recruiting/retaining
- Housing - lack of all types including apartments, high rates for first time home buyers
- Animal Shelter - lack of funds to operate shelter

# 2023-25 CITY COUNCIL PRIORITIES

Building on the environmental scan exercise and Community Vision focus areas, Council and staff worked in small groups to develop goal focus areas that would address the needs and priorities of the organization and community for the next 1-2 years. The small groups presented the results of their discussions to the larger team while SSW organized the ideas according to themes.

The following themes emerged:

- **City workforce**
- **Livability**
- **Increase housing supply + options**
- **Houselessness**
- **Fiscal sustainability + planning**
- **Modernize technology**
- **Economic development**
- **Long-term infrastructure planning**

Once goal themes were identified, the team worked together to generate actions to accomplish each goal area. Once the idea mapping was complete, it was clear to both staff and Council that taking on 8 goal areas was unrealistic with the current staff capacity and City budget. The team then participated in a prioritization exercise and resulting in five goal areas to direct the work of the organization.

- **Livability**
- **Increase housing supply + options**
- **Houselessness**
- **Fiscal sustainability + planning**
- **Long-term infrastructure planning**

It is important to clarify that the work from the three goal areas that were not prioritized, are still ongoing bodies of work. The **City Workforce** goal area action items are being folded into the day-to-day operations of the organization. The **Modernize Technology** actions are partially underway as the new IT Director established an IT work plan. The **Economic Development** action items were consolidated and continue to be a major component of the City's ongoing work. Resources have been dedicated to better utilize the tools we have to support and expand our economy as well as identifying new tools that would support The Dalles' economic development goals. The City's new economic development officer within the Community Development department is focused on the following projects and programs: Urban Renewal, Airport Development, Brownfield Program, maximizing tools such as Enterprise Zones, and Main Street/Downtown Revitalization.

Following the retreat, City staff further refined the strategies and assigned project leads to support an accountable implementation structure. As staff begins implementation, they will develop work plans which will outline performance measures, timelines, cost estimates, and potential partners to further support transparency and accountability.

# GOALS

## LIVABILITY

Enhance the livability in The Dalles through improved safety services and places to connect and gather

## HOUSING SUPPLY

Be leaders in expanding the City's housing supply and diversity of options

## HOUSELESSNESS

Mitigate the immediate impacts of houselessness on the community and improve access to wraparound services for people experiencing houselessness

## FISCAL SUSTAINABILITY

Achieve fiscal sustainability in the near and long-term through planning and policy development

## INFRASTRUCTURE

Develop a long-term plan that supports sustainable infrastructure that meets the current and future community needs

# LIVABILITY

ENHANCE THE LIVABILITY IN THE DALLES THROUGH IMPROVED SAFETY SERVICES AND PLACES TO CONNECT AND GATHER

## ACTION

## LEAD

**1.1** Aggressively recruit and retain police officers by evaluating market conditions and Department resources to remain competitive and ensure proper staffing to allow the Neighborhood Enforcement Action Team (NEAT), Mid-Columbia Narcotics Team (MINT) and Traffic assignment to all be active

City Manager, Police + Human Resources

**1.2** Evaluate technology/software and other tools to increase efficiency of all Departments and enhance existing services to the community

IT

**1.3** Review and update animal control ordinance and contract with local shelter for comprehensive animal control services

Police + Legal

**1.4** Advance the work on the City's downtown plaza in partnership with the Urban Renewal Agency by finalizing the plaza's intended purpose, usability, and amenities

Community Development, City Manager + Economic Development

**1.5** Maintain funding for sidewalk rehabilitation and ADA replacement programs

Public Works

**1.6** Expand efforts to foster more community engagement, education, and participation in local government by evaluating how often the City should conduct programs such as the Local Government Academy and improving inclusivity

City Clerk



# HOUSING SUPPLY

BE LEADERS IN EXPANDING THE CITY'S HOUSING SUPPLY AND DIVERSITY OF OPTIONS

## ACTION

## LEAD

<b>2.1</b> In alignment with Mid-Columbia Housing, identify legislative asks/support and have CM/Mayor/Council President submit letters of support and/or submit legislative testimony	City Council + City Manager
<b>2.2</b> Engage and partner with Mid-Columbia Housing to support long term affordable/attainable housing developments through funding, infrastructure, or property development	City Manager
<b>2.3</b> Complete Housing Production Strategy and incorporate results into future Goal setting processes	Planning
<b>2.4</b> Continually evaluate a tiered approach to System Development Charges (SDC) by both the City and by the Parks and Rec District to foster development of diverse housing options	Planning
<b>2.5</b> Complete infrastructure projects that support denser housing development in alignment with Master Plans	Public Works

# HOUSELESSNESS

MITIGATE THE IMMEDIATE IMPACTS OF HOUSELESSNESS ON THE COMMUNITY AND IMPROVE ACCESS TO WRAPAROUND SERVICES FOR PEOPLE EXPERIENCING HOUSELESSNESS

## ACTION

## LEAD

<b>3.1</b> In alignment with Mid-Columbia Community Action Council, identify legislative asks/support and have City Manager, Mayor/Council President submit letters of support and/or submit legislative testimony	Council + City Manager
<b>3.2</b> Consistently tag and abate camps and other debris within the ROW or on public property. Encourage and support private property owners in abating issues as well as partnering with other agencies (ODOT, UPRR etc.)	Police, Codes + Facilities
<b>3.3</b> Provide funding support to programs such as Mid-Columbia Center for Living street outreach response efforts in partnership with Mid-Columbia Community Action Council, and others to improve access and entry into medical and behavioral health services	Council, City Manager + Police
<b>3.4</b> Strengthen regional partnership by staff and Council participating in housing summits, town halls, and other opportunities around housing, mental, and other wraparound services	Council + City Manager
<b>3.5</b> Continue to pro-actively inform the community around updates, strategies, projects, and resources through City Council presentations, social media, toolkits, website	City Manager, City Clerk + PIO
<b>3.6</b> Evaluate and determine if and how the City can provide funding or other support for new alternative services.	Council + City Manager
<b>3.7</b> Invite community partners to present to the City Council and community on recent successes, upcoming/ ongoing projects, and challenges	Council + City Manager

# FISCAL SUSTAINABILITY

ACHIEVE FISCAL SUSTAINABILITY IN THE NEAR AND LONG-TERM THROUGH PLANNING AND POLICY DEVELOPMENT

## ACTION

## LEAD

- |   |  |
|---|--|
| <b>4.1</b> Facilitate discussion/work session with Council to prepare a resolution or other clear policy guidance on allocation process of Google Revenue   | City Council + City Manager                      |
| <b>4.2</b> Facilitate discussion/work session with Council to evaluate tourism goals and how Transient Room Tax (TRT) can be allocated to achieve identified goals resulting in amending/replacing existing TRT ordinance | City Council + City Manager                      |
| <b>4.3</b> Maintain an unappropriated ending fund balance equal to 4 months operating and 10% contingency   | City Manager + Finance                           |
| <b>4.4</b> Finalize new IGA with Wasco County Library District  | City Council, City Manager + Library             |
| <b>4.5</b> Facilitate discussion/work session with Council about entering into franchise agreements with entities that utilize City rights-of-way   | City Council, City Manager, Public Works + Legal |

# INFRASTRUCTURE

DEVELOP A LONG-TERM PLAN THAT SUPPORTS SUSTAINABLE INFRASTRUCTURE THAT MEETS THE CURRENT AND FUTURE COMMUNITY NEEDS

## ACTION

## LEAD

<b>5.1</b> Complete a City-wide Facility Master Plan including City owned public infrastructure and buildings	Facilities
<b>5.2</b> Prioritize adequate funding to support the completion of projects in each of the City's Public Works Master Plans	City Council + City Manager

# IMPLEMENTATION + PROGRESS REPORTING

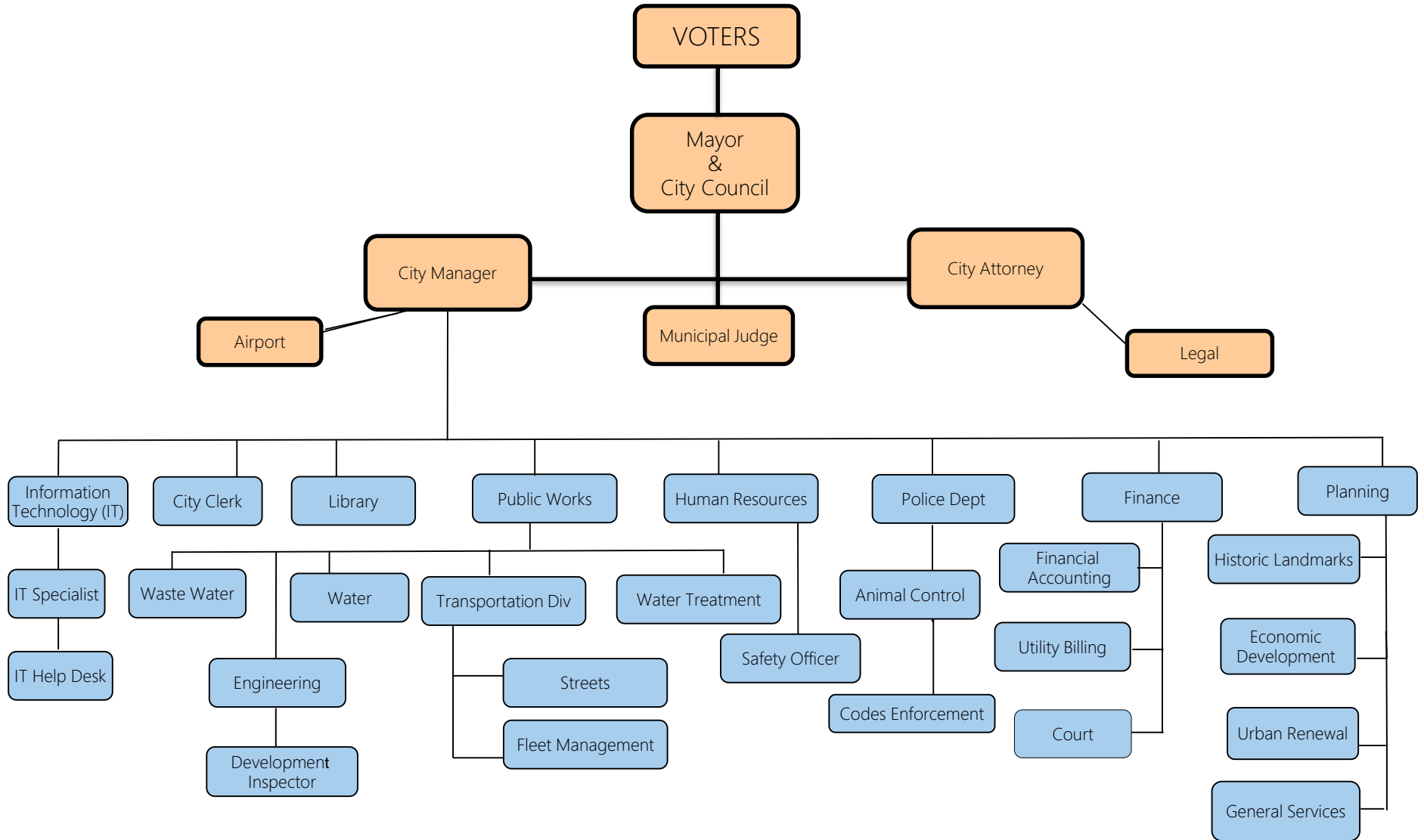
Following the Council retreat, City leadership and SSW Consulting created an implementation and progress reporting plan to support accountability and ongoing communication between Council, city staff, and the community. This process includes determining project leads and tracking progress over the next 1-2 years.

Each quarter, staff will present status updates on the goals and actions to the Council. These presentations will include progress updates, challenges and/or opportunities, as well as requests for Council direction as necessary. Annually, Council will convene with staff to assess the progress of the goal areas and actions and refine as necessary. An annual report will be prepared to share with the community.

# 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 16,417, yet the City serves a trading area of about 70,000 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 846 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 13,000 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 dog's 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.

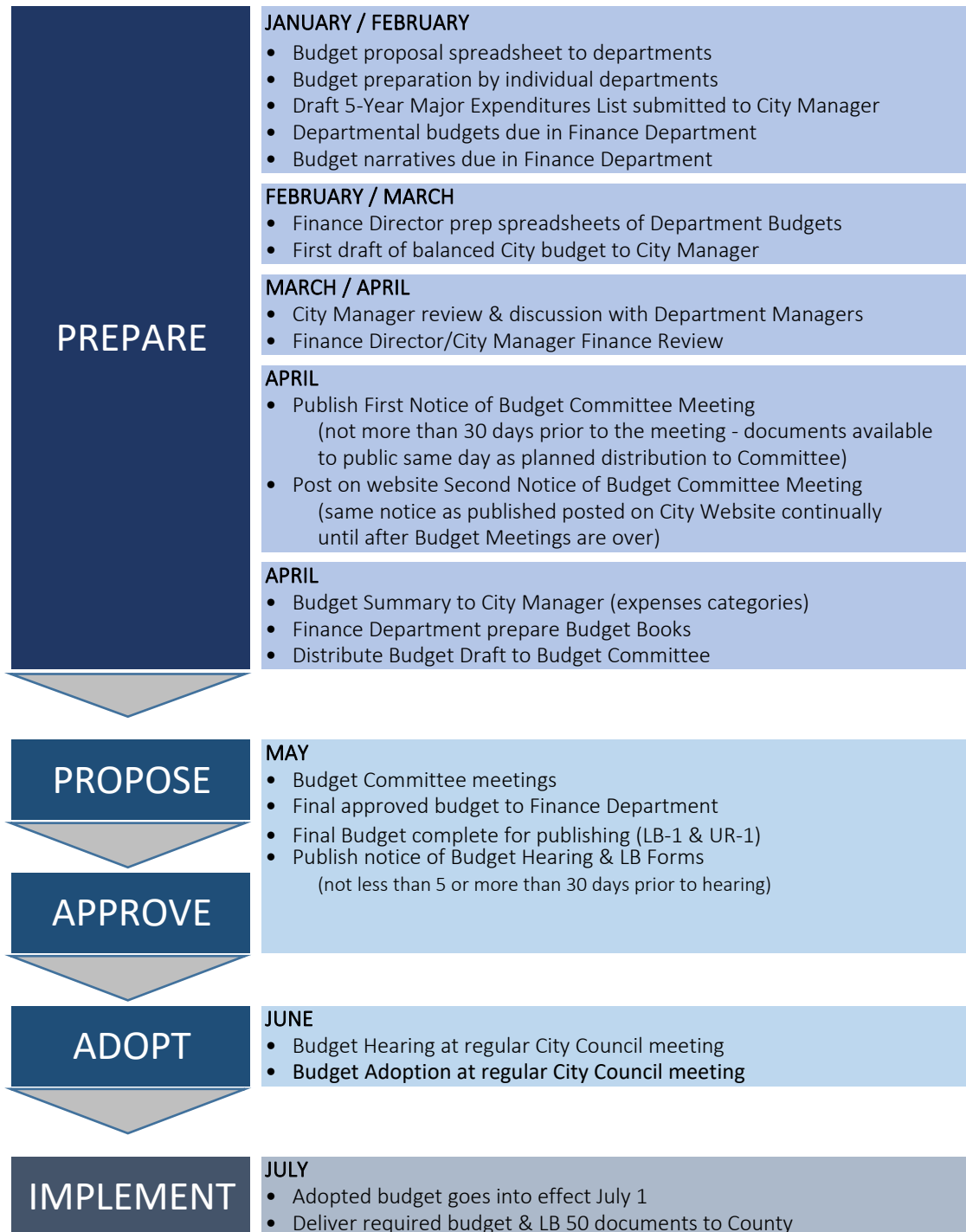
## WHAT ARE LOCAL GOVERNMENTS REQUIRED TO DO?

- 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.

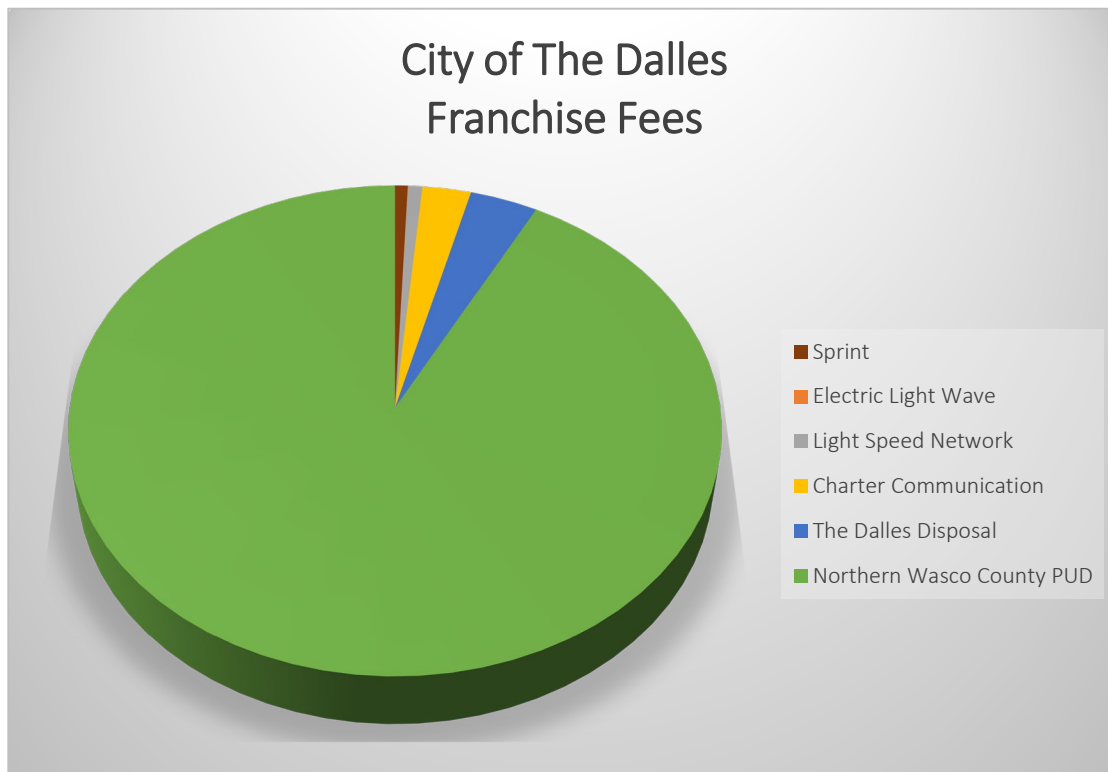
## FRANCHISE FEES

A franchise is a privilege granted by a local government to utility and telecommunication companies to allow them to have their assets on public property. Franchise fees, or “right-of-way fees”, are determined by state and federal law and are calculated as a percentage of gross revenues derived from operations within the boundaries of the local government. Franchise fees are allocated to the General Fund as discretionary revenue.

Various factors including utility and telecommunication rate changes, economic downturn, population growth, and consumer behavior are considered when projecting franchise fee revenue. Decline in cable franchise fees will likely offset any rate increases during the next fiscal year.

Franchise fees are subject to pay a percentage of gross revenues:

- PUD- 3% of Gross Revenues
- Cable television- 5% of Gross Revenues
- Telecommunication companies-7% of Gross Revenues
- NW Natural Gas-4.25% of Gross Revenues
- TD Disposal- 3% of Gross Revenues



# MAJOR REVENUES



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

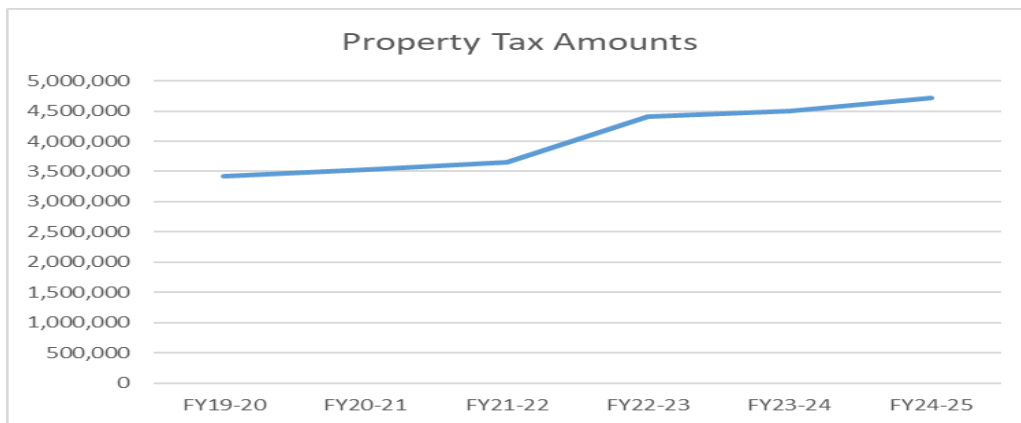
The primary revenue source of the City’s General Fund is Property taxes, while intergovernmental and restrictive purpose fees fund special revenue funds. For enterprise and internal service funds, the primary revenue sources are user and internal charges for services.

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 FY24-25. Property taxes are 32.93% 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 received \$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. Seven payments have been made with another eight 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. Five payments have been made with another eight 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 were used for the Columbia Gorge Community College Skill Center per the IGA date January 25, 2019 and this obligation has been completed. These funds will also support Safe Routes to School project matching dollars, community sidewalk rehabilitation programs, and reserved for the future City Infrastructure Mast Plan projects.

## FINANCIAL OVERVIEW – MAJOR REVENUES



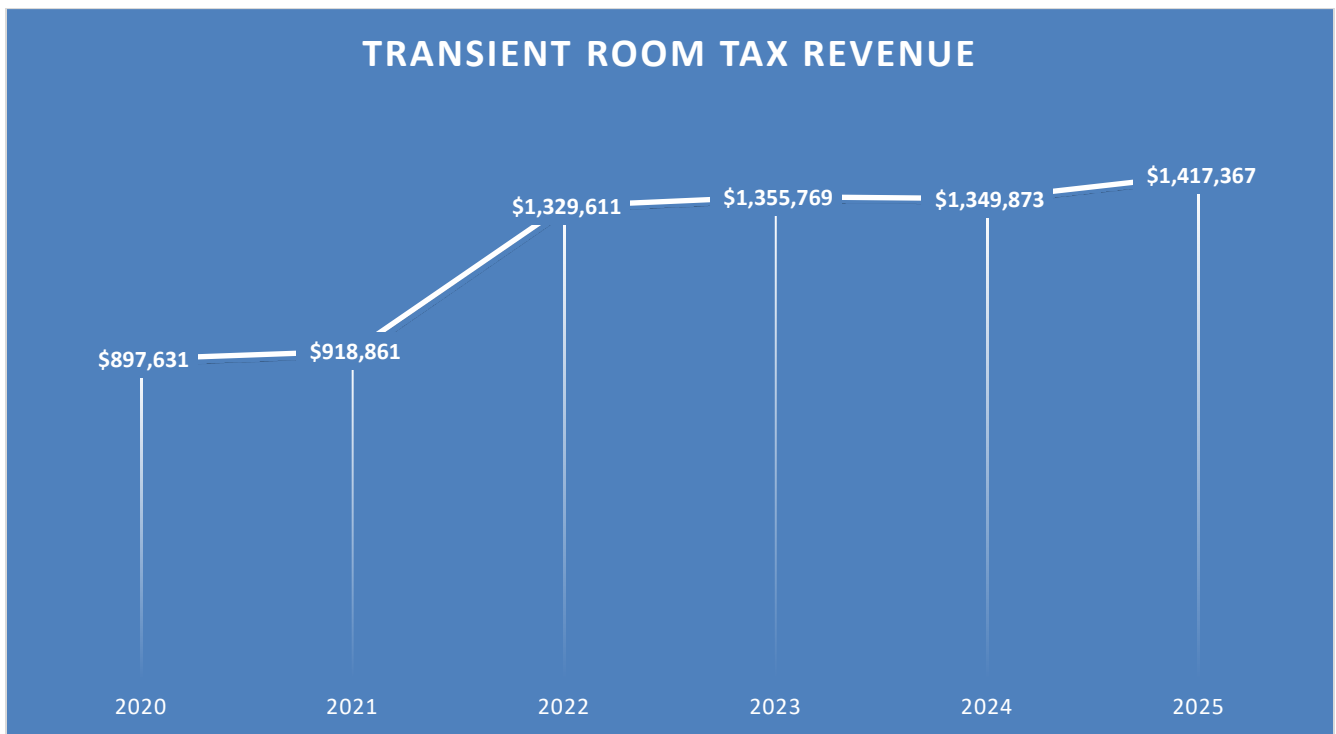
### TRANSIENT ROOM TAX

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 2023 continued to grow by nearly 2% and FY 2024 is forecasted to see a small decline due to lost hotel revenue due to The Annex transitional housing project.

- 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)).

### Transient Room Tax Revenue

FISCAL YEAR	LODGING TAX	\$ CHANGE	% CHANGE
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 Actual	\$1,355,769	\$26,158	1.98%
2024 Projected	\$1,349,873	-\$6,073	-0.45%
2025 Budget	\$1,417,367	\$67,494	5.00%



The Dalles Area Chamber of Commerce

Tourism budget request

2024-25

The Dalles Area Chamber of Commerce  
2024-2025 Tourism Budget

Proposed

		2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Personnel</b>							
076-7600-750.31-10	Salaries & Benefits	\$ 152,867.02	\$ 93,000.00	\$ 147,000.00	\$ 175,000.00	\$ 182,000.00	\$ 187,460.00 *
<b>Facilities</b>							
076-7600-750.43-10	Utilities	\$ 4,200.00	\$ 4,000.00	\$ 4,000.00	\$ 5,500.00	\$ 5,720.00	\$ 5,891.60 *
076-7600-750.43-40	Equipment Maint & Repair	\$ 3,900.00	\$ 1,800.00	\$ 2,500.00	\$ 3,000.00	\$ 3,120.00	\$ 3,213.60 *
076-7600-750.44-10	Rent	\$ 8,702.40	\$ 8,702.00	\$ 8,702.00	\$ 8,702.00	\$ 9,050.08	\$ 9,321.00 *
<b>Operations</b>							
076-7600-750.39-00	Administration	\$ 11,000.00	\$ 5,000.00	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
076-7600-750.53-20	Postage	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
076-7600-750.53-30	Communications	\$ 2,800.00	\$ 2,200.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
076-7600-750.58-10	Travel & Mileage	\$ 4,500.00	\$ 2,500.00	\$ 4,000.00	\$ 6,000.00	\$ 6,240.00	\$ 6,427.20 *
076-7600-750.58-50	Professional Development	\$ 2,500.00	\$ 500.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
076-7600-750.58-70	Dues & Subscriptions	\$ 1,530.58	\$ 500.00	\$ 750.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
076-7600-750.60-10	Office Supplies	\$ 2,500.00	\$ 750.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Datafy Data Software	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
<b>Marketing</b>							
076-7600-750.37-10	Marketing	\$ 66,500.00	\$ 38,233.00	\$ 69,548.00	\$ 125,000.00	\$ 130,000.00	\$ 136,500.00 **
076-7600-750.37-20	Public Relations	\$ 15,000.00	\$ 5,000.00	\$ 10,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
076-7600-750.37-30	Billboard	\$ 11,000.00	\$ 14,315.00	\$ -	\$ -	\$ -	\$ -
076-7600-750.37-30G	Grants	\$ 30,000.00		\$ 7,500.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
076-7600-750.55-00	Printing & Binding	\$ 7,500.00	\$ 3,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
		\$ 325,000.00	\$ 180,000.00	\$ 275,000.00	\$ 426,702.00	\$ 439,630.08	\$ 452,313.40

\*Oregon Wages have increased by 4.5% from 12 months ago while the national inflation rate is 3.1%. The cost of advertising is expected to increase by 10% for 2024. The Chamber has increased the marketing line item by 5%.The Chamber has added a 3% increase to Salaries, Utilities, Equipment, Rent, and Travel. We feel this is conservative but yet necessary increase or we will be operating on a budget that won't be able to do what we did just this last year. The chamber uses resources, advertisers, and works with organizations across the US and have already seen the increase in costs of doing business.

\*increased by 3%  
\*\*increased by 5%

## 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 \$244,121 for the coming year, are used to balance the General Fund in the proposed FY24/25 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 13, 2024.

- The Hearing before the City Council is scheduled for June 10, 2024.

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 proposed budget, including any supplemental budgets, as presented in a resolution or ordinance proposed 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 council, council 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 2025 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.

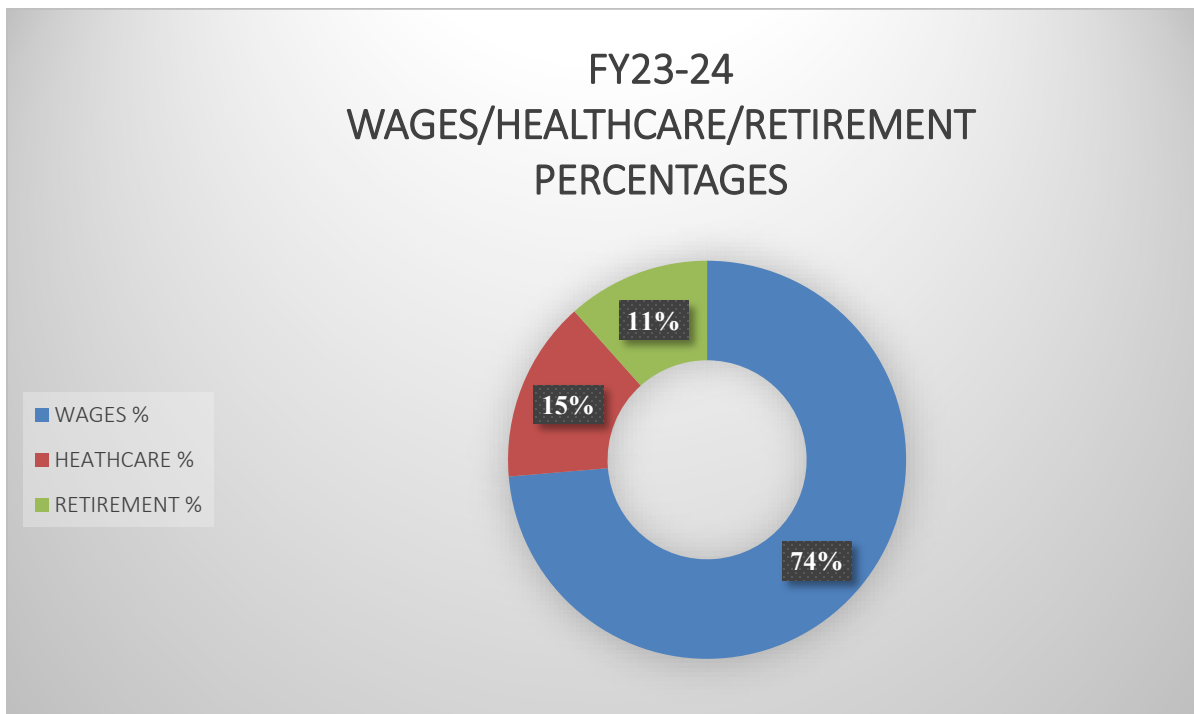
The main expenditure of the City is personnel costs. Given that the City is predominantly a service provider, employee wages and benefits drive a large portion of the budget. For funds that oversee infrastructure, the primary expenses are materials, services, and capital projects.



## 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 FY19-20 and FY23-24.



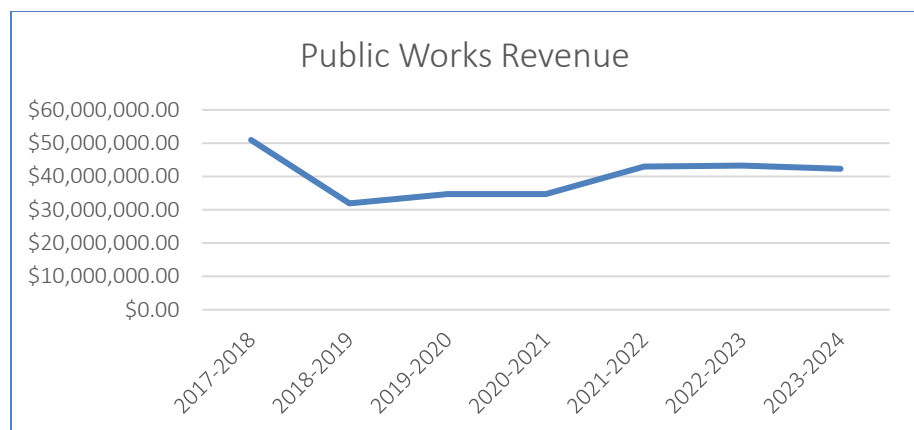
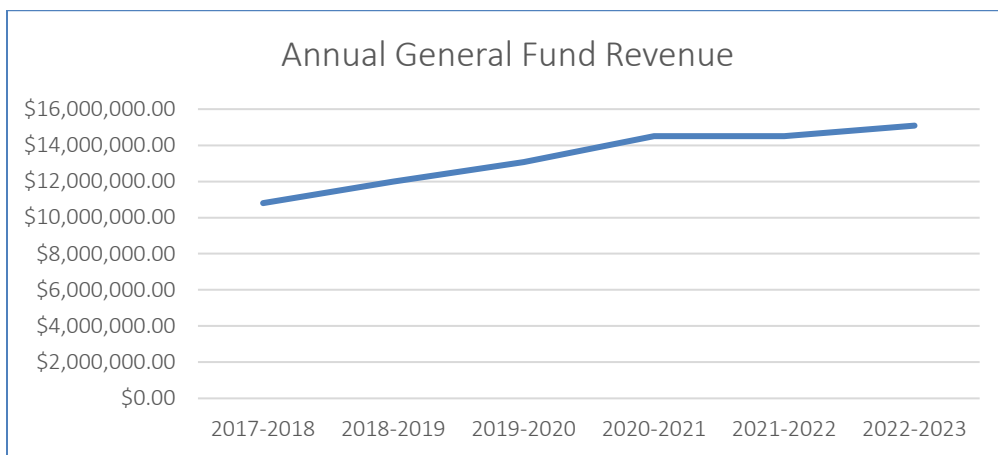
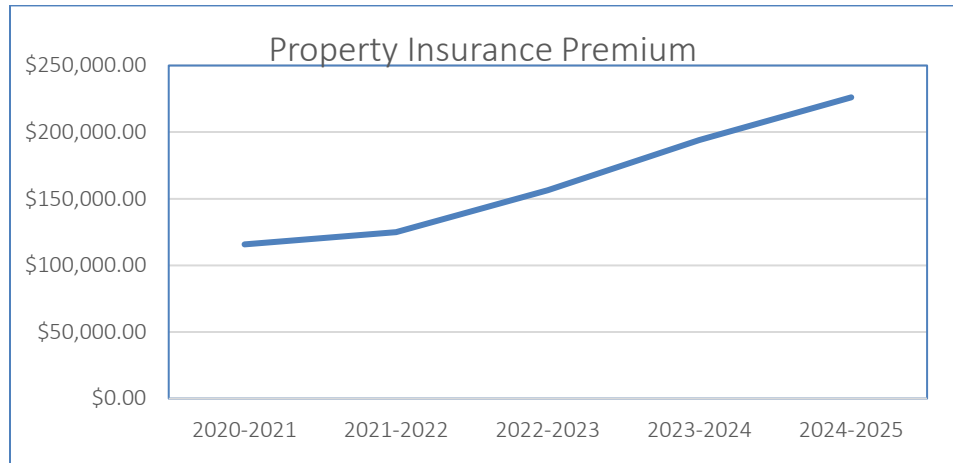
It should be noted that, over this five-year period, the City has gone through changes in organizational structure; the City has had a number of retirements and turnover of long-term employees. Even with these changes, the relative percentages of benefits has remained flat.

## 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 across the country. Some examples would be the Mid-West, Gulf Coast and California due to hurricanes, tornadoes, earthquakes, fires and landslides.



As a result, our property insurance premium has more than doubled since FY19-20. 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 five-years, our all fund revenue has increased 6.59% on average, per year. Property and General Liability premiums average annual growth is more than double that, 19.07% and 14.89% respectively.

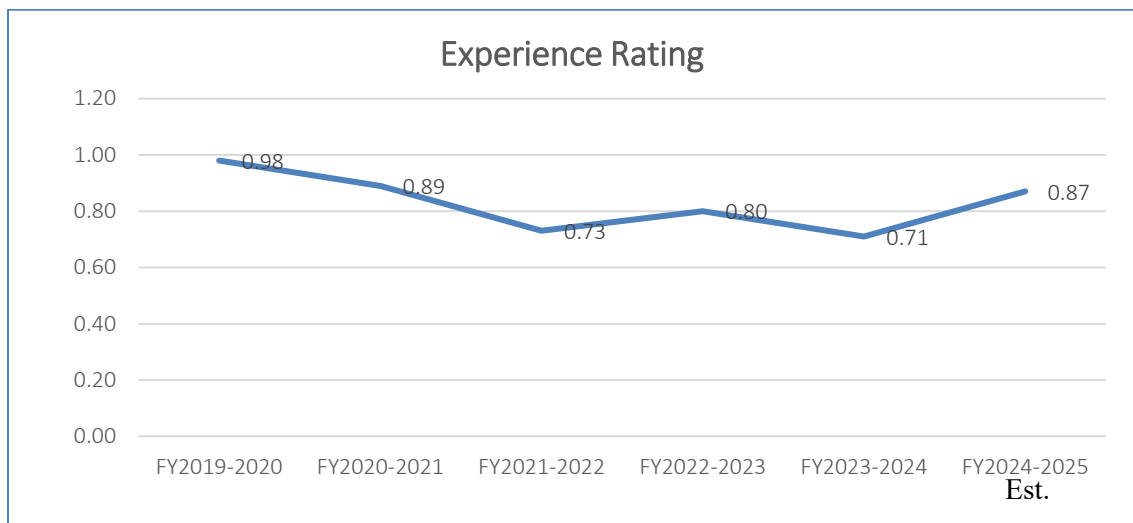
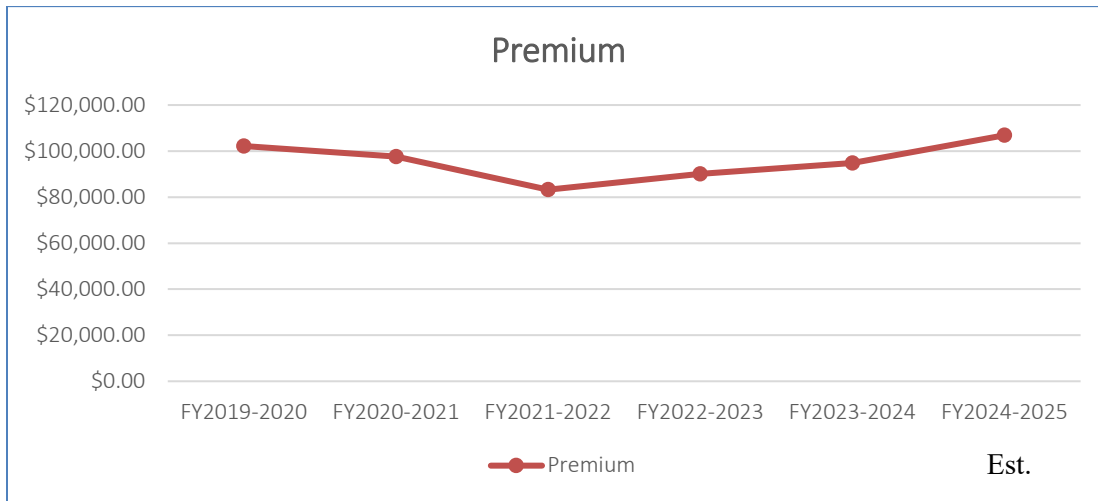


Over the last forty years, the City of The Dalles has had nine property claims with a median cost of \$7,924.86 each. Most claims resulting in payout are General Liability with a median each year of eight claims and costs per claim at \$18,494.51 each.

## 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 is 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. In addition to the experience rating, work group class ratings are also assigned to positions. This rating is a multiplier below 1 that is multiplied by the wages for a given position class. Since FY15/16, the class rating has also declined. If we were to apply the class rating and experience rating of FY15/16 to current payroll, our premiums would be over five-hundred-thousand dollars. This year, is considerably lower at \$106,873(est.). This is a slight increase over last year. Our experience rating of .87 is also a slight increase, though still well below the benchmark.



# FTE SCHEDULES

## FTE SUMMARY

DEPARTMENT	2020 FTE	2021 FTE	2022 FTE	2023 FTE	2024 FTE	2025 FTE	CHANGE
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	0.00
City Manager	1.00	1.00	1.00	2.00	2.00	2.00	0.00
Legal	2.00	0.00	0.00	1.50	1.50	2.00	0.50
Finance	3.00	3.00	4.00	4.00	4.00	4.00	0.00
Utility Billing	2.00	2.00	1.50	1.50	1.50	1.50	0.00
Judicial	2.00	0.75	0.75	0.75	0.75	0.75	0.00
Human Resources	2.00	2.10	2.00	2.00	2.00	2.00	0.00
Planning	5.00	7.40	5.00	4.00	5.00	5.00	0.00
Economic Development	0.00	0.00	0.00	0.00	1.00	1.00	0.00
Police	25.25	27.45	27.45	24.40	27.90	29.15	1.25
Codes Enforcement	1.00	1.00	1.00	1.00	1.00	2.00	1.00
Animal Control	0.75	0.75	0.75	1.00	1.00	1.00	0.00
Technology	1.50	1.75	2.00	2.00	3.00	3.00	0.00
City Hall General Services	0.80	0.80	0.80	1.20	1.20	1.20	0.00
Library	11.00	11.30	11.30	11.30	12.83	13.95	1.12
Public Works	43.62	45.00	45.00	46.50	47.00	47.00	0.00
State Office Building	0.80	0.80	0.80	1.20	1.20	1.20	0.00
<b>Total</b>	<b>102.72</b>	<b>106.10</b>	<b>104.35</b>	<b>105.35</b>	<b>113.88</b>	<b>117.75</b>	<b>3.87</b>
Population	14,820	14,845	16,047	16,202	16,417		
FTE per 1,000 population	6.93	7.15	6.50	6.50	6.94		

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

- Legal FTE for 2025 reflects that in fiscal year 2024 was budgeted for a part-time legal assistant. The City Attorney felt that he only needed a .5 FTE for 2024, but increased to a full time position in 2025.
- The police department increased the evidence technician from a part time position in 2024 to a full time position in 2025 due to an increase in evidence processing. This position has not been filled yet.
- Codes enforcement shows an additional FTE due to the addition of a codes enforcement officer that is approved for 2025 but has not yet been filled.
- The library shows an additional FTE due to the addition of a library technician II position that is approved for 2025 but has not yet been filled.

## FTE POSITION DETAIL

GENERAL FUND SALARIES	Salary Range		Budgeted Salaries
	Low	High	
Administration			
City Manager	-	-	177,495
Executive Secretary	4,850	5,965	60,359
Stipend			6,000
Bi-lingual			3,018
			<u>246,872</u>
City Council Stipends			<u>30,000</u>
City Clerk			
City Clerk	8,256	10,154	103,269
			<u>103,269</u>
Legal and Judicial			
City Attorney			168,014
Paralegal	5,622	6,915	71,191
			<u>239,205</u>
Finance & Utility Billing & Judicial			
Director	9,711	11,943	143,599
Finance Specialist (2)	5,622	6,915	157,555
Account Technician	4,425	5,443	62,170
Account Clerk II (.5)	4,538	5,418	33,844
Bi-lingual			1,692
Account Clerk III	4,719	5,635	64,658
Municipal Court Clerk (.5)	4,736	5,655	33,844
Bi-lingual			1,692
Municipal Court Judges (.25)			27,071
Stipends			9,000
			<u>535,124</u>
Personnel			
HR Director	8,917	10,967	131,855
Safety Officer	6,144	7,556	77,032
			<u>208,887</u>
Planning Development			
Director	9,184	11,296	121,269
Senior Planner	6,713	8,256	86,914
Associate Planner (2)	5,622	6,915	141,718
Bi-lingual			3,464
Department Secretary	3,837	4,582	55,086
			<u>408,451</u>
Economic Development			
Economic Development Officer	6,915	8,504	91,980

Police				
	Chief	10,010	12,311	148,019
	Captain	8,016	9,859	118,532
	Sergeant (6)	7,337	9,024	627,922
	Patrol Officers (17)	5,924	7,073	1,329,651
	Administrative Secretary	4,437	5,456	65,603
	Department Secretary	3,789	4,524	54,287
	Evidence Clerk	4,571	5,622	64,194
	Field Training officer pay			21,000
	Standby time			16,250
	Overtime			150,000
	Holiday Accrual Payoff	-	-	79,200
	Certification pay			106,604
	Language Incentive	-	-	11,029
	Facility Supervisor	6,328	7,782	3,909
	Maintenance Worker (2)			
	(Equip Operator wage range)	4,554	5,438	6,754
				<u>2,802,954</u>
IT	Information Technology Director	9,460	11,635	117,737
	Systems Administrator	8,016	9,859	102,246
	IT Specialist	5,622	6,915	78,755
				<u>298,738</u>
City Hall				
	Facility Supervisor	6,328	7,782	31,269
	Maintenance Worker (2)			
	(Equip Operator wage range)	4,704	5,617	54,031
	Overtime			5,079
				<u>90,379</u>
Codes Enforcement				
	Code Enforcement Officer (2)	4,708	5,791	129,684
	Overtime			10,000
				<u>139,684</u>
Dog Control Department				
	Dog Control Officer	4,850	5,965	68,949
	Overtime			5,000
				<u>68,949</u>
<b>LIBRARY FUND</b>				
		Salary Range		Budgeted
		<u>Low</u>	<u>High</u>	<u>Salaries</u>
	Director	8,256	10,154	122,088
	Technical Assistant II (9)	4,538	5,418	552,244
	Technical Assistant I (2)	3,837	4,582	105,875
	Maintenance Worker (2)			
	(Equip Operator wage range)	4,704	5,617	20,262
	Facility Supervisor	6,328	7,782	11,726
	Library Page (3)	14.67/HR	18.04/HR	66,888
	Overtime			13,105
				<u>892,188</u>

**SPECIAL REVENUE FUND**

State Office Building			
Facility Supervisor	6,328	7,782	31,269
Maintenance Worker (2)			
(Equip Operator wage range)	4,704	5,617	54,031
Overtime			5,079
			<hr/>
			90,379

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

**PUBLIC WORKS FUNDS**

	Salary Range		Budgeted Salaries
	<u>Low</u>	<u>High</u>	
Director	10,010	12,311	148,019
Assistant Public Works Director	8,016	9,859	114,521
Public Works Engineer	7,782	9,571	115,079
Project Engineer (2)	7,556	9,293	223,455
Utilities Supervisor (2)	7,556	9,293	212,237
Transportation Supervisor	7,556	9,293	105,840
Regulatory Comp Supervisor	7,556	9,293	111,727
Administrative Secretary (2)	4,437	5,456	131,206
Development inspector	5,622	6,915	70,843
Acct Clerk II	4,538	5,418	65,143
Equipment Operator (7)	4,704	5,842	447,834
Water Quality Manager	7,782	9,571	115,079
Bio Lab Technician	5,402	6,450	79,104
Certified Operator (23)	4,978	6,708	1,635,279
Certified Mechanic (2)	5,161	6,162	137,687
Lead worker			32,431
Overtime			116,498
Retirement			87,233
On Call			49,600
Part-Time	-	-	41,600
			<hr/>
			4,040,415

(1) Includes incentive/certification pay

Total 10,287,474

# BUDGET OVERVIEW

## FISCAL YEAR 2025 BUDGET SUMMARY

This budget is for the annual budget period beginning July 1, 2024 and ending June 30, 2025. The budget was prepared in accordance to Oregon Local Budget Law and City Council’s Financial Policies. The proposed budget is a balanced budget that allocates available resources to maintain targeted levels of service. The total proposed budget for Fiscal Year 2025 is \$16,538,447, which reflects a decrease of \$2,451,222 (-12.91%) from the prior year adopted budget. Highlights of significant changes are as follows:

## GENERAL FUND SUMMARY

ACCOUNT DESCRIPTION	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
BEGINNING BALANCE	5,474,869	6,541,954	6,949,123	2,866,459
REVENUES	9,021,132	10,725,451	10,741,134	11,950,248
OTHER SOURCES	1,260,302	1,328,214	1,289,412	1,721,740
<b>TOTAL RESOURCES</b>	<b>15,756,303</b>	<b>18,595,619</b>	<b>18,979,669</b>	<b>16,538,447</b>
CITY COUNCIL	383,662	343,140	399,893	496,394
CITY CLERK	170,113	180,952	217,459	172,910
CITY MANAGER	255,918	280,864	377,461	388,087
LEGAL AND JUDICIAL	369,993	466,806	675,740	606,498
FINANCE & UTILITY BILLING	776,073	801,375	1,018,055	999,038
HUMAN RESOURCES	325,122	302,265	498,759	447,785
PLANNING/ECONOMIC DEVELOPMENT	634,367	511,289	953,423	940,348
POLICE/CODES ENFORCEMENT	4,213,079	4,858,538	5,545,092	5,483,405
TECHNOLOGY DEPARTMENT	424,165	399,026	506,656	687,035
GENERAL SERVICES DEPT	365,365	431,562	618,950	681,483
ANIMAL CONTROL	71,574	144,866	178,411	173,734
<b>TOTAL EXPENDITURES</b>	<b>7,989,433</b>	<b>8,720,683</b>	<b>10,989,899</b>	<b>11,401,333</b>
SPECIAL PAYMENTS	707,394	874,800	879,300	909,467
DEBT SERVICE	17,695	23,391	21,528	38,806
TRANSFER OUT	499,827	802,008	3,814,192	1,208,592
CONTINGENCY	-	-	793,937	1,137,633
UNAPPROPRIATED ENDING BAL	-	-	2,480,813	1,842,616
<b>TOTAL OTHER USES</b>	<b>1,224,917</b>	<b>1,700,199</b>	<b>7,989,770</b>	<b>5,137,114</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>9,214,349</b>	<b>10,420,881</b>	<b>18,979,669</b>	<b>16,538,447</b>
<b>FUND TOTAL</b>	<b>6,541,954</b>	<b>8,174,737</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 FY24/25.

Council Supported Programs

Requester	Scope/Service/Project	FY 23/24 Funding	Amount Utilized/Remaining	FY 24/25 Request	Recommended Funding Amount
Columbia Gorge Human Society	Spay and Neuter Program	-	-	52,608	52,608
Mainstreet	Operating Costs	-	-	50,000	25,000
Mainstreet	Mural Fest	-	-	5,000	5,000
Mid Columbia Economic Development District (MCEDD)	LINK Public Transportation	50,000	50,000	50,000	50,000
Sister City Program	Cultural Exchange	5,000	2,850	-	-
Youth Think	Substance Abuse	25,000	25,000	35,000	25,000
Open Campus and Juntos	College and Career Programing	25,000	25,000	-	-
Fort Dalles Displays	Fireworks	25,000	25,000	30,000	25,000
Beautification Committee	Tree Plan	20,000	5,409	10,000	10,000
Beautification Committee	Annual projects	10,000	8,000	10,000	10,000
The Dalles Art Center	Contract for Services	15,000	15,000	15,000	15,000
The Dalles Art Center	Project deliverable (roundabout & others)	25,000	-	30,350	26,750
Safe Space	Satellite Office in The Dalles	-	-	25,000	-
YES Program	Transitional Living	25,000	25,000	25,000	25,000
	<b>Total</b>	<b>225,000</b>	<b>181,259</b>	<b>230,350</b>	<b>269,358</b>

These activities/projects are often “one-time” funding requests but several now have the expectation of recurring funding. For the proposed 24/25 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 proposed City Council Policy is to maintain a 10% General Fund Contingency. The General Fund Contingency this year is proposed at \$1,137,633, 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 \$1,173,606. This is an increase of \$3,797 (3.42%) from FY23/24. 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 \$906,778 (50.30%) 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 FY23/24	FY24/25 Request	\$ Difference	% Difference
<b>General Fund Totals</b>	<b>18,979,669</b>	<b>16,538,447</b>	<b>(2,441,222)</b>	<b>-12.9%</b>

General Fund	Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services		7,509,139	7,955,616	446,477	5.9%
Materials & Services		3,089,419	3,139,695	50,276	1.6%
Capital Outlay		391,341	306,022	(85,319)	-21.8%
Charges for Services		879,300	909,467	30,167	3.4%
Debt Services		21,528	38,806	17,278	80.3%
Operating Transfers Out		3,814,192	1,208,592	(2,605,600)	-68.3%
Contingency/Unappropriated		3,274,750	2,980,249	(294,501)	-9.0%
<b>Total</b>		<b>18,979,669</b>	<b>16,538,447</b>	<b>(2,441,222)</b>	<b>-12.9%</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 increased by \$34,358. 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 \$26,750 for public art installation. The Beautification Committee will receive \$10,000 for the tree plan. \$50,000 is budgeted again for the LINK transportation system and \$25,000 for the YES Program. We have budgeted to give Youth Think \$25,000 this next year. There have been three new request from the previous years to include \$52,608 to the Columbia Gorge Humane Spay and Neuter program, \$5,000 to the Main Street Mural Fest and \$25,000 to Main Street for operating cost.
- Economic Development: This Department is requesting grant writing support for \$75,000 and a downtown parking study for \$10,000.
- Planning Department: The Planning Department is budgeting the Ft. Dalles Museum support and \$50,000 for misc. code amendments/project management.
- Police: The Police Department has budgeted for two marked patrol vehicles, in the amount of \$149,000 and a new radar trailer for \$13,000. Police services cost 48.09% of the General Fund expenditures, and exceed property tax revenue by \$763,770. This year Wasco County Communications expenses increased \$16,666 due to building up the budget for Capital Outlay Projects.

- 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 City terminated on IGA which provided funding to Wasco County District Attorney.

## PUBLIC WORKS OPERATIONS



- Public Works Reserve Funds: For the past few years, are 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 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 Eleventh year. We will be transferring \$750,000 from the General Fund into the Street Fund. With this funding, a total of \$289,450 is proposed to be budgeted for street maintenance projects and another \$350,000 is budgeted for sidewalk ADA ramp upgrades. Some of the street maintenance projects consist of the Overlay Program and ADA sidewalk program. Within Fund 13, the Transportation System Reserve Fund, the proposed FY 24/25 budget allocates funds for the new guardrail on Columbia View Drive to HWY 197, the East 12th St. Sidewalks and the SRTS West 10th Street project. The Fund is banking monies for the future fourth phase of the Scenic Drive Stabilization project. Fund 13 also identifies \$510,761 in accumulated Transportation SDC funds that can only be

used for projects that increase capacity of the transportation systems as identified in the updated 2017 Transportation System Plan (TSP).

- Water Fund: The proposed 2024/25 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 FY24/25 budget allocates \$755,000 for the SCADA System upgrade Ph. 1 and \$426,230 for Garrison Reservoir Painting Int/Ext. Improvements to the Watershed Tree planting in the amount of \$95,000 and \$20,000 for the Watershed fuels reduction.
- Wastewater/Storm Sewer Fund: No sewer rate increase is proposed in FY24/25 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, \$1,025,144 is allocated for the First Street Cherry Growers to Webber project and \$600,000 to other slipline projects, \$750,000 is for SCADA System Upgrade phase 2 and \$295,816 is for 6th and Snipes with widening. \$500,000 is for the storm water collection project on First street Cherry Growers to Webber.
- Sewer Treatment Plant Construction: This fund includes \$4,965,000 in new money, in addition to \$2,648,651 in reserve money set aside in prior years for Master Plan capital improvements. This year we are budgeting \$6,563,244 to fund water treatment plant improvements.

## OTHER FUNDS

- Library: The Library Fund has been totally dependent for operating funds on the Library District for the past eleven years. The District will contribute \$1,944,428 in taxes to the City in FY24/25. The District has budgeted to pay the General Fund \$220,843 for administrative services. There is an additional \$30,510 set aside in transfers for legal services if needed.
- Capital Projects Fund: This fund will be receiving approximately \$344,400 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 \$2,905,374 in the Beginning Fund Balance that is discretionary. We have budgeted the following General projects in this fund:
  1. Reserve for future City improvements. (\$2,582,234).
  2. \$29,000 is budgeted for City Hall and Police Building HVAC replacement.
  3. This year, we will maintain a repair cost in the amount of \$95,000 for the dock maintenance for any major capital improvements.
  4. Replace the HVAC for the Library. The library will share the cost at a total cost of \$300,000.

5. We will budget for the security system for the 2nd consecutive year in a row. FY23/24, we were not able to complete the project in the amount of \$190,000.
  6. We have also put \$140,000 for the replacement of the City Hall elevator.
  7. The Police Department is in need of a kitchen update and we have budgeted \$15,000 for this project.
- Special Grants Fund: The Special Grants Fund includes the following projects:
1. 3<sup>rd</sup> Street Redevelopment Grant
  2. TGM 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 \$91,177,447 represents a 5.85% decrease over last year's \$96,844,394 (as amended).

# ALL FUNDS SUMMARY

## ACCOUNT DESCRIPTION

	GENERAL FUND	LIBRARY FUND	PUBLIC WORKS	AIRPORT SERVICES	CAPITAL IMPRV	SPECIAL REVENUE	DEBT SERVICE	FY24/25 BUDGET
BEGINNING BALANCE	2,866,459	2,100,825	13,081,192	880,634	3,266,650	6,415,178	60,681	28,671,619
REVENUES	11,950,248	2,019,675	17,354,030	9,644,338	509,751	4,355,122	956,543	46,789,707
OTHER SOURCES	1,721,740	-	9,303,668	2,155,000	645,000	938,663	952,050	15,716,121
	-	-	-	-	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>16,538,447</b>	<b>4,120,500</b>	<b>39,738,890</b>	<b>12,679,972</b>	<b>4,421,401</b>	<b>11,708,963</b>	<b>1,969,274</b>	<b>91,177,447</b>
CITY COUNCIL	496,394							496,394
CITY CLERK	172,910							172,910
CITY MANAGER	388,087							388,087
LEGAL AND JUDICIAL	606,498							606,498
FINANCE/UTILITY BILLING	999,038							999,038
HUMAN RESOURCES	447,785							447,785
PLANNING/ECONOMIC DEV	940,348							940,348
POLICE/CODES	5,808,021							5,808,021
TECHNOLOGY	687,035							687,035
CITY HALL/TRANS CNTR	681,483							681,483
ANIMAL CONTROL	173,734							173,734
LIBRARY		2,277,278						2,277,278
STREET			2,928,621					2,928,621
WATER UTILITY SERVICES			5,054,370					5,054,370
WASTE WATER UTILITY SERV			4,516,581					4,516,581
TRANSPORTATION SYS RSRV			4,768,310					4,768,310
PUBLIC WORKS RESERVE			888,386					888,386
WATER DEPT CAP RESERVE			1,701,230					1,701,230
SEWER SPECIAL RESERVE			2,875,144					2,875,144
SEWER PLANT CONST			7,213,244					7,213,244
AIRPORT SERVICES				11,453,715				11,453,715
SPECIAL ASSESSMENTS					496,241			496,241
CAPITAL PROJECTS					3,798,234			3,798,234
FAA GRANT IMPROVEMENT FUND					-			-
UNEMPLOYMENT RESERVE FUND						82,953		82,953
COMMUNITY BENEVOLENCE FUND						5,727		5,727
SPECIAL GRANTS FUND						5,547,089		5,547,089
STATE OFFICE BLDG FUND						752,013		752,013
SPECIAL ENTERPRISE ZONE						2,382,884		2,382,884
DEBT SERVICE			623,529				1,966,274	2,589,803
<b>TOTAL EXPENDITURES</b>	<b>11,401,333</b>	<b>2,277,278</b>	<b>30,569,415</b>	<b>11,453,715</b>	<b>4,294,475</b>	<b>8,770,666</b>	<b>1,966,274</b>	<b>70,733,156</b>
SPECIAL PAYMENTS	909,467	-	-	-	-	-	-	909,467
DEBT SERVICE	38,806							38,806
TRANSFERS OUT	1,208,592	361,353	9,003,947	95,565	126,926	2,652,482	3,000	13,451,865
CONTINGENCY	1,137,633	227,727	165,528	325,290	-	285,815	-	2,141,993
UNAPP ENDING FUND BAL	1,842,616	1,254,142	-	805,402	-	-	-	3,902,160
	-	-	-	-	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>5,137,114</b>	<b>1,843,222</b>	<b>9,169,475</b>	<b>1,226,257</b>	<b>126,926</b>	<b>2,938,297</b>	<b>3,000</b>	<b>20,444,291</b>
	-	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>16,538,447</b>	<b>4,120,500</b>	<b>39,738,890</b>	<b>12,679,972</b>	<b>4,421,401</b>	<b>11,708,963</b>	<b>1,969,274</b>	<b>91,177,447</b>
	-	-	-	-	-	-	-	-
<b>FUND TOTALS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Major Operating Fund Summary Comparison

### General Fund

City Council Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services	9,721	32,445	22,724	233.8%
Materials & Services	390,172	463,949	73,777	18.9%
Capital Outlay	-	-	-	
<b>Total</b>	<b>399,893</b>	<b>496,394</b>	<b>96,501</b>	<b>24.1%</b>

City Clerk Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services	183,474	139,765	(43,709)	-23.8%
Materials & Services	33,985	33,145	(840)	-2.5%
Capital Outlay	-	-	-	
<b>Total</b>	<b>217,459</b>	<b>172,910</b>	<b>(44,549)</b>	<b>-20.5%</b>

City Manager Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services	343,984	361,498	17,514	5.1%
Materials & Services	33,477	26,589	(6,888)	-20.6%
<b>Total</b>	<b>377,461</b>	<b>388,087</b>	<b>10,626</b>	<b>2.8%</b>

Legal Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services	276,579	314,578	37,999	13.7%
Materials & Services	399,161	291,920	(107,241)	-26.9%
<b>Total</b>	<b>675,740</b>	<b>606,498</b>	<b>(69,242)</b>	<b>-10.2%</b>

Finance Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services	507,038	538,972	31,934	6.3%
Materials & Services	108,226	106,820	(1,406)	-1.3%
<b>Total</b>	<b>615,264</b>	<b>645,792</b>	<b>30,528</b>	<b>5.0%</b>

Utility Billing Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services	153,943	161,925	7,982	5.2%
Materials & Services	65,765	69,927	4,162	6.3%
Capital Outlay	-	-	-	
<b>Total</b>	<b>219,708</b>	<b>231,852</b>	<b>12,144</b>	<b>5.5%</b>

Judicial	Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services		75,677	80,270	4,593	6.1%
Materials & Services		107,406	41,124	(66,282)	-61.7%
	<b>Total</b>	<b>183,083</b>	<b>121,394</b>	<b>(61,689)</b>	<b>-33.7%</b>

Human Resources	Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services		294,576	280,475	(14,101)	-4.8%
Materials & Services		204,183	167,310	(36,873)	-18.1%
	<b>Total</b>	<b>498,759</b>	<b>447,785</b>	<b>(50,974)</b>	<b>-10.2%</b>

Planning	Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services		581,023	597,326	16,303	2.8%
Materials & Services		108,120	114,905	6,785	6.3%
Capital Outlay		-	-	-	-
	<b>Total</b>	<b>689,143</b>	<b>712,231</b>	<b>23,088</b>	<b>3.4%</b>

Economic Development	Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services		124,060	136,447	12,387	10.0%
Materials & Services		140,220	91,670	(48,550)	-34.6%
	<b>Total</b>	<b>264,280</b>	<b>228,117</b>	<b>(36,163)</b>	<b>-13.7%</b>

Code Enforcement	Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services		96,430	203,634	107,204	111.2%
Materials & Services		108,992	120,982	11,990	11.0%
Capital Outlay		-	-	-	-
	<b>Total</b>	<b>205,422</b>	<b>324,616</b>	<b>119,194</b>	<b>58.0%</b>

Police	Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services		4,280,863	4,442,759	161,896	3.8%
Materials & Services		824,881	841,624	16,743	2.0%
Capital Outlay		233,926	199,022	(34,904)	-14.9%
	<b>Total</b>	<b>5,339,670</b>	<b>5,483,405</b>	<b>143,735</b>	<b>2.7%</b>

Technology	Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services		340,332	409,396	69,064	20.3%
Materials & Services		128,024	210,639	82,615	64.5%
Capital Outlay		38,300	67,000	28,700	74.9%
	<b>Total</b>	<b>506,656</b>	<b>687,035</b>	<b>180,379</b>	<b>35.6%</b>



General Services			FY24/25		
Breakdown		Current FY23/24	Request	\$ Difference	% Difference
Personnel Services		147,773	142,707	(5,066)	-3.4%
Materials & Services		396,177	498,776	102,599	25.9%
Capital Outlay		75,000	40,000	(35,000)	-46.7%
	<b>Total</b>	<b>618,950</b>	<b>681,483</b>	<b>62,533</b>	<b>10.1%</b>

Animal Control			FY24/25		
Breakdown		Current FY23/24	Request	\$ Difference	% Difference
Personnel Services		93,666	113,419	19,753	21.1%
Materials & Services		40,630	60,315	19,685	48.4%
Capital Outlay		44,115	-	(44,115)	-100.0%
	<b>Total</b>	<b>178,411</b>	<b>173,734</b>	<b>(4,677)</b>	<b>-2.6%</b>

Other Uses			FY24/25		
Breakdown		Current FY23/24	Request	\$ Difference	% Difference
Charges for Services		879,300	909,467	30,167	3.4%
Debt Services		21,528	38,806	17,278	80.3%
Operating Transfers Out		3,814,192	1,208,592	(2,605,600)	-68.3%
Contingency/Unappropriated		3,274,750	2,980,249	(294,501)	-9.0%
	<b>Total</b>	<b>7,989,770</b>	<b>5,137,114</b>	<b>(2,852,656)</b>	<b>-35.7%</b>

General Fund Totals			FY24/25		
Breakdown		Current FY23/24	Request	\$ Difference	% Difference
		<b>18,979,669</b>	<b>16,538,447</b>	<b>(2,441,222)</b>	<b>-12.9%</b>

General Fund			FY24/25		
Breakdown		Current FY23/24	Request	\$ Difference	% Difference
Personnel Services		7,509,139	7,955,616	446,477	5.9%
Materials & Services		3,089,419	3,139,695	50,276	1.6%
Capital Outlay		391,341	306,022	(85,319)	-21.8%
Charges for Services		879,300	909,467	30,167	3.4%
Debt Services		21,528	38,806	17,278	80.3%
Operating Transfers Out		3,814,192	1,208,592	(2,605,600)	-68.3%
Contingency/Unappropriated		3,274,750	2,980,249	(294,501)	-9.0%
	<b>Total</b>	<b>18,979,669</b>	<b>16,538,447</b>	<b>(2,441,222)</b>	<b>-12.9%</b>

**OTHER FUNDS**

**Library Fund**

Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services	1,130,545	1,303,888	173,343	15.3%
Materials & Services	1,031,866	659,390	(372,476)	-36.1%
Capital Outlay	718,000	314,000	(404,000)	-56.3%
Charges for Services	-	-	-	
Interfund Transfers	193,000	361,353	168,353	87.2%
Contingency/Unappropriated	1,146,117	1,481,869	335,752	29.3%
<b>Total</b>	<b>4,219,528</b>	<b>4,120,500</b>	<b>(99,028)</b>	<b>-2.3%</b>

**State Office Building Fund**

Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services	88,906	141,164	52,258	58.8%
Materials & Services	120,343	160,591	40,248	33.4%
Capital Outlay	281,945	450,258	168,313	59.7%
Contingency	265,302	285,815	20,513	7.7%
<b>Total</b>	<b>756,496</b>	<b>1,037,828</b>	<b>281,332</b>	<b>37.2%</b>

**Special Enterprize Zone Fund**

Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services	-	-	-	
Materials & Services	2,608,832	2,382,884	(225,948)	-8.7%
Transfers Out	450,000	1,040,000	590,000	131.1%
<b>Total</b>	<b>3,058,832</b>	<b>3,422,884</b>	<b>364,052</b>	<b>11.9%</b>

**PUBLIC WORKS FUNDS**

**Street Fund**

Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
Personnel Services	1,245,888	1,196,169	(49,719)	-4.0%
Materials & Services	904,134	1,001,702	97,568	10.8%
Capital Outlay	1,525,120	730,750	(794,370)	-52.1%
<b>Total</b>	<b>3,675,142</b>	<b>2,928,621</b>	<b>(746,521)</b>	<b>-20.3%</b>

**Other Uses**

Charges for Services	-	-	-	
Operating Transfers Out	930,118	348,033	(582,085)	-62.6%
Contingency	111,128	93,064	(18,064)	-16.3%
<b>Total</b>	<b>1,041,246</b>	<b>441,097</b>	<b>(600,149)</b>	<b>-57.6%</b>

<b>Street Fund Totals</b>	<b>4,716,388</b>	<b>3,369,718</b>	<b>(1,346,670)</b>	<b>-28.6%</b>
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**Water Utility Fund**

Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
<b>Water - Treatment Division</b>				
Personnel Services	1,191,270	1,165,238	(26,032)	-2.2%
Materials & Services	866,848	845,572	(21,276)	-2.5%
Capital Outlay	51,000	115,000	64,000	125.5%
<b>Total</b>	<b>2,109,118</b>	<b>2,125,810</b>	<b>16,692</b>	<b>0.8%</b>
<b>Water - Distribution Division</b>				
Personnel Services	1,697,751	1,876,246	178,495	10.5%
Materials & Services	781,695	811,814	30,119	3.9%
Capital Outlay	420,870	240,500	(180,370)	-42.9%
<b>Total</b>	<b>2,900,316</b>	<b>2,928,560</b>	<b>28,244</b>	<b>1.0%</b>
<b>Other Uses</b>				
Charges for Services	-	-	-	
Operating Transfers Out	2,439,213	1,348,919	(1,090,294)	-44.7%
Contingency	63,269	4,113	(59,156)	-93.5%
<b>Total</b>	<b>2,502,482</b>	<b>1,353,032</b>	<b>(1,149,450)</b>	<b>-45.9%</b>
<b>Water Fund Totals</b>	<b>7,511,916</b>	<b>6,407,402</b>	<b>(1,104,514)</b>	<b>-14.7%</b>

**Wastewater Fund**

Breakdown	Current FY23/24	FY24/25 Request	\$ Difference	% Difference
<b>Wastewater Fund</b>				
Personnel Services	1,668,734	1,764,428	95,694	5.7%
Materials & Services	2,389,419	2,476,858	87,439	3.7%
Capital Outlay	779,203	275,295	(503,908)	-64.7%
<b>Total</b>	<b>4,837,356</b>	<b>4,516,581</b>	<b>(320,775)</b>	<b>-6.6%</b>
<b>Other Uses</b>				
Charges for Services	-	-	-	
Operating Transfers Out	2,211,112	1,760,330	(450,782)	-20.4%
Contingency	26,676	68,351	41,675	156.2%
<b>Total</b>	<b>2,237,788</b>	<b>1,828,681</b>	<b>(409,107)</b>	<b>-18.3%</b>
<b>Wastewater Fund Totals</b>	<b>7,075,144</b>	<b>6,345,262</b>	<b>(729,882)</b>	<b>-10.3%</b>

# GENERAL FUND TRANSFERS



## 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.

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 considers to 10% of the Airport and 90% of the General Fund.

**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:**

- 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 and Library Fund 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 FY24/25. 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 FY24/25.**

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	204,536	52.69%	155,147	7.42%	7,747	11.63%	12,138	10.89%	11,366	82.62%	4.51%	4,704	12.87%	13,435	100.00%
City Clerk	172,910	83.16%	143,785	2.29%	3,956	3.46%	5,976	3.30%	5,700	92.20%	1.25%	2,165	6.55%	11,328	100.00%
City Manager	388,087	48.11%	186,721	8.64%	33,515	15.71%	60,958	11.60%	45,007	84.05%	7.75%	30,059	8.20%	31,826	100.00%
Legal	356,498	48.11%	171,522	8.64%	30,787	15.71%	55,997	11.60%	41,344	84.05%	7.75%	27,612	8.20%	29,236	100.00%
Finance	645,792	36.66%	236,775	11.90%	76,837	18.98%	122,570	13.92%	89,926	81.47%	10.65%	68,765	7.88%	50,919	100.00%
Utility Billing	231,852	0.00%	-	0.00%	-	53.50%	124,041	46.50%	107,811	100.00%	0.00%	-	0.00%	-	100.00%
Technology	670,703	59.24%	397,324	8.33%	55,865	15.33%	102,850	12.45%	83,488	95.35%	9.26%	62,075	0.00%	-	104.61%
Human Resources	447,785	46.02%	206,083	9.90%	44,327	20.57%	92,095	11.66%	52,205	88.15%	11.85%	53,076	0.00%	-	100.00%
Judicial	121,394	100.0%	121,394	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
Planning	712,231	100.0%	712,231	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
Economic Development	203,117	95.0%	192,961	0.00%	-	0.00%	-	0.00%	-	95.00%		-	5.00%	10,156	100.00%
Police	5,575,456	100.0%	5,575,456	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
General Services	681,483	100.0%	681,483	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
Code Enforcement	324,616	100.0%	324,616	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
Dog Control	173,734	100.0%	173,734	0.0%	-	0.0%	-	0.0%	-	100.00%			0.00%	-	100.00%
Totals	10,910,194 (5,850,000)		9,279,233		253,033		576,625		436,847			248,455		146,900	
Watershed Patrol- 1/2 of personal services costs***				-	-		61,295		-						
Sub Total							61,295							146,900	
<b>Total Interfund Transfer from Other Funds for Admin Services</b>					<b>253,033</b>		<b>637,920</b>		<b>436,847</b>			<b>248,455</b>		<b>146,900</b>	

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>				Budget	60.00%	4.51%
Library Fund	7.51%	0.00%			4.51%	# Agenda Items	40.00%	0.00%
Street Fund	9.66%	4.07%			7.42%			4.51%
Water Fund	16.67%	4.07%			11.63%			
Wastewater Fund	14.90%	4.88%			10.89%	<b>Streets</b>	<b>Weight</b>	<b>% to Use</b>
Airport	17.66%	5.69%			12.87%			
General Fund	33.61%	81.30%			52.69%	Budget	60.00%	5.80%
	100.00%	100.00%			100.00%	# Agenda Items	40.00%	1.63%
								7.42%
						<b>Water</b>	<b>Weight</b>	<b>% to Use</b>
						Budget	60.00%	10.00%
						# Agenda Items	40.00%	1.63%
								11.63%
						<b>Wastewater</b>	<b>Weight</b>	<b>% to Use</b>
						Budget	60.00%	8.94%
						# Agenda Items	40.00%	1.95%
								10.89%
						<b>Airport</b>	<b>Weight</b>	<b>% to Use</b>
						Budget	60.00%	10.59%
						# Agenda Items	40.00%	2.28%
								12.87%
<b>City Clerk Dept</b>						<b>City Clerk Dept Weighted Calcs</b>		
Department has three main aspects: City Clerk (based on budgets and agenda items); Human Resources (based on # of employees), and General Services (considered as General Fund activities). Each aspect is considered to 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 budget. We split the City Clerk 1/3 between those two items.								
						<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	11.85%	0.00%	7.51%	0	1.25%	# Agenda Items	16.67%	0.00%
Street Fund	9.90%	4.07%	9.66%	0	2.29%	Budget	16.67%	1.25%
Water Fund	20.57%	4.07%	16.67%	0	3.46%			1.25%
Wastewater Fund	11.66%	4.88%	14.90%	0	3.30%			
Airport	0.00%	5.69%	17.66%		3.89%			
General Fund	46.02%	81.30%	33.61%	100.00%	85.82%	<b>Streets</b>	<b>Weight</b>	<b>% to Use</b>
	100.00%	100.00%	100.00%	100.00%	100.00%	Employees	0.00%	0.00%
						# Agenda Items	16.67%	0.68%
						Budget	16.67%	1.61%
								2.29%
						<b>Water</b>	<b>Weight</b>	<b>% to Use</b>
						Employees	0.00%	0.00%
						# Agenda Items	16.67%	0.68%
						Budget	16.67%	2.78%
								3.46%
						<b>Wastewater</b>	<b>Weight</b>	<b>% to Use</b>
						Employees	0.00%	0.00%
						# Agenda Items	16.67%	0.81%
						Budget	16.67%	2.48%
								3.30%
						<b>Airport</b>	<b>Weight</b>	<b>% to Use</b>
						Employees	0.00%	0.00%
						# Agenda Items	16.67%	0.95%
						Budget	16.67%	2.94%
								3.89%

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>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	7.51%	0.00%	11.85%	7.75%	Budget	40.00%	3.00%
Street Fund	9.66%	4.07%	9.90%	8.64%	# Agenda Items	20.00%	0.00%
Water Fund	16.67%	4.07%	20.57%	15.71%	Employees	40.00%	4.74%
Wastewater Fund	14.90%	4.88%	11.66%	11.60%			7.75%
Airport	17.66%	5.69%	0.00%	8.20%			
General Fund	33.61%	81.30%	46.02%	48.11%	<b>Streets</b>	<b>Weight</b>	<b>% to Use</b>
	100.00%	100.00%	100.00%	100.00%	Budget	40.00%	3.86%
					# Agenda Items	20.00%	0.81%
					Employees	40.00%	3.96%
							8.64%
<b>Economic Development Dept</b>							
same percentages as calculated for the City Manager					<b>Water</b>	<b>Weight</b>	<b>% to Use</b>
	<b>% for Budget</b>				Budget	40.00%	6.67%
Library Fund	0.00%				# Agenda Items	20.00%	0.81%
Street Fund	0.00%				Employees	40.00%	8.23%
Water Fund	0.00%						15.71%
Wastewater Fund	0.00%						
General Fund	95.00%				<b>Wastewater</b>	<b>Weight</b>	<b>% to Use</b>
Airport	5.00%				Budget	40.00%	5.96%
	100.00%				# Agenda Items	20.00%	0.98%
					Employees	40.00%	4.66%
							11.60%
					<b>Airport</b>	<b>Weight</b>	<b>% To Use</b>
					Budget	40.00%	7.06%
					# Agenda items	20.00%	1.14%
					Employees	40.00%	0.00%
							8.20%
<b>Legal Dept</b>					<b>Legal Dept Weighted Calcs</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	7.51%	0.00%	11.85%	8.56%	Budget	40.00%	3.00%
Street Fund	9.66%	4.07%	9.90%	8.64%	# Agenda Items	20.00%	0.81%
Water Fund	16.67%	4.07%	20.57%	15.71%	Employees	40.00%	4.74%
Wastewater Fund	14.90%	4.88%	11.66%	11.60%			8.56%
Airport Fund	17.66%	5.69%	0.00%	8.20%			
General Fund	33.61%	81.30%	46.02%	47.30%	<b>Streets</b>	<b>Weight</b>	<b>% to Use</b>
	100.00%	100.00%	100.00%	100.00%	Budget	40.00%	3.86%
					# Agenda Items	20.00%	0.81%
					Employees	40.00%	3.96%
							8.64%
					<b>Water</b>	<b>Weight</b>	<b>% to Use</b>
					Budget	40.00%	6.67%
					# Agenda Items	20.00%	0.81%
					Employees	40.00%	8.23%
							15.71%
					<b>Wastewater</b>	<b>Weight</b>	<b>% to Use</b>
					Budget	40.00%	5.96%
					# Agenda Items	20.00%	0.98%
					Employees	40.00%	4.66%
							11.60%
					<b>Airport</b>	<b>Weight</b>	<b>% to Use</b>
					Budget	40.00%	7.06%
					# Agenda Items	20.00%	1.14%
					Employees	40.00%	0.00%
							8.20%



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>% for Budget</b>	Budget	40.00%	3.00%
Library Fund	7.51%	13.63%	11.85%	10.65%	A/P Invoices	30.00%	4.09%
Street Fund	9.66%	16.88%	9.90%	11.90%	Employees	30.00%	3.56%
Water Fund	16.67%	20.47%	20.57%	18.98%			10.65%
Wastewater Fund	14.90%	14.90%	11.66%	13.92%			
Airport Fund	17.66%	2.74%	0.00%	7.88%			
General Fund	33.61%	31.38%	46.02%	36.66%	<b>Streets</b>	<b>Weight</b>	<b>% to Use</b>
	100.00%	100.00%	100.00%	100.00%	Budget	40.00%	3.86%
					A/P Invoices	30.00%	5.06%
					Employees	30.00%	2.97%
							11.90%
<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%	6.67%
	SW+SD Rate	50.48	46.50%		A/P Invoices	30.00%	6.14%
		108.55	100.00%		Employees	30.00%	6.17%
							18.98%
					<b>Wastewater</b>	<b>Weight</b>	<b>% to Use</b>
					Budget	40.00%	5.96%
					A/P Invoices	30.00%	4.47%
					Employees	30.00%	3.50%
							13.92%
					<b>Airport</b>	<b>Weight</b>	<b>% to Use</b>
					Budget	40.00%	7.06%
					A/P Invoices	30.00%	0.82%
					Employees	30.00%	0.00%
							7.88%
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%	3.76%
Library Fund	7.51%	11.00%		9.26%	Technology	50.00%	5.50%
Street Fund	9.66%	7.00%		8.33%			9.26%
Water Fund	16.67%	14.00%		15.33%			
Wastewater Fund	14.90%	10.00%		12.45%	<b>Streets</b>	<b>Weight</b>	<b>% to Use</b>
Airport Fund	0.00%	0.00%		0.00%	Budget	50.00%	4.83%
General Fund	60.48%	58.00%		59.24%	Technology	50.00%	3.50%
	109.21%	100.00%		109.21%			8.33%
					<b>Water</b>	<b>Weight</b>	<b>% to Use</b>
					Budget	50.00%	8.33%
					Technology	50.00%	7.00%
							15.33%
					<b>Wastewater</b>	<b>Weight</b>	<b>% to Use</b>
					Budget	50.00%	7.45%
					Technology	50.00%	5.00%
							12.45%
					<b>Airport</b>	<b>Weight</b>	<b>% to Use</b>
					Budget	50.00%	0.00%
					Technology	50.00%	0.00%
							0.00%

Personnel				
Consider number of employees.				
	<b>Employees</b>			
Library	11.85%			
Street Fund	9.90%			
Water Fund	20.57%			
Wastewater Fund	11.66%			
General Fund	46.02%			
	100.00%			

# 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 restroom renovation, kitchen remodel, new vehicles 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 adopted 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 \$667,022.

## CITY BUDGET OVERVIEW

- This packet also includes capital improvements for Library (\$861,675), Airport (\$10,045,046), and the State Office Building (\$35,000).
- Each department budgets for their direct IT hardware and software while Major IT needs are in the IT CIP.

# City Of The Dalles, Oregon

## Capital Improvement Plan

2024 thru 2029

### CITY-WIDE PROJECTS PROJECTS BY DEPARTMENT

DEPARTMENT/SOURCE	LINE ITEM #	PROJECT DESCRIPTION	24-25	25-26	26-27	27-28	28-29	Total
<b>Police Department</b>								
General Fund	001-1300-000.74-20	2 all wheel drive police vehicles(Marked)	162,000	160,000	160,000	160,000	160,000	802,000
General Fund	001-1300-000.74-20	1 Unmarked Police car	-	44,000	-	44,000	-	88,000
General Fund	001-1300-000.74-80	In car cameras	37,022	37,022	37,022	37,022	37,022	185,110
Capital Project Fund	037-3700-000.72-20	Carpet upstairs/downstairs	-	12,000	-	-	-	12,000
Capital Project Fund	037-3700-000.72-20	Paint interior garage	-	15,000	-	-	-	15,000
General Fund	037-1300-000.74-90	Interview room camera Upgrade	-	-	-	20,000	-	20,000
Capital Project Fund	037-3700-000.72-20	Kitchen	15,000	-	-	-	-	15,000
Capital Project Fund	037-3700-000.72-20	HVAC Unit	13,000	13,000	13,000	13,000	13,000	65,000
General Fund	001-1300-000.74-90	Unmanned aerial vehicle	-	20,000	-	-	20,000	40,000
<b>Police Department Total</b>			<b>227,022</b>	<b>268,022</b>	<b>210,022</b>	<b>274,022</b>	<b>197,022</b>	<b>1,176,110</b>
<b>Codes Inforcement</b>								
General Fund	001-1175-000.74-20	Vehicle/SUV	-	25,000	-	-	-	25,000
<b>General Services Total</b>			<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>
<b>IT Services</b>								
General Fund	001-1700-000.74-50	Email server software- MS exchange and user CALS	47,000	-	-	-	-	47,000
Capital Project Fund	037-3700-000.73-40	Updating IT System	50,000	-	-	-	-	50,000
General Fund	001-1700-000.74-60	Email server software- MS exchange and user CALS	20,000	24,000	20,000	-	-	64,000
<b>IT Services Total</b>			<b>117,000</b>	<b>24,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>161,000</b>
<b>General Services</b>								
Capital Project Fund	037-3700-000.73-30	Elevator	140,000	-	-	-	-	-
Capital Project Fund	037-3700-000.73-30	Replace HVAC Unit	13,000	13,000	13,000	13,000	13,000	65,000
General Fund	001-2300-000.74-20	Facility Truck	40,000	-	-	40,000	-	80,000
Capital Project Fund	037-3700-000.73-30	Fencing Lewis and Clark Park	35,000	-	-	-	-	35,000
Capital Project Fund	037-3700-000.73-31	Dock Maintenance	95,000	100,000	120,000	130,000	135,000	580,000
<b>General Services Total</b>			<b>323,000</b>	<b>13,000</b>	<b>13,000</b>	<b>53,000</b>	<b>13,000</b>	<b>415,000</b>

# City Of The Dalles, Oregon

## Capital Improvement Plan

2024 thru 2029

### CITY-WIDE PROJECTS PROJECTS BY DEPARTMENT

DEPARTMENT/SOURCE	LINE ITEM #	PROJECT DESCRIPTION	24-25	25-26	26-27	27-28	28-29	Total	
<b>Library</b>									
Library General Fund	004-2100-000.69-80	PC work stations	24,200	-	-	-	-	24,200	
Library General Fund	004-2100-000.69-80	Library furniture	17,000	20,000	15,000	15,000	15,000	82,000	
Library General Fund	004-2100-000.69-80	Interactive Educational Equipment	198,000	24,000	10,000	10,000	8,000	250,000	
Library General Fund	004-2100-000.72-20	Security cameras	-	10,000	10,000	10,000	5,000	35,000	
Library General Fund	004-2100-000.43-10	Landscape Courtyard	11,250	20,000	20,000	20,000	20,000	91,250	
Library General Fund	004-2100-000.72-20	fire supression system	-	-	-	10,000	10,000	20,000	
Library General Fund	004-2100-000.74-20	outreach/bookmobile	240,000	240,000	-	-	-	480,000	
General Fund/Library	004-2100-000.72-20	HVAC	300,000	-	-	-	-	300,000	
Library General Fund	004-9500-000-81-36	HVAC upgrades	10,000	10,000	10,000	10,000	10,000	50,000	
Library General Fund	004-2100-000.72-20	Replace indoor galvanizedplumbing	-	-	-	10,000	10,000	20,000	
Library General Fund	004-2100-000.72-20	Paint building exterior	10,000	-	-	10,000	10,000	30,000	
Library General Fund	004-2100-000.72-20	Carpet	10,000	25,000	10,000	10,000	10,000	65,000	
Library General Fund	004-2100-000.72-20	Ventilation	10,000	15,000	15,000	-	-	40,000	
<b>Library Total</b>			<b>TOTAL</b>	<b>861,675</b>	<b>402,000</b>	<b>128,000</b>	<b>141,500</b>	<b>134,500</b>	<b>1,667,675</b>
<b>Airport</b>									
90% FAA, Airport	061-6100-000.73-30	S. Apron Phase II	3,483,400	-	-	-	-	3,483,400	
90%FAA, Airport	061-6100-000.73-30	Master Plan Update	500,000	-	-	-	-	500,000	
WSDOT, ODOT, Airport	061-6100-000.73-30	Fuel Apron, Infrastructure	480,000	-	-	-	-	480,000	
WSDOT, ODOT, Airport	061-6100-000.72-30	T Hangar Development	2,520,000	-	-	-	-	2,520,000	
COAR Grant, Airport	061-6100-000.73-30	Self Serve Fuel System	275,000	-	-	-	-	275,000	
COAR Grant, Airport	061-6100-000.73-30	Security Fencing	25,000	25,000	25,000	25,000	25,000	125,000	
COAR Grant, Airport	061-6100-000.73-30	Generator, Connection and Fuel Decom	145,046	190,000	-	-	-	335,046	
COAR Grant, Airport	061-6100-000.31-90	EDA/CGCC Business Park	6,100,000	6,100,000	-	-	-	12,200,000	
<b>Airport Total</b>			<b>TOTAL</b>	<b>10,045,046</b>	<b>6,315,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>16,435,046</b>
<b>State Office Building</b>									
Capital Project Fund/State Office Bldg	021-2200-000.73-30	Replace 3 HVAC Units	35,000	-	-	-	-	35,000	
Capital Project Fund/State Office Bldg	021-2200-000.73-30	Replace Cooling Tower	-	120,000	-	-	-	120,000	
Capital Project Fund/State Office Bldg	021-2200-000.73-30	Re-roof Building	-	160,000	-	-	-	160,000	
Capital Project Fund/State Office Bldg	021-2200-000.73-30	New Windows	-	-	81,990	-	-	81,990	
<b>State Office Building</b>			<b>TOTAL</b>	<b>35,000</b>	<b>280,000</b>	<b>81,990</b>	<b>-</b>	<b>-</b>	<b>396,990</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

No Budget Issue paper for FY24-25

**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.
- 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 2024-25
Street	1	Street	\$730,750
Public Works Equipment	2	All Public Works	\$888,386
Transportation System Reserve	3	Street	\$4,602,975
Water	4	Water	\$355,500
Water Capital Reserve	5	Water	\$1,701,230
Wastewater	6	Wastewater	\$275,295
Sewer Special Reserve	7	Wastewater	\$2,875,146
Wastewater Construction	8	Wastewater	\$7,213,244
		<b>Total</b>	<b>\$18,642,526</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 2024 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 the second year of the significant increase from prior years.
- The Transportation System Reserve Fund, Fund 13 has grant-funded projects to include 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.



## CITY BUDGET OVERVIEW

- 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 remodeling of the Public Works entry area to improve employee safety. The proposed 2024/25 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 for the Water Reserve Fund, Fund 53, anticipates doing the Watershed Fire Fuels reduction and the tree planting, the Millcreek tunnel flood analysis, Watershed forest management plan, water management and conservation plan 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 FY2024/25 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 slip line projects and 1<sup>st</sup> Cherry Growers to Webber upgrade for the sanitary and storm and the Sewer Fund's portion of the SCADA system upgrade phase 2 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 2024/25 column indicates the amount of money currently saved for the future expenditure, and the subsequent values show future allocations for the project or purchase.

**City Of The Dalles, Oregon**

*Capital Improvement Plan*

2024 thru 2029

**PUBLIC WORKS PROJECTS  
PROJECTS BY DEPARTMENT**

DEPARTMENT	LINE ITEM#	PROJECT DESCRIPTION	24-25	25-26	26-27	27-28	28-29	Total
<i>Most projects listed below to be completed in-house; costs presented are for materials and rented services only.</i>								
<b>Fund 5 Streets</b>								
	005-0500-000.72-20	Front entry elevator and safety upgrade (1/3)	56,000	81,000	106,000	156,000	-	399,000
	005-0500-000.74-10	Hose Machine for shop (1/3)	3,300	-	-	-	-	3,300
	005-0500-000.74-10	Westin 3 cubic yard electric sander	18,000	-	-	-	-	18,000
	005-0500-000.74-10	Billy Goat stand-on, wheeled blower	14,000	-	-	-	-	14,000
	005-0500-000.75-10	ADA Sidewalk Program	350,000	350,000	350,000	350,000	350,000	1,750,000
	005-0500-000.75-10	Asphalt overlay/inlay program	169,450	160,000	160,000	160,000	160,000	809,450
	005-0500-000.75-10	ADA upgrades from paving projects	120,000	120,000	120,000	120,000	120,000	600,000
		<b>Capital Project Subtotal</b>	<b>730,750</b>	<b>711,000</b>	<b>736,000</b>	<b>786,000</b>	<b>630,000</b>	<b>3,593,750</b>
	005-9500-000.81-43	2008 FFCO pmt- PW relocation	3,000	-	-	-	-	3,000
	005-9500-000.81-13	Transfer to Fund 13	-	-	-	-	-	-
	005-9500-000.81-09	Transfer to Fund 9	95,000	100,000	127,000	100,000	127,000	549,000
		<b>Capital Transfers &amp; Debt Payment Subtotal</b>	<b>98,000</b>	<b>140,000</b>	<b>127,000</b>	<b>100,000</b>	<b>127,000</b>	<b>592,000</b>
<b>Street Total</b>			<b>828,750</b>	<b>851,000</b>	<b>863,000</b>	<b>886,000</b>	<b>757,000</b>	<b>4,185,750</b>
<b>Fund 9 Equipment Reserve</b>								
	005-0900-000.74-10	Crack seal machine (\$110k, 24/35) ST	110,000	-	-	-	-	110,000
	009-9000-000.74-20	5-yd Dump Truck (\$125,000) - ST Replace #24	125,000	-	-	-	-	125,000
	009-9000-000.74-20	10-yd Dump truck replace #35 - WW (\$300,000)24/25	300,000	-	-	-	-	300,000
	009-9000-000.74-20	Service pickup, replace - WW (\$80,000) 24/25	80,000	-	-	-	-	80,000
		Replace pickup #40 WD (\$90,000) 25/26	50,000	90,000	-	-	-	140,000
		Wicks fire pumper, replace #75 (\$80,000) 25/26	40,386	80,000	-	-	-	120,386
		Biosolids truck - WW (4300,000) 25/26	183,000	300,000	-	-	-	483,000
		Replace truck #77 ST (\$40,000) 25/26	-	40,000	-	-	-	40,000
		10-yd Dump truck replace #03 ST (\$200,000) 26/27	-	100,000	200,000	-	-	300,000
		Replace truck #83 WICKS (\$80,000) 26/27	-	40,000	80,000	-	-	120,000
		Replace snow cat WICKS (\$80,000) 26/27	-	40,000	80,000	-	-	120,000
		Mechanic service pickup - replace #32÷3 (\$80,000) 26/27	-	-	80,000	-	-	80,000
		Replace #143 Elgin sweeper WWC (\$400,000) 26/27	-	-	400,000	-	-	400,000
		Replace truck #121 WD (\$50,000) 26/27	-	-	50,000	-	-	50,000
		Replace bucket truck #59 27/28	-	-	-	100,000	-	100,000
		Replace camera van #99 WWC (\$100,000) 27/28	-	-	-	100,000	-	100,000
		Replace #96 WWC (\$80,000) 27/28	-	-	-	80,000	-	80,000
		Replace #41 ÷3 (\$80,000) 28/29	-	-	-	-	80,000	80,000
		Replace #61 ST (\$80,000) 28/29	-	-	-	-	80,000	80,000
		Replace #67 WWC (\$80,000) 28/29	-	-	-	-	80,000	80,000
		<b>Capital Project Subtotal</b>	<b>888,386</b>	<b>690,000</b>	<b>890,000</b>	<b>280,000</b>	<b>240,000</b>	<b>2,988,386</b>
<b>Equipment Reserve Total</b>			<b>888,386</b>	<b>690,000</b>	<b>890,000</b>	<b>280,000</b>	<b>240,000</b>	<b>2,988,386</b>

**City Of The Dalles, Oregon**

*Capital Improvement Plan*

2024 thru 2029

**PUBLIC WORKS PROJECTS  
PROJECTS BY DEPARTMENT**

DEPARTMENT	LINE ITEM#	PROJECT DESCRIPTION	24-25	25-26	26-27	27-28	28-29	Total
<p style="color: orange;">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.</p>								
<b>Fund 13 Transportation System Reserve</b>								
	013-1400-000.75-10	E Scenic Drive Stablizn Ph4 (\$1.5mil)	847,567	1,052,567	1,257,567	1,462,567	-	4,620,268
		W 6th St full width pave - Hostetler to Snipes	-	-	-	-	-	-
		E 12th St sidewalks	1,347,147	-	-	-	-	1,347,147
		Future SDC eligible projects	510,761	-	-	-	-	510,761
		Futue STP eligible projects	-	-	-	-	-	-
		Reserve for Opp-driven projects	701,484	-	-	-	-	701,484
		SRTS W 10th St project	994,016	-	-	-	-	994,016
		TSP-S13 New Guardrail - Col View Dr to Hwy 197	202,000	-	-	-	-	202,000
		W 6th St Improvements	-	-	-	-	-	-
		Trevitt St pave - 3rd Pl to W 14th (w/sewer project)Phase 1	-	x	-	-	-	-
		Trevitt St pave - W14th to W 17th (w/sewer project)Phase 2	-	-	-	x	-	-
<b>Transportation System Reserve Total</b>			<b>4,602,975</b>	<b>1,052,567</b>	<b>1,257,567</b>	<b>1,462,567</b>	<b>-</b>	<b>8,375,676</b>
<b>Fund 51 Water Fund</b>								
	051-5000-000.72-20	Filter Room Heat Pump	15,000					15,000
	051-5100-000.72-20	Front entry elevator and safety upgrade (1/3)	56,000	81,000	106,000	156,000		399,000
	051-5000-000.74-10	Replace GenSet Electrical Panels - lower plant	20,000					20,000
	051-5000-000.74-10	Replace GenSet and Electrical Panels - upper plant	80,000					80,000
	051-5100-000.74-10	Hose Machine for shop (1/3)	3,300					3,300
	051-5100-000.74-90	Replace Intermediate Res. Meters	17,000					17,000
	051-5100-000.74-90	Meter lid replacement program (8%/yr)	19,200	19,200	19,200	19,200	19,200	96,000
	051-5100-000.74-90	Residential Water Meter Replacement (8%/yr)	63,000	75,000	75,000	75,000	75,000	363,000
	051-5100-000.74-90	Commercial Water Meter Replacement 5@ \$2400	12,000	12,000	15,000	15,000	15,000	69,000
	051-5100-000.75-10	PRV Vault Replacement	20,000	20,000	20,000	20,000	20,000	100,000
	051-5100-000.76-20	9th and Clark replace 2" gal.	30,000					30,000
	051-5100-000.76-20	Alley b/t 10th/11th, Mt Hood-Trevitt 2" Galv replmt	20,000					20,000
		<b>Capital Project Subtotal</b>	<b>355,500</b>	<b>207,200</b>	<b>235,200</b>	<b>285,200</b>	<b>129,200</b>	<b>1,212,300</b>
	051-9500-000.81-53	Transfer to Fund 53	380,000	500,000	2,000,000	2,000,000	2,000,000	6,880,000
	051-9500-000.81-09	Transfer to Fund 9	140,000	159,614	157,000	50,000	50,000	556,614
		<b>Capital Transfers &amp; Debt Payment Subtotal</b>	<b>520,000</b>	<b>659,614</b>	<b>2,157,000</b>	<b>2,050,000</b>	<b>2,050,000</b>	<b>7,436,614</b>
<b>Water Fund Total</b>			<b>875,500</b>	<b>866,814</b>	<b>2,392,200</b>	<b>2,335,200</b>	<b>2,179,200</b>	<b>8,648,914</b>

**City Of The Dalles, Oregon**

*Capital Improvement Plan*

2024 thru 2029

**PUBLIC WORKS PROJECTS  
PROJECTS BY DEPARTMENT**

DEPARTMENT	LINE ITEM#	PROJECT DESCRIPTION	24-25	25-26	26-27	27-28	28-29	Total
<b>Fund 53 Water Reserve</b>								
	053-5300-000.34-10	Update Water Master Plan	200,000	-	-	-	-	200,000
	053-5300-000.34-10	Watershed Forest Management Plan	50,000	-	-	-	-	50,000
	053-5300-000.34-10	Water Management and Conservation Plan	10,000	-	-	-	-	10,000
	053-5300-000.34-10	Design for CW #1 Roof Repair	25,000	-	-	-	-	25,000
	053-5300-000.34-10	Mill Creek Tunnel Flood Analysis	120,000	-	-	-	-	120,000
	053-5300-000.73-30	Watershed Fire Fuels Reduction	20,000	-	-	-	-	20,000
	053-5300-000.73-30	Watershed Tree Planting	95,000	-	-	-	-	95,000
	053-5300-000.75-10	SCADA System upgrade Ph 1	755,000	-	-	-	-	755,000
	053-5300-000.75-10	Garrison Res Painting Int/Ext \$1.5M	426,230	-	1,500,000	-	-	1,926,230
		SCADA System upgrade Ph 2	-	750,000	-	-	-	750,000
		Clearwell #1 Roof Repairs & interior painting	-	1,000,000	-	-	-	1,000,000
		Transmission Line Replcmt -\$12.0M	-	-	12,000,000	-	-	12,000,000
		Cherry Hts,13th-Sandstone: 6" loop PRV in-house	-	-	X	-	-	-
		Trevitt St. to Pentland water line replacement at alley b/t 11th & 12th	-	-	180,000	-	-	180,000
		6" water line to loop Madison to Lewis and Clark park	-	-	200,000	-	-	200,000
		Scenic Dr. water line replacement Jefferson to 16th Pl.	-	-	-	X	-	-
		Water Line replacement Sorosis to 16th and Liberty add PRV at 16th and Liberty	-	-	-	-	X	-
		Water line replacement at 19th and Dry hollow to 20th	-	-	-	-	270,000	270,000
		Water line replacement Skyline to Jordan	-	-	-	-	-	-
		Intermediate Res Painting Int/Ext	-	-	-	-	-	-
		<b>Capital Project Subtotal</b>	<b>1,701,230</b>	<b>1,750,000</b>	<b>13,880,000</b>	<b>-</b>	<b>270,000</b>	17,601,230
	053-530-000.79-30/40	SDWRLF Loan	238,381	238,381	238,381	238,381	238,381	1,191,905
	053-9500-000.81-44	2009 FFCO pmt - W 1st St LID	33,426	33,320	33,091	32,804	32,461	165,102
	053-9500-000.81-59	2018 Water Bond	501,350	504,549	501,910	503,639	503,619	2,515,067
		2022 SDWRLF Loan (Dog River)	289,477	289,477	289,477	289,477	289,477	1,447,385
		<b>Debt Payment Subtotal</b>	<b>1,062,634</b>	<b>1,065,727</b>	<b>1,062,859</b>	<b>1,064,301</b>	<b>1,063,938</b>	5,319,459
		<b>Water Reserve Total</b>	<b>2,763,864</b>	<b>2,815,727</b>	<b>14,942,859</b>	<b>1,064,301</b>	<b>1,333,938</b>	<b>22,920,689</b>
<b>Fund 55 Wastewater Fund</b>								
	055-5500-000.72-20	Front entry elevator and safety upgrade (1/3)	56,000	81,000	106,000	156,000	-	399,000
	055-5500-000.74-10	Hose Machine for shop (1/3)	3,300	-	-	-	-	3,300
	055-5500-000.74-50	WWTP SCADA Workstation Replacement	50,000	-	-	-	-	50,000
	055-5500-000.74-90	Crane for Pickup	18,995	-	-	-	-	18,995
	055-5500-000.76-30	9th St: b/t Trevitt/Union 464' east sanitary	45,000	-	-	-	-	45,000
	055-5500-000.76-30	Washington Street Sanitary	50,000	50,000	-	-	-	100,000
	055-5500-000.76-40	Washington Street Storm	10,000	-	-	-	-	10,000
	055-5500-000.76-40	ADA Project/ Catchbasins	42,000	20,000	20,000	20,000	20,000	122,000
	055-5500-000.76-40	9th St & Lincoln to 10th and east	-	40,000	-	-	-	40,000
	055-5500-000.76-30	Sugar Bowl Alley Garrison East Sanitary	-	-	X	-	-	-
	055-5500-000.76-30	9th St: Lewis to Clark sanitary	-	-	-	X	-	-

**City Of The Dalles, Oregon**

*Capital Improvement Plan*

2024 thru 2029

**PUBLIC WORKS PROJECTS  
PROJECTS BY DEPARTMENT**

DEPARTMENT	LINE ITEM#	PROJECT DESCRIPTION	24-25	25-26	26-27	27-28	28-29	Total
	055-5500-000.76-30	Federal St, 4th going south					X	-
		W 10th: Union to Mt Hood in-house sanitary and storm	-	-	50,000	50,000	50,000	150,000
		<b>Capital Project Subtotal</b>	<b>275,295</b>	<b>191,000</b>	<b>176,000</b>	<b>226,000</b>	<b>70,000</b>	<b>938,295</b>
	055-9500-000.81-43	2008 FFCO pmt - PW relocn	-	-	-	-	-	-
	055-9500-000.81-56	Transfer to Fund 56	750,000	800,000	800,000	1,000,000	1,000,000	4,350,000
	055-9500-000.81-57	Transfer to Fund 57	185,000	500,000	1,500,000	1,500,000	1,500,000	5,185,000
	055-9500-000.81-09	Transfer to Fund 9	230,000	250,000	269,000	180,000	127,000	1,056,000
		<b>Capital Transfers &amp; Debt Payment Subtotal</b>	<b>1,165,000</b>	<b>1,550,000</b>	<b>2,569,000</b>	<b>2,680,000</b>	<b>2,627,000</b>	<b>10,591,000</b>
<b>Wstewater Fund Total</b>			<b>1,440,295</b>	<b>1,741,000</b>	<b>2,745,000</b>	<b>2,906,000</b>	<b>2,697,000</b>	<b>11,529,295</b>
<b>Fund 56 Sewer Special Reserve Fund</b>								
	056-5600-000.76-30	Slipline Projects	600,000	600,000	600,000	600,000	600,000	3,000,000
	056-5600-000.75-10	SCADA System upgrade Ph 2	750,000	750,000	-	-	-	1,500,000
		6th /Snipes sanitary w/ street widening	-	-	-	-	-	-
	056-5600-000.76-30	1ST Cherry Growers to Webber upgrade - sanitary 3200'	1,025,146	2,000,000	-	-	-	3,025,146
	056-5600-000.76-40	1ST Cherry Growers to Webber upgrade - storm	500,000	-	-	-	-	500,000
		14th St: Quinton to Thompson Stormline PH1	-	-	-	467,570	-	467,570
		Trevitt Street: 3rd place to West 17th St PH 2 to 14TH ST			X			-
		Trevitt Street: 3rd place to West 17th St PH 3 to 17TH ST					X	-
		6th Street Storm drainage ditch imprvmnts: \$1,350,000			→			-
		Old Dufur Rd Storm System improvements: PH1 SDC's \$1,359,000					→	-
		2nd St, Taylor to Lincoln to Union- storm			→			-
		Old Dufur Rd Storm System imprvmnts: PH2 \$1,031,000					→	-
		Pumpline from Eastside LS Need Permit			→			-
		4TH ST to Trevitt Street (Storm & San Main)					→	-
		Union Street Storm and Sanitary Phase 1					→	-
		E 14th St: Thompson to Morton Stormline - PH 2= \$955,000			→			-
		Murray Addition Sanitary Sewer (\$1-2M Bond?)					→	-
		Dry Hollow Ditch culvert			X			-
		Storm water master plan			X			-
	056-5600-000.76-30	Snipes Sanitary Sewer 6TH ST to 7TH ST (\$250,000 Contract)					→	-
		<b>Capital Project Subtotal</b>	<b>2,875,146</b>	<b>3,350,000</b>	<b>600,000</b>	<b>1,067,570</b>	<b>600,000</b>	<b>8,492,716</b>
	056-9500-000.81-44	2009 FFCO pmt - W 1st St LID	7,152	7,130	7,081	7,019	6,946	35,328
	056-9500-000.81-57	Transfer to Fund 57	4,700,000	-	-	-	-	4,700,000
		<b>Debt Payment Subtotal</b>	<b>4,707,152</b>	<b>7,130</b>	<b>7,081</b>	<b>7,019</b>	<b>6,946</b>	<b>4,735,328</b>
<b>Sewer Special Reserve Total</b>			<b>7,582,298</b>	<b>3,357,130</b>	<b>607,081</b>	<b>1,074,589</b>	<b>606,946</b>	<b>13,228,044</b>

**City Of The Dalles, Oregon**

*Capital Improvement Plan*

2024 thru 2029

**PUBLIC WORKS PROJECTS  
PROJECTS BY DEPARTMENT**

DEPARTMENT	LINE ITEM#	PROJECT DESCRIPTION	24-25	25-26	26-27	27-28	28-29	Total
<b>Fund 57 Plant Construction/Debt Service Reserve</b>								
	057-5700-000.31-10	WW Master Plan Update	650,000	-	-	-	-	650,000
		WWTP Upgrades \$12M	6,563,244	12,000,000	-	-	-	18,563,244
		WWTP SCADA Upgrade	-	750,000	-	-	-	750,000
		Boat Basin LS (add generator)	-	-	-	300,000	-	300,000
		Crates LS (Rebuild and add generator)	-	-	-	-	500,000	500,000
		<b>Capital Project Subtotal</b>	<b>7,213,244</b>	<b>12,750,000</b>	<b>-</b>	<b>300,000</b>	<b>500,000</b>	<b>20,763,244</b>
	057-9500-000.81-59	2018 Revenue Bond	304,737	304,737	304,737	304,737	304,737	1,523,685
	057-9500-000.79-30/40	CWSRF Loan	100,658	95,339	94,999	94,652	94,297	479,945
		CWSRF Loan 2025	-	-	386,000	386,000	386,000	1,158,000
		<b>Debt Payment Subtotal</b>	<b>405,395</b>	<b>400,076</b>	<b>785,736</b>	<b>785,389</b>	<b>785,034</b>	<b>3,161,630</b>
<b>Plant Construction/Debt Service Reserve Total</b>			<b>7,618,639</b>	<b>13,150,076</b>	<b>785,736</b>	<b>1,085,389</b>	<b>1,285,034</b>	<b>23,924,874</b>

INTERFUND TRANSFERS

# INTERFUND TRANSFERS

	<b>Transferred From:</b>																
	General Fund	Library Fund	Street Fund	Trans Sys Reserve Fund	Special Grants Fund	Enterprise Zone Fund	Special Assessments Fund	Capital Projects Fund	FFCO Debt Service Fund	Water Fund	Water Cap Res Fund	Wastewater Fund	Sewer Reserve Fund	Sewer Plant Recon/Debt	Airport Fund	State Office Building	Total Transfers In
<b>Transferred To:</b>																	
General Fund		251,353	253,033				10,000			637,920		436,847			95,565		1,684,718
Library Fund												158,483					158,483
Street Fund	750,000								3,000	179,603							932,603
Unemployment Fund	5,097									11,396							16,493
Special Grants Fund	3,495																3,495
State Office Building Fund								11,541									11,541
Special Assessments Fund						150,000											150,000
Capital Projects Fund	385,000	110,000															495,000
PW Reserve Fund			95,000							140,000		230,000					465,000
Trans Sys Reserve Fund				1,612,482													1,612,482
Water Capital Reserve Fund									380,000								380,000
Utility Bond Debt Svc Fund											501,349			304,736			806,085
Sewer Special Reserve Fund												750,000					750,000
Sewer Plant Construction Fund												185,000					185,000
Sewer Bond Debt Svc Fund													4,700,000				4,700,000
FFCO 2008 Debt Service Fund																	-
2009 FFCO Debt Service Fund							105,385				33,426		7,154				145,965
Airport Fund	65,000					890,000											955,000
Airport Debt Service Fund																	-
<b>Total Transfers Out:</b>	<b>1,208,592</b>	<b>361,353</b>	<b>348,033</b>	<b>-</b>	<b>1,612,482</b>	<b>1,040,000</b>	<b>115,385</b>	<b>11,541</b>	<b>3,000</b>	<b>1,348,919</b>	<b>534,775</b>	<b>1,760,330</b>	<b>4,707,154</b>	<b>304,736</b>	<b>95,565</b>		<b>13,451,865</b>

# BUDGETS BY FUND





# GENERAL FUND REVENUES

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	001-0000-300.00-00	5,474,869	6,541,954	6,949,123	2,866,459
PROPERTY TAXES-CURR	001-0000-311.10-00	3,552,793	4,570,482	4,442,179	4,593,135
PROPERTY TAXES-PRIOR	001-0000-311.15-00	93,531	64,254	52,962	120,000
UNSEGREGATED TAX INT	001-0000-311.19-00	11,820	10,132	6,900	6,500
SPRINT	001-0000-318.10-00	25,518	26,171	32,500	26,000
ELECTRIC LIGHT WAVE	001-0000-318.15-00	633	568	720	600
LIGHT SPEED NETWORK	001-0000-318.25-00	36,017	36,363	36,000	29,400
CHARTER COMMUNICATIONS	001-0000-318.30-00	106,988	103,769	110,210	100,000
THE DALLES DISPOSAL	001-0000-318.40-00	110,136	122,226	119,840	139,604
TRANSIENT ROOM TAX	001-0000-319.10-00	997,209	1,016,827	1,000,203	1,050,213
TRANSIENT ROOM TAX-PARKS	001-0000-319.20-00	332,402	338,942	349,670	367,154
LOCAL LIQUOR LICENSES	001-0000-320.10-00	2,990	3,105	3,100	3,100
BUILDING PERMITS	001-0000-320.20-00	4,840	5,060	6,000	5,000
SIGN PERMITS	001-0000-320.30-00	710	635	550	550
OTHER LICENSES	001-0000-320.90-00	9,495	9,596	8,500	9,200
WASCO CO - PLANNING SHARE	001-0000-330.00-00	16,122	14,577	14,576	17,585
FINANCIAL SERVICES	001-0000-330.20-00	46,634	49,331	35,000	36,225
STATE REV SHARING	001-0000-334.10-00	188,938	201,021	221,319	244,121
DUII GRANTS	001-0000-334.60-00	23,632	57,800	14,500	20,000
MARIJUANA TAX	001-0000-335.50-00	206,813	181,164	220,000	187,000
STATE CIGARETTE TAX	001-0000-335.60-00	12,503	11,845	11,827	11,656
STATE LIQUOR TAXES	001-0000-335.70-00	291,459	316,961	316,101	348,697
URBAN RENEWAL	001-0000-337.10-00	110,793	100,335	120,000	140,000
PUD INTERGOVT	001-0000-337.60-00	1,784,164	2,327,198	2,853,402	3,496,680
QLIFE ROW FEES	001-0000-337.80-00	19,547	21,695	23,000	21,386
COPIES, PLANS, ORD'S ETC	001-0000-341.80-00	1,985	1,827	3,500	3,500
MISC SALES AND SRVCS	001-0000-341.90-00	24,931	14,014	3,000	4,800
PLANNING FEES	001-0000-343.01-00	24,389	33,734	19,500	29,000
COURT FINES/FORFEITURES	001-0000-351.10-00	166,877	80,198	60,000	62,000
TOWING FINES & FEES	001-0000-351.15-00	100	-	300	200
INTEREST REVENUES	001-0000-361.00-00	30,650	199,534	90,000	300,000
LEASE REVENUE	001-0000-362.00-00	10,025	74,692	75,025	74,692
PROPERTY RENTALS	001-0000-363.50-00	1,200	3,000	750	750
QLIFE ADMIN SERVICES	001-0000-366.00-00	-	33,613	-	45,000
OTHER MISC REVENUES	001-0000-369.00-00	303,006	292,219	210,000	176,500
ENTERPRISE ZONE PAYMENTS	001-0000-369.10-00	472,282	402,562	280,000	280,000
OTHER FINANCING SOURCES-LEASE INCEPTION	001-0000-369.20-00	87,072	22,108	-	37,022
TRNSFR FROM LIBRARY FUND	001-0000-391.04-00	100,580	128,040	183,000	251,353
TRNSFR FROM STREET FUND	001-0000-391.05-00	225,148	260,046	220,118	253,033
TRNSFR FROM SPECIAL GRANTS FUND	001-0000-391.18-00	-	-	2,000	-
TRNSFR FROM SPCL ASSESSMENTS FUND	001-0000-391.36-00	-	-	10,000	10,000
TRNSFR FROM WATER UTILITY FUND	001-0000-391.51-00	463,192	519,947	505,600	637,920
TRNSFR FROM WASTEWATER UTILITY	001-0000-391.55-00	384,310	398,073	368,694	436,847
TRNSFR FROM AIRPORT FUND	001-0000-391.61-00	-	-	-	95,565
<b>TOTAL GENERAL FUND REVENUES</b>		<b>15,756,303</b>	<b>18,595,619</b>	<b>18,979,669</b>	<b>16,538,447</b>

# GENERAL FUND-REVENUES

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>						
5,474,869	6,541,954	6,949,123	001-0000-300.00-00	BEGINNING BALANCE		2,866,459
3,552,793	4,570,482	4,442,179	001-0000-311.10-00	PROPERTY TAXES-CURR		4,593,135
93,531	64,254	52,962	001-0000-311.15-00	PROPERTY TAXES-PRIOR		120,000
11,820	10,132	6,900	001-0000-311.19-00	UNSEGREGATED TAX INT		6,500
25,518	26,171	32,500	001-0000-318.10-00	SPRINT		26,000
36,017	36,363	36,000	001-0000-318.25-00	LIGHTSPEED NETWORK		29,400
110,136	122,226	119,840	001-0000-318.40-00	THE DALLEES DISPOSAL		139,604
2.65 rate increase						
997,209	1,016,827	1,000,203	001-0000-319.10-00	TRANSIENT ROOM TAX		1,050,213
332,402	338,942	349,670	001-0000-319.20-00	TRANSIENT ROOM TAX-PARKS		367,154
2,990	3,105	3,100	001-0000-320.10-00	LOCAL LIQUOR LICENSES		3,100
4,840	5,060	6,000	001-0000-320.20-00	BUILDING PERMITS		5,000
710	635	550	001-0000-320.30-00	SIGN PERMITS		550
9,495	9,596	8,500	001-0000-320.90-00	OTHER LICENSES		9,200
16,122	14,577	14,576	001-0000-330.00-00	WASCO CO - PLANNING SHARE		17,585
1/2 of Senior Planner. 1254 Acres were intial UGA. 893 have been annexed out. 361 available						
46,634	49,331	35,000	001-0000-330.20-00	FINANCIAL SERVICES		36,225
Mid Columbia Fire Department						
188,938	201,021	221,319	001-0000-334.10-00	STATE REV SHARING		244,121
LOC Estimates FY22/23: Liquor Tax Estimate=21.24/20%=106.20X14%=\$14.87 Per Capita. \$14.87x16,417=244,120.79						
23,632	57,800	14,500	001-0000-334.60-00	DUII GRANTS		20,000
206,813	181,164	220,000	001-0000-335.50-00	MARIJUANA TAX		187,000
From LOC State Shared Revenue Estimates 2024-1.38x16,417 per capita and 25% is based on number of licensed premises City's 3% Local Tax Tax revenue will continue to decline due to Measure 110						
12,503	11,845	11,827	001-0000-335.60-00	STATE CIGARETTE TAX		11,656
From LOC State Shared Revenue Estimates 2024-25 .71x16,417						
291,459	316,961	316,101	001-0000-335.70-00	STATE LIQUOR TAXES		348,697
From LOC State Shared Revenue Estimates 2024-25 rate \$21.24x population 16,417						
110,793	100,335	120,000	001-0000-337.10-00	URBAN RENEWAL		140,000
1,784,164	2,327,198	2,853,402	001-0000-337.60-00	PUD INTERGOVT		3,496,680
19,547	21,695	23,000	001-0000-337.80-00	QLIFE ROW FEES		21,386
1,985	1,827	3,500	001-0000-341.80-00	COPIES, PLANS, ORD'S ETC		3,500
24,931	14,014	3,000	001-0000-341.90-00	MISC SALES AND SRVCS		4,800
Dock revenue is now in lease revenue.						
					-	
Esale licenses, conduit fees						
					4,800	
24,389	33,734	19,500	001-0000-343.01-00	PLANNING FEES		29,000
166,877	80,198	60,000	001-0000-351.10-00	COURT FINES/FORFEITURES		62,000
100	-	300	001-0000-351.15-00	TOWING FINES & FEES		200
30,650	199,534	90,000	001-0000-361.00-00	INTEREST REVENUES		300,000
Lease Revenues Interest						
Interest Revenues from LGIP						
10,025	74,692	75,025	001-0000-362.00-00	LEASE REVENUE		74,692
Lease Revenues-Q-Life, Dock, Ground Lease Meadows						
1,200	3,000	750	001-0000-363.50-00	PROPERTY RENTALS	74,692	750
-	33,613	-	001-0000-366.00-00	QLIFE ADMIN SERVICES		45,000
303,006	292,219	210,000	001-0000-369.00-00	OTHER MISC REVENUES		176,500
This where penalties come in for TRT, Saif and Cigna Refund/Dividend					75,000	
Reimbursement for Legal Expenses					37,500	
Reimbursement for Officer Buy-Out					64,000	

# GENERAL FUND-REVENUES

## PROPOSED BUDGET WORKSHEET

<b>FY21/22</b>	<b>FY22/23</b>	<b>FY23/24</b>			<b>Line Item</b>	<b>FY24/25</b>
<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Detail</b>	<b>Proposed Budget</b>
472,282	402,562	280,000	001-0000-369.10-00	ENTERPRISE ZONE PAYMENTS		280,000
				<a href="#">2013 Agreement</a>		
87,072	22,108	-	001-0000-369.20-00	OTHER FINANCING SOURCES-LEASE INCEPTION		37,022
100,580	128,040	183,000	001-0000-391.04-00	TRNSFR FROM LIBRARY FUND		251,353
225,148	260,046	220,118	001-0000-391.05-00	TRNSFR FROM STREET FUND		253,033
-	-	2,000	001-0000-391.18-00	TRNSFR FROM SPECIAL GRANTS FUND		-
-	-	10,000	001-0000-391.36-00	TRNSFR FROM SPCL ASSESSMENTS FUND		10,000
463,192	519,947	505,600	001-0000-391.51-00	TRNSFR FROM WATER UTILITY FUND		637,920
384,310	398,073	368,694	001-0000-391.55-00	TRNSFR FROM WASTEWATER UTILITY		436,847
-	-	-	001-0000-391.061-00	TRNSFR FROM AIRPORT FUND		95,565
<b>15,756,303</b>	<b>18,595,619</b>	<b>18,979,669</b>	<b>TOTAL GENERAL FUND REVENUES</b>			<b>16,538,447</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 and Council 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 2025

- The City Council goals are listed in a new City Council Goals document and are included in the budget book.

## ACCOMPLISHMENTS IN FY 2024

- City Council all day goal setting retreat with SSW Consulting as the facilitator.
- Filed nuisance action against St. Vincent de Paul Day center.
- Continued efforts to address houselessness in our community.
- Established a standing Beautification and Tree Committee.
- Provided direction to staff to terminate the IGA with Wasco County and Wasco County District Attorney.
- Authorized Water Master Plan contract.
- Passed a 1 year moratorium on new Short Term Rentals in residential areas.
- Engaged various civic groups, Council assignments on City committees/commissions and radio appearances to facilitate communication and provide information to the community.
- Continued safety plan to reduce worker's compensation premiums.
- Provided funding for street maintenance projects.

## 2024-25 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 FY24-25 budget also includes City Council stipends. This year, the City Council is budgeting to support the Columbia Gorge Humane Spay & Neuter program.

# CITY COUNCIL PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
		Actual	Actual	Budget	Proposed Budget
<b>Account Number</b>					
<b>PERSONNEL SERVICE:</b>					
STIPENDS	001-0100-000.11-00	8,400	8,400	8,988	30,000
FICA	001-0100-000.22-00	643	643	688	2,295
OTHER EMPLOYEE BENEFITS	001-0100-000.29-00	-	16	45	150
<b>TOTAL PERSONNEL SERVICE</b>		<b>9,043</b>	<b>9,059</b>	<b>9,721</b>	<b>32,445</b>
Total Full-Time Equivalent (FTE)		-	-	-	-
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-0100-000.31-10	150,288	115,797	235,000	269,358
CULTURAL PARTNERSHIPS	001-0100-000.31-50	-	-	-	22,500
LABOR NEGOTIATIONS	001-0100-000.31-60	8,484	28,388	25,000	25,000
AUDITING SERVICES	001-0100-000.32-10	29,500	34,660	44,350	45,680
ECONOMIC RECOVERY	001-0100-000.40-10	101,769	-	-	-
TRAVEL, FOOD & LODGING	001-0100-000.58-10	10,332	18,915	25,000	37,000
TRAINING AND CONFERENCES	001-0100-000.58-50	-	2,225	9,950	9,950
WORKSHOPS	001-0100-000.58-60	-	-	15,000	20,100
MEMBERSHIPS/DUES/SUBSCRIP	001-0100-000.58-70	25,272	27,844	31,622	31,461
OFFICE SUPPLIES	001-0100-000.60-10	193	414	500	500
SAFETY SUPPLIES/EQUIP	001-0100-000.60-50	46,146	22,866	-	-
MISCELLANEOUS EXPENSES	001-0100-000.69-50	601	82,973	2,350	900
ASSETS < \$5000	001-0100-000.69-80	2,034	-	1,400	1,500
<b>TOTAL MATERIALS AND SERVICES</b>		<b>374,619</b>	<b>334,082</b>	<b>390,172</b>	<b>463,949</b>
<b>TOTAL CITY COUNCIL DEPARTMENT</b>		<b>383,662</b>	<b>343,140</b>	<b>399,893</b>	<b>496,394</b>

# CITY COUNCIL PROPOSED BUDGET WORKSHEET

FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Budget	Account Number	Account Description	Line Item Detail	FY 24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
8,400	8,400	8,988	001-0100-000.11-00	STIPENDS		30,000
643	643	688	001-0100-000.22-00	FICA		2,295
-	16	45	001-0100-000.29-00	OTHER EMPLOYEE BENEFITS		150
<b>9,043</b>	<b>9,059</b>	<b>9,721</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>32,445</b>
-	-	-	Total Full-Time Equivalent (FTE)			-
<b>MATERIALS AND SERVICES:</b>						
150,288	115,797	235,000	001-0100-000.31-10	CONTRACTUAL SERVICES		269,358
				MCEDD - LINK + shelter	50,000	
				Sister City Program Non-Profit moved to below line item	-	
				Youth Think	25,000	
				Fort Dalles Displays (fireworks and murals)	25,000	
				Columbia Gorge Humane Spay & Neuter	52,608	
				Lions Club - Pickleball Courts	-	
				Mainstreet (operating costs)	25,000	
				Beautification Committee Annual projects	10,000	
				The Dalles Art Center Annual Contract	15,000	
				The Dalles Art Center (Public Art Projects)	26,750	
				Mainstreet Mural Fest	5,000	
				Open Campus and Juntos w/OSU Ext	-	
				Beautification Committee (Tree Grant Program)	10,000	
				Yes Program	25,000	
-	-	-	001-0100-000.31-50	CULTURAL PARTNERSHIPS		22,500
				Sister City Association Support	18,000	
				Dignity Gifts	2,000	
				City Rep Travel/Lodging	2,500	
8,484	28,388	25,000	001-0100-000.31-60	LABOR NEGOTIATIONS		25,000
				1) Police Association Contract expires 06/30/25	22,000	
				2) SEIU contract expires 06/30/26	-	
				Reserve for future Employment related issues	3,000	
29,500	34,660	44,350	001-0100-000.32-10	AUDITING SERVICES		45,680
				ACFR Audit	39,330	
				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	
101,769	-	-	001-0100-000.40-10	ECONOMIC RECOVERY		-
10,332	18,915	25,000	001-0100-000.58-10	TRAVEL, FOOD & LODGING		37,000
				Council meals & functions	10,000	
				CC attendance at Annual LOC Convention & other official meetings (x5)	10,000	
				Community Outreach City to Washington, D.C. (2 members, 2 trips Spring/Fall hotel, air, meals, taxi)	17,000	
				Delegate for official Sister City visit (1)	-	
-	2,225	9,950	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		20,100
				Strategic Planning/Workshop	14,000	
				Local Government Academy	6,100	

# CITY COUNCIL PROPOSED BUDGET WORKSHEET

FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Budget	Account Number	Account Description	Line Item Detail	FY 24/25 Proposed Budget
25,272	27,844	31,622	001-0100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP		31,461
				LOC	14,280	
				MCEDD	14,605	
				OR Mayor's Association	250	
				Chamber of Commerce	625	
				National League of Cities	1,701	
				Miscellaneous	-	
193	414	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.	500	
46,146	22,866	-	001-0100-000.60-50	SAFETY SUPPLIES/EQUIP		-
601	82,973	2,350	001-0100-000.69-50	MISCELLANEOUS EXPENSES		900
				Surety Bond CM	300	
				Miscellaneous and recruitment expenses	600	
2,034	-	1,400	001-0100-000.69-80	ASSETS < \$5000		1,500
				Council Ipads x2	1,500	
<b>374,619</b>	<b>334,082</b>	<b>390,172</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>463,949</b>
<b>383,662</b>	<b>343,140</b>	<b>399,893</b>	<b>TOTAL CITY COUNCIL DEPARTMENT</b>			<b>496,394</b>



# CITY CLERK

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## PERSONNEL

FTE: 1.0

## MISSION

The role of the City Clerk is to facilitate and support City legislative processes and meetings, record and provide access to the City's official records, preserve the City's history, conduct elections with integrity, and provide timely & accurate information.

## DESCRIPTION

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

Administrative services performed by the department include: Clerk of the City Council, Records Manager, Elections Officer, analyst to the City Manager, Public Information Officer, public records and meetings law interpretation, website and social media coordination.

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 2025

- Improve accessibility of the City's official records for efficient access and retrieval.
- Leverage technology for clarity of communication internally and externally.
- Conduct elections with integrity and a broad community outreach.
- Foster community engagement in local government by building upon programs such as the Local Government Academy.

## ACCOMPLISHMENTS IN FY 2024

- Trained and onboarded new City Clerk / Public Information Officer.
- Re-implemented the Local Government Academy.
- Assisted with training of new Executive Assistant.

# CITY CLERK

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0200-000.11-00	103,173	111,184	126,127	103,269
MEDICAL INSURANCE	001-0200-000.21-10	22,592	19,625	21,744	10,510
L-T DISABILITY INSURANCE	001-0200-000.21-20	598	602	820	671
LIFE INSURANCE	001-0200-000.21-30	46	48	50	50
WORKERS COMP INSURANCE	001-0200-000.21-40	107	109	149	128
FICA	001-0200-000.22-00	7,805	8,431	9,649	7,900
RETIREMENT CONTRIBUTIONS	001-0200-000.23-00	14,026	15,107	17,027	13,941
VEBA CONTRIBUTIONS	001-0200-000.28-00	5,881	6,360	7,277	2,780
OTHER EMPLOYEE BENEFITS	001-0200-000.29-00	-	359	631	516
<b>TOTAL PERSONNEL SERVICE</b>		<b>154,227</b>	<b>161,825</b>	<b>183,474</b>	<b>139,765</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	12,610	14,304	23,650	20,000
POSTAGE	001-0200-000.53-20	71	799	1,200	1,200
TELEPHONE	001-0200-000.53-30	1,117	1,152	1,220	1,220
TRAVEL, FOOD & LODGING	001-0200-000.58-10	827	1,180	3,850	4,000
TRAINING AND CONFERENCES	001-0200-000.58-50	600	550	1,650	2,100
MEMBERSHIPS/DUES/SUBS	001-0200-000.58-70	235	290	815	900
OFFICE SUPPLIES	001-0200-000.60-10	279	617	750	725
BOOKS AND PERIODICALS	001-0200-000.64-10	-	-	100	100
MISCELLANEOUS EXPENSES	001-0200-000.69-50	146	236	750	500
ASSETS < \$5000	001-0200-000.69-80	-	-	-	2,400
<b>TOTAL MATERIALS AND SERVICES</b>		<b>15,887</b>	<b>19,128</b>	<b>33,985</b>	<b>33,145</b>
<b>TOTAL CITY CLERK DEPARTMENT</b>		<b>170,113</b>	<b>180,952</b>	<b>217,459</b>	<b>172,910</b>

# CITY CLERK PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
103,173	111,184	126,127	001-0200-000.11-00	REGULAR SALARIES		103,269
22,592	19,625	21,744	001-0200-000.21-10	MEDICAL INSURANCE		10,510
598	602	820	001-0200-000.21-20	L-T DISABILITY INSURANCE		671
46	48	50	001-0200-000.21-30	LIFE INSURANCE		50
107	109	149	001-0200-000.21-40	WORKERS COMP INSURANCE		128
7,805	8,431	9,649	001-0200-000.22-00	FICA		7,900
14,026	15,107	17,027	001-0200-000.23-00	RETIREMENT CONTRIBUTIONS		13,941
5,881	6,360	7,277	001-0200-000.28-00	VEBA CONTRIBUTIONS		2,780
-	359	631	001-0200-000.29-00	OTHER EMPLOYEE BENEFITS		516
<b>154,227</b>	<b>161,825</b>	<b>183,474</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>139,765</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>						
12,610	14,304	23,650	001-0200-000.31-10	CONTRACTUAL SERVICES		20,000
				General Code Codification & Website	8,000	
				Records Mang. Program/Chaves (annually)	5,000	
				CivicPlus (used to be ArchiveSocial) PD & City (annually)	2,000	
				Open Media (Live Streaming)	3,000	
				Misc	2,000	
71	799	1,200	001-0200-000.53-20	POSTAGE		1,200
1,117	1,152	1,220	001-0200-000.53-30	TELEPHONE		1,220
				Blue Mt. Desk Phone	500	
				Cell Phone Allowance @ \$60/ month	720	
827	1,180	3,850	001-0200-000.58-10	TRAVEL, FOOD & LODGING		4,000
				OAMR Conferences annual & mid-year lodging & meals	1,000	
				OAMR PD lodging & meals	2,000	
				Travel Reimbursement meals/milage/misc.	1,000	
600	550	1,650	001-0200-000.58-50	TRAINING AND CONFERENCES		2,100
				OAMR	850	
				IIMC PD Courses	500	
				Northwes	750	
235	290	815	001-0200-000.58-70	MEMBERSHIPS/DUES/SUBS		900
				OAMR, IIMC, NIOA	400	
				Filing Fees & Notices	500	
279	617	750	001-0200-000.60-10	OFFICE SUPPLIES		725
				Office Material Supplies	600	
				Adobe Acrobat Pro	125	
-	-	100	001-0200-000.64-10	BOOKS AND PERIODICALS		100
146	236	750	001-0200-000.69-50	MISCELLANEOUS EXPENSES		500
-	-	-	001-0200-000.69-80	ASSETS < \$5000		2,400
				Clerk Laptop	2,400	
<b>15,887</b>	<b>19,128</b>	<b>33,985</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>33,145</b>
<b>170,113</b>	<b>180,952</b>	<b>217,459</b>	<b>TOTAL CITY CLERK DEPARTMENT</b>			<b>172,910</b>

# CITY MANAGER

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## PERSONNEL

FTE: 2.0

## MISSION

Provide leadership and direction to staff to implement City Council policies and provide services to the community.

## 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 detailing personnel administration and the supervision of public utilities and property.

The goals and accomplishments listed below are always in support of, or in coordination with, various City Departments and staff.

## GOALS AND FOCUS FY 2025

- Execute and support the overall City Council 2023-2025 Priorities as well as continue to improve the process under which these priorities are developed.
- Organize a robust process to bring key City initiatives to the City Council for direction in alignment with the City's goals and projects currently in progress. Some of these initiatives include a Water Master Plan Update, Housing Production Strategy, and discussion and policy guidance around the use of future abatement program revenues as well as Transient Room Tax (TRT).
- Continue to support and partner with local agencies in addressing houselessness as well as monitor the effectiveness of existing City programs and ordinances. Key partners include the Mid-Columbia Community Action Council (MCCAC), Mid-Columbia Center for Living (MCCFL) and Mid-Columbia Housing Authority (MCHA).
- Maintain and strengthen Code Enforcement resources in the community through the addition of an additional Code Enforcement Officer.
- Continue to prioritize and support efforts to recruit and retain Police officers.

- Continue to coordinate with the Urban Renewal Agency to revitalize the downtown core.

## ACCOMPLISHMENTS IN FY 2024

- Created a new Information Technology (IT) Department with three staff positions to better support and improve IT services.
- Revised City Clerk position description to include Public Information Officer (PIO) duties.
- Notified and engaged Charter Communications in franchise negotiations. Began an overall effort to develop and implement updated franchise templates.
- Facilitated the development of various City programs, initiatives, partnerships, and policy proposals for Council consideration that seek to address nuisance crime and community livability concerns.
- Continued relations with partners and community through presentations to local civic clubs and appearances on KODL as well as state-wide news channel such as KGW.
- Worked closely with the Library District Board to craft a revised IGA for the funding and provision of Library services in The Dalles.
- Strengthened culture and relationships amongst staff by joining Police Sergeant meetings and Police ride-a-longs, attending Public Work manager and muster meetings, support of the Just Do It (JDI) committee, and encouraging cross functional teams and collaborative engagement amongst Department Heads.
- Negotiated the lease of the Marine Terminal to American Cruise Lines.
- Completed negotiations with SEIU in a collaborative manner that addressed union issues as well as recruitment and retention concerns.
- Provided Administrative services to Q-Life.
- Participated in Joint ICS Exercise: Transportation & Wastewater Collection Division.
- Contributed to the community Town Hall on Houselessness.
- 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.
- Established a Gorge-wide City Managers quarterly networking luncheon.

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

- Develop recommendations on the strategic use of City revenues to provide core city services as efficiently as possible as well as respond to overarching community needs.
- Insure adequate and sustainable staffing.
- Continued emphasis training, education, staff development, and succession planning.

# CITY MANAGER

## PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0300-000.11-00	160,194	188,886	230,335	243,854
OVERTIME SALARIES	001-0300-000.13-00	-	568	500	500
BILINGUAL INCENTIVE 5%	001-0300-000.14-00	-	-	-	3,018
MEDICAL INSURANCE	001-0300-000.21-10	22,261	34,222	59,287	48,630
L-T DISABILITY INSURANCE	001-0300-000.21-20	530	853	1,417	1,522
LIFE INSURANCE	001-0300-000.21-30	53	85	100	100
WORKERS COMP INSURANCE	001-0300-000.21-40	185	259	326	437
FICA	001-0300-000.22-00	12,005	13,931	17,621	18,924
RETIREMENT CONTRIBUTIONS	001-0300-000.23-00	38,034	24,172	25,953	35,981
VEBA CONTRIBUTIONS	001-0300-000.28-00	6,378	5,519	7,191	7,235
OTHER EMPLOYEE BENEFITS	001-0300-000.29-00	60	477	1,254	1,297
<b>TOTAL PERSONNEL SERVICE</b>		<b>239,700</b>	<b>268,970</b>	<b>343,984</b>	<b>361,498</b>
Total Full-Time Equivalent (FTE)		<b>1.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-0300-000.31-10	238	703	844	854
OFFICE EQUIPMENT	001-0300-000.43-40	2,660	1,136	5,000	2,000
POSTAGE	001-0300-000.53-20	556	70	200	200
TELEPHONE	001-0300-000.53-30	1,128	2,491	2,350	2,896
TRAVEL, FOOD & LODGING	001-0300-000.58-10	688	2,033	3,696	4,200
TRAINING AND CONFERENCES	001-0300-000.58-50	-	428	4,324	2,000
MEMBERSHIPS/DUES/SUBS	001-0300-000.58-70	40	1,115	1,863	2,939
OFFICE SUPPLIES	001-0300-000.60-10	1,733	3,488	6,000	5,500
MISCELLANEOUS EXPENSES	001-0300-000.69-50	704	429	1,000	1,000
ASSETS < \$5000	001-0300-000.69-80	-	-	8,200	5,000
EXPENDITURES-CAPITAL OUTLAY	001-0300-000.74-80	8,471	-	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>16,218</b>	<b>11,893</b>	<b>33,477</b>	<b>26,589</b>
<b>TOTAL CITY MANAGER DEPARTMENT</b>		<b>255,918</b>	<b>280,864</b>	<b>377,461</b>	<b>388,087</b>

# CITY MANAGER PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
160,194	188,886	230,335	001-0300-000.11-00	REGULAR SALARIES		243,854
-	568	500	001-0300-000.13-00	OVERTIME SALARIES		500
-	-	-	001-0300-000.14-00	BILINGUAL INCENTIVE		3,018
22,261	34,222	59,287	001-0300-000.21-10	MEDICAL INSURANCE		48,630
530	853	1,417	001-0300-000.21-20	L-T DISABILITY INSURANCE		1,522
53	85	100	001-0300-000.21-30	LIFE INSURANCE		100
185	259	326	001-0300-000.21-40	WORKERS COMP INSURANCE		437
12,005	13,931	17,621	001-0300-000.22-00	FICA		18,924
38,034	24,172	25,953	001-0300-000.23-00	RETIREMENT CONTRIBUTIONS		35,981
6,378	5,519	7,191	001-0300-000.28-00	VEBA CONTRIBUTIONS		7,235
60	477	1,254	001-0300-000.29-00	OTHER EMPLOYEE BENEFITS		1,297
<b>239,700</b>	<b>268,970</b>	<b>343,984</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>361,498</b>
<b>1.0</b>	<b>2.0</b>	<b>2.0</b>	Total Full-Time Equivalent (FTE)			<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>						
238	703	844	001-0300-000.31-10	CONTRACTUAL SERVICES		854
				Internet connectivity provided by SawNet at \$4.49 per station per month	54	
				Shred it	100	
				Translation Services (translation \$50/hr-interpretation \$75/hr- \$50 per page)	700	
2,660	1,136	5,000	001-0300-000.43-40	OFFICE EQUIPMENT		2,000
				Primary copier at City Hall - use history to budget	2000	
556	70	200	001-0300-000.53-20	POSTAGE		200
1,128	2,491	2,350	001-0300-000.53-30	TELEPHONE		2,896
				Gorge.Net service for CM phone, Exec Assistant Phone & 1 Fax line.	2,896	
688	2,033	3,696	001-0300-000.58-10	TRAVEL, FOOD & LODGING		4,200
				League of Oregon Cities	1,400	
				OCCMA Conference	200	
				Admin Staff related training	800	
				Misc. Luncheons	800	
				Misc.	1,000	
-	428	4,324	001-0300-000.58-50	TRAINING AND CONFERENCES		2,000
				Admin Assistant Training	500	
				LOC and OCCMA Conference	1,500	
40	1,115	1,863	001-0300-000.58-70	MEMBERSHIPS/DUES/SUBS		2,939
				ICMA	1,060	
				Oregon Latinos in Local Gov't	175	
				Local Gov't Hispanic Netowrk	750	
				Oregon City/County Mangers	348	
				Oregonian & Columbia Gorge News	356	
				Adobe subscription (2*125)	250	
1,733	3,488	6,000	001-0300-000.60-10	OFFICE SUPPLIES		5,500
				All copier supplies for City Hall - Bulk buying	5,500	
				Misc Office Supplies - use history		
704	429	1,000	001-0300-000.69-50	MISCELLANEOUS EXPENSES		1,000
				Drinking water & other misc. items	1,000	
-	-	8,200	001-0300-000.69-80	ASSETS < \$5000		5,000
				For durable goods lasting more than one yer, but costing less than \$5,000. CM/Exec Assistant computers; printers	5,000	
8,471	-	-	001-0300-000.74-80	EXPENDITURES - CAPITAL OUTLAY		-
<b>16,218</b>	<b>11,893</b>	<b>33,477</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>26,589</b>
<b>255,918</b>	<b>280,864</b>	<b>377,461</b>	<b>TOTAL CITY MANAGER DEPARTMENT</b>			<b>388,087</b>

# LEGAL

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## PERSONNEL

FTE: 2.0

## MISSION

Provide prompt and efficient general counsel legal services to City Council, Mayor, City Manager, all City Departments, Planning Commission, Columbia Gorge Regional Airport, and Columbia Gateway Urban Renewal Agency.

## DESCRIPTION

The Legal Department generally:

- 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 or advance 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 2025

- 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 collaborating with the Klickitat County Prosecuting Attorney's Office to manage the Airport's legal needs, including matters involving the Federal Aviation Administration's regulatory oversight of and federal grants awarded to the Airport.
- Continue interfacing with City/County Insurance Services and insurer-appointed litigation



## GENERAL FUND- LEGAL

defense counsel to ensure the City remains defended from all legal actions.

- Continue managing the City's special counsels to advance the City's special legal interests in protection of the public health, safety, and welfare.
- 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.
- Continue working closely with the Public Works Department to efficiently abide the Oregon Public Contracting Code's provisions with respect to all procurements.

## ACCOMPLISHMENTS IN FY 2024

- Drafted comprehensive Local Contract Review Board Rules to maximize the City's contracting flexibility while maintaining compliance with the Oregon Public Contracting Code's procurement restrictions.
- Crafted a robust Public Records Policy to support the City's efforts to implement best practices consistent with the limitations imposed by the Oregon Public Records Law.
- Developed the City Facility Management and Trespass Policy to prevent and prohibit conduct threatening harm to individual or public interests or interfering with the City's ability to serve the public.
- Secured the City's real property interests in lands throughout the City's corporate limits, including the alley between Washington Street and Court Street and parcels of land located on East 3rd Street.
- Worked with the City Manager's Office and special counsel to develop and implement legally current franchise templates.
- 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.
- 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 municipal 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 City Manager and Human Resources Department staff to review and revise City policies.

# LEGAL

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0700-000.11-00	-	136,804	155,375	239,205
PARTTIME/TEMP SALARIES	001-0700-000.12-00	-	22,778	34,904	-
MEDICAL INSURANCE	001-0700-000.21-10	-	8,881	39,909	21,020
L-T DISABILITY INSURANCE	001-0700-000.21-20	-	595	1,199	1,507
LIFE INSURANCE	001-0700-000.21-30	-	46	99	100
WORKERS COMP INSURANCE	001-0700-000.21-40	-	46	365	440
FICA	001-0700-000.22-00	-	12,263	14,556	18,299
RETIREMENT CONTRIBUTIONS	001-0700-000.23-00	-	18,443	24,510	28,288
VEBA CONTRIBUTIONS	001-0700-000.28-00	-	3,702	4,711	4,523
OTHER EMPLOYEE BENEFITS	001-0700-000.29-00	-	336	951	1,196
<b>TOTAL PERSONNEL SERVICE</b>		-	<b>203,895</b>	<b>276,579</b>	<b>314,578</b>
Total Full-Time Equivalent (FTE)		-	<b>1.5</b>	<b>1.5</b>	<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-0700-000.31-10	369,987	245,589	350,000	250,000
SPECIAL LEGAL SERVICES	001-0700-000.32-20	6	592	2,500	6,000
POSTAGE	001-0700-000.53-20	-	142	250	250
TELEPHONE	001-0700-000.53-30	-	1,007	2,936	2,120
TRAVEL, FOOD & LODGING	001-0700-000.58-10	-	645	6,550	5,500
TRAINING AND CONFERENCES	001-0700-000.58-50	-	350	3,950	3,100
MEMBERSHIPS/DUES/SUBS	001-0700-000.58-70	-	2,250	2,975	3,450
OFFICE SUPPLIES	001-0700-000.60-10	-	636	5,000	2,000
BOOKS AND PERIODICALS	001-0700-000.64-10	-	5,411	10,500	9,500
MISCELLANEOUS EXPENSES	001-0700-000.69-50	-	-	2,500	5,000
ASSETS < \$5000	001-0700-000.69-80	-	6,289	12,000	5,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>369,993</b>	<b>262,911</b>	<b>399,161</b>	<b>291,920</b>
<b>TOTAL LEGAL DEPARTMENT</b>		<b>369,993</b>	<b>466,806</b>	<b>675,740</b>	<b>606,498</b>

# LEGAL

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
-	136,804	155,375	001-0700-000.11-00	REGULAR SALARIES		239,205
-	22,778	34,904	001-0700-000.12-00	PART-TIME/TEMP SALARIES		-
-	8,881	39,909	001-0700-000.21-10	MEDICAL INSURANCE		21,020
-	595	1,199	001-0700-000.21-20	L-T DISABILITY INSURANCE		1,507
-	46	99	001-0700-000.21-30	LIFE INSURANCE		100
-	46	365	001-0700-000.21-40	WORKERS COMP INSURANCE		440
-	12,263	14,556	001-0700-000.22-00	FICA		18,299
-	18,443	24,510	001-0700-000.23-00	RETIREMENT CONTRIBUTIONS		28,288
-	3,702	4,711	001-0700-000.28-00	VEBA CONTRIBUTIONS		4,523
-	336	951	001-0700-000.29-00	OTHER EMPLOYEE BENEFITS		1,196
-	<b>203,895</b>	<b>276,579</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>314,578</b>
-	<b>1.5</b>	<b>1.5</b>	Total Full-Time Equivalent (FTE)			<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>						
369,987	245,589	350,000	001-0700-000.31-10	CONTRACTUAL SERVICES		250,000
				Special Counsel-Public Records (reimbursable expense)	10,000	
				Special Counsel-Airport 50% reimbursable through Klickitat County	25,000	
				Special Counsel - Public Nuisance Litigation	75,000	
				Special Counsel-LUDO enforcement	15,000	
				Special Counsel-Other	125,000	
6	592	2,500	001-0700-000.32-20	SPECIAL LEGAL SERVICES		6,000
				Deed recordings, publication of legal notices, etc.	6,000	
-	142	250	001-0700-000.53-20	POSTAGE		250
-	1,007	2,936	001-0700-000.53-30	TELEPHONE		2,120
				Internet access for two terminals @ \$4.50 per month each	1,400	
				Cell Phone Allowance @ \$60/ month	720	
-	645	6,550	001-0700-000.58-10	TRAVEL, FOOD & LODGING		5,500
				OCAA Spring Conference lodging/mileage	1,000	
				OCAA/Government Law Section Fall Conference lodging/mil	1,000	
				OSB Government Law Spring Forum lodging/mileage	1,000	
				Miscellaneous meals & mileage	2,500	
-	350	3,950	001-0700-000.58-50	TRAINING AND CONFERENCES		3,100
				OCAA Spring Conference	250	
				OCAA/Government Law Section Fall Conference	200	
				OSB Government Law Spring Forum	250	
				Other CLE seminars	400	
				Misc. conferences & trainings	2,000	
-	2,250	2,975	001-0700-000.58-70	MEMBERSHIPS/DUES/SUBS		3,450
				Oregon State Bar Dues	850	
				Washington State Bar Dues	500	
				Oregon City Attorneys Association	100	
				Oregon Ethics Commission	1,500	
				Misc. memberships	500	
-	636	5,000	001-0700-000.60-10	OFFICE SUPPLIES		2,000
-	5,411	10,500	001-0700-000.64-10	BOOKS AND PERIODICALS		9,500
-	-	2,500	001-0700-000.69-50	MISCELLANEOUS EXPENSES		5,000
-	6,289	12,000	001-0700-000.69-80	ASSETS < \$5000		5,000
				Printers, Computers, Office Furniture	5,000	
<b>369,993</b>	<b>262,911</b>	<b>399,161</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>291,920</b>
<b>369,993</b>	<b>466,806</b>	<b>675,740</b>	<b>TOTAL LEGAL DEPARTMENT</b>			<b>606,498</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. These functions include 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. The Utility Billing Division has 1 FTE & 0.5 FTE (Accounting Clerk II). The Judicial Department has one 0.5 FTE & one 0.25 FTE (MCC & 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, 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 2025

### Finance:

- Continue to transition into the Caselle software program and train employees to have 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 Mid-Columbia Fire & Rescue to provide financial services.
- Continue to work on developing a system for financial forecasting for the City.
- Continue overall training and cross-training of Department employees.
- Continue to develop the budget in the Excel add-in via the Caselle program.
- Update and revise the Capital project plan for the budget.
- Work with Mid-Columbia Community Action Council on the management of the Utility Billing Senior/Discount program.
- Complete the City website transition from Revize to Granicus.

### Judicial:

- Continue to work with the Police Department to develop E-citations.
- Continue developing responses to 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 2024

### Finance:

- Completed the new reporting requirements for GASB 87 Leases.
- Completed the new reporting requirements for GASB 96 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 2022 Annual Comprehensive Financial Report (ACFR).
- 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.

## GENERAL FUND-FINANCE/UTILITY BILLING/JUDICIAL

- Updated the Budget Book to have more graphs and financial information.
- Completed the setup to Caselle for Mid-Columbia Fire & Rescue.
- Completed the direct pay feature in Caselle to add the ability to pay our vendors via ACH.
- Completed our first audit with KDP LLP.
- Updated payment methods w/ Xpress Bill Pay to include the new text to pay feature for Utility Billing.
- Completed the setup to pay our credit cards online with Smart Data through First Interstate Bank.

### Judicial:

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

# FINANCE

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0900-000.11-00	282,348	319,306	354,167	372,323
OVERTIME SALARIES	001-0900-000.13-00	-	2,491	-	-
MEDICAL INSURANCE	001-0900-000.21-10	69,662	52,074	68,003	73,698
L-T DISABILITY INSURANCE	001-0900-000.21-20	1,759	1,783	2,267	2,383
LIFE INSURANCE	001-0900-000.21-30	207	194	175	200
WORKERS COMP INSURANCE	001-0900-000.21-40	342	352	365	423
FICA	001-0900-000.22-00	21,119	24,340	27,094	28,483
RETIREMENT CONTRIBUTIONS	001-0900-000.23-00	32,593	31,148	44,397	50,264
VEBA CONTRIBUTIONS	001-0900-000.28-00	7,339	6,473	8,697	9,276
OTHER EMPLOYEE BENEFITS	001-0900-000.29-00	110	958	1,873	1,922
<b>TOTAL PERSONNEL SERVICE</b>		<b>415,480</b>	<b>439,118</b>	<b>507,038</b>	<b>538,972</b>
Total Full-Time Equivalent (FTE)		<b>4.0</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	2,443	1,782	51,031	50,040
ACCOUNTING/ADVISORY SVCS	001-0900-000.31-20	-	11,600	20,250	27,000
SPECIAL STUDIES & REPORTS	001-0900-000.34-50	-	-	200	200
OFFICE EQUIPMENT	001-0900-000.43-40	670	640	1,615	1,710
RENTAL OF EQUIPMENT	001-0900-000.44-20	2,056	-	-	-
POSTAGE	001-0900-000.53-20	2,654	2,991	3,450	3,100
TELEPHONE	001-0900-000.53-30	2,757	2,942	3,120	3,120
LEGAL NOTICES	001-0900-000.53-40	920	1,192	2,200	2,200
PRINTING & BINDING	001-0900-000.55-00	1,709	2,332	3,000	3,000
TRAVEL, FOOD & LODGING	001-0900-000.58-10	-	4,296	4,950	4,200
TRAINING AND CONFERENCES	001-0900-000.58-50	1,217	2,820	4,000	3,200
MEMBERSHIPS/DUES/SUBS	001-0900-000.58-70	1,200	1,300	2,200	2,400
OFFICE SUPPLIES	001-0900-000.60-10	1,742	2,321	4,000	4,000
MISCELLANEOUS EXPENSES	001-0900-000.69-50	825	599	1,800	-
ASSETS < \$5000	001-0900-000.69-80	2,473	-	6,410	2,650
EXPENDITURES-CAPITAL OUTLAY	001-0900-000.74-80	19,517	-	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>40,184</b>	<b>34,816</b>	<b>108,226</b>	<b>106,820</b>
<b>SUB-TOTAL FINANCE DEPARTMENT</b>		<b>455,663</b>	<b>473,935</b>	<b>615,264</b>	<b>645,792</b>

# FINANCE

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>							
282,348	319,306	354,167	001-0900-000.11-00	REGULAR SALARIES			372,323
-	2,491	-	001-0900-000.13-00	OVERTIME SALARIES			-
69,662	52,074	68,003	001-0900-000.21-10	MEDICAL INSURANCE			73,698
1,759	1,783	2,267	001-0900-000.21-20	L-T DISABILITY INSURANCE			2,383
207	194	175	001-0900-000.21-30	LIFE INSURANCE			200
342	352	365	001-0900-000.21-40	WORKERS COMP INSURANCE			423
21,119	24,340	27,094	001-0900-000.22-00	FICA			28,483
32,593	31,148	44,397	001-0900-000.23-00	RETIREMENT CONTRIBUTIONS			50,264
7,339	6,473	8,697	001-0900-000.28-00	VEBA CONTRIBUTIONS			9,276
110	958	1,873	001-0900-000.29-00	OTHER EMPLOYEE BENEFITS			1,922
<b>415,480</b>	<b>439,118</b>	<b>507,038</b>	<b>TOTAL PERSONNEL SERVICE</b>				<b>538,972</b>
<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	Total Full-Time Equivalent (FTE)				<b>4.00</b>
<b>MATERIALS AND SERVICES:</b>							
2,443	1,782	51,031	001-0900-000.31-10	CONTRACTUAL SERVICES			50,040
				Shredding container contract \$36.62 X 12 / 2 (split w/ UB)		220	
				Annual Records Purge		600	
				Wave Internet Contract (\$6.73 for 3 users / month		100	
				Conduits ELD - split with UB		1,620	
				Bank Fees - interest rates down, so rate of coverage requires too high a balance to be maintained to cover all the fees.		12,500	
				Budget Book		35,000	
-	11,600	20,250	001-0900-000.31-20	ACCOUNTING/ADVISORY SVCS			27,000
				Possible Accounting Assistance		12,000	
				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			
670	640	1,615	001-0900-000.43-40	OFFICE EQUIPMENT			1,710
				Copier/Printer/FAX (+ overage copy charges)		780	
				Check Signing Machine/EZ Signer		290	
				Four Calculators		640	
2,056	-	-	001-0900-000.44-20	RENTAL OF EQUIPMENT			-
2,654	2,991	3,450	001-0900-000.53-20	POSTAGE			3,100
2,757	2,942	3,120	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	
920	1,192	2,200	001-0900-000.53-40	LEGAL NOTICES			2,200
1,709	2,332	3,000	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.			
-	4,296	4,950	001-0900-000.58-10	TRAVEL, FOOD & LODGING			4,200
				Finance Staff Travel/Lodging for OGFOA Fall Institute & Spring Conference		2,000	
				Finance Staff Travel/Lodging/Meals - Caselle		1,400	
				Finance Staff Travel/Lodging/Meals - Payroll trainings		800	



# FINANCE

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
1,217	2,820	4,000	001-0900-000.58-50	TRAINING AND CONFERENCES		3,200
				FD registration for OGFOA Fall & Spring Conferences x2	1,000	
				Registrations for various training sessions for staff Caselle	500	
				Registration for payroll trainings x2	700	
				Excel Online Course x2	1,000	
1,200	1,300	2,200	001-0900-000.58-70	MEMBERSHIPS/DUES/SUBS		2,400
				OGFOA membership x3	700	
				State Purchasing membership	1,000	
				GFOA membership & books (must maintain for CAFR	700	
1,742	2,321	4,000	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 miscalculations.		
825	599	1,800	001-0900-000.69-50	MISCELLANEOUS EXPENSES		-
				Advertising , etc.		
2,473	-	6,410	001-0900-000.69-80	ASSETS < \$5000		2,650
				Replace Finance Computers on schedule	2,650	
19,517	-	-	001-0900-000.74-80	EXPENDITURES-CAPITAL OUTLAY		-
<b>40,184</b>	<b>34,816</b>	<b>108,226</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>106,820</b>
<b>455,663</b>	<b>473,935</b>	<b>615,264</b>	<b>SUB-TOTAL FINANCE</b>			<b>645,792</b>

# UTILITY BILLING

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0950-000.11-00	70,066	73,638	93,094	98,502
OVERTIME SALARIES	001-0950-000.13-00	-	-	8,056	8,524
BILINGUAL INCENTIVE 5%	001-0950-000.14-00	1,197	1,278	1,570	1,692
MEDICAL INSURANCE	001-0950-000.21-10	26,029	22,371	26,877	27,544
L-T DISABILITY INSURANCE	001-0950-000.21-20	487	487	586	621
LIFE INSURANCE	001-0950-000.21-30	74	77	100	100
WORKERS COMP INSURANCE	001-0950-000.21-40	136	36	166	182
FICA	001-0950-000.22-00	5,248	5,537	7,858	8,317
RETIREMENT CONTRIBUTIONS	001-0950-000.23-00	9,621	10,114	12,780	13,526
VEBA CONTRIBUTIONS	001-0950-000.28-00	1,611	1,633	2,383	2,313
OTHER EMPLOYEE BENEFITS	001-0950-000.29-00	60	164	473	604
<b>TOTAL PERSONNEL SERVICE</b>		<b>114,529</b>	<b>115,333</b>	<b>153,943</b>	<b>161,925</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	48,428	50,001	53,205	55,147
OFFICE EQUIPMENT	001-0950-000.43-40	400	300	1,005	1,020
POSTAGE	001-0950-000.53-20	-	1	350	350
TELEPHONE	001-0950-000.53-30	1,738	1,905	1,905	1,920
PRINTING & BINDING	001-0950-000.55-00	-	-	1,000	500
TRAVEL, FOOD & LODGING	001-0950-000.58-10	-	667	2,000	2,200
TRAINING AND CONFERENCES	001-0950-000.58-50	-	216	1,500	1,000
OFFICE SUPPLIES	001-0950-000.60-10	1,238	813	1,200	1,400
MISCELLANEOUS EXPENSES	001-0950-000.69-50	398	424	1,050	840
CASH SHORT/LONG	001-0950-000.69-70	(1)	(110)	150	150
ASSETS < \$5000	001-0950-000.69-80	-	287	2,400	5,400
EXPENDITURES CAPITAL OUTLAY	001-0950-000.74-80	3,799	-	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>55,999</b>	<b>54,505</b>	<b>65,765</b>	<b>69,927</b>
<b>SUB-TOTAL UTILITY BILLING DEPARTMENT</b>		<b>170,529</b>	<b>169,838</b>	<b>219,708</b>	<b>231,852</b>

# UTILITY BILLING

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>							
70,066	73,638	93,094	001-0950-000.11-00	REGULAR SALARIES			98,502
-	-	8,056	001-0950-000.13-00	OVERTIME SALARIES			8,524
1,197	1,278	1,570	001-0950-000.14-00	BILINGUAL INCENTIVE 5%			1,692
26,029	22,371	26,877	001-0950-000.21-10	MEDICAL INSURANCE			27,544
487	487	586	001-0950-000.21-20	L-T DISABILITY INSURANCE			621
74	77	100	001-0950-000.21-30	LIFE INSURANCE			100
136	36	166	001-0950-000.21-40	WORKERS COMP INSURANCE			182
5,248	5,537	7,858	001-0950-000.22-00	FICA			8,317
9,621	10,114	12,780	001-0950-000.23-00	RETIREMENT CONTRIBUTIONS			13,526
1,611	1,633	2,383	001-0950-000.28-00	VEBA CONTRIBUTIONS			2,313
60	164	473	001-0950-000.29-00	OTHER EMPLOYEE BENEFITS			604
<b>114,529</b>	<b>115,333</b>	<b>153,943</b>	<b>TOTAL PERSONNEL SERVICE</b>				<b>161,925</b>
<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	Total Full-Time Equivalent (FTE)				<b>1.50</b>
<b>MATERIALS AND SERVICES:</b>							
48,428	50,001	53,205	001-0950-000.31-10	CONTRACTUAL SERVICES			55,147
				Shredding container contract \$36.62 X 12 / 2 (split w/ UB)			
						220	
				Annual Records Purge		650	
				Wave Internet Contract (\$4.49 for 3 users / month)		57	
				Conduits ELD - split with UB		1,620	
				MCCAC - \$3.00 per application for low income & senior discount programs		1,000	
				Western Collections - possible collection fees			
				Bend Mailing - Outsourcing UB Mailing		51,600	
400	300	1,005	001-0950-000.43-40	OFFICE EQUIPMENT			1,020
				Copier Overages		700	
				Calculators		320	
-	1	350	001-0950-000.53-20	POSTAGE			350
1,738	1,905	1,905	001-0950-000.53-30	TELEPHONE			1,920
				Gorge.net phones:			
		1,000	001-0950-000.55-00	PRINTING & BINDING			500
				Printing Treasurer's Receipts & Work Order Books			
	667	2,000	001-0950-000.58-10	TRAVEL, FOOD & LODGING			2,200
				Travel for Various Training sessions for Staff		1,000	
				Lodging/Meals for Various Training sessions for Staff (LOC, CIS, OAWU Conferences)		1,200	
	216	1,500	001-0950-000.58-50	TRAINING AND CONFERENCES			1,000
				Registrations for various training sessions for staff		500	
				Caselle Conference		500	
1,238	813	1,200	001-0950-000.60-10	OFFICE SUPPLIES			1,400
				Printer ribbons and supplies, printer toner cartridges, cash receipt rolls, calendars, etc.			
398	424	1,050	001-0950-000.69-50	MISCELLANEOUS EXPENSES			840
				Annual lease of PO Box for UB		440	
				Advertising & misc.		400	
(1)	(110)	150	001-0950-000.69-70	CASH SHORT/LONG			150
	287	2,400	001-0950-000.69-80	Not budgeted, used for cash balancing of over/shorts ASSETS < \$5000		150	5,400
				Replace Front Desk & Utility Computers		5,400	
3,799	-	-	001-0950-000.74-80	EXPENDITURES CAPITAL OUTLAY			-
<b>55,999</b>	<b>54,505</b>	<b>65,765</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>69,927</b>
<b>170,529</b>	<b>169,838</b>	<b>219,708</b>	<b>SUB-TOTAL UTILITY BILLING</b>				<b>231,852</b>

# JUDICIAL PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-0750-000.11-00	24,183	25,555	33,024	33,844
PARTTIME/TEMP SALARIES	001-0750-000.12-00	16,894	17,873	24,125	27,071
OVERTIME SALARIES	001-0750-000.13-00	-	-	1,429	1,464
BILINGUAL INCENTIVE PAY 5%	001-0750-000.14-00	1,197	1,278	1,651	1,692
MEDICAL INSURANCE	001-0750-000.21-10	6,187	4,869	5,132	5,255
L-T DISABILITY INSURANCE	001-0750-000.21-20	156	159	211	217
LIFE INSURANCE	001-0750-000.21-30	25	26	25	25
WORKERS COMP INSURANCE	001-0750-000.21-40	318	13	353	423
FICA	001-0750-000.22-00	3,234	3,420	4,498	4,902
RETIREMENT CONTRIBUTIONS	001-0750-000.23-00	3,426	3,622	4,681	4,797
VEBA CONTRIBUTIONS	001-0750-000.28-00	-	-	254	260
OTHER EMPLOYEE BENEFITS	001-0750-000.29-00	-	88	294	320
<b>TOTAL PERSONNEL SERVICE</b>		<b>55,620</b>	<b>56,903</b>	<b>75,677</b>	<b>80,270</b>
Total Full-Time Equivalent (FTE)		<b>0.75</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	92,269	96,093	99,796	30,904
WITNESS/JURY FEES	001-0750-000.31-85	-	51	-	100
COURT APPT ATTORNEY FEES	001-0750-000.32-30	488	593	2,000	4,500
INTERPRETOR FEES	001-0750-000.33-15	45	-	-	-
POSTAGE	001-0750-000.53-20	313	474	500	550
TELEPHONE	001-0750-000.53-30	367	401	410	420
TRAVEL, FOOD & LODGING	001-0750-000.58-10	-	649	2,300	2,200
TRAINING AND CONFERENCES	001-0750-000.58-50	350	591	1,400	1,600
MEMBERSHIPS/DUES/SUBS	001-0750-000.58-70	200	352	600	600
OFFICE SUPPLIES	001-0750-000.60-10	230	36	400	250
ASSETS < \$5000	001-0750-000.69-80	-	1,459	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>94,261</b>	<b>100,699</b>	<b>107,406</b>	<b>41,124</b>
<b>SUB-TOTAL JUDICIAL DEPARTMENT</b>		<b>149,881</b>	<b>157,602</b>	<b>183,083</b>	<b>121,394</b>
<b>TOTAL FINANCE, JUDICIAL, &amp; UTILITY BILLING DEPARTMENTS</b>		<b>776,073</b>	<b>801,375</b>	<b>1,018,055</b>	<b>999,038</b>

# JUDICIAL PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>							
24,183	25,555	33,024	001-0750-000.11-00	REGULAR SALARIES			33,844
16,894	17,873	24,125	001-0750-000.12-00	PARTTIME/TEMP SALARIES			27,071
-	-	1,429	001-0750-000.13-00	OVERTIME SALARIES			1,464
1,197	1,278	1,651	001-0750-000.14-00	BILINGUAL INCENTIVE PAY 5%			1,692
6,187	4,869	5,132	001-0750-000.21-10	MEDICAL INSURANCE			5,255
156	159	211	001-0750-000.21-20	L-T DISABILITY INSURANCE			217
25	26	25	001-0750-000.21-30	LIFE INSURANCE			25
318	13	353	001-0750-000.21-40	WORKERS COMP INSURANCE			423
3,234	3,420	4,498	001-0750-000.22-00	FICA			4,902
3,426	3,622	4,681	001-0750-000.23-00	RETIREMENT CONTRIBUTIONS			4,797
-	-	254	001-0750-000.28-00	VEBA CONTRIBUTIONS			260
-	88	294	001-0750-000.29-00	OTHER EMPLOYEE BENEFITS			320
<b>55,620</b>	<b>56,903</b>	<b>75,677</b>	<b>TOTAL PERSONNEL SERVICE</b>				<b>80,270</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>							
92,269	96,093	99,796	001-0750-000.31-10	CONTRACTUAL SERVICES			30,904
				Annual Records Purge		600	
				Payment Tech Fees		1,200	
				Internet Services for Court Clerk station @ \$4.49 / month		54	
				Western Collections for delinquent account services		8,500	
				Contractual Services for additional court cost		20,000	
				DMV account for registration checks		550	
-	51	-	001-0750-000.31-85	WITNESS/JURY FEES			100
				Pmts to witnesses & jurors in muni court			
488	593	2,000	001-0750-000.32-30	COURT APPT ATTORNEY FEES			4,500
				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			-
313	474	500	001-0750-000.53-20	POSTAGE			550
				Includes costs of quarterly mass mailings to defendants with delinquent accounts			
367	401	410	001-0750-000.53-30	TELEPHONE			420
-	649	2,300	001-0750-000.58-10	TRAVEL, FOOD & LODGING			2,200
				Travel & Lodging OR Municipal Judges Conference (2)		600	
				Travel & Lodging OWACA Conference for Court Clerk & Finance Director		1,600	
350	591	1,400	001-0750-000.58-50	TRAINING AND CONFERENCES			1,600
				Two (2) registrations for the Municipal Judges Association		500	
				Conference sponsored by ODOT & other conferences		500	
				OACA Conference Registration for Court Clerk & Finance Director		600	
200	352	600	001-0750-000.58-70	MEMBERSHIPS/DUES/SUBS			600
				Two (2) memberships in the Municipal Judges Association		400	
				OACA Membership dues for Finance Director		100	
				OACA Membership dues for Court Clerk		100	
230	36	400	001-0750-000.60-10	OFFICE SUPPLIES			250
-	1,459	-	001-0750-000.69-80	ASSETS < \$5000			-
<b>94,261</b>	<b>100,699</b>	<b>107,406</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>41,124</b>
<b>149,881</b>	<b>157,602</b>	<b>183,083</b>	<b>SUB-TOTAL JUDICIAL</b>				<b>121,394</b>
<b>776,073</b>	<b>801,375</b>	<b>1,018,055</b>	<b>TOTAL FINANCE, JUDICIAL &amp; UTILITY BILLING DEPARTMENT</b>				<b>999,038</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 ninth 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 112 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 Enterprise Risk Management Program. Risk Management includes risk assessment, policy and plan updates as well as managing the City insurance. This includes General Liability, Property, Auto Insurance, Cyber and Workers Comp as well as Urban Renewal and Airport 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 2025

- 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.
- Set up Emergency Response "Stay Bag" materials and supplies for Essential Employees.

## GENERAL FUND-HUMAN RESOURCES

- Coordinate with Wasco County on updates of Emergency Operations Plan.
- Work with other City Staff to update the Natural Hazard Mitigation Plan.
- Continually evaluate methods and implement best practices for Risk Management to reduce general liability exposure and mitigate future premium increases.
- Review and implement new training initiatives for all employees.
- 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.
- Continue to evaluate and implement tools such as Caselle HR Module.

## ACCOMPLISHMENTS IN FY 2024

- Completed Advanced Leadership Training for all Departments.
- Completed reorganization of City IT Department.
- Completed reorganization of Facilities Maintenance.
- Implemented Insight Risk Management program City wide.
- Completed City Evacuation Plan.
- Completed Safety Officer CPR/First Aid Trainer training and coordinated with CGCC for facility use.
- 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.
- Consulted with HUB-International to identify no-cost or marginal costs benefits for employees and identify weakness in the current plans.
- Evaluate and facilitate training opportunities and new equipment to improve safety.
- 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.
- Completed City Hall 2nd Floor Remodel.

# HUMAN RESOURCES

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1000-000.11-00	176,994	190,179	213,251	208,886
PARTTIME/TEMP SALARIES	001-1000-000.12-00	2,745	-	-	-
MEDICAL INSURANCE	001-1000-000.21-10	28,669	22,114	28,095	21,020
L-T DISABILITY INSURANCE	001-1000-000.21-20	1,040	1,065	1,343	1,316
LIFE INSURANCE	001-1000-000.21-30	94	98	100	100
WORKERS COMP INSURANCE	001-1000-000.21-40	296	268	354	404
FICA	001-1000-000.22-00	13,783	14,623	16,314	15,980
RETIREMENT CONTRIBUTIONS	001-1000-000.23-00	23,934	25,869	28,789	26,466
VEBA CONTRIBUTIONS	001-1000-000.28-00	2,112	2,981	5,264	5,199
OTHER EMPLOYEE BENEFITS	001-1000-000.29-00	-	386	1,066	1,104
<b>TOTAL PERSONNEL SERVICE</b>		<b>249,668</b>	<b>257,583</b>	<b>294,576</b>	<b>280,475</b>
Total Full-Time Equivalent (FTE)		<b>2.0</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	2,173	4,414	55,120	55,725
OTHER LEGAL SERVICES	001-1000-000.39-10	2,070	520	3,000	3,000
RECRUITMENT / HIRING COSTS	001-1000-000.39-60	49,056	12,391	25,000	30,000
EMPLOYEE RELATIONS	001-1000-000.50-60	8,392	7,697	20,500	16,200
POSTAGE	001-1000-000.53-20	3	28	300	200
TELEPHONE	001-1000-000.53-30	2,196	2,265	2,640	2,440
TRAVEL, FOOD & LODGING	001-1000-000.58-10	171	879	5,550	3,500
TRAINING AND CONFERENCES	001-1000-000.58-50	1,113	3,497	58,750	4,540
MEMBERSHIPS/DUES/SUBS	001-1000-000.58-70	844	391	1,110	1,295
OFFICE SUPPLIES	001-1000-000.60-10	1,011	1,051	2,000	2,600
SAFETY SUPPLIES/EQUIPMENT	001-1000-000.60-50	8,366	11,459	21,213	40,110
BOOKS AND PERIODICALS	001-1000-000.64-10	39	-	100	400
MISCELLANEOUS EXPENSES	001-1000-000.69-50	20	91	200	-
ASSETS <5000	001-1000-000.69-80	-	-	8,700	7,300
<b>TOTAL MATERIALS AND SERVICES</b>		<b>75,454</b>	<b>44,682</b>	<b>204,183</b>	<b>167,310</b>
<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>		<b>325,122</b>	<b>302,265</b>	<b>498,759</b>	<b>447,785</b>



# HUMAN RESOURCES

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
176,994	190,179	213,251	001-1000-000.11-00	REGULAR SALARIES		208,886
2,745	-	-	001-1000-000.12-00	PARTTIME/TEMP SALARIES		-
28,669	22,114	28,095	001-1000-000.21-10	MEDICAL INSURANCE		21,020
1,040	1,065	1,343	001-1000-000.21-20	L-T DISABILITY INSURANCE		1,316
94	98	100	001-1000-000.21-30	LIFE INSURANCE		100
296	268	354	001-1000-000.21-40	WORKERS COMP INSURANCE		404
13,783	14,623	16,314	001-1000-000.22-00	FICA		15,980
23,934	25,869	28,789	001-1000-000.23-00	RETIREMENT CONTRIBUTIONS		26,466
2,112	2,981	5,264	001-1000-000.28-00	VEBA CONTRIBUTIONS		5,199
-	386	1,066	001-1000-000.29-00	OTHER EMPLOYEE BENEFITS		1,104
<b>249,668</b>	<b>257,583</b>	<b>294,576</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>280,475</b>
<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	Total Full-Time Equivalent (FTE)			<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>						
2,173	4,414	55,120	001-1000-000.39-00	OTHER CONTRACTUAL SVCS		55,725
				Driving Record Reports	50	
				Annual Social Security State Admin Fee	100	
				Caselle HR Module	2,100	
				Plus Point/Verde Services	1,250	
				Fitness For Duty Evaluation x2	8,000	
				CIS Deductible	30,000	
				HUB International Benefit TPA, \$8,000 Retir. \$1,125 Other Ben.	9,125	
				Room Rental for CPR Training at CGCC	400	
				Fall Protection Equipment Inspection	800	
				ApplicantPro	3,900	
2,070	520	3,000	001-1000-000.39-10	OTHER LEGAL SERVICES		3,000
				HR Director access to HR law firm	3,000	
49,056	12,391	25,000	001-1000-000.39-60	RECRUITMENT / HIRING COSTS		30,000
				Recruitment Posting- We are anticipating several retirements	30,000	
8,392	7,697	20,500	001-1000-000.50-60	EMPLOYEE RELATIONS		16,200
				MotivateMe Wellness Incentive	1,200	
				Employee recognition events such as Holiday gift cards, summer picnic, employee appreciation; wellness, flowers, etc.	15,000	
3	28	300	001-1000-000.53-20	POSTAGE		200
2,196	2,265	2,640	001-1000-000.53-30	TELEPHONE		2,440
				Blue Mountain Network	1,000	
				Cell Phone Allowance Transfer Out	1,440	
171	879	5,550	001-1000-000.58-10	TRAVEL, FOOD & LODGING		3,500
				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	2,500	
				Mileage reimbursement for safety officer travel (use of personal vehicle from Dept. to Dept.)	1,000	
1,113	3,497	58,750	001-1000-000.58-50	TRAINING AND CONFERENCES		4,540
				CPR Certified Training/Fall Protection/Confined Space Training (70 personnel)	1,680	
				Competent Person Training (PW)	1,680	
				GSP (Safety Certification) through ASSP, GOSH Conf	780	
				OCCMA, LOC Conferences (one person)	400	
844	391	1,110	001-1000-000.58-70	MEMBERSHIPS/DUES/SUBS		1,295
				National Testing Network (annual membership, Police testing)	550	
				Oregon Latinos in Local Government (OLLG)	175	
				OCCMA	175	
				PSHRA Public Service HR Association	175	
				ASSP American Society of Safety Professionals	220	
1,011	1,051	2,000	001-1000-000.60-10	OFFICE SUPPLIES		2,600

# HUMAN RESOURCES

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
8,366	11,459	21,213	001-1000-000.60-50	SAFETY SUPPLIES/EQUIPMENT		40,110
				Stay Bag Supplies for Essential Employees During Emergency	13,000	
				Evacuation Route Signs	2,650	
				Hazard Communication Program	5,000	
				Fall Protection Equipment	7,000	
				YakTraks (ice/snow foot traction)	500	
				N95 Respirators for Fire Season (2 week supply)	630	
				Respirator Fit Test Equipment for 70 Personnel	1,300	
				Industrial Hygiene Sampling, Noise Dosimeter	300	
				CPR/First Aid Training (70 Personnel)	1,400	
				CPR/First Aid Training Equipment	1,000	
				First Aid Kit renewal (all physical locations)	1,650	
				AED Pad and Battery replacement	200	
				Noise Dosimeter	300	
				Competent Person Inspections - PW	1,680	
					3,500	
				Hearing Conservation Assessment/Physician Verification to include Public Works, General Services and the Police Department		
39	-	100	001-1000-000.64-10	BOOKS AND PERIODICALS		400
				BOLI Posters for all facilities	125	
				BOLI Employment Law Booklets	275	
20	91	200	001-1000-000.69-50	MISCELLANEOUS EXPENSES		-
-	-	8,700	001-1000-000.69-80	ASSETS < \$5000		7,300
				HR Director's Desktop Computer	2,600	
				iPad for Safety Officer	1,000	
				ID Card Printer	1,200	
				RFID Encoder for Prox Locks	2,500	
<b>75,454</b>	<b>44,682</b>	<b>204,183</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>167,310</b>
<b>325,122</b>	<b>302,265</b>	<b>498,759</b>	<b>TOTAL PERSONNEL DEPARTMENT</b>			<b>447,785</b>

# COMMUNITY DEVELOPMENT

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## PERSONNEL

FTE: 5.0

## MISSION

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

## DESCRIPTION

The Community Development Department (CDD) 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, Beautification and Tree Committee, and the Columbia Gateway Urban Renewal Agency.

There are currently five permanent full-time positions in the Planning and Historic Preservation Division of the Department: Director, Senior Planner, two Associate Planners, and Secretary.

### Planning and Historic Preservation

***Long-Range Planning.*** Planners regularly update the City's Comprehensive Plan and the City's LUDO. (Title 10 of The Dalles Municipal Code) to be consistent with Statewide Planning Goals, City Council goals, and include 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 change and provides recommendations to the City Council for consideration.

***Current Planning.*** Current planning involves the review of development applications for compliance with the City's LUDO. Planners lead the development review process, coordinating with other City departments, local agencies, and the community. 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 CDD 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.

## GENERAL FUND-COMMUNITY DEVELOPMENT DEPARTMENT

### Economic Development

CDD 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 2025

- Continue to serve customers with professionalism and efficiency.
- Complete the adoption of the City's Housing Production Strategy consistent with the recently adopted 2023 Housing Needs Analysis and Residential Buildable Lands Inventory.
- Seek final adoption of the Employment Buildable Lands Analysis.
- Adopt new Wasco County Flood Insurance Rate Maps and update associated City Flood Control Provisions.
- 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.
- Promote and encourage continued education, training, and associated memberships for planning staff.

## ACCOMPLISHMENTS IN FY 2024

- Completed the update and adoption of the 2023 Housing Needs Analysis and Residential Buildable Lands Inventory.
- Completed the adoption of multiple Comprehensive Plan and LUDO amendments improving development standards, including Recreational Vehicle Park requirements.
- Secured funding and installation of the new "Light Capsule" art installation replicating ghost signs on the Gitchell/Waldron Drug Building.
- 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.
- Continue to update the Comprehensive Plan and Land Use and Development Ordinance to be consistent with State law.

# COMMUNITY DEVELOPMENT PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1100-000.11-00	349,577	250,538	387,978	404,986
OVERTIME SALARIES	001-1100-000.13-00	3,095	1,398	5,100	4,925
BILINGUAL INCENTIVE PAY 5%	001-1100-000.14-00	-	-	-	3,464
MEDICAL INSURANCE	001-1100-000.21-10	98,512	58,412	105,717	95,987
L-T DISABILITY INSURANCE	001-1100-000.21-20	2,134	1,291	2,442	2,592
LIFE INSURANCE	001-1100-000.21-30	229	172	250	250
WORKERS COMP INSURANCE	001-1100-000.21-40	1,042	1,069	1,587	1,758
FICA	001-1100-000.22-00	26,376	19,596	29,360	31,623
RETIREMENT CONTRIBUTIONS	001-1100-000.23-00	39,662	28,929	40,373	43,896
VEBA CONTRIBUTIONS	001-1100-000.28-00	5,677	361	6,000	5,672
OTHER EMPLOYEE BENEFITS	001-1100-000.29-00	1,110	667	2,216	2,173
<b>TOTAL PERSONNEL SERVICE</b>		<b>527,415</b>	<b>362,434</b>	<b>581,023</b>	<b>597,326</b>
Total Full-Time Equivalent (FTE)		<b>5.0</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-1100-000.31-10	59,165	91,833	67,635	73,135
OTHER CONTRACTUAL SVCS	001-1100-000.39-00	5,214	5,300	7,320	4,200
BUILDINGS AND GROUNDS	001-1100-000.43-10	89	56	-	-
OFFICE EQUIPMENT	001-1100-000.43-40	(319)	1,136	2,200	1,100
GAS/OIL/DIESEL/LUBRICANTS	001-1100-000.43-51	-	-	300	-
POSTAGE	001-1100-000.53-20	1,016	1,130	2,000	2,000
TELEPHONE	001-1100-000.53-30	6,905	5,526	6,300	7,000
LEGAL NOTICES	001-1100-000.53-40	2,272	3,751	2,250	2,250
ADVERTISING	001-1100-000.54-00	-	-	1,000	750
PRINTING AND BINDING	001-1100-000.55-00	-	296	500	1,000
TRAVEL, FOOD & LODGING	001-1100-000.58-10	-	-	2,700	3,150
TRAINING AND CONFERENCES	001-1100-000.58-50	-	978	1,700	2,350
MEMBERSHIPS/DUES/SUBS	001-1100-000.58-70	3,217	1,947	2,215	2,130
OFFICE SUPPLIES	001-1100-000.60-10	1,705	2,563	2,500	2,600
COMPUTER SOFTWARE	001-1100-000.64-80	268	-	3,700	7,740
ASSETS < \$5000	001-1100-000.69-80	2,171	4,011	5,800	5,500
EXPENDITURES-CAPITAL OUTLAY	001-1100-000.74-80	-	5,060	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>81,702</b>	<b>123,586</b>	<b>108,120</b>	<b>114,905</b>
<b>SUB-TOTAL PLANNING DEPARTMENT</b>		<b>609,117</b>	<b>486,019</b>	<b>689,143</b>	<b>712,231</b>

# COMMUNITY DEVELOPMENT PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
349,577	250,538	387,978	001-1100-000.11-00	REGULAR SALARIES		404,986
3,095	1,398	5,100	001-1100-000.13-00	OVERTIME SALARIES		4,925
-	-	-	001-1100-000.14-00	BILINGUAL INCENTIVE		3,464
98,512	58,412	105,717	001-1100-000.21-10	MEDICAL INSURANCE		95,987
2,134	1,291	2,442	001-1100-000.21-20	L-T DISABILITY INSURANCE		2,592
229	172	250	001-1100-000.21-30	LIFE INSURANCE		250
1,042	1,069	1,587	001-1100-000.21-40	WORKERS COMP INSURANCE		1,758
26,376	19,596	29,360	001-1100-000.22-00	FICA		31,623
39,662	28,929	40,373	001-1100-000.23-00	RETIREMENT CONTRIBUTIONS		43,896
5,677	361	6,000	001-1100-000.28-00	VEBA CONTRIBUTIONS		5,672
1,110	667	2,216	001-1100-000.29-00	OTHER EMPLOYEE BENEFITS		2,173
<b>527,415</b>	<b>362,434</b>	<b>581,023</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>597,326</b>
<b>5.0</b>	<b>4.0</b>	<b>5.0</b>	Total Full-Time Equivalent (FTE)			<b>5.0</b>
<b>MATERIALS AND SERVICES:</b>						
59,165	91,833	67,635	001-1100-000.31-10	CONTRACTUAL SERVICES		73,135
				Misc Code amendments/Project Mgmt	50,000	
				Wave (ESP email provider) annual fees	135	
				Ft. Dalles Museum Support	22,500	
				Spanish translation/interpretation services	500	
5,214	5,300	7,320	001-1100-000.39-00	OTHER CONTRACTUAL SVCS		4,200
				1. Wasco Co. GIS Support - \$12,800 (estimate from Wasco County on 1/2/2024 )		
				1/3 Planning = \$4,200	4,200	
				1/3 PW = \$4,200		
				1/6 UR = \$2,100 Transfer to General Fund		
				1/6 Codes = \$2,100.00		
89	56	-	001-1100-000.43-10	BUILDINGS AND GROUNDS		-
(319)	1,136	2,200	001-1100-000.43-40	OFFICE EQUIPMENT		1,100
				Copier lease	1,100	
-	-	300	001-1100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		-
				Dept vehicle/Development inspector	-	
1,016	1,130	2,000	001-1100-000.53-20	POSTAGE		2,000
				Planning Mailing History		
				HLC		
6,905	5,526	6,300	001-1100-000.53-30	TELEPHONE		7,000
				Blue Mountain Services	5,500	
				Staff Cell Phones	1,500	
2,272	3,751	2,250	001-1100-000.53-40	LEGAL NOTICES		2,250
				Planning Commission and Public Hearing Notices		
-	-	1,000	001-1100-000.54-00	ADVERTISING		750
				Historical Usage, Long Range Planning, Comp Plan Amendments		
-	296	500	001-1100-000.55-00	PRINTING AND BINDING		1,000
-	-	2,700	001-1100-000.58-10	TRAVEL, FOOD & LODGING		3,150
				OR Planning conference x2, travel, food and hotel	2,200	
				Oregon Heritage Conference	700	
				Legal Issues Seminar (x2)	250	
-	978	1,700	001-1100-000.58-50	TRAINING AND CONFERENCES		2,350
				OR Planning Conference (x2)	700	
				National Planning Conference (x2) - online	700	
				Oregon Heritage Conference	150	
				Legal Issues Seminar (x2)	300	
				Board Member Training	500	
3,217	1,947	2,215	001-1100-000.58-70	MEMBERSHIPS/DUES/SUBS		2,130
				APA/AICP & OR APA membership fees (x4 @ varying levels)	2,000	
				Nat'l Historic Trust Membership (aids in grant process)	30	
				OR City Planning Director Association	100	
1,705	2,563	2,500	001-1100-000.60-10	OFFICE SUPPLIES		2,600

# COMMUNITY DEVELOPMENT PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
268	-	3,700	001-1100-000.64-80	COMPUTER SOFTWARE		7,740
				Host Compliance STR software	4,080	
				2. ArcGIS Software Planning	1,510	
				3. Adobe Pro	750	
				4. Asana Project Tracking Software	1,400	
2,171	4,011	5,800	001-1100-000.69-80	ASSETS < \$5000		5,500
				Ipad, and other miscellaneous office equipment	1,500	
				Computer Replacement, based on IT Manager's spreadsheet	4,000	
<b>81,702</b>	<b>118,525</b>	<b>108,120</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>114,905</b>
			<b>CAPITAL OUTLAY:</b>			
-	5,060	-	001-1100-000.74.80	EXPENDITURES-CAPITAL OUTLAY		-
-	<b>5,060</b>	-	<b>TOTAL CAPITAL OUTLAY</b>			-
<b>609,117</b>	<b>486,019</b>	<b>689,143</b>	<b>SUB-TOTAL PLANNING DEPARTMENT</b>			<b>712,231</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 Columbia Gateway Urban Renewal Agency.

The Economic Development Division of the Department currently has one permanent, full-time position, the Economic Development Officer. The Economic Development Officer provides direct support for the Urban Renewal Agency Board.

The Economic Development Division is responsible for coordinating the City's economic development programs and overseeing the development and 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 and Historic Preservation Division, Columbia Gateway Urban Renewal Agency, Wasco County Economic Development Commission, and regional partners. The division is also the Enterprise Zone, Strategic Investment Program, Opportunity Zone, Vertical Housing Zone, Brownfields redevelopment, to coordinate efforts with The Dalles Community Outreach Team, The Dalles Main Street, and the Columbia Gorge Regional Airport.

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, and continued reinvestment of commercial districts, expansion of visitor-serving opportunities and continued growth of the industrial sector.

## GOALS AND FOCUS FY 2025

- Partner with City Council, City departments, and the community to implement the Community Vision Action Plan.
- Collaborate with MCEDD and other local and regional partners on regional economic development issues, programs, and strategies.

## GENERAL FUND-ECONOMIC DEVELOPMENT

- 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.
- Assist in facilitation, implementation, and coordination of long-term financial investment of potential large-scale development opportunities through Enterprise Zone and Strategic Investment Programs.
- Seek out various grant opportunities for all City departments.
- Work in partnership with the Chamber of Commerce, the Main Street Program, and other local partners to encourage activities that support more downtown and community wide economic vitality.
- Provide assistance in developing and implementing the City's economic development strategies and activities. Recommend codes to support economic development and community livability.
- Finalize Columbia Gorge Urban Renewal Agency's Urban Renewal Plan update.

## ACCOMPLISHMENTS IN FY 2024

- Hired a new Economic Development Officer in the Community Development Department, dedicated to City-wide economic goals and direct support of the Urban Renewal Agency.
- Provided assistance for the City's RARE volunteer overseeing multiple projects, including a City facility energy audit and a feasibility analysis to replace/upgrade the City's existing Wi-Fi network.
- Administered the Urban Renewal Incentive Program on behalf of the Urban Renewal Agency providing financial assistance for redevelopment of multiple projects throughout the District.
- Explored opportunities to bring more housing to downtown as a way to strengthen foot-traffic benefiting 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.
- Foster community partnerships to develop affordable housing and child care, both of which are cited by industry as significant needs for workforce recruitment and retention.
- 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.
- Replace and/or upgrade the City's Wi-Fi network.
- Create a City Business License program.

# ECONOMIC DEVELOPMENT

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1150-000.11-00	-	-	87,773	91,980
MEDICAL INSURANCE	001-1150-000.21-10	-	-	27,704	22,289
L-T DISABILITY INSURANCE	001-1150-000.21-20	-	-	553	579
LIFE INSURANCE	001-1150-000.21-30	-	-	50	50
WORKERS COMP INSURANCE	001-1150-000.21-40	-	-	724	901
FICA	001-1150-000.22-00	-	-	6,715	7,036
RETIREMENT CONTRIBUTIONS	001-1150-000.23-00	-	-	-	11,383
VEBA CONTRIBUTIONS	001-1150-000.28-00	-	-	-	1,769
OTHER EMPLOYEE BENEFITS	001-1150-000.29-00	-	-	541	460
<b>TOTAL PERSONNEL SERVICE</b>		<b>-</b>	<b>-</b>	<b>124,060</b>	<b>136,447</b>
Total Full-Time Equivalent (FTE)		-	-	1.0	1.0
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-1150-000.31-10	25,000	25,000	131,000	85,500
POSTAGE	001-1150-000.53-20	-	-	70	200
TELEPHONE	001-1150-000.53-30	-	-	-	720
ADVERTISING	001-1150-000.54-00	-	-	100	500
TRAVEL, FOOD & LODGING	001-1150-000.58-10	-	-	1,800	1,800
TRAINING AND CONFERENCES	001-1150-000.58-50	-	20	1,000	1,050
MEMBERSHIP/DUES/SUBSCRIPTIONS	001-1150-000.58-70	250	250	250	250
OFFICE SUPPLIES	001-1150-000.60-10	-	-	300	450
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	500
<b>TOTAL MATERIALS AND SERVICES</b>		<b>25,250</b>	<b>25,270</b>	<b>140,220</b>	<b>91,670</b>
<b>SUB-TOTAL ECONOMIC DEVELOPMENT</b>		<b>25,250</b>	<b>25,270</b>	<b>264,280</b>	<b>228,117</b>
<b>TOTAL PLANNING &amp; ECONOMIC DEVELOPMENT</b>		<b>634,367</b>	<b>511,289</b>	<b>953,423</b>	<b>940,348</b>

# ECONOMIC DEVELOPMENT PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
-	-	87,773	001-1150-000.11-00	REGULAR SALARIES		91,980
-	-	27,704	001-1150-000.21-10	MEDICAL INSURANCE		22,289
-	-	553	001-1150-000.21-20	L-T DISABILITY INSURANCE		579
-	-	50	001-1150-000.21-30	LIFE INSURANCE		50
-	-	724	001-1150-000.21-40	WORKERS COMP INSURANCE		901
-	-	6,715	001-1150-000.22-00	FICA		7,036
-	-	-	001-1150-000.23-00	RETIREMENT CONTRIBUTIONS		11,383
-	-	-	001-1150-000.28-00	VEBA CONTRIBUTIONS		1,769
-	-	541	001-1150-000.29-00	OTHER EMPLOYEE BENEFITS		460
-	-	<b>124,060</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>136,447</b>
-	-	<b>1.0</b>	Total Full-Time Equivalent (FTE)			<b>1.0</b>
<b>MATERIALS AND SERVICES:</b>						
25,000	25,000	131,000	001-1150-000.31-10	CONTRACTUAL SERVICES		85,500
				Grant writing and support services	75,000	
				Downtown Parking Study	10,000	
				Main Street Program moved into request in City Council budget	-	
				Spanish translation/interpretation services	500	
-	-	70	001-1150-000.53-20	POSTAGE		200
-	-	-	001-1150-000.53-30	TELEPHONE		720
-	-	100	001-1150-000.54-00	ADVERTISING		500
-	-	1,800	001-1150-000.58-10	TRAVEL, FOOD & LODGING		1,800
				OEDA Conference	1,000	
				Misc UR & ED opportunities	800	
-	20	1,000	001-1150-000.58-50	TRAINING AND CONFERENCES		1,050
				OEDA Conference	450	
				Economic Symposium x2	100	
				Misc OEDA Training	500	
250	250	250	001-1150-000.58-70	MEMBERSHIPS/DUES/SUBS		250
				OEDA Membership	250	
-	-	300	001-1150-000.60-10	OFFICE SUPPLIES		450
				Adobe Pro	150	
				Misc.	300	
-	-	500	001-1150-000.60-85	SPECIAL SUPPLIES		500
-	-	200	001-1150-000.69-50	MISCELLANEOUS EXPENSES		200
-	-	5,000	001-1150-000.69-80	ASSETS < \$5000		500
				EDO: Chair	500	
<b>25,250</b>	<b>25,270</b>	<b>140,220</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>91,670</b>
<b>25,250</b>	<b>25,270</b>	<b>264,280</b>	<b>SUB-TOTAL ECONOMIC DEVELOPMENT</b>			<b>228,117</b>
<b>634,367</b>	<b>511,289</b>	<b>953,423</b>	<b>TOTAL PLANNING DEPARTMENT &amp; ECONOMIC DEVELOPMENT</b>			<b>940,348</b>

# POLICE

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## PERSONNEL

FTE: 29.15

## 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 first response to emergencies and day to day disorder.
- 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 29 full time positions*

- 1 Chief
- 1 Captain
- 6 Sergeants
- 18 Police Officers
- 1 Administrative Support Position
- 1 Department Support Position
- 1 Evidence Technician
  - Sub budgets and programs managed at the Police Department are:
    - Codes Enforcement (2 FTE)
    - Animal Control (1FTE)

### *Enforcement Programs Include*

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

### ***Non-Enforcement Programs Include***

- Neighborhood Enforcement Action Team (NEAT).
- 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 (Codes Enforcement, Animal Control, NEAT, Evidence Technician).

### **GOALS AND FOCUS FY 2025**

- Select, contract, adopt, and implement new CAD and RMS software solutions for TDPD.
- Execute organizational change management philosophies to enable acceptance and full adoption of CAD/RMS solutions.
- Recruit and retain a diverse workforce sufficient to meet the mission of the department which means full staffing of all allocated positions.
- Staff Traffic, Business Liaison Officer (BLO), Watershed Patrol, and Mid-Columbia Interagency Narcotics Team (MINT) specialty assignments.
- Continue and expand efforts to enhance officer wellness and work satisfaction.
- Further engage the business community to reduce all manners of theft including burglary, shoplifting and internal theft.
- Execute community policing strategies including participating in National Night Out, community safety events, parades, and the downtown Halloween celebration.

### **ACCOMPLISHMENTS IN FY 2024**

- Achieved Full Accreditation for The Dalles Police Department through the Northwest Accreditation Alliance.
- Published a complex Request for Proposals to modernize Computer Aided Dispatch (CAD) and Records Management Systems (RMS).
- Received Statistical Transparency of Policing report (STOP) affirming bias free policing practices.
- Selected and hired 5 police officers including 2 lateral officers and one female (as of March '24).
- Participated in the planning and execution of multiple school safety drills.
- Achieved training and certification compliance for every member.
- Worked with partners on houselessness and quality of life solutions especially Saint Vincent DePaul, and Mid-Columbia Community Action Council.

- Continued to work on the Mental Health Crisis by collaborating with partner agencies in the development of street outreach positions.
- Expanded Department transparency through social media postings, press releases, and presentations at local service clubs.
- Established a paid Reserve Police Position to add flexibility and coverage to Department schedule.
- Established Department Drone program to aid in operational effectiveness.
- Procured and outfitted four new police cars pursuant to the capital purchase plan.

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

- Navigate the impacts of Ballot Measure 110 (hard drug legalization) and any modifications thereof.
- Monitor the progress of Ballot Measure 114 in the courts which aims to require a permit to purchase firearms.
- Begin participation in Oregon’s Sex Offender Registration Program.
- Maintain compliance for seals and expungements of criminal records, which has grown rapidly amid criminal Justice reform efforts.
  - The three 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.
- Evaluate and plan for the maintenance of an aging police facility and ensure that it provides a professional and welcoming work environment with sufficient space and equipment for efficient operations.

# POLICE DEPARTMENT VEHICLE FLEET

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## 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, three unmarked Detective Vehicles, two unmarked multipurpose administrative vehicles, two unmarked Narcotics vehicles, two Code Enforcement vehicles, one unmarked travel/training vehicle, and a SERT van. One armored rescue vehicle and one Animal Control Vehicle, which are marked for their respective assignments are also part of the Police Department fleet. 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	E283498	2C3CDXKG2MH657263	Patrol/Sgt
S-1	2021	Ford	Explorer	E290561	1FM5K8AC3MGC31040	Patrol
S-2	2021	Ford	Explorer	E287322	1FM5K8AW5MNA07273	Patrol/Sgt
S-3	2023	Dodge	Charger	E278770	2C3CDXKGXPH664496	Patrol
S-4	2021	Ford	Explorer	E290560	1FM5K8AC3MGC31216	Patrol
S-5	2023	Dodge	Charger	E296183	2C3CDXKG2PH524037	Patrol
S-6	2023	Dodge	Charger	E299412	2C3CDXKG1PH664497	Patrol
S-7	2023	Dodge	Charger	859HYN	2C3CDXKGXPH524030	Patrol
S-8*	2014	Dodge	Charger	187HHC	2C3CDXBG4EH324919	Training
S-9*	2011	Dodge	Charger	270FBP	2B3CL3CG5BH545710	Codes Enforcement
S-10*	2023	Ford	Ranger	311PCC	1FTER4FH1PLE08550	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	MINT
S-15*	2016	Jeep	Patriot	425JLL	1C4NJRBB6GD712506	Codes Enforcement
S-16*	2019	Dodge	Charger	069DNE	2C3CDXJG3KH704850	Admin/Chief
S-17	2023	Ford	F-150	E291035	1FTFX1E89PKD91027	Animal Control
S-18	2008	Pace	LT Trailer	E249288	5VZUB14248L002219	Range
S-19*	2008	Toyota	Rav 4	641GYW	JTMBK35V785068321	MINT
S-21	2024	Ford	Explorer	TEMP	1FM5K8AC6RGA31017	Admin/Captain
S-22	2024	Ford	Explorer	TEMP	1FM5K8AC7RGA30846	Detective/Rue
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 five to six patrol vehicles operating at one time.
- Five marked patrol vehicles are in good condition and are all last generation Dodge Chargers. The remaining vehicles are Ford Explorers and are on a reasonable track for replacement. Two will be replaced in the 24-25 budget cycle. The remaining vehicle should be rotated out of the fleet during the 25-26 budget cycle.
- The implementation of a stringent maintenance check and schedule, with a software program to document maintenance issues, has been a plus for the upkeep and tracking of maintenance.
- Supply chain issues seem to be dwindling as we are starting to see less time from order to delivery and not experiencing long delays like we saw up until last year. 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 and more costly 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.
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## REPLACEMENT PLAN

- The department normally schedules two replacement patrol vehicles, and one unmarked vehicle a year based on the need. The police department is scheduled to replace two marked Ford Explorer police cars during the 24-25 budget cycle. The Police Department is not budgeting an unmarked police vehicle the 24-25 budget year as unmarked vehicles have a longer useful lifespan. The oldest unmarked police vehicle is a 2014 Dodge Charger with 72,000 miles on it. This vehicle will be cycled out of police service and will be used for the department training and travel vehicle; extending it's usage for another year.

## OUTGOING VEHICLES

- Shop 2 (2021 Ford Explorer, hybrid) was purchased in December 2020 and currently has 86,000 miles on it. This is our oldest patrol vehicle and is due for replacement. By end of budget cycle 23-24, we can expect to have over 90,000 miles.
- Shop 4 (2021 Ford Explorer) was purchased in December 2021 and currently has 60,000 miles on it. By the end of 23-24 budget cycle, we can expect to have around 75,000 miles on it. This vehicle has been crashed a couple times and still shows signs of body damage as fixing the damage was cost prohibitive.
- Shop 20 (2007 Ford Expedition) had been assigned to codes enforcement but was replaced and this vehicle has been taken out of police department rotation. This vehicle has been transferred to the airport. Codes Enforcement was assigned Shop 15.
- The department currently has a 2003 radar trailer that is primarily used as a public service when driving complaints are made. This trailer was purchased in 2003 for \$8000.00 and does not currently work well. It is powered by two large boat batteries that hold a charge about one day. Radar trailers are meant to be visible in an area of town for a week or longer. This radar trailer is at the end of its life. The trailer is heavy and hard to maneuver. There is minimum documentation of the purchase of the trailer.

**Budget year 2024-25 the police department is scheduled to replace two marked police vehicles and a radar trailer**

## 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.

## CITY BUDGET OVERVIEW

- The fiscal year 2024-25 we are requesting \$151,368.78 for police vehicles. This the purchase of 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, moving radars, and prisoner package.
  - \$51184.39 for purchase and licensing fees X 2 (\$102,368.78 purchase price 23-24)
  - \$20,000 for lights, siren, prisoner package X 2 (\$40,000 Total)
  - \$2,000 graphics install and uninstall X 2 (\$2000)
  - Moving Radar \$3500 X2 (\$7000)
  - Total for two marked patrol vehicles—**\$151,368.78**

## RADAR TRAILER

- Radar trailers are a great community partnership tool as they allow citizens to call the police regarding traffic complaints in their neighborhood.
- Once a complaint is made, the radar trailer can be delivered and secured in a place for over a week if needed.
- The new models of radar trailers include:
  - Solar powering to offset drain of batteries.
  - Data collection which can be used to verify and validate a problem in the area and use police services to continue to partner with that neighborhood.
  - Data collection can be used to track any trends during the posting of the trailer.
  - Data collection can be used to dispute reported traffic problems in a certain area while being able to verify the data with the neighborhood.
- Total for Radar Trailer--**\$13,000**

## UNMARKED VEHICLES

- There is no scheduled purchase of unmarked police vehicles budget year 24-25

**Note:** 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.

Also, Shop 19 regularly gets changed out between Hood River and The Dalles. Currently, we are in possession of a 2008 Toyota Rav 4 and not a Ford Escape. This constant rotation is needed for operational concerns regarding unrecognized and unmarked vehicles for sensitive and high profile cases.

**The total request of funding for The Dalles Police Department Fleet for fiscal year 2024-25 is \$164,369.00.**

# POLICE

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1300-000.11-00	1,907,015	2,325,726	2,495,269	2,704,898
PARTTIME/TEMP SALARIES	001-1300-000.12-00	25,781	32,797	60,173	10,663
OVERTIME SALARIES	001-1300-000.13-00	157,200	166,889	225,500	152,435
DUI OVERTIME SALARIES	001-1300-000.13-10	-	8,114	14,500	15,000
BI-LINGUAL INCENTIVE 5%	001-1300-000.14-00	10,315	12,152	14,031	11,029
MEDICAL INSURANCE	001-1300-000.21-10	518,996	493,637	609,957	672,283
L-T DISABILITY INSURANCE	001-1300-000.21-20	11,461	13,481	15,726	16,634
LIFE INSURANCE	001-1300-000.21-30	1,148	1,373	1,365	1,465
WORKERS COMP INSURANCE	001-1300-000.21-40	36,497	42,956	46,757	58,735
FICA	001-1300-000.22-00	157,659	191,747	206,732	221,207
RETIREMENT CONTRIBUTIONS	001-1300-000.23-00	332,089	399,001	541,737	527,673
VEBA CONTRIBUTIONS	001-1300-000.28-00	20,829	28,078	34,992	36,039
OTHER EMPLOYEE BENEFITS	001-1300-000.29-00	180	5,934	14,124	14,698
	<b>TOTAL PERSONNEL SERVICE</b>	<b>3,179,170</b>	<b>3,721,885</b>	<b>4,280,863</b>	<b>4,442,759</b>
	Total Full-Time Equivalent (FTE)	<b>27.45</b>	<b>24.40</b>	<b>27.90</b>	<b>29.15</b>

### MATERIALS AND SERVICES:

CONTRACTUAL SERVICES	001-1300-000.31-10	87,585	78,462	42,200	40,397
WASCO CO COMMUNICATIONS	001-1300-000.31-40	364,874	285,859	284,511	301,927
RECRUITING EXPENSES	001-1300-000.31-70	56	-	-	-
INTERPRETOR FEES	001-1300-000.33-15	37	-	600	600
TOWING SERVICES	001-1300-000.33-40	16,774	2,497	5,000	5,000
SOFTWARE MAINTENANCE	001-1300-000.34-40	11,261	9,923	19,045	18,764
WATER & SEWER	001-1300-000.41-10	2,296	2,275	2,500	2,600
GARBAGE SERVICES	001-1300-000.41-20	1,657	1,743	1,682	1,900
ELECTRICITY	001-1300-000.41-40	6,852	7,293	7,600	7,600
JANITORIAL SERVICES	001-1300-000.42-00	11,658	13,507	13,777	15,007
BUILDINGS AND GROUNDS	001-1300-000.43-10	7,821	5,137	13,300	11,900
RADIO EQUIPMENT	001-1300-000.43-30	1,934	1,370	2,400	4,500
OFFICE EQUIPMENT	001-1300-000.43-40	640	110	2,000	4,500
VEHICLES MAINTENANCE	001-1300-000.43-50	17,154	36,661	25,000	28,000
GAS/OIL/DIESEL/LUBRICANTS	001-1300-000.43-51	51,731	62,187	60,000	63,000
TIRES AND TIRE REPAIRS	001-1300-000.43-52	7,919	8,351	11,000	8,000
ELEVATOR MAINTENANCE	001-1300-000.43-75	2,722	3,009	2,900	3,000
HVAC SYSTEMS	001-1300-000.43-77	-	465	1,200	1,200
HEPATITIS PROGRAM	001-1300-000.50-40	-	-	200	200
POSTAGE	001-1300-000.53-20	1,737	1,792	2,000	2,000
TELEPHONE	001-1300-000.53-30	20,023	28,263	32,836	35,910
ADVERTISING	001-1300-000.54-00	-	128	500	1,250
DIGITAL STORAGE	001-1300-000.56-00	4,702	5,826	27,585	16,885
TRAVEL, FOOD & LODGING	001-1300-000.58-10	6,480	14,910	26,575	30,297
TRAINING AND CONFERENCES	001-1300-000.58-50	9,557	11,570	11,178	31,427
MEMBERSHIPS/DUES/SUBS	001-1300-000.58-70	3,165	1,770	4,000	4,000
SERT TEAM	001-1300-000.59-10	3,962	11,730	10,000	17,000
RESERVES	001-1300-000.59-15	3,408	1,688	6,200	3,100
CRIME PREVENTION	001-1300-000.59-25	98	1,896	2,000	2,500
OFFICE SUPPLIES	001-1300-000.60-10	5,653	4,451	5,500	5,500
JANITORIAL SUPPLIES	001-1300-000.60-20	4,146	4,436	5,100	5,100
AMMUNITION	001-1300-000.60-65	7,302	728	12,000	10,000
DRUG TEAM	001-1300-000.60-70	665	-	-	1,000
CLOTHING	001-1300-000.60-80	29,465	26,899	40,000	45,300

# POLICE

## PROPOSED BUDGET

		<b>FY21/22</b>	<b>FY22/23</b>	<b>FY23/24</b>	<b>FY24/25</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	14,074	14,714	15,726	20,050
COMPUTER SOFTWARE	001-1300-000.64-80	16,570	12,597	13,952	15,175
MISCELLANEOUS EXPENSES	001-1300-000.69-50	1,915	6,184	55,900	56,535
ASSETS < \$5000	001-1300-000.69-80	20,955	23,984	58,914	20,500
	<b>TOTAL MATERIALS AND SERVICES</b>	<b>746,847</b>	<b>692,412</b>	<b>824,881</b>	<b>841,624</b>
<b>CAPITAL OUTLAY:</b>					
VEHICLES	001-1300-000.74-20	111,126	140,691	227,926	162,000
EXPENDITURES-CAPITAL OUTLAY	001-1300-000.74-80	55,284	17,048	-	37,022
EQUIPMENT, OTHER	001-1300-000.74-90	26,000	129,008	6,000	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>192,409</b>	<b>286,747</b>	<b>233,926</b>	<b>199,022</b>
	<b>SUB-TOTAL POLICE DEPARTMENT</b>	<b>4,118,426</b>	<b>4,701,043</b>	<b>5,339,670</b>	<b>5,483,405</b>

# POLICE

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
1,907,015	2,325,726	2,495,269	001-1300-000.11-00	REGULAR SALARIES		2,704,898
25,781	32,797	60,173	001-1300-000.12-00	PARTTIME/TEMP SALARIES		10,663
157,200	166,889	225,500	001-1300-000.13-00	OVERTIME SALARIES		152,435
-	8,114	14,500	001-1300-000.13-10	DUI OVERTIME SALARIES		15,000
				Traffic Safety, Seat belt, cell phone, speed, DUI	15,000	
10,315	12,152	14,031	001-1300-000.14-00	BI-LINGUAL INCENTIVE 5%		11,029
518,996	493,637	609,957	001-1300-000.21-10	MEDICAL INSURANCE		672,283
11,461	13,481	15,726	001-1300-000.21-20	L-T DISABILITY INSURANCE		16,634
1,148	1,373	1,365	001-1300-000.21-30	LIFE INSURANCE		1,465
36,497	42,956	46,757	001-1300-000.21-40	WORKERS COMP INSURANCE		58,735
157,659	191,747	206,732	001-1300-000.22-00	FICA		221,207
332,089	399,001	541,737	001-1300-000.23-00	RETIREMENT CONTRIBUTIONS		527,673
20,829	28,078	34,992	001-1300-000.28-00	VEBA CONTRIBUTIONS		36,039
180	5,934	14,124	001-1300-000.29-00	OTHER EMPLOYEE BENEFITS		14,698
<b>3,179,170</b>	<b>3,721,885</b>	<b>4,280,863</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>4,442,759</b>
<b>27.45</b>	<b>24.40</b>	<b>27.90</b>	Total Full-Time Equivalent (FTE)			<b>29.15</b>
<b>MATERIALS AND SERVICES:</b>						
87,585	78,462	42,200	001-1300-000.31-10	CONTRACTUAL SERVICES		40,397
				Range Outhouse	600	
				Wave	575	
				Clear - Law Enforcement data base 6% increase	4,400	
				Copier monthly lease payment + per page cost + Codes enforcement copies	2,000	
				Emergency Operatons 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	
				Charter Internet	2,000	
				TIP 411	3,080	
				Shred it	600	
				Speakwrite transcription services	500	
				Accreditation yearly service fee	3,000	
				ALPR Subscription (Pending project)	-	
				Caselle User Business License 43.12x12	492	
364,874	285,859	284,511	001-1300-000.31-40	WASCO CO COMMUNICATIONS		301,927
				Police Dept share of 911 Dispatch Costs - paid to Wasco County	301,177	
				Police = 91%; PW = 9% each year		
				FY24/25 = Total \$ 91% = 301,177		
				EIS CAD dispatch system split with Wasco County-psnet		
				EIS STOP data portal (state mandated)	750	
56	-	-	001-1300-000.31-70	RECRUITING EXPENSES		-
				Social Media ads, promotion, travel for recruiting team has moved toHR Budget		
37	-	600	001-1300-000.33-15	INTERPRETOR FEES		600
				Language line	600	
16,774	2,497	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.		
11,261	9,923	19,045	001-1300-000.34-40	SOFTWARE MAINTENANCE		18,764
				2FA1 Software authentication software/support fee increase of 1500		
					4,000	
				Justice Essential yearly fee (RMS) (yearly)	5,345	
					4,000	
				Digital Evidence redaction (Veriton Full Service) Reimbursed Expense		
				Digital Evidence redaction (Veritone in-house) 5 hrs @ \$100 per Reimbursed Expense	500	
				Administration Investigation Management (Annual) 8% increase	1,620	
				Tailored Solutions. Justice lite LEDS connection	700	
				Power DMS Subscription (Accreditation) Required	700	
				Apple cost for Tip 411 App.	99	
				Cradle Point management software	1,800	
2,296	2,275	2,500	001-1300-000.41-10	WATER & SEWER		2,600
1,657	1,743	1,682	001-1300-000.41-20	GARBAGE SERVICES		1,900
				Garbage Service	1,900	
6,852	7,293	7,600	001-1300-000.41-40	ELECTRICITY		7,600
				Electricity for Police Station	7,600	

# POLICE

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
11,658	13,507	13,777	001-1300-000.42-00	JANITORIAL SERVICES		15,007
				Contracted janitorial services + \$1,500 for other cleaning jobs not covered by the contract, such as carpet cleaning and floor waxing (no increase for 24-25)		
7,821	5,137	13,300	001-1300-000.43-10	BUILDINGS AND GROUNDS		11,900
				Exterior window cleaning	400	
				Garage Door repair	4,000	
				Misc expenses (fire extinguisher testing, fire system tests, misc building repairs, ice melt, vandalism, minor plumbing (snaking) and electric	7,500	
1,934	1,370	2,400	001-1300-000.43-30	RADIO EQUIPMENT		4,500
				Maintenance and repairs for portable radios, replace microphones, radio battery replacements	4,500	
640	110	2,000	001-1300-000.43-40	OFFICE EQUIPMENT		4,500
				Office chair repairs	1,500	
				Misc Office equipment	3,000	
17,154	36,661	25,000	001-1300-000.43-50	VEHICLES		28,000
				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	28,000	
				Accredited stickers for marked cars	1,400	
51,731	62,187	60,000	001-1300-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		63,000
				5% increase projected	63,000	
7,919	8,351	11,000	001-1300-000.43-52	TIRES AND TIRE REPAIRS		8,000
				Normal wear and tear and purchase of studded tires as need. Large purchase done 23-24	8,000	
2,722	3,009	2,900	001-1300-000.43-75	ELEVATOR MAINTENANCE		3,000
				Dept elevator maintenance contract & permit	3,000	
-	465	1,200	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	
1,737	1,792	2,000	001-1300-000.53-20	POSTAGE		2,000
20,023	28,263	32,836	001-1300-000.53-30	TELEPHONE		35,910
				AT&T cell phone in each vehicle, monthly plan.	6,000	
				Gorge Networks	600	
				Century Link (chenowith water tower radio connection)	4,800	
				Century Link Police Switch	1,030	
				Globalstar sat phone (Replaced Jan 2024)	3,500	
				Cell Allowances	2,880	
				Secure WIFI for PD	200	
				Gorge Networks Connectivity for Radio Receivers	1,500	
				Sorosis to Dispatch Phone line	400	
				Office phone system annual payment	15,000	
-	128	500	001-1300-000.54-00	ADVERTISING		1,250
				Classified and radio Ads for release of seized vehicles	500	
				Social Media Boosts (Expand post reachand distribution)	750	
4,702	5,826	27,585	001-1300-000.56-00	DIGITAL STORAGE		16,885
				In car video storage to the cloud (1 x \$495)--Dept owned cameras	495	
				Filming of Dept Records	1,500	
				Direct purchase remote system setup of new in car cameras	3,520	
				Five In-car camera storage (5@\$2274 yearly)	11,370	
6,480	14,910	26,575	001-1300-000.58-10	TRAVEL, FOOD & LODGING		30,297
				Misc regional training possibly requiring hotel and meals. Armorer	4,000	
				Major Crimes Conference 3 days, 2 detectives		
				Location and dates TBA--Using Portland rates		
				Lodging 3 nights (\$182/night)	546	
				Meals travel days	222	
				Meals during stay	296	
				OPOA Grande Rhonde (five nights lodging and meals)		
				Grande Rhonde. Probably November		
				Lodging 5 Nights (\$107/night)	535	
				Meals travel days	177	
				Meals during stay	354	
				OACP Spring conference four supervisors 4 Nights		
				Location TBA Using this years numbers		
				VRBO 4 Nights (cheaper than Per Diem rate)	1,500	
				Meals travel days	354	
				Meals during stay	708	
				IACP 2 Supervisors 5 nights		
				Denver 2025		
				Airfair (this years price + 10 percent)	650	

# POLICE

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
				Using 2024 actual hotel cost (\$425/night)	4,250	
				Meals travel days	237	
				Meals during stay	632	
				Incidentals (taxi, uber, rental car, etc)	250	
				International Homicide Conference 2 Detectives (800 plane each,		
				Location and dates TBA Using 2024 DC prices		
				Lodging 7 nights (176/night)	1,232	
				Meals travel days	237	
				Meals during stay	1,106	
				Incidentals (taxi, uber, rental car, etc)	250	
				ELTS SEASIDE three or four Supervisors		
				Seaside 2025		
				Worldmark Lodging (Cheaper than per diem)	500	
				Meals travel days	311	
				Meals during stay	414	
				Oregon/California Narcotics Association Two Officers		
				California 7 Days (May be paid by MIINT, no meals)		
				Lodging 7 nights (184/night)	1,288	
				Meals travel days	207	
				Meals during stay	690	
				Peer support Training--Two Officers		
				Location and dates--TBA Using Portland ates		
				Lodging 3 nights (\$182/night)	546	
				Meals travel days	222	
				Meals during stay	296	
				DUII Training Conference		
				Location and dates TBA--Using Portland rates		
				Lodging 3 nights (\$182/night)	546	
				Meals travel days	222	
				Meals during stay	296	
				Vehicle criminal interdiction development course--2 days \$500		
				Location and dates TBA--Using Portland rates		
				Lodging 2 nights	364	
				Meals travel days	111	
				Meals during stay	74	
				Advanced Crisis Negotiation class. October		
				Location and dates TBA--Arizona this year		
				Lodging 5 nights (\$107/night)	535	
				Meals travel days	89	
				Meals during stay	236	
				Use of Force Summit 2 People 3 days		
				Conneticut probably November		
				Lodging 4 nights @ \$125	500	
				Meals travel days	207	
				Meals during stay	414	
				Airfare	1,000	
				Incidentals (taxi, uber, rental car, etc)	250	
				Property and Evidence Conference--Oregon		
				Grande Rhonde. Probably November		
				Lodging (3 nights @ \$107)	321	
				Meals travel days	89	
				Meals during stay	118	
				LEDS Conference 2 people 3 Nights		
				Bend or Seaside		
				Lodging (3 nights @ \$135)	405	
				Meals travel days	207	
				Meals during stay	276	
				Oregon Law Enforcement Records Association 3 nights		
				Possibly Eugene November		
				Lodging (3 nights @ 132)	396	
				Meals travel days	96	
				Meal during stay	128	
				Law Enforcement Defensive Tactics instructor training camp		
				Location TBA--Possibly Staeline NV 3days		
				Lodging (4 nights at 107)	428	
				Meals travel days	89	
				Meals during stay	177	
				Trauma informed care instructor cost--Mandated 2024		
				Location TBA--Using Portland 3 days		
				Lodging (3 days @\$152)	456	
				Meals travel days	111	
				Meals during stay	148	



# POLICE

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
9,557	11,570	11,178	001-1300-000.58-50	TRAINING AND CONFERENCES		31,427
				CIT (Crisis intervention team) Training	1,500	
				OPOA Grande Rhonde Five days 2 Officers	900	
				OEDI Annual training session--Silverton Includes lodging and meals	1,800	
				Peer Support	1,000	
				Major Crimes Conference Location TBA (2 Detectives)	600	
				OACP Spring Conference Tuition 4 Supervisors	1,600	
				Four Supervisors to ELTS--SEASIDE	1,000	
				Police One Online training-Lexipol (\$82 x 29)	2,378	
				DUII training	500	
				Oregon/California Narcotics Association Two Officers (May be paid by MINT)	1,200	
				IACP leadership training tuition ( Two Supervisors)	1,000	
				Two detectives Intern. Homicide Conference 600 each	600	
				Vehicle criminal interdiction development course	349	
				Advanced Crisis Negotiation class	500	
				International Homicide Conference 2 Detectives	1,200	
				NW Leadership Seminar--Portland--2@ \$350.00 each	700	
				Use Force Summit Connecticut-- 2 Officers @\$450	900	
				Trauma informed Care instructor course	500	
				Property and Evidence Conference	500	
				LEDS Conference 3 Nights Bend or Seaside--No Charge		
				Oregon Law Enforcement Records Association 2@\$150	300	
				Evidence Conference	500	
				Law Enforcement Densive Tactics training camp	400	
				Tactical Medic certification updates	1,000	
				Emergency Vehicle Operations	2,500	
				Approved Tuition reimbursement	8,000	
3,165	1,770	4,000	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	
3,962	11,730	10,000	001-1300-000.59-10	SERT TEAM		17,000
				Equipment & supplies for SERT Team (gas, pepper fog, robot batteries)	3,500	
				Tactical Officers Associations	500	
				Clothing	1,500	
				Basic SERT Training (Tuition and Travel)	2,500	
				Beanbag gun/Less lethal supplies	2,000	
				SERT drone and supplies for repair if needed	2,000	
				Advanced Swat School. Tuition and Travel	2,500	
				Precision marksman training. Tuition and Travel	2,500	
3,408	1,688	6,200	001-1300-000.59-15	RESERVES		3,100
				Equipment, clothing, & misc expenses for the Reserves	1,000	
				Police One Online training	100	
				Psych, drug screens (Required by State) (\$500 x 2)	500	
				Body Armour	1,500	
98	1,896	2,000	001-1300-000.59-25	CRIME PREVENTION		2,500
				Crime Prevention & Neighborhood Watch programs	1,000	
				Pink Patch Project (breast cancer awareness)	500	
				Supplies and community promotional material	1,000	
5,653	4,451	5,500	001-1300-000.60-10	OFFICE SUPPLIES		5,500
4,146	4,436	5,100	001-1300-000.60-20	JANITORIAL SUPPLIES		5,100
7,302	728	12,000	001-1300-000.60-65	AMMUNITION		10,000
				Duty & practice ammunition, range supplies.	8,000	
				Simunition firearms and ammo	2,000	
665	-	-	001-1300-000.60-70	DRUG TEAM		1,000
29,465	26,899	40,000	001-1300-000.60-80	CLOTHING		45,300
				Load Bearing Vests (5x 500)	2,500	
				Soft body armor (5X 1200)	6,000	
				Patrol Uniforms to include jackets, boots, repair, and replacements. (6)	18,000	
				Water Resistance long sleeve shirts	2,000	
				Clothing Allowance for Detectives	1,600	
				Replacement holsters	500	
				Cleaning Allowance for Officers	5,400	
				Uniform badge replacment (31 sets @ \$300)	9,300	

# POLICE

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
14,074	14,714	15,726	001-1300-000.60-85	SPECIAL DEPT SUPPLIES		20,050
				Body Camera Mounts	500	
				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 @ \$200 every 2 months)	1,200	
				Employee Recognition	3,000	
				Policy update book printing	1,000	
				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 Opioid Medication	1,000	
				First Aid Supplies	1,000	
				Digital Recorders and Cameras	250	
				Stop Stick piranha pursuit prevention protection devices (REPLACE AS NEEDED)	200	
				Defensive Tactics kick bags 2@\$200	400	
				Soft helmets for all marked vehicles	150	
				H2O Oregon Water Supplies	750	
				Bolt cutters for all vehicles	500	
16,570	12,597	13,952	001-1300-000.64-80	COMPUTER SOFTWARE		15,175
				Net motion Mobility Maintenance	4,800	
				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	700	
				ATT/First Netmonthly data for MDTs	6,600	
				Office Pro 2021 for new computers 2@\$200	400	
				Adobe Pro for front office and Chief 3@125.00/Yearly cost	375	
1,915	6,184	55,900	001-1300-000.69-50	MISCELLANEOUS EXPENSES		56,535
				Reimbursement Expenses for Officer Buyout (Mandated)	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	500	
				Drone maintenance (batteries, props, sd cards)	1,000	
				State Storage of Records. Secretary of State	35	
20,955	23,984	58,914	001-1300-000.69-80	ASSETS < \$5000		20,500
				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.		
				Office computer replacement (2) x \$2,600	5,200	
				Vehicle computer docks as needed (approx \$600 each)	1,800	
				Handheld Radar replacement (\$1500 each)	3,000	
				2 portable motorola radios for replacements	5,000	
				Tactical rifle, sling, and optics (3)	5,000	
				Body worn safety lights for Officers (\$100 each)	500	
<b>746,847</b>	<b>692,412</b>	<b>824,881</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>841,624</b>
<b>CAPITAL OUTLAY:</b>						
111,126	140,691	227,926	001-1300-000.74-20	VEHICLES		162,000
				(2) All wheel drive Ford SUV marked patrol vehicles to include emergency equipment, prisoner package, moving radar \$3500 X 2, computer docks. Scheduled rotation \$50000 X 2, 20,000 X 2 set up, . Scheduled rotation, \$1000 X 2 decom.	149,000	
				Radar trailer upgrade. Sell value estimated \$3,000.00	13,000	
55,284	17,048	-	001-1300-000.74-80	EXPENDITURES-CAPITAL OUTLAY		37,022
				3 leased 4RE (Watchguard) in-car cameras (3@\$1788.00)		
				2 leased M-500 in-car cameras. 2nd year lease		
				2 leased M-500 in-car cameras. 1st year lease		
				Body Camera Digital Storage Cloud (14 x \$695)		
26,000	129,008	6,000	001-1300-000.74-90	EQUIPMENT-OTHER		-
<b>192,409</b>	<b>286,747</b>	<b>233,926</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>199,022</b>
<b>4,118,426</b>	<b>4,701,043</b>	<b>5,339,670</b>	<b>SUB-TOTAL POLICE DEPARTMENT</b>			<b>5,483,405</b>

# CODES ENFORCEMENT

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## PERSONNEL

FTE: 2.0

## MISSION

To seek and maintain compliance with the City's ordinance, particularly addressing nuisance property maintenance, LUDO enforcement and abatement efforts, to enhance and preserve the livability of the community.

## DESCRIPTION

The Codes Enforcement Division 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 division works with citizens to solve problems and address issues of neighborhood livability while protecting property rights.

The Codes Enforcement Division is housed within the Police Department and works closely with the Neighborhood Enforcement Action Team (NEAT), Community Development Department (CDD), and Public Works (PW) in resolving community livability issues.

## GOALS AND FOCUS FY 2025

- Investigate public right-of-way complaints with the assistance of law enforcement including:
  - Motorhomes and Recreational Vehicles
  - Trailers
  - Boats
  - Abandon vehicles
- Partner with lending institutions and property maintenance firms to abate nuisance conditions on properties in ownership or tenancy transition.
- Evaluate partnership with Wasco County Youth Department for graffiti removal.
- Increase public education efforts for abatement of puncture vine and other nuisance vegetation 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.

## GENERAL FUND-CODES ENFORCEMENT

- Expand awareness and compliance with snow removal requirements.
- Continue efforts to maintain and cleanup houseless camps.
- Work with second hand dealers to bring them into compliance with city code specifically maintaining daily records of transactions.
- Proactively address noxious vegetation that has the potential to cause a health hazard and fire hazard (specifically during the summer months).
- Collaborate with the Community Development Department and Public Works Department to address cross over cases that may involve Right of Way (ROW) issues or LUDO violations.

## ACCOMPLISHMENTS IN FY 2024

- Assisted in improving the livability and beautification of The Dalles through both complaint based and proactive enforcement of City Codes.
- Opened 291 complaint driven cases for investigation.
- Scrapped 235 junk cars.
- Tagged and towed 31 abandoned cars.
- Conducted 377 problem property inspections.
- Posted 29 properties for the nuisance abatement process.
- Abated 12 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.
- Strengthen 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

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1175-000.11-00	50,521	54,638	65,801	129,684
OVERTIME SALARIES	001-1175-000.13-00	-	-	5,000	10,000
MEDICAL INSURANCE	001-1175-000.21-10	11,700	9,674	10,265	40,899
L-T DISABILITY INSURANCE	001-1175-000.21-20	344	350	415	817
LIFE INSURANCE	001-1175-000.21-30	44	46	50	100
WORKERS COMP INSURANCE	001-1175-000.21-40	22	24	551	1,291
FICA	001-1175-000.22-00	3,640	4,018	5,034	10,686
RETIREMENT	001-1175-000.23-00	6,918	7,473	8,883	9,399
OTHER EMPLOYEE BENEFITS	001-1175-000.29-00	60	201	431	758
	<b>TOTAL PERSONNEL SERVICE</b>	<b>73,248</b>	<b>76,425</b>	<b>96,430</b>	<b>203,634</b>
	Total Full-Time Equivalent (FTE)	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-1175-000.31-10	8,395	21,425	32,500	30,000
OTHER CONTRACTUAL SRVCS	001-1175-000.39-00	5,296	48,955	59,432	59,432
VEHICLES	001-1175-000.43-50	1,639	1,000	6,000	3,000
GAS/OIL/DIESEL/LUBRICANTS	001-1175-000.43-51	2,142	2,450	2,750	5,200
TIRES AND TIRE REPAIRS	001-1175-000.43-52	646	954	1,200	2,500
POSTAGE	001-1175-000.53-20	976	1,776	1,750	1,750
TELEPHONE	001-1175-000.53-30	1,090	1,124	1,520	1,520
TRAVEL, FOOD & LODGING	001-1175-000.58-10	-	375	1,000	2,000
TRAINING AND CONFERENCES	001-1175-000.58-50	-	513	490	980
MEMBERSHIPS/DUES/SUBS	001-1175-000.58-70	153	75	150	300
OFFICE SUPPLIES	001-1175-000.60-10	669	1,160	1,200	1,800
CLOTHING	001-1175-000.60-80	-	-	-	1,000
MISCELLANEOUS EXPENSES	001-1175-000.69-50	-	1,262	1,000	1,500
ASSETS < \$5000	001-1175-000.69-80	400	-	-	10,000
	<b>TOTAL MATERIALS AND SERVICES</b>	<b>21,405</b>	<b>81,069</b>	<b>108,992</b>	<b>120,982</b>
	<b>SUB-TOTAL CODES ENFORCEMENT</b>	<b>94,653</b>	<b>157,495</b>	<b>205,422</b>	<b>324,616</b>
	<b>TOTAL CODES &amp; POLICE DEPARTMENT</b>	<b>4,213,079</b>	<b>4,858,538</b>	<b>5,545,092</b>	<b>5,808,021</b>

# CODES ENFORCEMENT PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
50,521	54,638	65,801	001-1175-000.11-00	REGULAR SALARIES		129,684
-	-	5,000	001-1175-000.13-00	OVERTIME SALARIES		10,000
11,700	9,674	10,265	001-1175-000.21-10	MEDICAL INSURANCE		40,899
344	350	415	001-1175-000.21-20	L-T DISABILITY INSURANCE		817
44	46	50	001-1175-000.21-30	LIFE INSURANCE		100
22	24	551	001-1175-000.21-40	WORKERS COMP INSURANCE		1,291
3,640	4,018	5,034	001-1175-000.22-00	FICA		10,686
6,918	7,473	8,883	001-1175-000.23-00	RETIREMENT		9,399
60	201	431	001-1175-000.29-00	OTHER EMPLOYEE BENEFITS		758
<b>73,248</b>	<b>76,425</b>	<b>96,430</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>203,634</b>
<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	Total Full-Time Equivalent (FTE)			<b>2.0</b>
<b>MATERIALS AND SERVICES:</b>						
8,395	21,425	32,500	001-1175-000.31-10	CONTRACTUAL SERVICES		30,000
				Nuisance abatements (increase in quantity and intensity of work)	25,000	
				Neighborhood clean up expenses	5,000	
5,296	48,955	59,432	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 4 @ \$2500)	10,000	
				Youth Services Work Crew (Graffiti abatement) (For discussion)	13,600	
				Transient camp cleanup Labor and Disposal. Approx 50 camps per	30,000	
1,639	1,000	6,000	001-1175-000.43-50	VEHICLES MAINTENANCE		3,000
				Repairs for Codes Vehicle	3,000	
2,142	2,450	2,750	001-1175-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		5,200
				Fuel	5,200	
646	954	1,200	001-1175-000.43-52	TIRES AND TIRE REPAIRS		2,500
				Snow tires if needed x2	2,500	
976	1,776	1,750	001-1175-000.53-20	POSTAGE		1,750
1,090	1,124	1,520	001-1175-000.53-30	TELEPHONE		1,520
-	375	1,000	001-1175-000.58-10	TRAVEL, FOOD & LODGING		2,000
				Sept OCEA Bend or Coast (Two nights lodging and meals) x2	1,000	
				April OCEA Location TBA (Two nights lodging and meals) x2	1,000	
-	513	490	001-1175-000.58-50	TRAINING AND CONFERENCES		980
				Police One x2	180	
				Sept--Oregon Codes Enforcement Association (Bend or Oregon	400	
				April--Oregon Codes Enforcement Association (Location TBA) x2	400	
153	75	150	001-1175-000.58-70	MEMBERSHIPS/DUES/SUBS		300
669	1,160	1,200	001-1175-000.60-10	OFFICE SUPPLIES		1,800
-	-	-	001-1175-000.60-80	CLOTHING		1,000
				Uniforms for 2 staff	1,000	
-	1,262	1,000	001-1175-000.69-50	MISCELLANEOUS EXPENSES		1,500
				Printer cartridges, digital recorder, digital camera, clothing/uniform supplies	1,500	
400	-	-	001-1175-000.69-80	ASSETS < \$5000		10,000
				Set up new employee. Furniture, computer, software, Justice	10,000	
<b>21,405</b>	<b>81,069</b>	<b>108,992</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>120,982</b>
<b>94,653</b>	<b>157,495</b>	<b>205,422</b>	<b>SUB-TOTAL CODES ENFORCEMENT DEPARTMENT</b>			<b>324,616</b>
<b>4,213,079</b>	<b>4,858,538</b>	<b>5,545,092</b>	<b>TOTAL CODES AND POLICE DEPARTMENT</b>			<b>5,808,021</b>

# ANIMAL CONTROL

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## PERSONNEL

FTE: 1.0

## MISSION

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

## DESCRIPTION

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

## GOALS AND FOCUS FY 2025

- Respond to calls for service and capture dogs before bites occur or dogs are injured by traffic.
- Promote dog license compliance with the local animal shelter.
- Increase presence, community outreach, and enforcement to ensure community support and safety.
- Continue education to ensure best practices are met in animal control.
- Investigate new or improved tools to keep the community and dogs safe during enforcement.
- Engage and strengthen relationship with Columbia Gorge Humane Society.

## ACCOMPLISHMENTS IN FY 2024

- Attended continuing education to stay up to date on best practices.
- Obtained and trained on new equipment to safely catch animals.
- Increased response to calls for service by 38 percent.
- Increased captured dogs by 37 percent.
- Purchased equipment to reduce harm to animal and reduce risk to officers involved.
- Suggested updates to identified local animal control ordinances.
- Increased catch numbers for stray animals with proactive enforcement.
- Resolved recurring complaint case involving multiple dogs at one residence and improved neighborhood livability.
- City contract reviewed with Home at Last to ensure community needs are met and financial accountability is assured.
- Helped craft new contract with Columbia Gorge Humane Society.

## GENERAL FUND-ANIMAL CONTROL

- Budgeted for, located, ordered and took possession of a 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.
- Resolve issues with current dog licensing practices to increase compliance, availability, and understanding by the public.



# ANIMAL CONTROL

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-4500-000.11-00	-	46,128	64,677	68,949
PARTTIME/TEMP SALARIES	001-4500-000.12-00	33,609	-	-	-
OVERTIME SALARIES	001-4500-000.13-00	-	-	5,000	5,000
MEDICAL INSURANCE	001-4500-000.21-10	7,450	18,763	7,699	22,289
L-T DISABILITY INSURANCE	001-4500-000.21-20	197	237	1,074	1,145
LIFE INSURANCE	001-4500-000.21-30	77	52	38	50
WORKERS COMP INSURANCE	001-4500-000.21-40	1,183	25	470	591
FICA	001-4500-000.22-00	2,438	3,405	5,330	5,657
RETIREMENT	001-4500-000.23-00	2,932	526	8,731	9,308
OTHER EMPLOYEE BENEFITS	001-4500-000.29-00	5	194	647	430
<b>TOTAL PERSONNEL SERVICE</b>		<b>47,891</b>	<b>69,329</b>	<b>93,666</b>	<b>113,419</b>
Total Full-Time Equivalent (FTE)		<b>0.75</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-4500-000.31-10	13,961	14,226	22,890	43,680
CONTRACTUAL SERVICES - OTHER	001-4500-000.31-90	926	3,321	6,000	6,000
VEHICLES	001-4500-000.43-50	1,813	1,230	2,000	2,000
GAS/OIL/DIESEL/LUBRICANTS	001-4500-000.43-51	1,780	2,252	3,000	3,500
TIRES AND TIRE REPAIRS	001-4500-000.43-52	-	766	1,000	1,500
TRAINING AND CONFERENCES	001-4500-000.58-50	-	1,573	2,240	1,635
CLOTHING	001-4500-000.60-80	174	2,677	1,000	1,000
SUPPLIES - SPECIAL DEPT	001-4500-000.60-85	1,104	252	1,000	1,000
ASSETS < \$5000	001-4500-000.69-80	3,925	-	1,500	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>23,683</b>	<b>26,297</b>	<b>40,630</b>	<b>60,315</b>
<b>CAPITAL OUTLAY:</b>					
VEHICLES	001-4500-000.74-20	-	49,239	44,115	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>49,239</b>	<b>44,115</b>	<b>-</b>
<b>TOTAL ANIMAL CONTROL DEPARTMENT</b>		<b>71,574</b>	<b>144,866</b>	<b>178,411</b>	<b>173,734</b>

# ANIMAL CONTROL PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
-	46,128	64,677	001-4500-000.11-00	REGULAR SALARIES		68,949
33,609	-	-	001-4500-000.12-00	PART TIME/TEMP SALARIES		-
-	-	5,000	001-4500-000.13-00	OVERTIME SALARIES		5,000
7,450	18,763	7,699	001-4500-000.21-10	MEDICAL INSURANCE		22,289
197	237	1,074	001-4500-000.21-20	L-T DISABILITY INSURANCE		1,145
77	52	38	001-4500-000.21-30	LIFE INSURANCE		50
1,183	25	470	001-4500-000.21-40	WORKERS COMP INSURANCE		591
2,438	3,405	5,330	001-4500-000.22-00	FICA		5,657
2,932	526	8,731	001-4500-000.23-00	RETIREMENT		9,308
5	194	647	001-4500-000.29-00	OTHER EMPLOYEE BENEFITS		430
<b>47,891</b>	<b>69,329</b>	<b>93,666</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>113,419</b>
<b>0.75</b>	<b>1.0</b>	<b>1.0</b>	Total Full-Time Equivalent (FTE)			<b>1.0</b>
<b>MATERIALS AND SERVICES:</b>						
13,961	14,226	22,890	001-4500-000.31-10	CONTRACTUAL SERVICES		43,680
				Contract with Columbia Gorge Humane Society.	43,200	
				\$40 a month for AT&T Cell phone	480	
926	3,321	6,000	001-4500-000.31.90	CONTRACTUAL SERVICES - OTHER		6,000
				Veterinarian services	6,000	
1,813	1,230	2,000	001-4500-000.43-50	VEHICLES		2,000
				Maintenance & Repair for Dog Control Truck	2,000	
1,780	2,252	3,000	001-4500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		3,500
-	766	1,000	001-4500-000.43-52	TIRES AND TIRE REPAIRS (Snow tires if needed)		1,500
-	1,573	2,240	001-4500-000.58-50	TRAINING AND CONFERENCES		1,635
				Training for Dog Control Officer	500	
				Travel, food & lodging	1,000	
				Police One (\$85 yearly)	85	
				Oregon Animal Control Assc	50	
174	2,677	1,000	001-4500-000.60-80	CLOTHING		1,000
1,104	252	1,000	001-4500-000.60-85	SUPPLIES - SPECIAL DEPT		1,000
				Misc expenses: flashlight, radio maintenance, radio batteries, citations, clothing, handouts, etc.	1,000	
3,925	-	1,500	001-4500-000.69-80	ASSETS < \$5000		-
				For items with a durable life of over 1 year, but cost less than \$5,000, so do not qualify as Capital Assets		
				Small animal Humane/safe capture netting device	-	
<b>23,683</b>	<b>26,297</b>	<b>40,630</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>60,315</b>
<b>CAPITAL OUTLAY:</b>						
-	49,239	44,115	001-4500-000.74-20	VEHICLE		-
-	<b>49,239</b>	<b>44,115</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>-</b>
<b>71,574</b>	<b>144,866</b>	<b>178,411</b>	<b>TOTAL ANIMAL CONTROL DEPARTMENT</b>			<b>173,734</b>

# TECHNOLOGY

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## PERSONNEL

FTE: 3.0

## MISSION

Maintain a robust and secure City IT network infrastructure through information technology tools, education, and training.

## DESCRIPTION

The City has one full-time Information Technology Director Position, one full time System Administrator, and one full time Technology Specialist. The Information 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. All computers and components are purchased by the Information Technology department, who works closely with the Department Managers to plan and maintain replacement schedules.

## GOALS AND FOCUS FY 2025

- Continue to develop and enhance Disaster Recovery and Business Continuity Plans.
- Replace older hardware for backup, security, and management applications.
- Continue to enhance resiliency and redundancy practices including cross training IT department staff.

## ACCOMPLISHMENTS IN FY 2024

- Continued to consolidate all technology under the IT department for proper management and security.
- Created, hired, and trained a new System Administrator.
- Deployed new Network Monitoring solution to provide notifications during abnormal activity.
- Deployed new backup solution that provides automated testing and ransomware detection.
- Deployed new ITSM platform to replace End of Life helpdesk, inventory management, and knowledgebase repository.
- Redesigned security policies to increase security and monitoring on our servers.
- Upgraded End of Life Servers to address major security risk.

# TECHNOLOGY

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-1700-000.11-00	157,755	180,192	252,983	298,738
MEDICAL INSURANCE	001-1700-000.21-10	24,059	20,371	42,762	43,309
L-T DISABILITY INSURANCE	001-1700-000.21-20	816	884	1,619	1,912
LIFE INSURANCE	001-1700-000.21-30	78	90	200	150
WORKERS COMP INSURANCE	001-1700-000.21-40	1,118	1,142	2,125	2,917
FICA	001-1700-000.22-00	12,142	13,893	19,353	22,853
RETIREMENT CONTRIBUTIONS	001-1700-000.23-00	21,491	20,574	13,987	32,278
VEBA CONTRIBUTIONS	001-1700-000.28-00	5,753	6,365	6,038	5,745
OTHER EMPLOYEE BENEFITS	001-1700-000.29-00	60	380	1,265	1,494
<b>TOTAL PERSONNEL SERVICE</b>		<b>223,273</b>	<b>243,891</b>	<b>340,332</b>	<b>409,396</b>
Total Full-Time Equivalent (FTE)		<b>2.0</b>	<b>2.0</b>	<b>3.0</b>	<b>3.0</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-1700-000.31-10	45,224	29,900	6,000	6,000
COMPUTER SERVICES	001-1700-000.34-30	54,934	56,069	57,272	57,272
WIFI USE FEES	001-1700-000.34-35	15,696	16,504	16,332	16,332
SOFTWARE MAINTENANCE	001-1700-000.34-40	13,853	15,166	21,820	35,500
OTHER CONTRACTUAL SERVICES	001-1700-000.39-00	3,972	24,922	4,630	27,870
TELEPHONE	001-1700-000.53-30	1,440	1,500	1,920	2,160
TRAVEL, FOOD & LODGING	001-1700-000.58-10	-	102	4,000	2,500
TRAINING AND CONFERENCES	001-1700-000.58-50	-	4,242	1,850	8,300
MEMBERSHIPS/DUES/SUBS	001-1700-000.58-70	-	-	-	405
OFFICE SUPPLIES	001-1700-000.60-10	-	475	500	500
COMPUTER SOFTWARE	001-1700-000.64-80	355	1,176	5,100	35,200
MISCELLANEOUS EXPENSES	001-1700-000.69-50	1,132	1,343	3,000	10,000
ASSETS < \$5000	001-1700-000.69-80	9,393	3,737	5,600	8,600
<b>TOTAL MATERIALS AND SERVICES</b>		<b>145,998</b>	<b>155,135</b>	<b>128,024</b>	<b>210,639</b>
<b>CAPITAL OUTLAY:</b>					
COMPUTER EQUIPMENT	001-1700-000.74-50	49,244	-	18,300	47,000
NETWORK EQUIPMENT	001-1700-000.74-60	5,650	-	20,000	20,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>54,894</b>	<b>-</b>	<b>38,300</b>	<b>67,000</b>
<b>TOTAL TECHNOLOGY DEPARTMENT</b>		<b>424,165</b>	<b>399,026</b>	<b>506,656</b>	<b>687,035</b>

# TECHNOLOGY PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
157,755	180,192	252,983	001-1700-000.11-00	REGULAR SALARIES		298,738
24,059	20,371	42,762	001-1700-000.21-10	MEDICAL INSURANCE		43,309
816	884	1,619	001-1700-000.21-20	L-T DISABILITY INSURANCE		1,912
78	90	200	001-1700-000.21-30	LIFE INSURANCE		150
1,118	1,142	2,125	001-1700-000.21-40	WORKERS COMP INSURANCE		2,917
12,142	13,893	19,353	001-1700-000.22-00	FICA		22,853
21,491	20,574	13,987	001-1700-000.23-00	RETIREMENT CONTRIBUTIONS		32,278
5,753	6,365	6,038	001-1700-000.28-00	VEBA CONTRIBUTIONS		5,745
60	380	1,265	001-1700-000.29-00	OTHER EMPLOYEE BENEFITS		1,494
<b>223,273</b>	<b>243,891</b>	<b>340,332</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>409,396</b>
<b>2.00</b>	<b>2.0</b>	<b>3.0</b>	Total Full-Time Equivalent (FTE)			<b>3.0</b>
<b>MATERIALS AND SERVICES:</b>						
45,224	29,900	6,000	001-1700-000.31-10	CONTRACTUAL SERVICES		6,000
				Website redesign and hosting contract \$6000 annually	6,000	
54,934	56,069	57,272	001-1700-000.34-30	COMPUTER SERVICES		57,272
				Caselle software maintenance fees	50,364	
				Superior Court/Finance System old Software	6,908	
15,696	16,504	16,332	001-1700-000.34-35	WIFI USE FEES		16,332
				PUD 350x12	4,200	
				Blue Mountain 1100 x12	12,132	
13,853	15,166	21,820	001-1700-000.34-40	SOFTWARE MAINTENANCE		35,500
				1 yr Security Software	10,000	
				1 yr ITSM Platform	10,000	
				1yr Backup Software	5,000	
				1 Yr Log/Intrusion Analysis Software for Security Compliance	4,000	
				1 Yr Network Monitor	1,500	
				Support contract Police Server Dell 2yr	-	
				1-3yr Cisco networking Software** see list below due for renewal -	5,000	
				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		
3,972	24,922	4,630	001-1700-000.39-00	OTHER CONTRACTUAL SERVICES		27,870
				Cyber Security Insurance Policy	23,000	
				WAVE broadband contract for City- \$365 a month	4,620	
				Renewal of City Domain names	250	
1,440	1,500	1,920	001-1700-000.53-30	TELEPHONE		2,160
				Cell phone allowance-\$60 x12 months x3	2,160	
-	102	4,000	001-1700-000.58-10	TRAVEL, FOOD & LODGING		2,500
				Lodging for OAGITM conference & CJIS Event	2,000	
				Mileage in town and for training travel	500	
-	4,242	1,850	001-1700-000.58-50	TRAINING AND CONFERENCES		8,300
				OAGITM conference (2x a year)	800	
				Identity management platform training and certification (2 people)	5,000	
				Certifications	2,500	
-	-	-	001-1700-000.58-70	MEMBERSHIPS/DUES/SUBS		405
				Membership Dues (OAGITM and SIM PDX)	405	
-	475	500	001-1700-000.60-10	OFFICE SUPPLIES		500
355	1,176	5,100	001-1700-000.64-80	COMPUTER SOFTWARE		35,200
				Cisco IOS Boost Performance Router License	3,000	
				1 Yr Amazon Business Account 3x Users	200	
				1 Yr CBT Nuggets	600	
				1 Yr Lucid Chart	100	
				1 YR Adobe for 3x Users	400	
				1 YR M365 Gov for 3x Users	900	
				1 Yr Virtualization platform - 4 Servers	15,000	
				1 Yr Identity & Access Management Platform	12,000	
				Potential software upgrades not yet identified	3,000	
1,132	1,343	3,000	001-1700-000.69-50	MISCELLANEOUS EXPENSES		10,000
				To cover unanticipated expenses and equipment failures	10,000	

# TECHNOLOGY

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
9,393	3,737	5,600	001-1700-000.69-80	ASSETS < \$5000		8,600
				Items costing less than \$5,000 with a life of over one year		
				IT Specialist Computer	3,000	
				System Admin Computer	3,000	
				Council Chamber Zoom PC	2,600	
				End-Of-Support replacements		
<b>145,998</b>	<b>155,135</b>	<b>128,024</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>210,639</b>
				<b>CAPITAL OUTLAY:</b>		
49,244	-	18,300	001-1700-000.74-50	COMPUTER EQUIPMENT		47,000
				New Storage	15,000	
				New Server	32,000	
				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		
				Upgrade Firebay conference room to virtual	10,500	
5,650	-	20,000	001-1700-000.74-60	NETWORK EQUIPMENT		20,000
				New Firewall	20,000	
<b>54,894</b>	<b>-</b>	<b>38,300</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>67,000</b>
<b>424,165</b>	<b>399,026</b>	<b>506,656</b>	<b>TOTAL TECHNOLOGY DEPARTMENT</b>			<b>687,035</b>

# GENERAL SERVICES

## PERSONNEL

FTE: 1.20

## MISSION

To proactively maintain the City’s facilities, structures and grounds.

## 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 all City departments, Urban Renewal Agency, and act as a liaison to the Beautification and Tree Committee.

There are currently three permanent, full-time positions in the Facilities Maintenance Division of the Department; the Facilities Maintenance Supervisor and two Maintenance Workers. The City adjusts the distribution of Facilities staff to reflect actual costs of the previous year. Maintenance provided to the Airport is billed on a per request basis. After reviewing the current year, the City is distributing the FY24/25 expenses commensurate to FY23/24:

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

The Facilities Maintenance Division is responsible for the annual repairs and maintenance to preserve the appearance and integrity of City buildings and properties. Expenditures from this Division 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. Buildings and grounds under the supervision of the division include City Hall, the Police Department, the Library, State Office Buildings, the Maritime Dock, Lewis & Clark Festival Park, the Gitchell/Waldron Drug Building, all City parking lots, the Roundabout, Second Street streetscaping, Triangle Park, the Pioneer Cemetery, and all Urban Renewal properties. At this time, maintenance of the Public Works property is not included within this portfolio.

## GOALS AND FOCUS FY 2025

- Oversee and manage the Downtown Tree Project to plant, replace, and maintain street trees along Second Street downtown.
- Begin work on a City-wide Capital Improvement Plan of all City owned properties and grounds, incorporating energy efficient recommendations compiled by recent RARE analysis.
- Continue to provide exemplary service for the maintenance of all City owned facilities.

## ACCOMPLISHMENTS IN FY 2024

- Hired a new Facilities Maintenance Supervisor, resulting in added resources, staff time, and focus on deferred maintenance of City and Urban Renewal Agency owned buildings and grounds.
- Completed an energy audit of all City owned facilities.
- Continued to provide supervision for Wasco County and juvenile work crews for maintenance projects.
- Assisted in the installation and maintenance of the “Light Capsule” art installation at the Gitchell / Waldron Drug Building.
- Continued maintenance and minor repairs to City Hall and other City owned facilities.
- Assisted partner agencies with the installation of permanent and seasonal fixtures throughout the community.

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

- Replacement, maintenance, and upgrades of key building components of multiple City buildings, including elevators and HVAC systems.
- Complete a Citywide Capital Improvement Plan.
- Complete the Downtown Tree Project.



# GENERAL SERVICES

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	001-2300-000.11-00	44,710	46,699	90,756	86,238
OVERTIME SALARIES	001-2300-000.13-00	1,055	-	5,400	5,097
MEDICAL INSURANCE	001-2300-000.21-10	16,631	14,124	32,413	28,368
L-T DISABILITY INSURANCE	001-2300-000.21-20	321	322	551	561
LIFE INSURANCE	001-2300-000.21-30	40	42	60	60
WORKERS COMP INSURANCE	001-2300-000.21-40	689	675	1,806	2,004
FICA	001-2300-000.22-00	3,472	3,549	7,126	6,987
RETIREMENT	001-2300-000.23-00	6,114	6,264	7,048	9,106
VEBA CONTRIBUTIONS	001-2300-000.28-00	-	-	2,409	2,286
OTHER EMPLOYEE BENEFITS	001-2300-000.29-00	1,386	1,592	204	2,000
<b>TOTAL PERSONNEL SERVICE</b>		<b>74,419</b>	<b>73,267</b>	<b>147,773</b>	<b>142,707</b>
Total Full-Time Equivalent (FTE)		<b>0.80</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	001-2300-000.31-10	8,340	12,900	4,000	40,500
WATER & SEWER	001-2300-000.41-10	3,799	4,572	5,678	5,910
GARBAGE SERVICES	001-2300-000.41-20	2,468	2,609	2,600	2,710
NATURAL GAS	001-2300-000.41-30	2,075	2,534	2,400	2,500
ELECTRICITY	001-2300-000.41-40	23,596	26,816	22,000	23,000
JANITORIAL SERVICES	001-2300-000.42-00	17,010	17,010	17,010	17,000
BUILDINGS AND GROUNDS	001-2300-000.43-10	7,450	20,153	17,000	20,000
PARK & DOCK MAINTENANCE	001-2300-000.43-11	55,310	49,721	49,984	-
ARCO LOT	001-2300-000.43-12	-	-	500	-
GITCHELL BUILDING	001-2300-000.43-13	-	-	-	10,000
TRANSPORTATION BUILDING	001-2300-000.43-14	515	353	1,000	1,500
DOCK MAINTENANCE	001-2300-000.43-15	-	-	-	20,000
PARKING LOTS	001-2300-000.43-16	-	-	-	4,000
PARK MAINTENANCE	001-2300-000.43-17	-	-	-	43,000
JOINT USE OF LABOR/EQUIP	001-2300-000.43-45	-	-	500	1,500
VEHICLES	001-2300-000.43-50	1,766	713	4,000	4,500
GAS/OIL/DIESEL/LUBRICANTS	001-2300-000.43-51	5,726	7,426	8,000	9,000
TIRES AND TIRE REPAIRS	001-2300-000.43-52	807	827	2,500	3,000
GENERAL EQUIPMENT	001-2300-000.43-70	1,035	1,905	3,500	14,000
ELECTRICAL SYSTEMS	001-2300-000.43-72	1,148	443	5,000	5,000
PLUMBING	001-2300-000.43-73	740	35	1,200	1,200
ELEVATORS	001-2300-000.43-75	3,672	3,990	4,000	4,500
HVAC SYSTEMS	001-2300-000.43-77	1,762	1,563	10,000	10,000
SHOP EQUIPMENT	001-2300-000.43-80	442	282	1,000	4,500
PEST CONTROL	001-2300-000.50-20	-	350	5,000	2,500
LIABILITY INSURANCE	001-2300-000.52-10	98,463	139,583	160,585	162,790
PROPERTY INSURANCE	001-2300-000.52-30	22,759	22,741	27,000	35,000
AUTOMOTIVE INSURANCE	001-2300-000.52-50	19,284	26,617	19,500	27,000
TELEPHONE	001-2300-000.53-30	5,937	5,632	7,220	9,216
TRAINING AND CONFERENCES	001-2300-000.58-50	-	-	-	500
OFFICE SUPPLIES	001-2300-000.60-10	189	156	300	650
JANITORIAL SUPPLIES	001-2300-000.60-20	5,437	5,441	4,500	5,800
CLOTHING	001-2300-000.60-80	1,026	1,070	2,200	3,500
MISCELLANEOUS EXPENSES	001-2300-000.69-50	192	844	1,000	1,500
ASSETS < \$5000	001-2300-000.69-80	-	2,009	7,000	3,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>290,947</b>	<b>358,296</b>	<b>396,177</b>	<b>498,776</b>

# GENERAL SERVICES

## PROPOSED BUDGET

	<b>Account Number</b>	<b>FY21/22 Actual</b>	<b>FY22/23 Actual</b>	<b>FY23/24 Budget</b>	<b>FY24/25 Proposed Budget</b>
<b>CAPITAL OUTLAY:</b>					
VEHICLES	001-2300-000.74-20	-	-	75,000	40,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>40,000</b>
	<b>TOTAL GENERAL SERVICES DEPARTMENT</b>	<b>365,365</b>	<b>431,562</b>	<b>618,950</b>	<b>681,483</b>

# GENERAL SERVICES PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>PERSONNEL SERVICE:</b>						
44,710	46,699	90,756	001-2300-000.11-00	REGULAR SALARIES		86,238
1,055	-	5,400	001-2300-000.13-00	OVERTIME SALARIES		5,097
16,631	14,124	32,413	001-2300-000.21-10	MEDICAL INSURANCE		28,368
321	322	551	001-2300-000.21-20	L-T DISABILITY INSURANCE		561
40	42	60	001-2300-000.21-30	LIFE INSURANCE		60
689	675	1,806	001-2300-000.21-40	WORKERS COMP INSURANCE		2,004
3,472	3,549	7,126	001-2300-000.22-00	FICA		6,987
6,114	6,264	7,048	001-2300-000.23-00	RETIREMENT		9,106
-	-	2,409	001-2300-000.28-00	VEBA CONTRIBUTIONS		2,286
1,386	1,592	204	001-2300-000.29-00	OTHER EMPLOYEE BENEFITS		2,000
<b>74,419</b>	<b>73,267</b>	<b>147,773</b>	<b>TOTAL PERSONNEL SERVICES</b>			<b>142,707</b>
<b>0.80</b>	<b>1.20</b>	<b>1.20</b>	Total Full Time Equivalent (FTE)			<b>1.20</b>
<b>MATERIALS AND SERVICES:</b>						
8,340	12,900	4,000	001-2300-000.31-10	CONTRACTUAL SERVICES		40,500
				Contract with Parks & Rec. for Riverfront Trail maintenance	4,000	
				Downtown tree replacement-Maintenance	26,500	
				Landscaping services	10,000	
3,799	4,572	5,678	001-2300-000.41-10	WATER & SEWER		5,910
2,468	2,609	2,600	001-2300-000.41-20	GARBAGE SERVICES		2,710
2,075	2,534	2,400	001-2300-000.41-30	NATURAL GAS		2,500
23,596	26,816	22,000	001-2300-000.41-40	ELECTRICITY		23,000
17,010	17,010	17,010	001-2300-000.42-00	JANITORIAL SERVICES		17,000
7,450	20,153	17,000	001-2300-000.43-10	BUILDINGS AND GROUNDS		20,000
				General maint., tree replacement, misc.	20,000	
55,310	49,721	49,984	001-2300-000.43-11	PARK & DOCK MAINTENANCE		-
-	-	500	001-2300-000.43-12	ARCO LOT		-
-	-	-	001-2300-000.43-13	GITCHELL BUILDING		10,000
				Electricity	2,500	
				Misc.	7,500	
515	353	1,000	001-2300-000.43-14	TRANSPORTATION BUILDING		1,500
-	-	-	001-2300-000.43-15	DOCK MAINTENANCE		20,000
				Fish Net	1,500	
				Crane inspection	1,000	
				Water and Sewer	700	
				Dock Phone	900	
				Electricity	900	
				General Maintenance plus vandalism repairs	15,000	
-	-	-	001-2300-000.43-16	PARKING LOTS		4,000
-	-	-	001-2300-000.43-17	PARK MAINTENANCE		43,000
				Bark replacement (every other year)	6,000	
				EV charging station Electricity	1,150	
				EV charging station Software Maintenance	1,550	
				Water and Sewer	24,500	
				Electricity	8,300	
				Park janitorial supplies	1,500	
-	-	500	001-2300-000.43-45	JOINT USE OF LABOR/EQUIP		1,500
1,766	713	4,000	001-2300-000.43-50	VEHICLES		4,500
5,726	7,426	8,000	001-2300-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		9,000
807	827	2,500	001-2300-000.43-52	TIRES AND TIRE REPAIRS		3,000
1,035	1,905	3,500	001-2300-000.43-70	GENERAL EQUIPMENT		14,000
				Equipment Repair	4,000	
				Equipment Rental	10,000	
1,148	443	5,000	001-2300-000.43-72	ELECTRICAL SYSTEMS		5,000
				Licensed electrician		
740	35	1,200	001-2300-000.43-73	PLUMBING		1,200
3,672	3,990	4,000	001-2300-000.43-75	ELEVATORS		4,500
1,762	1,563	10,000	001-2300-000.43-77	HVAC SYSTEMS		10,000
				HVAC cleaning and filters		
442	282	1,000	001-2300-000.43-80	SHOP EQUIPMENT		4,500
-	350	5,000	001-2300-000.50-20	PEST CONTROL		2,500

# GENERAL SERVICES

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
98,463	139,583	160,585	001-2300-000.52-10	LIABILITY INSURANCE		162,790
22,759	22,741	27,000	001-2300-000.52-30	PROPERTY INSURANCE		35,000
19,284	26,617	19,500	001-2300-000.52-50	AUTOMOTIVE INSURANCE		27,000
5,937	5,632	7,220	001-2300-000.53-30	TELEPHONE		9,216
				Cell phone allowance \$60 x 3 employees	1,296	
				City Hall phone lines	3,600	
				Fire/Alarm lines	4,320	
-	-	-	001-2300-000.58-50	TRAINING AND CONFERENCES		500
189	156	300	001-2300-000.60-10	OFFICE SUPPLIES		650
				Adobe Pro	150	
				Water Cooler	500	
5,437	5,441	4,500	001-2300-000.60-20	JANITORIAL SUPPLIES		5,800
1,026	1,070	2,200	001-2300-000.60-80	CLOTHING		3,500
192	844	1,000	001-2300-000.69-50	MISCELLANEOUS EXPENSES		1,500
-	2,009	7,000	001-2300-000.69-80	ASSETS < \$5000		3,000
				Cabinet	1,500	
				Laptops IPADS	1,500	
<b>290,947</b>	<b>358,296</b>	<b>396,177</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>498,776</b>
			<b>CAPITAL OUTLAY:</b>			
-	-	75,000	001-2300-000.74-20	VEHICLES		40,000
				Facilities Truck	40,000	
-	-	<b>75,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>40,000</b>
<b>365,365</b>	<b>431,562</b>	<b>618,950</b>	<b>SUB-TOTAL GENERAL SERVICES</b>			<b>681,483</b>
<b>365,365</b>	<b>431,562</b>	<b>618,950</b>	<b>TOTAL GENERAL SERVICES DEPT</b>			<b>681,483</b>

# OTHER FINANCING USES

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## DESCRIPTION

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

1. 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.
2. Operating Transfers Out is funding other operating funds of the City. This year we are making the following transfers:
  - o This year the City will be transferring \$65,000 for operations, while Klickitat County will do the same match.
  - o \$750,000 to the Street Fund to cover the shortfall of capital projects and repairs to the streets.
  - o To fulfill Capital Maintenance and upgrade needs for the City will be doing a transfer to the Capital Projects Fund, in the amount of \$385,000.
3. Contributions to Other Agencies is where the City is contributing tax dollars it collects to a public 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.
4. The General Fund Contingency and the General Fund Unappropriated Ending Fund Balance are the fourth piece of the other financing uses.
5. In FY2019-20 the City established a Reserve for Future Expenditure line item. This amount is set aside and saved for future spending.

## GOALS AND FOCUS FY 2025

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

## ACCOMPLISHMENTS IN FY 2024

- Successfully completed all budgeted payments and transfers.

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

- A reduction in the transfers out to the Airport as it is able to sustainably meet its operating costs as a regional airport with an industrial park.
- Maintain the General Fund contingency at 10%.

## GENERAL FUND- OTHER FINANCING USES

- Recover and maintain an unappropriated ending fund balance that can support the General Fund activities through the months of July through October pending general tax receipts, ensuring the City does not have to borrow funds to maintain recurring expenses.

## OTHER USES PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>EXPENDITURES</b>					
<b>OTHER USES:</b>					
MAIN STREET TOURISM	001-9500-000.80-06	40,000	20,000	-	-
TOURISM	001-9500-000.80-10	245,000	425,785	439,630	452,313
MID-COLUMBIA FIRE & RESCUE	001-9500-000.80-15	90,000	90,000	90,000	90,000
NW COUNTY PARKS & REC	001-9500-000.82-05	332,394	339,014	349,670	367,154
	<b>TOTAL SPECIAL PAYMENTS</b>	<b>707,394</b>	<b>874,800</b>	<b>879,300</b>	<b>909,467</b>
<b>DEBT SERVICE:</b>					
LEASE PRINCIPAL	001-9500-000.79-30	17,463	22,778	21,112	37,171
LEASE INTEREST	001-9500-000.79-40	232	614	416	1,635
	<b>TOTAL DEBT SERVICE</b>	<b>17,695</b>	<b>23,391</b>	<b>21,528</b>	<b>38,806</b>
STREET FUND	001-9500-000.81-05	300,000	450,000	750,000	750,000
UNEMPLOYMENT FUND	001-9500-000.81-10	-	-	13,834	5,097
SPECIAL GRANTS FUND	001-9500-000.81-18	-	-	-	3,495
CAPITAL PROJECTS FUND	001-9500-000.81-37	75,000	287,008	2,680,435	385,000
TO AIRPORT FUND	001-9500-000.81-61	124,827	65,000	369,923	65,000
	<b>TOTAL OPERATING TRANSFERS OUT</b>	<b>499,827</b>	<b>802,008</b>	<b>3,814,192</b>	<b>1,208,592</b>
CONTINGENCY	001-9500-000.88-00	-	-	793,937	1,137,633
	<b>TOTAL CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>793,937</b>	<b>1,137,633</b>
RESERVE FOR FUTURE EXPENDITURE	001-9500-000.88-01	-	-	1,346,004	669,010
UNAPPROPRIATED ENDING BAL	001-9500-000.89-00	-	-	1,134,809	1,173,606
	<b>TOTAL UNAPPROPRIATED ENDING BALANCE</b>	<b>-</b>	<b>-</b>	<b>2,480,813</b>	<b>1,842,616</b>
	<b>TOTAL OTHER DEPARTMENT</b>	<b>1,224,917</b>	<b>1,700,199</b>	<b>7,989,770</b>	<b>5,137,114</b>
	<b>TOTAL EXPENSES</b>	<b>9,214,349</b>	<b>10,420,881</b>	<b>18,979,669</b>	<b>16,538,447</b>
	<b>GENERAL FUND - REVENUES LESS EXPENSES</b>	<b>6,541,954</b>	<b>8,174,737</b>	<b>-</b>	<b>-</b>

# GENERAL FUND - OTHER USES

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Budget	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>OTHER USES:</b>							
332,394	339,014	349,670	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			367,154
40,000	20,000	-	001-9500-000.80-06	MAIN STREET TOURISM Cruise Ship Contract		-	-
245,000	425,785	439,630	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	452,313
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>707,394</b>	<b>874,800</b>	<b>879,300</b>	<b>TOTAL CHARGES FOR SERVICES</b>				<b>909,467</b>
<b>DEBT SERVICE:</b>							
17,463	22,778	21,112	001-9500-000.79-30	LEASE PRINCIPAL			37,171
232	614	416	001-9500-000.79-40	LEASE INTEREST			1,635
<b>17,695</b>	<b>23,391</b>	<b>21,528</b>	<b>TOTAL DEBT SERVICE</b>				<b>38,806</b>
<b>OPERATING TRANSFERS:</b>							
300,000	450,000	750,000	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
-	-	13,834	001-9500-000.81-10	UNEMPLOYMENT FUND Actual numbers from the past year to replenish fund			5,097
-	-	-	001-9500-000.81-18	SPECIAL GRANTS FUND SHPO Grant Funds			3,495
75,000	287,008	2,680,435	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.		385,000	385,000
124,827	65,000	369,923	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. Minus out the transfer in for services		65,000	65,000
<b>499,827</b>	<b>802,008</b>	<b>3,814,192</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>				<b>1,208,592</b>
<b>CONTINGENCY:</b>							
-	-	793,937	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%			1,137,633
<b>-</b>	<b>-</b>	<b>793,937</b>	<b>TOTAL CONTINGENCY</b>				<b>1,137,633</b>

# GENERAL FUND - OTHER USES

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Budget	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>UNAPPROPRIATED ENDING FUND BALANCE:</b>							
-	-	1,134,809	001-9500-000.89-00	UNAPPROPRIATED ENDING BAL			1,173,606
<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> <p>FY23/24 1,514,850 See calc below</p> <p>FY22/23 1,032,011</p> <p>FY21/22 973,958</p> <p style="text-align: right;">Amount below should be used for Budget 1,173,606.33</p>							
-	-	1,346,004	001-9500-000.88-01	RESERVE FOR FUTURE EXPENDITURES			669,010
-	-	<b>2,480,813</b>	<b>TOTAL UNAPPROPRIATED ENDING BAL</b>				<b>1,842,616</b>
<b>1,224,916</b>	<b>1,700,199</b>	<b>7,989,770</b>	<b>TOTAL OTHER DEPARTMENT</b>				<b>5,137,114</b>



# LIBRARY



## PERSONNEL

FTE: 13.95

## 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. 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 315,000 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.

## LIBRARY FUND

### GOALS AND FOCUS FY 2025

- Upgrade HVAC system.
- Outreach/bookmobile van purchase approved for the Wasco County Library District. Delivery expected August, 2024.
- Immersion of the new outreach van into the Wasco County Library District service model.
- Steadily work to boost patron base and program attendance.
- 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.
- 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 reading areas.
- Replace carpet in “old” part of library.
- Landscape and courtyard improvements.
- Continue to increase and improve 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 2024

- Outside of library building, courtyard, and library street sign painted.
- Day of the Dead program drew about 800 Spanish-speaking community members to the library.
- Outreach van staffer is 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 was completed in 2023.
- Fresh displays constantly created for newly purchased library materials and older items.
- Continued enhancement of library landscaping.
- The Summer Reading Kickoff, Star Wars, and Harry Potter events continue to each generate between 1,200 and 1,400 participants.
- New book shelving realized.
- Print management system updated again.
- Staff and public computers replaced and updated.
- Security system upgraded.
- Kid’s tap dance classes are very popular, as well as an adult tap dance class.

## LIBRARY FUND

- Zoom programming expanded for all age levels.
- The staff has created some very creative programs like the Newlywed Game, Bunny story times, Put-Put Golf for kids, ukulele lessons, Read Dog events, tons of art and craft events, etc.
- “Take and Make” programming is still popular, as were the big Community Read events revolving around the Graveyard Book and the Treasure Island book.
- Two staffers will present two different programs at the Oregon Library Conference in April.
- Kanopy, a free video streaming service providing independent films, documentaries, Great Course educational videos, and children’s programming, again set monthly circulation records.
- Library2Go digital eBooks and audiobooks purchased for Wasco County residents in the Advantage account keeps gaining more and more traction.

## 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 FUND - SUMMARY

# LIBRARY SUMMARY

ACCOUNT DESCRIPTION	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
BEGINNING BALANCE	2,103,902	2,210,675	1,977,178	2,100,825
REVENUES	1,441,828	1,515,057	2,242,350	2,019,675
OTHER SOURCES	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>3,545,730</b>	<b>3,725,732</b>	<b>4,219,528</b>	<b>4,120,500</b>
<b>LIBRARY</b>	<b>1,224,475</b>	<b>1,502,894</b>	<b>2,880,411</b>	<b>2,277,278</b>
<b>TOTAL EXPENDITURES</b>	<b>1,224,475</b>	<b>1,502,894</b>	<b>2,880,411</b>	<b>2,277,278</b>
CHARGES FOR SERVICES	-	-	-	-
TRANSFER OUT	110,580	138,040	193,000	361,353
CONTINGENCY	-	-	250,455	227,727
UNAPPROPRIATED ENDING BAL	-	-	895,662	1,254,142
<b>TOTAL OTHER USES</b>	<b>110,580</b>	<b>138,040</b>	<b>1,339,117</b>	<b>1,843,222</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>1,335,055</b>	<b>1,640,934</b>	<b>4,219,528</b>	<b>4,120,500</b>
<b>FUND TOTAL</b>	<b>2,210,675</b>	<b>2,084,798</b>	<b>-</b>	<b>-</b>

# LIBRARY

## PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	004-0000-300.00-00	2,103,902	2,210,675	1,977,178	2,100,825
STATE FOR LIBRARY	004-0000-334.20-00	10,658	4,010	259,010	9,147
LIBRARY DISTRICT TAXES FROM CO	004-0000-337.20-00	1,409,606	1,445,846	1,944,428	1,944,428
LIBRARY FINES	004-0000-351.50-00	10,303	7,425	5,000	6,000
INTEREST REVENUES	004-0000-361.00-00	11,256	56,089	33,812	60,000
GIFTS AND DONATIONS	004-0000-365.00-00	-	-	100	-
OTHER MISC REVENUES	004-0000-369.00-00	5	1,687	-	100
<b>TOTAL LIBRARY FUND REVENUES</b>		<b>3,545,730</b>	<b>3,725,732</b>	<b>4,219,528</b>	<b>4,120,500</b>
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	004-2100-000.11-00	489,165	557,508	724,176	812,194
PARTTIME/TEMP SALARIES	004-2100-000.12-00	29,414	43,737	62,170	66,888
OVERTIME SALARIES	004-2100-000.13-00	395	189	12,100	13,105
MEDICAL INSURANCE	004-2100-000.21-10	139,557	137,048	167,981	218,738
L-T DISABILITY INSURANCE	004-2100-000.21-20	3,263	3,855	4,609	5,173
LIFE INSURANCE	004-2100-000.21-30	234	500	548	598
WORKERS COMP INSURANCE	004-2100-000.21-40	1,190	1,256	1,783	2,108
FICA	004-2100-000.22-00	39,158	45,321	60,243	67,127
RETIREMENT CONTRIBUTIONS	004-2100-000.23-00	45,341	60,897	81,622	99,746
VEBA CONTRIBUTIONS	004-2100-000.28-00	8,179	9,060	11,215	13,743
OTHER EMPLOYEE BENEFITS	004-2100-000.29-00	840	1,610	4,098	4,468
<b>TOTAL PERSONNEL SERVICE</b>		<b>756,735</b>	<b>860,981</b>	<b>1,130,545</b>	<b>1,303,888</b>
Total Full-Time Equivalent (FTE)		<b>11.3</b>	<b>11.3</b>	<b>12.83</b>	<b>13.95</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	004-2100-000.31-10	95,446	108,954	249,452	110,790
SPECIAL LEGAL SERVICES	004-2100-000.32-20	250	62	750	750
WATER & SEWER	004-2100-000.41-10	2,794	3,573	5,780	6,780
GARBAGE SERVICES	004-2100-000.41-20	1,278	1,305	1,850	4,120
ELECTRICITY	004-2100-000.41-40	18,924	22,947	31,132	33,000
BUILDINGS AND GROUNDS	004-2100-000.43-10	14,285	24,949	49,850	75,450
OFFICE EQUIPMENT	004-2100-000.43-40	882	30,577	21,115	-
JOINT USE OF LABOR/EQUIP	004-2100-000.43-45	-	-	350	350
LIBRARY VEHICLE-GAS/OIL/TIRES	004-2100-000.43-52	769	1,823	20,500	22,800
HVAC SYSTEMS	004-2100-000.43-77	1,433	1,649	15,460	15,825
LIABILITY INSURANCE	004-2100-000.52-10	5,218	6,370	7,583	8,340
PROPERTY INSURANCE	004-2100-000.52-30	9,025	9,485	12,581	13,250
AUTOMOTIVE INSURANCE	004-2100-000.52-50	749	638	4,400	4,400
POSTAGE	004-2100-000.53-20	121	168	2,300	2,300
TELEPHONE	004-2100-000.53-30	6,764	7,401	13,455	10,780
TRAVEL, FOOD & LODGING	004-2100-000.58-10	2,697	2,686	11,956	9,180
TRAINING AND CONFERENCES	004-2100-000.58-50	4,010	2,793	16,690	11,470
MEMBERSHIPS/DUES/SUBS	004-2100-000.58-70	1,962	1,123	11,135	3,950
OFFICE SUPPLIES	004-2100-000.60-10	15,580	23,153	38,555	23,005
JANITORIAL SUPPLIES	004-2100-000.60-20	3,859	5,246	8,050	8,250
SPECIAL DEPT SUPPLIES	004-2100-000.60-85	101,063	158,162	151,510	182,450
LIBRARY BOOKS AND BIND	004-2100-000.64-20	106,360	109,482	151,500	8,000
LIBRARY PERIODICALS	004-2100-000.64-30	2,269	2,480	5,800	5,800

# LIBRARY

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
AUDIO/VISUAL MATERIALS	004-2100-000.64-40	30,580	35,569	62,350	62,350
COMPUTER SOFTWARE	004-2100-000.64-80	4,530	5,048	69,887	-
MISCELLANEOUS EXPENSES	004-2100-000.69-50	20	-	250	1,000
ASSETS < \$5000	004-2100-000.69-80	36,871	17,070	67,625	35,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>467,740</b>	<b>582,712</b>	<b>1,031,866</b>	<b>659,390</b>
<b>CAPITAL OUTLAY:</b>					
BUILDINGS	004-2100-000.72-20	-	59,200	280,000	50,000
VEHICLES	004-2100-000.74-20	-	-	240,000	240,000
OFFICE EQUIPMENT	004-2100-000.74-40	-	-	198,000	24,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>59,200</b>	<b>718,000</b>	<b>314,000</b>
<b>TOTAL LIBRARY OPERATING DEPARTMENT</b>		<b>1,224,475</b>	<b>1,502,894</b>	<b>2,880,411</b>	<b>2,277,278</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	004-9500-000.81-01	100,580	128,040	183,000	251,353
TO CAPITAL PROJECT FUND	004-9500-000.81-37	10,000	10,000	10,000	110,000
<b>TOTAL INTERFUND TRANSFERS</b>		<b>110,580</b>	<b>138,040</b>	<b>193,000</b>	<b>361,353</b>
CONTINGENCY	004-9500-000.88-00	-	-	250,455	227,727
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>250,455</b>	<b>227,727</b>
RESERVE FOR FUTURE EXPENDITURES	004-9500-000.88-01	-	-	94,662	431,627
UNAPPROPRIATED ENDING BAL	004-9500-000.89-00	-	-	801,000	822,515
<b>TOTAL UNAPPROPRIATED</b>		<b>-</b>	<b>-</b>	<b>895,662</b>	<b>1,254,142</b>
<b>TOTAL OTHER USES DEPARTMENT</b>		<b>110,580</b>	<b>138,040</b>	<b>1,339,117</b>	<b>1,843,222</b>
<b>GRAND TOTAL LIBRARY FUND</b>		<b>1,335,055</b>	<b>1,640,934</b>	<b>4,219,528</b>	<b>4,120,500</b>
<b>LIBRARY FUND - REVENUES LESS EXPENSES</b>		<b>2,210,675</b>	<b>2,084,798</b>	<b>-</b>	<b>-</b>

# LIBRARY FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>							
2,103,902	2,210,675	1,977,178	004-0000-300.00-00	BEGINNING BALANCE			2,100,825
				Current Year Beginning Balance		2,084,798	
				Current Year Projected Revenue		2,414,452	
				Current Year Projected Expenditures		(2,398,425)	
10,658	4,010	259,010	004-0000-334.20-00	STATE FOR LIBRARY			9,147
				Ready to Read Grant (District Wide) + TD Library Summer Reading		4,147	
				HVAC -Emergency Shelter Grant		-	
				LSTA ARPA Teen Grant		5,000	
1,409,606	1,445,846	1,944,428	004-0000-337.20-00	LIBRARY DISTRICT TAXES FROM CO			1,944,428
				Use formula used by County			
10,303	7,425	5,000	004-0000-351.50-00	LIBRARY FINES			6,000
11,256	56,089	33,812	004-0000-361.00-00	INTEREST REVENUES			60,000
-	-	100	004-0000-365.00-00	GIFTS AND DONATIONS			-
				From Foundation for Expansion Project			
5	1,687	-	004-0000-369.00-00	OTHER MISC REVENUES			100
<b>3,545,730</b>	<b>3,725,732</b>	<b>4,219,528</b>	<b>TOTAL LIBRARY FUND REVENUES</b>				<b>4,120,500</b>
<b>EXPENDITURES</b>							
<b>PERSONEL SERVICE:</b>							
489,165	557,508	724,176	004-2100-000.11-00	REGULAR SALARIES			812,194
29,414	43,737	62,170	004-2100-000.12-00	PARTTIME/TEMP SALARIES			66,888
395	189	12,100	004-2100-000.13-00	OVERTIME SALARIES			13,105
139,557	137,048	167,981	004-2100-000.21-10	MEDICAL INSURANCE			218,738
3,263	3,855	4,609	004-2100-000.21-20	L-T DISABILITY INSURANCE			5,173
234	500	548	004-2100-000.21-30	LIFE INSURANCE			598
1,190	1,256	1,783	004-2100-000.21-40	WORKERS COMP INSURANCE			2,108
39,158	45,321	60,243	004-2100-000.22-00	FICA			67,127
45,341	60,897	81,622	004-2100-000.23-00	RETIREMENT CONTRIBUTIONS			99,746
8,179	9,060	11,215	004-2100-000.28-00	VEBA CONTRIBUTIONS			13,743
840	1,610	4,098	004-2100-000.29-00	OTHER EMPLOYEE BENEFITS			4,468
<b>756,735</b>	<b>860,981</b>	<b>1,130,545</b>	<b>TOTAL PERSONNEL SERVICE</b>				<b>1,303,888</b>
<b>11.30</b>	<b>11.30</b>	<b>12.83</b>	Total Full Time Equivalent (FTE)				<b>13.95</b>
<b>MATERIALS AND SERVICES:</b>							
95,446	108,954	249,452	004-2100-000.31-10	CONTRACTUAL SERVICES			110,790
				Sawnet internet		1,375	
				Dark Fiber @ \$725/mo		8,700	
				Ready to Read & performers		28,000	
				T&L - Fire Alarm & Sprinkler		1,450	
				Monthly alarm & fire monitoring		1,385	
				Grant Writing contract		7,850	
				Janitorial services (\$4650 per month)		55,800	
				Other (social archiving, etc.)		6,230	
250	62	750	004-2100-000.32-20	SPECIAL LEGAL SERVICES			750
				Cost of sending 3 overdue accounts to Small Claims Court. Rare.			
2,794	3,573	5,780	004-2100-000.41-10	WATER & SEWER			6,780
1,278	1,305	1,850	004-2100-000.41-20	GARBAGE SERVICES			4,120
				Weekly dumpser services			
18,924	22,947	31,132	004-2100-000.41-40	ELECTRICITY			33,000

# LIBRARY FUND PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
14,285	24,949	49,850	004-2100-000.43-10	BUILDINGS AND GROUNDS			75,450
				Yard maintenance (weed control, pruning trees - \$9800) Plant maintenance, spraying, mowing		14,000	
				Misc ground maintenance (sprinklers, vandalism, etc.)		4,500	
				Building maint: elevator permit, washing windows(\$9800) fire extinguisher inspection (\$725), painting, UV lights (\$9750), etc.		23,000	
				Shovel snow and de-ice walks		950	
				Courtyard landscaping		20,000	
				Carpet cleaning (children's room quarterly & main as needed)		5,200	
				Floors cleaned and waxed		3,800	
				Misc.		4,000	
882	30,577	21,115	004-2100-000.43-40	OFFICE EQUIPMENT			-
-	-	350	004-2100-000.43-45	JOINT USE OF LABOR/EQUIP			350
				Having PW staff assist with building & grounds maintenance as needed.			
769	1,823	20,500	004-2100-000.43-52	LIBRARY VEHICLE-GAS/OIL/TIRES			22,800
				Van repairs & maintenance		6,800	
				Van gas & oil		16,000	
1,433	1,649	15,460	004-2100-000.43-77	HVAC SYSTEMS			15,825
				Replacement filters		3,000	
				Routine Maintenance Calls (2 per year)		6,500	
				Misc repairs		5,900	
				Boiler Pressure Permit		425	
5,218	6,370	7,583	004-2100-000.52-10	LIABILITY INSURANCE			8,340
9,025	9,485	12,581	004-2100-000.52-30	PROPERTY INSURANCE			13,250
749	638	4,400	004-2100-000.52-50	AUTOMOTIVE INSURANCE			4,400
121	168	2,300	004-2100-000.53-20	POSTAGE			2,300
6,764	7,401	13,455	004-2100-000.53-30	TELEPHONE			10,780
				Gorge.net services		6,500	
				Emergency mgmt sys: elevator & back up lines		3,500	
				Cell phones (\$40 + \$25 = \$65/mo) prorated maint staff cell phone costs		780	
2,697	2,686	11,956	004-2100-000.58-10	TRAVEL, FOOD & LODGING			9,180
				OLA mileage, food, lodging for 6 staff (\$1615,\$1020, \$1656)		4,291	
				ALA mileage, food, lodging one staff (\$489, \$474, \$1075)		2,038	
				TD Staff attendance at 4 Oregon Library Directors' meetings and 6 miscellaneous meetings or seminars.(\$2691 mileage, \$160 food)		2,851	
4,010	2,793	16,690	004-2100-000.58-50	TRAINING AND CONFERENCES			11,470
				CGCC tuition \$9,000 OLA (6 x 298=\$1788) ALA (\$682)		11,470	
1,962	1,123	11,135	004-2100-000.58-70	MEMBERSHIPS/DUES/SUBS			3,950
				TD Chamber of Commerce membership		350	
				Service club memberships		400	
				Misc		3,200	
15,580	23,153	38,555	004-2100-000.60-10	OFFICE SUPPLIES			23,005
				TD Library		23,005	
3,859	5,246	8,050	004-2100-000.60-20	JANITORIAL SUPPLIES			8,250
				Cintas		4,300	
				Misc		3,950	
101,063	158,162	151,510	004-2100-000.60-85	SPECIAL DEPT SUPPLIES			182,450
				TD Library: reading incentives; story hour craft & activity supplies; children's activity programming		27,500	
				District: programs at child care sites; adult programming at Mill Creek, Canyon Rim, Veterans Home, etc.		13,600	
				Library programming, supplies, equipment & fees		141,350	
106,360	109,482	151,500	004-2100-000.64-20	LIBRARY BOOKS AND BIND			8,000
2,269	2,480	5,800	004-2100-000.64-30	LIBRARY PERIODICALS			5,800
				The Dalles Library			
30,580	35,569	62,350	004-2100-000.64-40	AUDIO/VISUAL MATERIALS			62,350
				The Dalles Library			
4,530	5,048	69,887	004-2100-000.64-80	COMPUTER SOFTWARE			-
20	-	250	004-2100-000.69-50	MISCELLANEOUS EXPENSES			1,000
				Advertising, Legal Notices, etc.			

# LIBRARY FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
36,871	17,070	67,625	004-2100-000.69-80	ASSETS < \$5000			35,000
				For durable goods lasting more than one year, but costing less than \$5,000, such as chairs, calculators, etc.			
				Library furniture		20,000	
				3D printers/lasers		5,000	
				Book/DVD/Board Book shelving units		6,000	
				Print management hardware		4,000	
<b>467,740</b>	<b>582,712</b>	<b>1,031,866</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>659,390</b>
				<b>CAPITAL OUTLAY:</b>			
-	59,200	280,000	004-2100-000.72-20	BUILDINGS			50,000
				Carpet		25,000	
				Ventilation		15,000	
				security cameras		10,000	
-	-	240,000	004-2100-000.74-20	VEHICLES			240,000
				Outreach Van-Carry over from previous year			
-	-	198,000	004-2100-000.74-40	OFFICE EQUIPMENT			24,000
				Interactive educational equipment		24,000	
-	59,200	718,000	<b>TOTAL CAPITAL OUTLAY</b>				<b>314,000</b>
<b>1,224,475</b>	<b>1,502,894</b>	<b>2,880,411</b>	<b>TOTAL LIBRARY OPERATING DEPARTMENT</b>				<b>2,277,278</b>
				<b>OTHER USES:</b>			
100,580	128,040	183,000	004-9500-000.81-01	TO GENERAL FUND			251,353
				From Admin Transfers Worksheet Prepared by Finance		220,843	
				Budgeting for Legal Services. If not needed will not be charged		30,510	
10,000	10,000	10,000	004-9500-000.81-36	TO CAPITAL PROJECTS FUND			110,000
				HVAC system replacement that will cost \$300,000. With a 50% share and \$40,000 already been transferred, transfer remaining \$110,000			
<b>110,580</b>	<b>138,040</b>	<b>193,000</b>	<b>TOTAL INTERFUND TRANSFERS</b>				<b>361,353</b>
-	-	250,455	004-9500-000.88-00	CONTINGENCY			227,727
				Goal is 10% or greater of operating budget		227,727	
-	-	250,455	<b>TOTAL CONTINGENCY</b>				<b>227,727</b>
-	-	94,662	004-9500-000.88-01	RESERVE FOR FUTURE EXPENDITURES			431,627
				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.			
-	-	801,000	004-9500-000.89-00	UNAPPROPRIATED ENDING BAL			822,515
				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.			
-	-	895,662	<b>TOTAL UNAPPROPRIATED</b>				<b>1,254,142</b>
<b>110,580</b>	<b>138,040</b>	<b>1,339,117</b>	<b>TOTAL OTHER USES DEPARTMENT</b>				<b>1,843,222</b>
<b>1,335,055</b>	<b>1,640,934</b>	<b>4,219,528</b>	<b>GRAND TOTAL LIBRARY FUND</b>				<b>4,120,500</b>
<b>2,210,675</b>	<b>2,084,798</b>	-	<b>LIBRARY FUND - REVENUES LESS EXPENSES</b>				-



# PUBLIC WORKS FUND



*Dog River Pipeline Replacement Project 2023*

## 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 commingled, 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 2025

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

## PUBLIC WORKS FUND –ENTERPRISE AND DEDICATED FUND ACTIVITIES

the Americans with Disabilities Act (ADA).

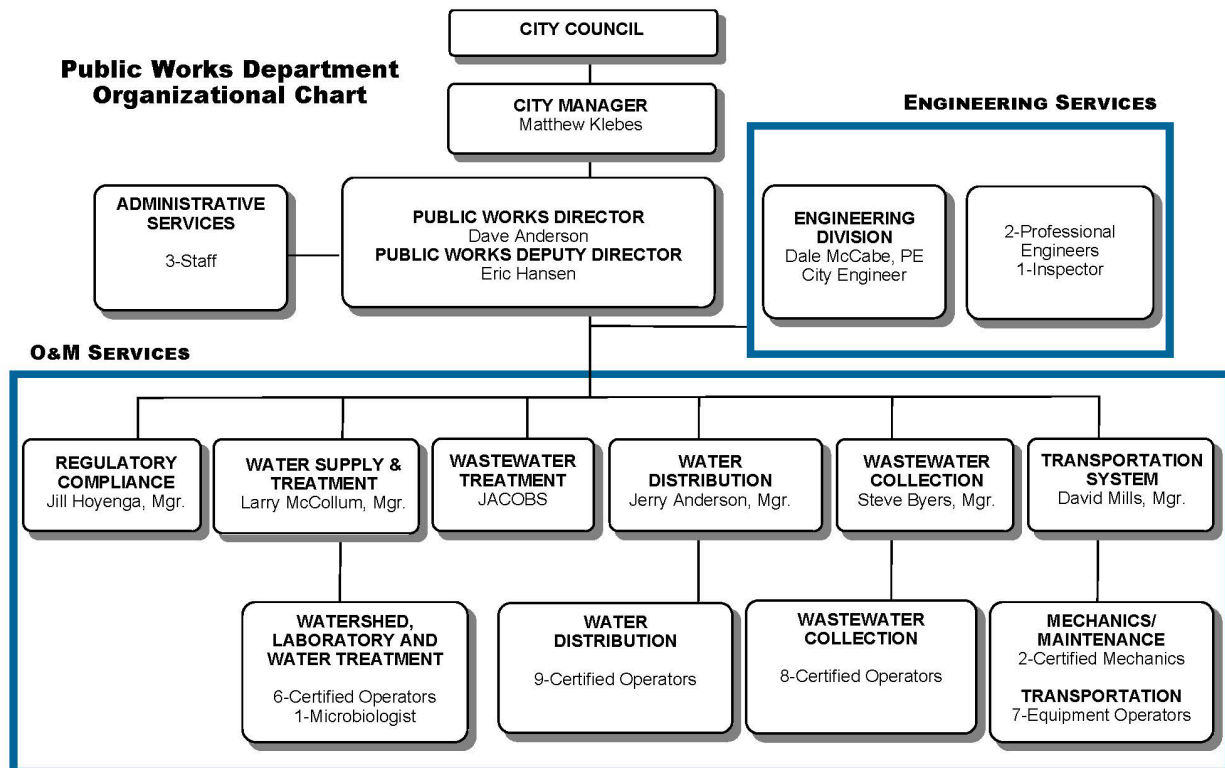
- Complete reporting and close-out of all outside funding and permits for the Dog River Pipeline Replacement project.
- Complete the update of the City’s 20-year Water Master Plan.
- Complete the SCADA System Upgrade Phase 1 Project at the Wicks Water Treatment Plant.
- Complete the 2025 ADA sidewalk ramp improvement projects.
- Continue to 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.
- Initiate a 10-year update to the City’s 20-year Wastewater Facilities Master Plan.
- Complete development of a Forest Management Plan for the Municipal Watershed using grant funds from the Drinking Water Provider Partnership.
- Conduct a flood risk study of the Mill Creek Tunnel using grant funds from the US Army Corps of Engineers.
- Complete the planting of 66,000 trees in the Municipal Watershed utilizing grant funds from the Bonneville Environmental Foundation.
- Complete the required Lead Service Line Inventory for the City’s water system.
- Complete an update the City’s Water Management and Conservation Plan as required.
- Complete a renewal of the City’s Wastewater Treatment Plant discharge permit with Oregon DEQ, including an increase in the permitted capacity of the plant.
- Implement a lease program for Public Works vehicles.
- Complete the installation of emergency backup generators on City wells and pump stations using grant funds from FEMA.
- Complete the design and 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 2024

- Completed construction of the Dog River Pipeline Replacement Project.
- Completed structural repairs to the Sorosis Reservoir roof.
- Completed the West 2nd Street Joint Utilities Phase 2 Project.
- Supported construction of the new Riverview sanitary sewer lift station and Riverside water systems to serve new industrial development on the Port; Riverview lift station construction was completed.
- Awarded a contract and initiated work to update the City’s Water Master Plan.
- Initiated work to develop a Forest Management Plan for the Municipal Watershed using grant funds from the Drinking Water Provider Partnership.
- Completed construction of a Safe Routes to Schools Project on W 10th Street using ODOT grant, school district and City funds.
- Completed the 2024 ADA sidewalk ramp improvement projects.

PUBLIC WORKS FUND –ENTERPRISE AND DEDICATED FUND ACTIVITIES

- Completed the in-house engineering design for the future W 6th Street Widening Project; construction of the project will be postponed because current construction cost estimates now exceed the financial resources available.
- Continued and refined the Sidewalk Rehabilitation Cost Share Program.
- Initiated work on the required Service Line Inventory for the City’s water system.
- Participated in the update of the Wasco County Natural Hazards Mitigation Plan.



March 2024

# 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 2025

### *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 as outlined in the ADA Transition Plan.
- Westside Sewer Interceptor Project, Phase II.
- E. Scenic Drive Stabilization, Phase IV.
- Trevitt Street Utility Upgrade Project, Phase II – W. 12th to W. 14th Street.
- Cherry Heights, W. 13th Street– Sandstone Way: 6" water main loop and PRV installation.
- E. 14th Street Storm Sewer - Quinton Street and Thompson Street.
- Washington Street Sanitary and Storm Sewer Replacement between E. 4th Street and E. 7th 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.
- Safe Routes to School (SRTS) – Construction Grant Awarded Project – W. 10th Street, Snipes to Chenoweth Loop.
- W. 6th Street widening/sidewalk upgrade project, Snipes Street to Hostetler Street.
- W. 2nd Street Joint Utility Project – Phase 2.
- E. 12th Street Sidewalk and Storm – Thompson Street to approximately 700 feet west of Richmond Street.
- Sidewalk Rehabilitation Cost Share Program.
- Continuation of 310' Pressure Zone Improvements – Water System.
- First Street Project – Urban Renewal Streetscape Project.

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

- 2025 Crack Seal Contract.
- 2025 Slurry Seal Contract.

## PUBLIC WORKS FUND- ENGINEERING SERVICES

- 6th Street Bridge Structural Analysis Study.
- W. 6th Street Mid-Block Pedestrian Crossing Study between Cherry Heights and Webber.
- W. 2nd Street @ Mill Creek Tunnel Storm Connection.

### ACCOMPLISHMENTS IN FY 2024

*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.
- Safe Routes to School Project (SRTS) – ODOT Construction Grant - W. 10th Street, Snipes Street to Chenowith Loop.
- E. 9th Street and Quinton Street Utilities Upgrade Project – install new Sanitary Sewer Main, Storm Sewer Main and new Water Main Line.
- 2024 Crack Seal Pavement Preservation Contract.
- 2024 Slurry Seal 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 construction oversight.
- Sidewalk Rehabilitation Cost Share Program.
- Update of Water Master Plan.
- 310' Pressure Zone Improvements – Water System.
- Assist Water Treatment and Water Distribution Divisions and Regulatory Compliance Services with the Lead Service Line Inventory (LSLI), and other compliance components of the Lead and Copper Rule Revisions (LCRR).
- 2024 City of The Dalles Standard Specifications and Detail Drawings for Construction.

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

- Work toward getting utilities extended into the eastern and western portions of the City.
- Updates to the City's Wastewater Facility Master Plan and the Storm Water Master Plan.
- 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 2025

- Continue coordination of community outreach and public education. Maintain 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.
- Assist with implementing Public Works Department action items resulting from 2024 Natural Hazard Mitigation Plan City Addendum.

## ACCOMPLISHMENTS IN FY 2024

### *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.

Communication projects include:

- Tree trimming outreach and education efforts ahead of chip seal projects was coordinated by the Public Works Department. In 2023, 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. Timely leaf and debris removal prevents flooding caused by blocked stormwater catch basins.
- The Public Works Department library of webpages continued to be on a seasonal update schedule.
- Public Works has committed to having all community outreach materials translated to Spanish. In 2023, most previously developed materials had been translated. All new outreach material is now translated.

## PUBLIC WORKS FUND- REGULATORY COMPLIANCE SERVICES

- Developed an 811 Call Before You Dig Campaign in 2023 to keep workers, family members, and neighbors safe from unintentionally hitting an underground utility during excavation.
- Developed an Americans with Disabilities Act (ADA) Access Education Campaign in 2023 to increase community awareness about ADA access needs in the public right-of-way.

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

- Updated the America’s Water Infrastructure Act Risk & Resilience Assessment and Emergency Response Plan based on findings from the 2023 water system survey.
- Tracked rule changes regarding the new Lead and Copper Rule. Work with other managers to plan local implementation of rule changes and outreach requirements.
- Assist with development of an updated Water Management and Conservation Plan.

### ***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. Coordinated an ICS table top joint exercise with the Wastewater Collection Division based on the Plan.
- Updated all press releases and alerts ahead of the winter weather season.
- Assisted with issuing a work order to extend the right-of-way and City property herbicide spraying contract through December 2024.
- 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 current NPDES discharge permit for the City’s Wastewater Treatment Plant.
- Managed compliance correspondence with DEQ.
- Coordinated the City’s Industrial Pretreatment Program (IPP).
- Updated the Capacity, Management, Operations and Maintenance (CMOM) report in 2023.
- Updated the Wastewater Emergency Response and Public Notification Plan in 2023.
- 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.
- Transitioned responsibility for oil/water separator compliance to the Regulatory Compliance Manager in 2023.

## PUBLIC WORKS FUND- REGULATORY COMPLIANCE SERVICES

- Continued to implement the Mercury Minimization Plan.

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

- 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.
- Maintain files to streamline the 5-year update cycle for the Natural Hazard Mitigation Plan City Addendum. The next updated addendum is due in 2029.
- Maintain files to streamline the 5-year Progress Report for the Water Management and Conservation Plan due in 2029.



# 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 2025

- 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, transitioned to using the webform and the online service request applications provided on the City's website and, updating the Sidewalk/Street Closure permit application system to be more applicant/staff friendly.

## ACCOMPLISHMENTS IN FY 2024

### *By the Numbers*

- Used the Internet Ticket Processing (ITIC) One Call locate system to track 1,321 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 105 Right-of-Way Construction Permits, 105 Street/Sidewalk Closure permits, and 10 Banner permits.
- Helped 502 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 administrative, tracking, and processing of CDL Medical Cards for all Crew members.
- Tracked crew license and certification requirements. Facilitated enrollment for conferences and other training necessary to maintain operator certifications.

## PUBLIC WORKS FUND- ADMINISTRATIVE SERVICES

- Processed Personal Action Forms and other personnel information, as well as scheduling for new hire interviews and drug screening.
- 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 to phone/alarm companies, as well as to the new City IT Department.
- Maintained Public Works Department policies and procedures for use of the Oregon Records Management Solution method for records retention.
- Maintained and tracked grease trap interceptors and oil water separators for the Regulatory Compliance Manager within the Lucity Program.
- Sent out multiple types of mailers for City's road and maintenance projects.
- Maintained Door Hangers for all divisions in English and Spanish.
- 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 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 website.

# PUBLIC WORKS SUMMARY

ACCOUNT DESCRIPTION	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
BEGINNING BALANCE	17,706,333	19,102,841	16,324,938	13,081,192
REVENUES	16,219,703	15,506,090	17,847,390	17,354,030
OTHER SOURCES	7,929,025	6,149,825	12,519,292	9,303,668
<b>TOTAL RESOURCES</b>	<b>41,855,061</b>	<b>40,758,755</b>	<b>46,691,620</b>	<b>39,738,890</b>
STREET OPERATIONS	1,948,385	2,555,146	3,675,142	2,928,621
PUBLIC WORKS RESERVE FUND	396,796	395,352	708,007	888,386
STREET/BRIDGE REPLACEMENT FUND	688,456	556,201	6,595,002	4,768,310
WATER TREATMENT	1,565,637	1,591,530	2,109,118	2,125,810
WATER DISTRIBUTION	2,158,874	2,266,443	2,900,316	2,928,560
WATER DEPT CAPITAL RESERVE FUND	2,656,630	5,552,838	11,509,603	1,701,230
WASTE WATER FUND	3,510,069	3,626,478	4,837,356	4,516,581
SEWER SPECIAL RESERVE FUND	1,303,422	1,560,738	4,056,237	2,875,144
SEWER PLANT CONST	6,024	48,579	3,334,859	7,213,244
<b>TOTAL EXPENDITURES</b>	<b>14,234,293</b>	<b>18,153,306</b>	<b>39,725,640</b>	<b>29,945,886</b>
DEBT SERVICE	335,006	334,694	336,376	623,529
TRANSFER OUT	8,182,920	5,814,599	6,428,531	9,003,947
CONTINGENCY	-	-	201,073	165,528
<b>TOTAL OTHER USES</b>	<b>8,517,926</b>	<b>6,149,294</b>	<b>6,965,980</b>	<b>9,793,004</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>22,752,219</b>	<b>24,302,600</b>	<b>46,691,620</b>	<b>39,738,890</b>
<b>FUND TOTAL</b>	<b>19,102,842</b>	<b>16,456,155</b>	-	-

# STREET FUND

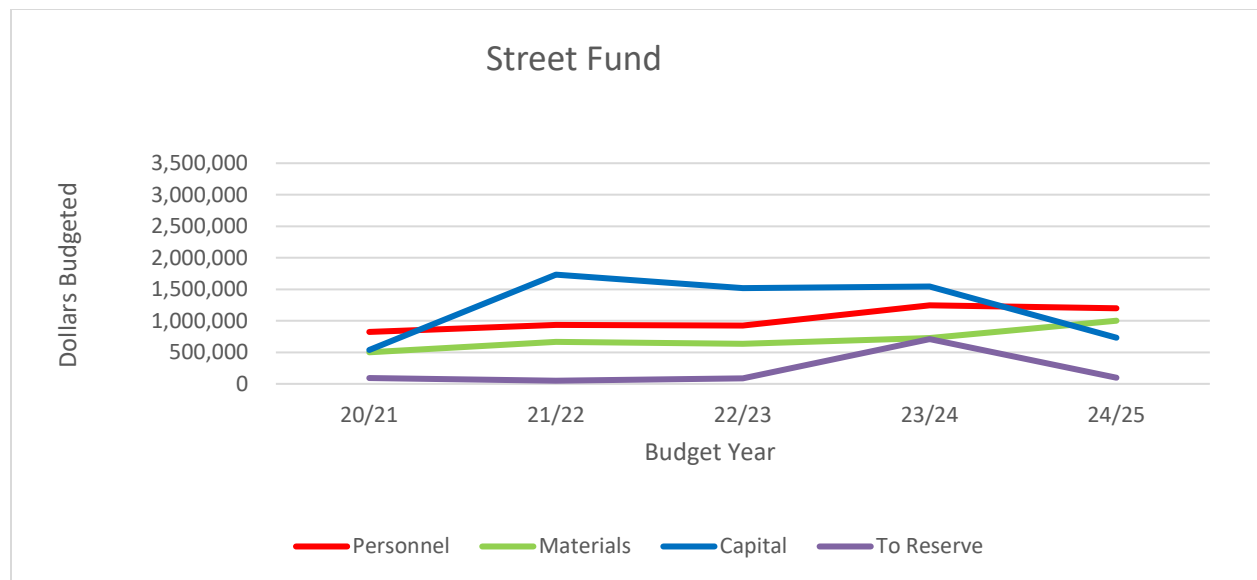
## PERSONNEL

11 SHARED - FTE: 10.34

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 Public Works buildings and grounds. The Street Division hosts monthly Traffic Safety Commission meetings.



## GOALS AND FOCUS FY 2025

- Complete pavement preservation projects on 21.7 miles of paved City streets.
- Upgrade about 64 sidewalk ramps to be Americans with Disabilities Act (ADA) compliant.
- Grind and fill old sunken patches throughout the City.

## ACCOMPLISHMENTS IN FY 2024

### *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 67 pavement patches for the water and sewer divisions.
- Crack sealed 22.1 miles of City streets.
- Chip sealed 4.2 miles of City streets.
- Completed 2.4 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 9 community functions including: parades, events and street festivals.
- Assisted in the review and approval of 101 Right-of-Way Construction Permits that were issued for work within the City's Right-of-Way and 106 Sidewalk Street Closure Permits. Installed 21 permitted banners.
- Responded to 87 customer calls for service.

### *At Your Service*

- Provided snow plowing and sanding services during the winter storm season of 2023/24.
- 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.

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

- Improve efficiencies and 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	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
BEGINNING BALANCE	2,678,872	3,252,388	3,040,381	2,623,934
REVENUES	3,007,613	2,161,186	5,259,744	3,233,912
OTHER SOURCES	934,463	1,400,326	3,719,272	3,168,568
<b>TOTAL RESOURCES</b>	<b>6,620,948</b>	<b>6,813,900</b>	<b>12,019,397</b>	<b>9,026,414</b>
STREET OPERATIONS	1,948,385	2,555,146	3,675,142	2,928,621
PUBLIC WORKS RESERVE FUND	396,796	395,352	708,007	888,386
TRANSPORTATION SYS RESERVE FUND	688,456	556,201	6,595,002	4,768,310
<b>TOTAL EXPENDITURES</b>	<b>3,033,638</b>	<b>3,506,699</b>	<b>10,978,151</b>	<b>8,585,317</b>
CHARGES FOR SERVICES	-	-	-	-
TRANSFER OUT	334,922	406,515	930,118	348,033
CONTINGENCY	-	-	111,128	93,064
UNAPPROPRIATED ENDING BAL	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>334,922</b>	<b>406,515</b>	<b>1,041,246</b>	<b>441,097</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>3,368,560</b>	<b>3,913,214</b>	<b>12,019,397</b>	<b>9,026,414</b>
<b>FUND TOTAL</b>	<b>3,252,389</b>	<b>2,900,686</b>	<b>-</b>	<b>-</b>

# STREET FUND

## PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	005-0000-300.00-00	1,350,810	1,844,941	1,705,535	317,936
NORTHWEST NATURAL	005-0000-318.20-00	94,540	120,597	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	505,837	492,181	475,000	475,000
FEDERAL GRANTS-MISC	005-0000-331.90-00	222,328	-	-	-
STATE MOTOR VEH FND	005-0000-335.40-00	1,246,214	1,268,107	1,287,410	1,318,560
URBAN RENEWAL	005-0000-337.10-00	-	-	12,366	12,984
MISC SALES AND SRVCE	005-0000-341.90-00	15,021	2,230	450	450
INTERDEPARTMENTAL REVENUE	005-0000-348.00-00	28,581	15,280	21,800	22,000
INTEREST REVENUES	005-0000-361.00-00	8,929	51,733	30,000	45,000
OTHER MISC REVENUES	005-0000-369.00-00	1,526	26,801	300	300
FROM GENERAL FUND	005-0000-391.01-00	300,000	450,000	750,000	750,000
2008 FFCO DEBT SERVICE FUND	005-0000-391.43-00	-	-	-	3,000
WATER UTILITY FUND	005-0000-391.51-00	181,471	197,976	181,707	179,603
WASTEWATER UTILITY	005-0000-391.55-00	156,393	158,005	157,418	158,483
SALE OF FIXED ASSETS	005-0000-392.00-00	16,599	39,345	8,000	-
<b>TOTAL STREET FUND REVENUES</b>		<b>4,128,249</b>	<b>4,667,195</b>	<b>4,716,388</b>	<b>3,369,718</b>
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	005-0500-000.11-00	572,224	637,724	774,646	777,539
PARTTIME/TEMP SALARIES	005-0500-000.12-00	19,516	18,097	38,480	20,800
OVERTIME SALARIES	005-0500-000.13-00	19,611	11,133	22,458	23,244
MEDICAL INSURANCE	005-0500-000.21-10	146,490	137,217	203,969	169,984
L-T DISABILITY INSURANCE	005-0500-000.21-20	3,580	3,846	4,836	4,861
LIFE INSURANCE	005-0500-000.21-30	624	172	459	492
WORKERS COMP INSURANCE	005-0500-000.21-40	17,570	18,591	18,984	21,341
FICA	005-0500-000.22-00	46,341	50,498	63,922	62,851
RETIREMENT CONTRIBUTIONS	005-0500-000.23-00	74,017	75,688	102,957	99,741
VEBA CONTRIBUTIONS	005-0500-000.28-00	6,399	5,807	10,843	11,101
OTHER EMPLOYEE BENEFITS	005-0500-000.29-00	87	1,494	4,334	4,215
<b>TOTAL PERSONNEL SERVICE</b>		<b>906,458</b>	<b>960,265</b>	<b>1,245,888</b>	<b>1,196,169</b>
Total Full-Time Equivalent (FTE)		<b>8.84</b>	<b>10.19</b>	<b>10.69</b>	<b>10.34</b>
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	005-0500-000.31-10	92,443	60,828	68,938	92,772
WASCO CO COMMUNICATIONS	005-0500-000.31-40	11,989	9,339	9,339	9,839
ENGINEERING SERVICES	005-0500-000.34-10	5,286	-	1,000	1,000
COMPUTER SERVICES	005-0500-000.34-30	10,537	18,906	9,825	11,075
SPECIAL STUDIES & REPORTS	005-0500-000.34-50	-	-	247,852	147,852
WATER & SEWER	005-0500-000.41-10	5,490	3,839	6,500	5,900
GARBAGE SERVICES	005-0500-000.41-20	6,148	3,462	15,705	15,768
NATURAL GAS	005-0500-000.41-30	4,060	5,037	6,722	6,884
ELECTRICITY	005-0500-000.41-40	4,494	4,780	5,708	5,936
STREET & TRAFFIC LIGHTING	005-0500-000.41-50	160,448	169,299	170,734	173,717
JANITORIAL SERVICES	005-0500-000.42-00	7,980	8,300	8,300	8,549
BUILDINGS AND GROUNDS	005-0500-000.43-10	5,115	4,723	11,483	11,942
COMPUTERS	005-0500-000.43-20	13	-	1,200	1,200
RADIO EQUIPMENT	005-0500-000.43-30	102	417	790	790
OFFICE EQUIPMENT	005-0500-000.43-40	20	67	500	500
JOINT USE OF LABOR/EQUIP	005-0500-000.43-45	1,359	1,768	1,200	1,248
VEHICLES	005-0500-000.43-50	46,894	53,259	37,310	38,843
GAS/OIL/DIESEL/LUBRICANTS	005-0500-000.43-51	41,962	38,004	36,635	33,593
TIRES AND TIRE REPAIRS	005-0500-000.43-52	11,715	10,535	9,900	9,098

# STREET FUND

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
GENERAL EQUIPMENT	005-0500-000.43-70	2,389	3,341	7,860	8,042
SPCL UTILITY EQUIPMENT	005-0500-000.43-71	114	396	1,950	1,950
SHOP EQUIPMENT	005-0500-000.43-80	6,541	6,815	6,057	6,259
SERVICE PICKUP TOOLS	005-0500-000.43-81	144	581	800	800
UTILITIES LOCATES	005-0500-000.43-87	167	166	836	836
RENTAL OF EQUIPMENT	005-0500-000.44-20	-	-	2,000	2,000
LIABILITY INSURANCE	005-0500-000.52-10	10,490	16,745	18,420	20,958
PROPERTY INSURANCE	005-0500-000.52-30	8,303	11,999	13,199	7,911
AUTOMOTIVE INSURANCE	005-0500-000.52-50	9,611	12,338	13,572	11,657
INSURANCE DEDUCTIBLES	005-0500-000.52-60	-	10,510	4,500	4,500
POSTAGE	005-0500-000.53-20	281	380	600	600
TELEPHONE	005-0500-000.53-30	8,355	8,216	10,104	10,190
LEGAL NOTICES	005-0500-000.53-40	-	-	260	260
PUBLIC EDUCATION/INFO	005-0500-000.53-60	1,266	3,916	2,000	2,064
PRINTING AND BINDING	005-0500-000.55-00	457	13	1,000	1,000
PERMITS	005-0500-000.57-00	220	198	493	500
TRAVEL, FOOD & LODGING	005-0500-000.58-10	870	1,044	950	1,206
TRAINING AND CONFERENCES	005-0500-000.58-50	6,486	9,734	13,503	14,873
MEMBERSHIPS/DUES/SUBS	005-0500-000.58-70	1,656	1,484	1,933	1,868
OFFICE SUPPLIES	005-0500-000.60-10	2,160	1,452	3,480	3,480
JANITORIAL SUPPLIES	005-0500-000.60-20	3,156	3,740	4,280	4,280
CLOTHING	005-0500-000.60-80	2,676	3,288	2,350	3,268
SPECIAL DEPT SUPPLIES	005-0500-000.60-85	4,582	4,670	7,003	8,186
CHEMICAL/LAB SUPPLIES	005-0500-000.60-86	157	785	3,950	3,950
STREET CONST SUPPLIES	005-0500-000.60-87	89,866	104,328	115,786	278,765
BOOKS AND PERIODICALS	005-0500-000.64-10	11	86	934	934
COMPUTER SOFTWARE	005-0500-000.64-80	1,584	2,033	1,984	1,590
MISCELLANEOUS EXPENSES	005-0500-000.69-50	7	-	10	10
ASSETS < \$5000	005-0500-000.69-80	2,766	9,285	14,679	23,259
<b>TOTAL MATERIALS AND SERVICES</b>		<b>580,368</b>	<b>610,105</b>	<b>904,134</b>	<b>1,001,702</b>
<b>CAPITAL OUTLAY:</b>					
BUILDINGS	005-0500-000.72-20	4,426	10,596	199,000	56,000
MACHINERY	005-0500-000.74-10	17,019	17,944	21,670	35,300
EQUIPMENT, OTHER	005-0500-000.74-90	5,571	3,196	-	-
CAPITAL PROJECTS	005-0500-000.75-10	434,544	953,040	1,304,450	639,450
<b>TOTAL CAPITAL OUTLAY</b>		<b>461,559</b>	<b>984,775</b>	<b>1,525,120</b>	<b>730,750</b>
<b>TOTAL STREET OPERATIONS</b>		<b>1,948,385</b>	<b>2,555,146</b>	<b>3,675,142</b>	<b>2,928,621</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	005-9500-000.81-01	225,148	260,046	220,118	253,033
TO PUBLIC WKS RESV FUND	005-9500-000.81-09	50,000	87,000	110,000	95,000
TO TRANSPORTATION SYSTEM FUND	005-9500-000.81-13	-	-	600,000	-
TO FFCO 2008 DEBT SVC FUND	005-9500-000.81-43	59,774	59,469	-	-
<b>TOTAL INTERFUND TRANSFERS</b>		<b>334,922</b>	<b>406,515</b>	<b>930,118</b>	<b>348,033</b>
CONTINGENCY	005-9500-000.88-00	-	-	111,128	93,064
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>111,128</b>	<b>93,064</b>
<b>TOTAL OTHER USES</b>		<b>334,922</b>	<b>406,515</b>	<b>1,041,246</b>	<b>441,097</b>
<b>GRAND TOTAL STREET FUND EXPENSES</b>		<b>2,283,307</b>	<b>2,961,661</b>	<b>4,716,388</b>	<b>3,369,718</b>
<b>STREET FUND - REVENUES LESS EXPENSES</b>		<b>1,844,941</b>	<b>1,705,534</b>	<b>-</b>	<b>-</b>



# STREET FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>							
1,350,810	1,844,941	1,705,535	005-0000-300.00-00	BEGINNING BALANCE			317,936
94,540	120,597	81,402	005-0000-318.20-00	NORTHWEST NATURAL			81,402
-	-	5,000	005-0000-318.30-00	ZAYO GROUP			5,000
505,837	492,181	475,000	005-0000-319.40-00	LOCAL 3 CENT FUEL TAX			475,000
222,328	-	-	005-0000-331.90-00	FEDERAL GRANTS-MISC			-
1,246,214	1,268,107	1,287,410	005-0000-335.40-00	STATE MOTOR VEH FND			1,318,560
-	-	12,366	005-0000-337.10-00	URBAN RENEWAL			12,984
15,021	2,230	450	005-0000-341.90-00	MISC SALES AND SRVCE			450
28,581	15,280	21,800	005-0000-348.00-00	INTERDEPARTMENTAL REVENUE			22,000
8,929	51,733	30,000	005-0000-361.00-00	INTEREST REVENUES			45,000
1,526	26,801	300	005-0000-369.00-00	OTHER MISC REVENUES			300
300,000	450,000	750,000	005-0000-391.01-00	FROM GENERAL FUND			750,000
-	-	-	005-0000-391.43-00	FROM 2008 BOND FUND			3,000
181,471	197,976	181,707	005-0000-391.51-00	WATER UTILITY FUND			179,603
156,393	158,005	157,418	005-0000-391.55-00	WASTEWATER UTILITY			158,483
16,599	39,345	8,000	005-0000-392.00-00	SALE OF FIXED ASSETS			-
<b>4,128,249</b>	<b>4,667,195</b>	<b>4,716,388</b>	<b>TOTAL STREET FUND REVENUES</b>				<b>3,369,718</b>
<b>PERSONNEL SERVICE:</b>							
572,224	637,724	774,646	005-0500-000.11-00	REGULAR SALARIES			777,539
19,516	18,097	38,480	005-0500-000.12-00	PARTTIME/TEMP SALARIES			20,800
19,611	11,133	22,458	005-0500-000.13-00	OVERTIME SALARIES			23,244
146,490	137,217	203,969	005-0500-000.21-10	MEDICAL INSURANCE			169,984
3,580	3,846	4,836	005-0500-000.21-20	L-T DISABILITY INSURANCE			4,861
624	172	459	005-0500-000.21-30	LIFE INSURANCE			492
17,570	18,591	18,984	005-0500-000.21-40	WORKERS COMP INSURANCE			21,341
46,341	50,498	63,922	005-0500-000.22-00	FICA			62,851
74,017	75,688	102,957	005-0500-000.23-00	RETIREMENT CONTRIBUTIONS			99,741
6,399	5,807	10,843	005-0500-000.28-00	VEBA CONTRIBUTIONS			11,101
87	1,494	4,334	005-0500-000.29-00	OTHER EMPLOYEE BENEFITS			4,215
<b>906,458</b>	<b>960,265</b>	<b>1,245,888</b>	<b>TOTAL PERSONNEL SERVICE</b>				<b>1,196,169</b>
<b>8.84</b>	<b>10.19</b>	<b>10.69</b>	Total Full-Time Equivalent (FTE)				<b>10.34</b>
<b>MATERIALS AND SERVICES:</b>							
92,443	60,828	68,938	005-0500-000.31-10	CONTRACTUAL SERVICES			92,772
				Arboculturist Services		1,000	
				Weed Spray		12,000	
				Soils/Material Testing		2,000	
				Tree Trimming		2,200	
				Alarm testing/Monitoring/Fire Extinguisher Service		1,172	
				Internet Provider		350	
				Drug/Alcohol Testing/DMV Records		880	
				Solvent Service		186	
				Copier services		1,727	
				Generator Service Agreement (bi-annual 24/25)		500	
				ODOT Signal Maintenance		19,096	
				Geoforce Strive Safe		6,612	
				Oil Water Separators Cleaning (every 4 years 25/26)			
				County Street Striping		21,000	
				Invarion - Subscription (traffic control plan software)		1,199	
				CAPS - Pavement Mgt Road Rating (every 5yrs)		22,850	
11,989	9,339	9,339	005-0500-000.31-40	WASCO CO COMMUNICATIONS			9,839
5,286	-	1,000	005-0500-000.34-10	ENGINEERING SERVICES			1,000
				Engineering ROW		1,000	
10,537	18,906	9,825	005-0500-000.34-30	COMPUTER SERVICES			11,075
				Computer Program Support services		4,892	
				Lucity (1/4 PW support)		1,250	
				GIS software, engineering software,Q-life fiber line cost, CAT software		4,933	
-	-	247,852	005-0500-000.34-50	SPECIAL STUDIES & REPORTS			147,852
				Study for 6th Street Bridge replacement options		147,852	
5,490	3,839	6,500	005-0500-000.41-10	WATER & SEWER			5,900
6,148	3,462	15,705	005-0500-000.41-20	GARBAGE SERVICES			15,768
4,060	5,037	6,722	005-0500-000.41-30	NATURAL GAS			6,884

# STREET FUND PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
4,494	4,780	5,708	005-0500-000.41-40	ELECTRICITY			5,936
160,448	169,299	170,734	005-0500-000.41-50	STREET & TRAFFIC LIGHTING			173,717
7,980	8,300	8,300	005-0500-000.42-00	JANITORIAL SERVICES			8,549
5,115	4,723	11,483	005-0500-000.43-10	BUILDINGS AND GROUNDS			11,942
				Shop Door Repair		1,560	
				Building Roof Repair		520	
				A/C Heat Electrical Systems		4,992	
				Int & Ext Maint		2,694	
				Irrigation/ Landscaping/Island Maint		2,176	
13	-	1,200	005-0500-000.43-20	COMPUTERS			1,200
				Computer Maintenance		1,200	
102	417	790	005-0500-000.43-30	RADIO EQUIPMENT			790
				Handheld/Vehicle/Base Radio Maint		790	
20	67	500	005-0500-000.43-40	OFFICE EQUIPMENT			500
				Phones, Faxes, & office equipment		500	
1,359	1,768	1,200	005-0500-000.43-45	JOINT USE OF LABOR/EQUIP			1,248
				To Wastewater Fund		624	
				To Water Fund		624	
46,894	53,259	37,310	005-0500-000.43-50	VEHICLES			38,843
				Vehicle Maint		38,843	
41,962	38,004	36,635	005-0500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS			33,593
11,715	10,535	9,900	005-0500-000.43-52	TIRES AND TIRE REPAIRS			9,098
2,389	3,341	7,860	005-0500-000.43-70	GENERAL EQUIPMENT			8,042
				Jack Hammer/Large Saw Maint		2,822	
				Street Construction Equipment		3,224	
				Street Survey Equipment		1,000	
				Landscape Equipment		320	
				Generator Maint		676	
114	396	1,950	005-0500-000.43-71	SPCL UTILITY EQUIPMENT			1,950
				Lifting devices certification		1,350	
				Aqua Tech Parts and Tools (1/2)		600	
6,541	6,815	6,057	005-0500-000.43-80	SHOP EQUIPMENT			6,259
				Shop Tools		1,502	
				Fasteners/Sealants		1,872	
				Shop Equipment Maintenance		1,105	
				Hand tools		1,676	
				Welding supplies		104	
144	581	800	005-0500-000.43-81	SERVICE PICKUP TOOLS			800
167	166	836	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
10,490	16,745	18,420	005-0500-000.52-10	LIABILITY INSURANCE			20,958
8,303	11,999	13,199	005-0500-000.52-30	PROPERTY INSURANCE			7,911
9,611	12,338	13,572	005-0500-000.52-50	AUTOMOTIVE INSURANCE			11,657
-	10,510	4,500	005-0500-000.52-60	INSURANCE DEDUCTIBLES			4,500
281	380	600	005-0500-000.53-20	POSTAGE			600
				Direct Mailings		350	
				Shipping for parts/Core returns		250	
8,355	8,216	10,104	005-0500-000.53-30	TELEPHONE			10,190
				Phone system		3,024	
				Cell phone/Field Laptop services		4,940	
				Traffic Signal		2,226	
-	-	260	005-0500-000.53-40	LEGAL NOTICES			260
				Capital Improvement notice		260	
1,266	3,916	2,000	005-0500-000.53-60	PUBLIC EDUCATION/INFO			2,064
				Brochures/Written Translations		250	
				Community Clean-Up		150	
				Parade Booth		-	
				Bill Insert: Snow Event Information & 50/50 sidewalk		1,664	
				Vehicle Logos and decals		400	
				Construction Plans		500	
				Business Cards/Envelopes		100	
220	198	493	005-0500-000.57-00	PERMITS			500
				Shop compressor license 2025/26 (1/3) (\$200)		-	
				Business Radio License (1/4) (Due 2025)		200	
				Propane Hazardous Substance fee		150	
				Acetylene Hazardous Substance fee		150	

# STREET FUND PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
870	1,044	950	005-0500-000.58-10	TRAVEL, FOOD & LODGING			1,206
				Traffic Safety Meeting		156	
				NSPE/ASCE Meeting		150	
				Employee Meetings/Room Rentals		900	
6,486	9,734	13,503	005-0500-000.58-50	TRAINING AND CONFERENCES			14,873
				APWA Conference		750	
				Employee/Eng/Safety Officer/Office Training		13,983	
				Flagging		140	
1,656	1,484	1,933	005-0500-000.58-70	MEMBERSHIPS/DUES/SUBS			1,868
				APWA Membership Dues		205	
				ASCE		200	
				CDL Medical Exams		600	
				National Society for PE		125	
				Oregon Impact		200	
				OSBEELS		65	
				Columbia Gorge News/Office Subscription		53	
				PE Licenses		400	
				Local OUCC Dues		20	
2,160	1,452	3,480	005-0500-000.60-10	OFFICE SUPPLIES			3,480
				Office Supplies/toner		2,680	
				Copy Paper		800	
3,156	3,740	4,280	005-0500-000.60-20	JANITORIAL SUPPLIES			4,280
				Contracted supplies		3,500	
				Cleaning supplies		780	
2,676	3,288	2,350	005-0500-000.60-80	CLOTHING			3,268
				Clothing Allowance		2,918	
				Rubber Boots Steel Toe		150	
				Rain Gear		200	
4,582	4,670	7,003	005-0500-000.60-85	SPECIAL DEPT SUPPLIES			8,186
				First Aid/Safety Supplies		1,840	
				Personal Protection Equipment		1,753	
				Safety Toe Boots		3,793	
				Safety Vests		650	
				Hearing/Respirator tests/ HBV Vaccine		150	
157	785	3,950	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	
89,866	104,328	115,786	005-0500-000.60-87	STREET CONST SUPPLIES			278,765
				Construction Signs/Cones/Barricades		20,120	
				Traffic Control Signs		8,000	
				Asphalt Hot Mix/Cold Mix		21,400	
				Rock		10,500	
				Concrete		2,800	
				Sanding Material		8,500	
				Bituminous Emul		10,538	
				Magnesium Chloride		2,500	
				Manhole/Catch Basin/Paving Risers		9,857	
				Traffic control Paint/Striping Material		26,202	
				Chip Seal Program		156,776	
				Contracted crack seal		-	
				Crack Seal Program		1,572	
11	86	934	005-0500-000.64-10	BOOKS AND PERIODICALS			934
				Manuals		934	
				City Directory			
1,584	2,033	1,984	005-0500-000.64-80	COMPUTER SOFTWARE			1,590
				MS Office for computers listed in 6080		590	
				Engineering Software		1,000	
7	-	10	005-0500-000.69-50	MISCELLANEOUS EXPENSES			10
2,766	9,285	14,679	005-0500-000.69-80	ASSETS < \$5000			23,259
				Survey equipment		1,000	
				Computers/Printers		5,935	
				Furniture/Map files		1,000	
				RoadPod Traffic Counters (12 @ \$1277 ea)		15,324	
<b>580,368</b>	<b>610,105</b>	<b>904,134</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>1,001,702</b>

# STREET FUND PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>CAPITAL OUTLAY:</b>							
4,426	10,596	199,000	005-0500-000.72-20	BUILDINGS			56,000
				Front entry & 2nd floor upgrade (1/3)		56,000	
17,019	17,944	21,670	005-0500-000.74-10	MACHINERY			35,300
				Westin 3 cu yd electric sander (use for salt)		18,000	
				Hydraulic hose machine (1/3)		3,300	
				Billy Goat Stand on Wheeled Blower		14,000	
5,571	3,196	-	005-0500-000.74-90	EQUIPMENT, OTHER			-
434,544	953,040	1,304,450	005-0500-000.75-10	CAPITAL PROJECTS			639,450
				2025 ADA - Sidewalk Program		350,000	
				2025 Overlay Program (2" grind w 3" overlay)		169,450	
				ADA upgrades from paving projects		120,000	
<b>461,559</b>	<b>984,775</b>	<b>1,525,120</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>730,750</b>
<b>1,948,385</b>	<b>2,555,146</b>	<b>3,675,142</b>	<b>TOTAL STREET OPERATIONS</b>				<b>2,928,621</b>
<b>OTHER USES:</b>							
225,148	260,046	220,118	005-9500-000.81-01	TO GENERAL FUND			253,033
50,000	87,000	110,000	005-9500-000.81-09	TO PUBLIC WKS RESV FUND			95,000
-	-	600,000	005-9500-000.81-13	TO TRANSPORTATION SYSTEM FUND			-
59,774	59,469	-	005-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND			-
<b>334,922</b>	<b>406,515</b>	<b>930,118</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>				<b>348,033</b>
-	-	111,128	005-9500-000.88-00	CONTINGENCY			93,064
-	-	<b>111,128</b>	<b>TOTAL CONTINGENCY</b>				<b>93,064</b>
<b>334,922</b>	<b>406,515</b>	<b>1,041,246</b>	<b>TOTAL OTHER USES</b>				<b>441,097</b>
<b>2,283,307</b>	<b>2,961,661</b>	<b>4,716,388</b>	<b>GRAND TOTAL STREET FUND EXPENSES</b>				<b>3,369,718</b>
<b>1,844,941</b>	<b>1,705,534</b>	-	<b>STREET FUND - REVENUES LESS EXPENSES</b>				<b>-</b>

# RESERVE FUND

## PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	009-0000-300.00-00	300,773	185,418	433,007	413,386
INTEREST REVENUES	009-0000-361.00-00	1,441	8,316	-	10,000
STREET FUND	009-0000-391.05-00	50,000	87,000	110,000	95,000
WATER UTILITY FUND	009-0000-391.51-00	30,000	181,000	80,000	140,000
WASTEWATER FUND	009-0000-391.55-00	200,000	287,000	85,000	230,000
<b>TOTAL PUBLIC WORKS RESERVE FUND REVENUES</b>		<b>582,214</b>	<b>748,735</b>	<b>708,007</b>	<b>888,386</b>
<b>EXPENDITURES</b>					
<b>CAPITAL OUTLAY:</b>					
MACHINERY	009-9000-000.74-10	-	241,376	50,000	110,000
VEHICLES	009-9000-000.74-20	396,796	153,976	658,007	778,386
<b>TOTAL CAPITAL OUTLAY</b>		<b>396,796</b>	<b>395,352</b>	<b>708,007</b>	<b>888,386</b>
<b>GRAND TOTAL PUBLIC WORKS RESERVE EXPENSES</b>		<b>396,796</b>	<b>395,352</b>	<b>708,007</b>	<b>888,386</b>
<b>PUBLIC WORKS RESERVE FUND - REVENUES LESS EXPENSES</b>		<b>185,418</b>	<b>353,383</b>	<b>-</b>	<b>-</b>

# TRANSPORTATION SYSTEM RESERVE FUND

## PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	013-0000-300.00-00	1,027,289	1,222,029	901,839	1,892,612
FAU EXCHANGE FUNDS	013-0000-331.11-00	801,455	-	174,800	204,200
FEDERAL GRANTS - MISC	013-0000-331.90-00	-	-	922,200	-
ODOT SAFE ROUTES TO SCHOOL GRANT	013-0000-331.90-11	-	-	1,994,016	994,016
D21 SAFE ROUTES TO SCHOOL GRANT	013-0000-333.90-00	-	-	200,000	-
CONNECT CHRGS/ TRANS SDC	013-0000-344.20-10	77,564	154,740	45,000	30,000
INTEREST REVENUES	013-0000-361.00-00	4,177	21,202	10,000	35,000
STREET FUND	013-0000-391.05-00	-	-	600,000	-
TRNSFR FROM SPECIAL GRANT FUND	013-0000-391.18-00	-	-	1,547,147	1,612,482
TRNSFR FROM ENTERPRISE ZONE FUND	013-0000-391.22-00	-	-	200,000	-
<b>TOTAL TRANSPORT SYS RSRV FUND REVENUES</b>		<b>1,910,485</b>	<b>1,397,971</b>	<b>6,595,002</b>	<b>4,768,310</b>
<b>EXPENDITURES</b>					
<b>CAPITAL OUTLAY:</b>					
CAPITAL PROJECTS	013-1400-000.75-10	688,456	556,201	6,595,002	4,768,310
<b>TOTAL CAPITAL OUTLAY</b>		<b>688,456</b>	<b>556,201</b>	<b>6,595,002</b>	<b>4,768,310</b>
<b>GRAND TOTAL TRANSPORT SYS RSRV FUND EXPENSES</b>		<b>688,456</b>	<b>556,201</b>	<b>6,595,002</b>	<b>4,768,310</b>
<b>TRANSPORT SYS RSRV FUND - REVENUE LESS EXPENSES</b>		<b>1,222,029</b>	<b>841,769</b>	<b>-</b>	<b>-</b>

# RESERVE FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>						
300,773	185,418	433,007	009-0000-300.00-00	BEGINNING BALANCE		413,386
1,441	8,316	-	009-0000-361.00-00	INTEREST REVENUES		10,000
50,000	87,000	110,000	009-0000-391.05-00	STREET FUND		95,000
30,000	181,000	80,000	009-0000-391.51-00	WATER UTILITY FUND		140,000
200,000	287,000	85,000	009-0000-391.55-00	WASTEWATER FUND		230,000
<b>582,214</b>	<b>748,735</b>	<b>708,007</b>	<b>TOTAL PUBLIC WORKS RESERVE FUND REVENUES</b>			<b>888,386</b>
<b>CAPITAL OUTLAY:</b>						
-	241,376	50,000	009-9000-000.74-10	MACHINERY		110,000
				Crack Seal Machine (\$110k, 24/25) (ST)	110,000	
396,796	153,976	658,007	009-9000-000.74-20	VEHICLES		778,386
				5-yd Dump Truck-replace #24 (ST) (\$125,000) (24/25)	125,000	
				Service pickup, WW (\$80K)(24/25)	80,000	
				Service pickup, replace #40 - WD (\$90K)(25/26)	50,000	
				10-yd truck/pup (WW) \$300,000 (24/25)	300,000	
				Replace Truck #75 - WICKS (\$80K)(25/26)	40,386	
				Biosolids Truck (WW) (\$300,000) (25/26)	183,000	
<b>396,796</b>	<b>395,352</b>	<b>708,007</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>888,386</b>
<b>396,796</b>	<b>395,352</b>	<b>708,007</b>	<b>GRAND TOTAL PUBLIC WORKS RESERVE EXPENSES</b>			<b>888,386</b>
<b>185,418</b>	<b>353,383</b>	<b>-</b>	<b>PUBLIC WORKS RESERVE FUND - REVENUES LESS EXPENSES</b>			<b>-</b>

# TRANSPORTATION SYSTEM RESERVE FUND PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>						
1,027,289	1,222,029	901,839	013-0000-300.00-00	BEGINNING BALANCE		1,892,612
801,455	-	174,800	013-0000-331.11-00	FAU EXCHANGE FUNDS		204,200
-	-	922,200	013-0000-331.90-10	ODOT AGMT GRANT		-
-	-	1,994,016	013-0000-331.90-11	ODOT SAFE ROUTES TO SCHOOL GRANT		994,016
-	-	200,000	013-0000-333.90-00	D21 SAFE ROUTES TO SCHOOL GRANT MATCH		-
77,564	154,740	45,000	013-0000-344.20-10	CONNECT CHRGS/ TRANS SDC		30,000
4,177	21,202	10,000	013-0000-361.00-00	INTEREST REVENUES		35,000
-	-	600,000	013-0000-391.05-00	TRANSFR FROM STREET FUND		-
-	-	1,547,147	013-0000-391.18-00	TRANSFR FROM SPECIAL GRANT FUND		1,612,482
-	-	200,000	013-0000-391.22-00	TRANSFR FROM ENTERPRISE ZONE FUND		-
<b>1,910,485</b>	<b>1,397,971</b>	<b>6,595,002</b>	<b>TOTAL TRANSPORT SYS RSRV FUND REVENUES</b>			<b>4,768,310</b>
<b>CAPITAL OUTLAY:</b>						
688,456	556,201	6,595,002	013-1400-000.75-10	CAPITAL PROJECTS		4,768,310
				W 6th St full width pave - Snipes to Hostetler	-	
				Scenic Dr Stabilization Ph 4 (\$1.5M)	847,567	
				Future SDC eligible projects	510,761	
				Future STP eligible projects	-	
				Reserve for Opp-driven projects	601,484	
				TSP-S13 New Guardrail - Col View Dr to HWY 197	202,000	
				E 12th St Sidewalks	1,612,482	
				SRTS W 10th St project	994,016	
<b>688,456</b>	<b>556,201</b>	<b>6,595,002</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>4,768,310</b>
<b>688,456</b>	<b>556,201</b>	<b>6,595,002</b>	<b>GRAND TOTAL TRANSPORT SYS RSRV FUND EXPENSES</b>			<b>4,768,310</b>
<b>1,222,029</b>	<b>841,769</b>	<b>-</b>	<b>TRANSPORT SYS RSRV FUND - REVENUE LESS EXPENSES</b>			<b>-</b>

# WATER FUND

## PERSONNEL

12 SHARED – 23.31 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).

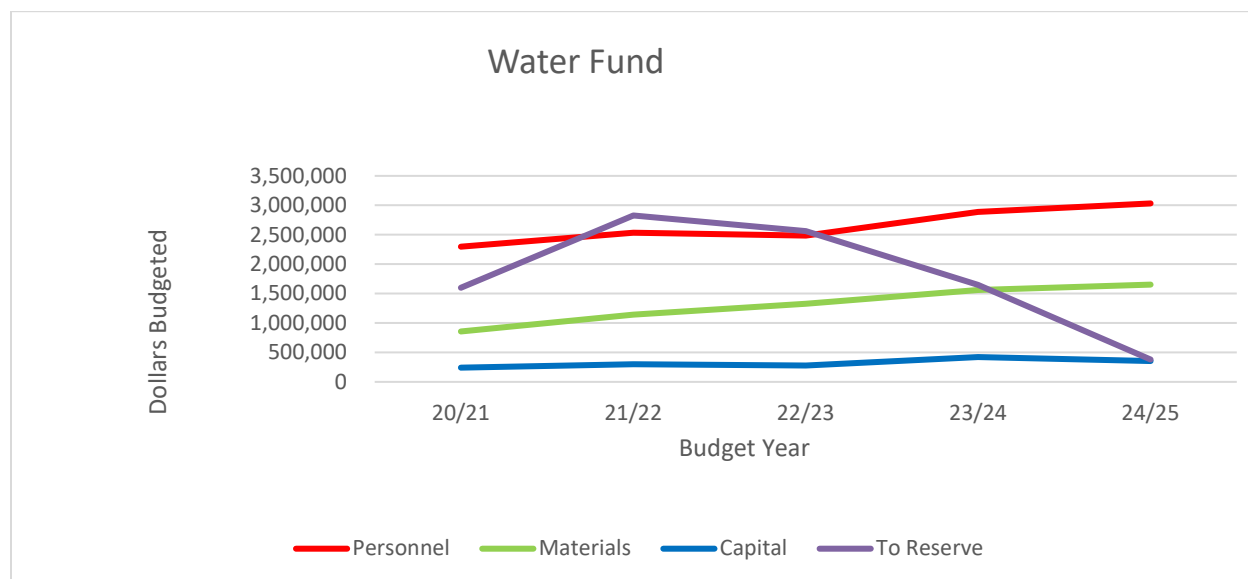
## WATER TREATMENT

### 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 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 Water Treatment 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 Water Treatment 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 2025

- Continue work with the Water Distribution Division and Regulatory Compliance Services on the ongoing Lead Service Line Inventory (LSLI), with its initial due date of October 2024; and other compliance components of the Lead and Copper Rule Revisions (LCRR) and Lead and Copper Rule Improvements (LCRI) for monitoring and public education.
- Support implementation of the updated Water Master Plan due to be completed at the end of 2024.

## ACCOMPLISHMENTS IN FY 2024

### *By The Numbers*

- Achieved recognition for 24 years of uninterrupted voluntary compliance with the Partnership for Safe Water – Directors Award.
- Completed the City’s required participation in the USEPA - Unregulated Contaminant Monitoring Regulation – 5th Round (UCMR-5) for Wicks and the three City wells.
- Successfully passed the 5-year State Water System Survey, maintaining our “Outstanding Performer” status; including both Water Treatment and Water Distribution Divisions.

### *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 accreditation 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*

- Worked with the Water Distribution Division and Regulatory Compliance Services, 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).
- Completed an engineering analysis of the roof damage to the #1 Clearwell.

## 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.

# 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 5,083 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 Water Treatment 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 2025

- Replace Intermediate Reservoir flow meters to get more accurate water usage.
- Continue to replace existing old galvanized mainline pipe.
- Support implementation of the updated Water Master Plan due to be completed at the end of 2024.
- Support implementation of an Aquifer Storage & Recovery (ASR) program.
- Support construction and facilitate acceptance for City ownership of 2 new wells, 2 new reservoirs, and a new booster pump station and pipe infrastructure.
- Continue to meet benchmarks set for: our meter replacement program, meter lid replacement program, pressure reducing valve (PRV) upgrade and maintenance program, hydrant flushing program, and cross connection control program.
- Continue work with the Water Treatment Division and Regulatory Compliance on the ongoing Lead Service Line Inventory (LSLI), with its initial due date of October 2024; and other compliance components of the Lead and Copper Rule Revisions (LCRR) and Lead and Copper Rule Improvements (LCRI) for monitoring and public education.

## ACCOMPLISHMENTS IN FY 2024

### *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 sustain revenue.
- Replaced Kuck Well pump and motor that feeds the Columbia Gorge Discovery Center & Museum.
- Replaced 250 ft. of existing old galvanized mainline pipe with new on W. 7th Street and Lincoln Street.
- Replacing 360 ft. of old 4" cast pipe with 6" ductile iron pipe in the alley between 2nd and 3rd Street from Union Street to Liberty Street.
- Installed 18 new water service connections as requested by property owners.
- Transitioning into work and asset management through Lucity.

### *At your Service*

- Completed the scheduled maintenance/rebuild of pressure reducing stations including upgrading underground vaults.
- Completed the scheduled hydrant flushing program including flow testing of 20 hydrants.
- 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 drinking water remains safe throughout the distribution system. Cross Connection Control Program elements include:
  - Track and record the testing of both new and existing 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 Kuck water system that serves the Columbia Gorge 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. The 5-year Water System Survey was conducted again in 2024; results pending.

### *Extraordinary Effort*

- Working with the Water Treatment Division and Regulatory Compliance Services, 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).

## 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.

## PUBLIC WORKS- WATER DISTRIBUTION

- Implement a systematic “In House” distribution system leak detection program.
- Replace 7.61 miles of transmission main from Wicks Water Treatment Plant to the distribution system.
- Replace old steel and cast-iron arterial mainlines.
- Apply new coatings (interior and exterior) & upgrade seismic connections at the 6 million-gallon Garrison Reservoir.
- Assist with Lead and Copper Rule compliance due by October 2024.

## PUBLIC WORKS - WATER UTILITY FUND SUMMARY

# WATER UTILITY FUND SUMMARY

ACCOUNT DESCRIPTION	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
BEGINNING BALANCE	7,322,601	8,227,355	6,019,056	2,403,197
REVENUES	6,768,670	6,901,483	6,579,010	6,267,968
OTHER SOURCES	4,824,104	3,333,042	7,200,020	500,100
<b>TOTAL RESOURCES</b>	<b>18,915,374</b>	<b>18,461,880</b>	<b>19,798,086</b>	<b>9,171,265</b>
WATER TREATMENT	1,565,637	1,591,530	2,109,118	2,125,810
WATER DISTRIBUTION	2,158,874	2,266,443	2,900,316	2,928,560
WATER DEPT CAPITAL RESERVE FUND	2,656,630	5,552,838	11,509,603	1,701,230
<b>TOTAL EXPENDITURES</b>	<b>6,381,140</b>	<b>9,410,811</b>	<b>16,519,037</b>	<b>6,755,600</b>
DEBT SERVICE	238,378	238,378	240,379	527,858
TRANSFER OUT	4,068,500	2,793,637	2,975,401	1,883,694
CONTINGENCY	-	-	63,269	4,113
UNAPPROPRIATED ENDING BAL	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>4,306,878</b>	<b>3,032,016</b>	<b>3,279,049</b>	<b>2,415,665</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>10,688,019</b>	<b>12,442,827</b>	<b>19,798,086</b>	<b>9,171,265</b>
<b>FUND TOTAL</b>	<b>8,227,356</b>	<b>6,019,053</b>	-	-

# WATER FUND

## PROPOSED BUDGET

	<b>Account Number</b>	<b>FY21/22 Actual</b>	<b>FY22/23 Actual</b>	<b>FY23/24 Budget</b>	<b>FY24/25 Proposed Budget</b>
<b>REVENUES:</b>					
BEGINNING BALANCE	051-0000-300.00-00	1,460,378	825,263	1,297,316	235,674
URBAN RENEWAL	051-0000-337.10-00	-	-	39,219	41,180
MISC SALES AND SERVICES	051-0000-341.90-00	66,919	160,447	105,000	125,000
UTILITY SERVICE CHARGES	051-0000-344.10-00	6,505,035	6,425,195	6,056,903	5,986,774
DELINQUENT ACCT INT	051-0000-344.90-00	9,772	10,499	5,000	5,000
UNCOLLECTIBLE ACCTS	051-0000-345.20-00	-	(24,282)	(4,500)	(4,500)
WATERSHED UTILIZATION FEE	051-0000-345.50-00	185	150	-	-
INTERDEPARTMENTAL REV	051-0000-348.00-00	2,271	2,990	3,000	2,724
INTEREST REVENUES	051-0000-361.00-00	1,980	4,153	5,000	15,000
PROPERTY RENTALS	051-0000-363.50-00	4,428	4,428	4,428	-
OTHER MISC REVENUE	051-0000-369.00-00	8,042	2,860	450	450
SALE OF FIXED ASSETS	051-0000-392.00-00	22,495	308	100	100
<b>TOTAL WATER UTILITY FUND REVENUES</b>		<b>8,081,505</b>	<b>7,412,011</b>	<b>7,511,916</b>	<b>6,407,402</b>

### EXPENDITURES - WATER TREATMENT PERSONNEL SERVICE:

REGULAR SALARIES	051-5000-000.11-00	636,298	631,768	730,619	776,563
PARTTIME/TEMP SALARIES	051-5000-000.12-00	41,445	53,063	44,640	-
OVERTIME SALARIES	051-5000-000.13-00	16,946	37,772	24,900	25,772
MEDICAL INSURANCE	051-5000-000.21-10	183,555	152,124	189,113	174,502
L-T DISABILITY INSURANCE	051-5000-000.21-20	4,219	3,908	4,603	4,668
LIFE INSURANCE	051-5000-000.21-30	412	416	492	492
WORKERS COMP INSURANCE	051-5000-000.21-40	8,100	8,291	10,453	12,272
FICA	051-5000-000.22-00	51,931	52,944	64,627	61,379
RETIREMENT CONTRIBUTIONS	051-5000-000.23-00	92,211	85,378	108,722	97,866
VEBA CONTRIBUTIONS	051-5000-000.28-00	8,832	9,910	8,728	7,504
OTHER EMPLOYEE BENEFITS	051-5000-000.29-00	149	1,666	4,373	4,220
<b>TOTAL PERSONNEL SERVICE</b>		<b>1,044,099</b>	<b>1,037,240</b>	<b>1,191,270</b>	<b>1,165,238</b>
Total Full-Time Equivalent (FTE)		<b>10.02</b>	<b>9.97</b>	<b>10.47</b>	<b>9.44</b>

### MATERIALS AND SERVICES:

CONTRACTUAL SERVICES	051-5000-000.31-10	74,087	35,173	87,670	146,145
FIRE PATROL	051-5000-000.33-30	22,710	25,246	26,508	33,530
ENGINEERING SERVICES	051-5000-000.34-10	4,153	-	-	-
COMPUTER SERVICES	051-5000-000.34-30	8,285	8,859	13,150	13,150
SPECIAL STUDIES & REPORTS	051-5000.000.34-50	-	-	12,800	-
WATER & SEWER	051-5000-000.41-10	-	125	700	750
GARBAGE SERVICES	051-5000-000.41-20	1,471	1,432	1,760	2,000
NATURAL GAS	051-5000-000.41-30	10,354	9,827	10,720	11,300
ELECTRICITY	051-5000-000.41-40	34,360	34,061	27,787	28,770
JANITORIAL SERVICES	051-5000-000.42-00	-	-	300	300
BUILDINGS AND GROUNDS	051-5000-000.43-10	3,525	6,943	84,774	8,925
COMPUTERS	051-5000-000.43-20	928	-	600	600
RADIO EQUIPMENT	051-5000-000.43-30	-	-	1,680	1,800
OFFICE EQUIPMENT	051-5000-000.43-40	300	-	550	550
JOINT USE OF LABOR/EQUIP	051-5000-000.43-45	-	5,307	7,000	7,000
VEHICLES	051-5000-000.43-50	11,807	5,516	7,725	6,925
GAS/OIL/DIESEL/LUBRICANTS	051-5000-000.43-51	7,090	7,590	9,818	10,100
TIRES AND TIRE REPAIRS	051-5000-000.43-52	1,765	877	2,125	2,725
GENERAL EQUIPMENT	051-5000-000.43-70	3,349	2,588	2,100	2,100

# WATER FUND

## PROPOSED BUDGET

	<b>Account Number</b>	<b>FY21/22 Actual</b>	<b>FY22/23 Actual</b>	<b>FY23/24 Budget</b>	<b>FY24/25 Proposed Budget</b>
SPECIAL UTILITY EQUIPMENT	051-5000-000.43-71	14,504	15,321	81,750	20,250
ELECTRICAL SYSTEMS	051-5000-000.43-72	1,747	377	3,000	3,000
PLUMBING	051-5000-000.43-73	1,354	113	2,700	3,000
HVAC SYSTEMS	051-5000-000.43-77	-	-	800	800
SHOP EQUIPMENT	051-5000-000.43-80	1,286	1,948	1,190	2,680
NUISANCE ABATEMENT	051-5000-000.43-85	286	15	400	200
LINES MNTNCE & SUPPLIES	051-5000-000.43-86	1,308	162	700	700
WATERSHED ROAD CONST/MAINT	051-5000-000.43-88	175	2,604	2,300	2,300
RENTAL OF EQUIPMENT	051-5000-000.44-20	-	-	400	10,800
TIMBER MANAGEMENT	051-5000-000.50-50	-	-	670	670
LIABILITY INSURANCE	051-5000-000.52-10	12,824	17,278	18,951	21,295
PROPERTY INSURANCE	051-5000-000.52-30	24,547	37,414	41,156	84,870
AUTOMOTIVE INSURANCE	051-5000-000.52-50	4,689	4,184	4,602	5,283
INSURANCE DEDUCTIBLES	051-5000-000.52-60	-	-	500	500
POSTAGE	051-5000-000.53-20	529	964	1,900	1,900
TELEPHONE	051-5000-000.53-30	10,960	11,382	12,950	14,000
LEGAL NOTICES	051-5000-000.53-40	738	268	500	500
PUBLIC EDUCATION/INFO	051-5000-000.53-60	1,275	2,422	4,720	4,900
PRINTING AND BINDING	051-5000-000.55-00	-	3	500	500
PERMITS	051-5000-000.57-00	6,546	14,604	20,270	20,450
TRAVEL, FOOD & LODGING	051-5000-000.58-10	155	352	820	640
TRAINING AND CONFERENCES	051-5000-000.58-50	3,985	3,012	4,525	4,525
MEMBERSHIPS/DUES/SUBS	051-5000-000.58-70	2,613	2,058	2,544	3,569
OFFICE SUPPLIES	051-5000-000.60-10	2,156	1,316	2,000	2,000
JANITORIAL SUPPLIES	051-5000-000.60-20	618	295	1,150	1,100
CLOTHING	051-5000-000.60-80	2,472	2,322	2,620	2,620
SPECIAL DEPT SUPPLIES	051-5000-000.60-85	3,425	2,650	5,845	5,845
CHEMICAL/LAB SUPPLIES	051-5000-000.60-86	198,162	253,670	333,750	333,210
BOOKS AND PERIODICALS	051-5000-000.64-10	194	-	1,700	1,700
COMPUTER SOFTWARE	051-5000-000.64-80	6,149	1,738	7,400	7,400
ASSETS < \$5000	051-5000-000.69-80	10,593	11,862	6,768	7,695
	<b>TOTAL MATERIALS AND SERVICES</b>	<b>497,475</b>	<b>531,876</b>	<b>866,848</b>	<b>845,572</b>

### CAPITAL OUTLAY:

BUILDINGS	051-5000-000.72-20	8,724	-	-	15,000
IMPRVMTS OTHER THAN BLDGS	051-5000-000.73-30	6,324	12,214	36,000	-
MACHINERY	051-5000-000.74-10	9,014	-	15,000	100,000
EQUIPMENT, OTHER	051-5000-000.74-90	-	10,200	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>24,062</b>	<b>22,414</b>	<b>51,000</b>	<b>115,000</b>

<b>TOTAL WATER TREATMENT EXPENSES</b>	<b>1,565,637</b>	<b>1,591,530</b>	<b>2,109,118</b>	<b>2,125,810</b>
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### EXPENDITURES - WATER DISTRIBUTION

#### PERSONNEL SERVICE:

REGULAR SALARIES	051-5100-000.11-00	893,108	936,631	1,082,627	1,213,022
PARTTIME/TEMP SALARIES	051-5100-000.12-00	12,597	8,968	18,720	-
OVERTIME SALARIES	051-5100-000.13-00	18,423	12,302	24,900	25,772
MEDICAL INSURANCE	051-5100-000.21-10	291,360	261,974	302,469	345,822
L-T DISABILITY INSURANCE	051-5100-000.21-20	5,724	5,751	6,690	7,364
LIFE INSURANCE	051-5100-000.21-30	603	554	636	694
WORKERS COMP INSURANCE	051-5100-000.21-40	11,165	9,527	14,733	18,098

# WATER FUND

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
FICA	051-5100-000.22-00	69,219	71,812	86,158	94,768
RETIREMENT CONTRIBUTIONS	051-5100-000.23-00	116,094	124,589	142,064	146,066
VEBA CONTRIBUTIONS	051-5100-000.28-00	11,815	9,766	13,008	18,128
OTHER EMPLOYEE BENEFITS	051-5100-000.29-00	328	2,584	5,746	6,512
<b>TOTAL PERSONNEL SERVICE</b>		<b>1,430,434</b>	<b>1,444,458</b>	<b>1,697,751</b>	<b>1,876,246</b>
Total Full-Time Equivalent (FTE)		<b>12.61</b>	<b>13.24</b>	<b>12.74</b>	<b>13.87</b>

### MATERIALS AND SERVICES:

CONTRACTUAL SERVICES	051-5100-000.31-10	39,561	42,426	57,824	54,349
WASCO CO COMMUNICATIONS	051-5100-000.31-40	11,989	9,339	9,339	9,839
ENGINEERING SERVICES	051-5100-000.34-10	21,000	21,000	21,000	21,000
COMPUTER SERVICES	051-5100-000.34-30	20,151	21,673	30,319	31,482
SPECIAL STUDIES & REPORTS	051-5100-000.34-50	-	883	-	14,000
WATER & SEWER	051-5100-000.41-10	2,875	3,194	3,000	3,000
GARBAGE SERVICES	051-5100-000.41-20	2,319	2,651	2,781	2,861
NATURAL GAS	051-5100-000.41-30	3,224	3,784	4,470	4,650
ELECTRICITY	051-5100-000.41-40	121,160	122,380	136,811	146,926
JANITORIAL SERVICES	051-5100-000.42-00	7,980	8,300	8,300	8,549
BUILDINGS AND GROUNDS	051-5100-000.43-10	7,818	4,367	11,248	14,332
COMPUTERS	051-5100-000.43-20	13	-	1,200	1,200
RADIO EQUIPMENT	051-5100-000.43-30	1,893	2,235	2,625	2,625
OFFICE EQUIPMENT	051-5100-000.43-40	99	416	500	500
JOINT USE OF LABOR/EQUIP	051-5100-000.43-45	27,192	20,061	9,000	9,000
VEHICLES	051-5100-000.43-50	8,184	10,118	35,640	15,040
GAS/OIL/DIESEL/LUBRICANTS	051-5100-000.43-51	25,641	25,182	23,745	22,095
TIRES AND TIRE REPAIRS	051-5100-000.43-52	1,229	3,509	8,200	4,200
GENERAL EQUIPMENT	051-5100-000.43-70	3,151	4,278	7,555	6,961
SPECIAL UTILITY EQUIPMENT	051-5100-000.43-71	26,383	49,344	42,015	43,305
SHOP EQUIPMENT	051-5100-000.43-80	10,468	6,529	8,127	8,353
SERVICE PICKUP TOOLS	051-5100-000.43-81	1,433	1,650	2,000	2,000
LINES MAINT & SUPPLIES	051-5100-000.43-86	132,303	129,457	109,350	114,850
UTILITIES LOCATES	051-5100-000.43-87	883	1,167	1,337	1,337
RENTAL OF EQUIPMENT	051-5100-000.44-20	-	-	2,400	2,400
LIABILITY INSURANCE	051-5100-000.52-10	16,923	20,278	22,306	25,380
PROPERTY INSURANCE	051-5100-000.52-30	21,786	28,751	31,626	20,086
AUTOMOTIVE INSURANCE	051-5100-000.52-50	5,960	6,742	7,416	9,983
INSURANCE DEDUCTIBLES	051-5100-000.52-60	5,500	5,526	2,500	8,000
POSTAGE	051-5100-000.53-20	2,403	889	2,120	2,620
TELEPHONE	051-5100-000.53-30	12,088	12,034	13,512	24,312
LEGAL NOTICES	051-5100-000.53-40	440	-	250	250
PUBLIC EDUCATION/INFO	051-5100-000.53-60	3,034	5,319	4,740	5,300
PRINTING AND BINDING	051-5100-000.55-00	301	131	2,955	2,955
PERMITS	051-5100-000.57-00	5,230	5,789	5,717	5,517
TRAVEL, FOOD & LODGING	051-5100-000.58-10	657	543	830	830
TRAINING AND CONFERENCES	051-5100-000.58-50	11,781	8,550	11,893	16,499
MEMBERSHIPS/DUES/SUBS	051-5100-000.58-70	5,263	4,445	6,915	6,530
OFFICE SUPPLIES	051-5100-000.60-10	2,058	1,157	3,480	3,480
JANITORIAL SUPPLIES	051-5100-000.60-20	3,156	3,736	4,280	4,280
CLOTHING	051-5100-000.60-80	3,608	3,560	4,380	4,380
SPECIAL DEPT SUPPLIES	051-5100-000.60-85	4,050	6,595	11,625	16,147
CHEMICAL/LAB SUPPLIES	051-5100-000.60-86	14,552	18,404	26,065	26,775
STREET CONST SUPPLIES	051-5100-000.60-87	46,775	31,411	41,385	42,492

# WATER FUND

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
BOOKS AND PERIODICALS	051-5100-000.64-10	11	104	1,933	1,933
COMPUTER SOFTWARE	051-5100-000.64-80	7,735	8,519	6,525	21,590
MISCELLANEOUS EXPENSES	051-5100-000.69-50	7	-	-	-
ASSETS < \$5000	051-5100-000.69-80	2,817	21,165	30,456	17,621
<b>TOTAL MATERIALS AND SERVICES</b>		<b>653,079</b>	<b>687,590</b>	<b>781,695</b>	<b>811,814</b>
<b>CAPITAL OUTLAY:</b>					
BUILDINGS	051-5100-000.72-20	4,426	10,596	199,000	56,000
MACHINERY	051-5100-000.74-10	-	-	4,670	3,300
EQUIPMENT, OTHER	051-5100-000.74-90	59,648	74,179	152,200	111,200
CAPITAL PROJECTS	051-5100-000.75-10	-	18,371	20,000	20,000
WATER LINES	051-5100-000.76-20	11,286	31,249	45,000	50,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>75,360</b>	<b>134,395</b>	<b>420,870</b>	<b>240,500</b>
<b>TOTAL WATER DISTRIBUTION EXPENSES</b>		<b>2,158,874</b>	<b>2,266,443</b>	<b>2,900,316</b>	<b>2,928,560</b>
<b>TOTAL WATER UTILITY OPERATIONS</b>		<b>3,724,511</b>	<b>3,857,973</b>	<b>5,009,434</b>	<b>5,054,370</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	051-9500-000.81-01	463,192	519,947	505,600	637,920
TO STREET FUND	051-9500-000.81-05	181,471	197,976	181,707	179,603
TO PUBLIC WKS RESRV FUND	051-9500-000.81-09	30,000	181,000	80,000	140,000
TO UNEMPLOYMENT FUND	051-9500-000.81-10	-	-	21,906	11,396
TO FFCO 2008 DEBT SVC FUND	051-9500-000.81-43	59,774	59,469	-	-
WTR DEPT CAP RESRV FUND	051-9500-000.81-53	2,797,294	1,298,333	1,650,000	380,000
<b>TOTAL INTERFUND TRANSFERS</b>		<b>3,531,731</b>	<b>2,256,725</b>	<b>2,439,213</b>	<b>1,348,919</b>
CONTINGENCY	051-9500-000.88-00	-	-	63,269	4,113
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>63,269</b>	<b>4,113</b>
<b>TOTAL OTHER USES</b>		<b>3,531,731</b>	<b>2,256,725</b>	<b>2,502,482</b>	<b>1,353,032</b>
<b>GRAND TOTAL WATER UTILITY FUND EXPENSES</b>		<b>7,256,242</b>	<b>6,114,699</b>	<b>7,511,916</b>	<b>6,407,402</b>
<b>WATER UTILITY FUND - REVENUES LESS EXPENSES</b>		<b>825,263</b>	<b>1,297,312</b>	<b>-</b>	<b>-</b>



# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>						
1,460,378	825,263	1,297,316	051-0000-300.00-00	BEGINNING BALANCE		235,674
-	-	39,219	051-0000-337.10-00	URBAN RENEWAL		41,180
66,919	160,447	105,000	051-0000-341.90-00	MISC SALES AND SERVICES		125,000
6,505,035	6,425,195	6,056,903	051-0000-344.10-00	UTILITY SERVICE CHARGES		5,986,774
9,772	10,499	5,000	051-0000-344.90-00	DELINQUENT ACCT INT		5,000
-	(24,282)	(4,500)	051-0000-345.20-00	UNCOLLECTIBLE ACCTS		(4,500)
185	150	-	051-0000-345.50-00	WATERSHED UTILIZATION FEE		-
2,271	2,990	3,000	051-0000-348.00-00	INTERDEPARTMENTAL REV		2,724
1,980	4,153	5,000	051-0000-361.00-00	INTEREST REVENUES		15,000
4,428	4,428	4,428	051-0000-363.50-00	PROPERTY RENTALS		-
8,042	2,860	450	051-0000-369.00-00	OTHER MISC REVENUE		450
22,495	308	100	051-0000-392.00-00	SALE OF FIXED ASSETS		100
<b>8,081,505</b>	<b>7,412,011</b>	<b>7,511,916</b>	<b>TOTAL WATER UTILITY FUND REVENUES</b>			<b>6,407,402</b>
<b>WATER TREATMENT PERSONNEL SERVICE:</b>						
636,298	631,768	730,619	051-5000-000.11-00	REGULAR SALARIES		776,563
41,445	53,063	44,640	051-5000-000.12-00	PARTTIME/TEMP SALARIES		-
16,946	37,772	24,900	051-5000-000.13-00	OVERTIME SALARIES		25,772
183,555	152,124	189,113	051-5000-000.21-10	MEDICAL INSURANCE		174,502
4,219	3,908	4,603	051-5000-000.21-20	L-T DISABILITY INSURANCE		4,668
412	416	492	051-5000-000.21-30	LIFE INSURANCE		492
8,100	8,291	10,453	051-5000-000.21-40	WORKERS COMP INSURANCE		12,272
51,931	52,944	64,627	051-5000-000.22-00	FICA		61,379
92,211	85,378	108,722	051-5000-000.23-00	RETIREMENT CONTRIBUTIONS		97,866
8,832	9,910	8,728	051-5000-000.28-00	VEBA CONTRIBUTIONS		7,504
149	1,666	4,373	051-5000-000.29-00	OTHER EMPLOYEE BENEFITS		4,220
<b>1,044,099</b>	<b>1,037,240</b>	<b>1,191,270</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>1,165,238</b>
<b>10.02</b>	<b>9.97</b>	<b>10.47</b>	Total Full-Time Equivalent (FTE)			<b>9.44</b>
<b>MATERIALS AND SERVICES:</b>						
74,087	35,173	87,670	051-5000-000.31-10	CONTRACTUAL SERVICES		146,145
				Internet Provider	500	
				Copier services	1,200	
				Drug/Alcohol Testing/DMV Records	740	
				Fire Extinguisher Service	600	
				Sludge Lagoon Cleaning	72,105	
				Drying basin cleaning	-	
				Generator Service and Maintenance	2,500	
				LCRR-LSLI Support (120Water) (split with WD)	8,500	
				Corrosion mitigation/painting of Pipe Gallery	40,000	
				Basin #2 Crack repairs	20,000	
22,710	25,246	26,508	051-5000-000.33-30	FIRE PATROL		33,530
				ODF assessment	33,530	
4,153	-	-	051-5000-000.34-10	ENGINEERING SERVICES		-
8,285	8,859	13,150	051-5000-000.34-30	COMPUTER SERVICES		13,150
				Allmax Software	1,600	
				Jacobs Scada Support	5,000	
				Rockwell	2,100	
				Wonderware PW	3,200	
				Lucity (1/4 PW Support)	1,250	
-	-	12,800	051-5000-000.34-50	SPECIAL STUDIES & REPORTS		-
-	125	700	051-5000-000.41-10	WATER & SEWER		750
1,471	1,432	1,760	051-5000-000.41-20	GARBAGE SERVICES		2,000
10,354	9,827	10,720	051-5000-000.41-30	NATURAL GAS		11,300
34,360	34,061	27,787	051-5000-000.41-40	ELECTRICITY		28,770
-	-	300	051-5000-000.42-00	JANITORIAL SERVICES		300
3,525	6,943	84,774	051-5000-000.43-10	BUILDINGS AND GROUNDS		8,925
				Building Maintenance	1,625	
				Grounds Maintenance	300	
				Tree Removal/Trimming	7,000	
928	-	600	051-5000-000.43-20	COMPUTERS		600
				Computer Maintenance	600	
-	-	1,680	051-5000-000.43-30	RADIO EQUIPMENT		1,800
				Handheld/Vehicle/Base Radio Maint	1,800	

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
300	-	550	051-5000-000.43-40	OFFICE EQUIPMENT		550
				Phones, Faxes, & office equipment	550	
-	5,307	7,000	051-5000-000.43-45	JOINT USE OF LABOR/EQUIP		7,000
				To Street Fund Watershed Rd Maint	4,000	
				Wicks Maintenance (to WW)	3,000	
11,807	5,516	7,725	051-5000-000.43-50	VEHICLES		6,925
				Vehicle Maint	6,925	
7,090	7,590	9,818	051-5000-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		10,100
1,765	877	2,125	051-5000-000.43-52	TIRES AND TIRE REPAIRS		2,725
3,349	2,588	2,100	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	
14,504	15,321	81,750	051-5000-000.43-71	SPECIAL UTILITY EQUIPMENT		20,250
				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	-	
				Replacement probes for online instruments	5,000	
1,747	377	3,000	051-5000-000.43-72	ELECTRICAL SYSTEMS		3,000
1,354	113	2,700	051-5000-000.43-73	PLUMBING		3,000
				Backflow Device Repairs	1,500	
				PRV Valve Maint.	1,500	
				Domestic Plumbing		
-	-	800	051-5000-000.43-77	HVAC SYSTEMS		800
1,286	1,948	1,190	051-5000-000.43-80	SHOP EQUIPMENT		2,680
				Shop Tools	1,280	
				Shop Tool Fasteners/Sealants	400	
				Hand tools/supplies	1,000	
286	15	400	051-5000-000.43-85	NUISANCE ABATEMENT		200
				Vector Control	200	
1,308	162	700	051-5000-000.43-86	LINES MNTNCE & SUPPLIES		700
175	2,604	2,300	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		10,800
-	-	670	051-5000-000.50-50	TIMBER MANAGEMENT		670
				Flagging Supplies	120	
				Lock/Chain for gates	400	
				Grass Seed	150	
12,824	17,278	18,951	051-5000-000.52-10	LIABILITY INSURANCE		21,295
24,547	37,414	41,156	051-5000-000.52-30	PROPERTY INSURANCE		84,870
4,689	4,184	4,602	051-5000-000.52-50	AUTOMOTIVE INSURANCE		5,283
-	-	500	051-5000-000.52-60	INSURANCE DEDUCTIBLES		500
529	964	1,900	051-5000-000.53-20	POSTAGE		1,900
				Samples/Parts	1,100	
				Direct/Bulk mailings	800	
10,960	11,382	12,950	051-5000-000.53-30	TELEPHONE		14,000
				Phone system	12,140	
				Cell phone	1,860	
738	268	500	051-5000-000.53-40	LEGAL NOTICES		500
				Public Notices	500	
1,275	2,422	4,720	051-5000-000.53-60	PUBLIC EDUCATION/INFO		4,900
				Brochures/Written Translations	850	
				Water Quality Report	4,000	
				Parade Booth	50	

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
-	3	500	051-5000-000.55-00	PRINTING AND BINDING		500
				Plant/Lab forms	350	
				Binding	100	
				Business Cards	50	
6,546	14,604	20,270	051-5000-000.57-00	PERMITS		20,450
				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	850	
				Haz. Substance Storage	300	
				Air compressor: trak vac (due 2027)	-	
155	352	820	051-5000-000.58-10	TRAVEL, FOOD & LODGING		640
				Employee meetings/Room Rentals	490	
				OWUC/LOC	100	
				Regulatory meetings	50	
3,985	3,012	4,525	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	-	
2,613	2,058	2,544	051-5000-000.58-70	MEMBERSHIPS/DUES/SUBS		3,569
				AWWA Membership Dues	1,919	
				Water Certifications/Renewals	1,115	
				OWUC Dues	250	
				Columbia Gorge News	10	
				Water ISAC	275	
2,156	1,316	2,000	051-5000-000.60-10	OFFICE SUPPLIES		2,000
				Office Supplies/toner	1,800	
				Copy Paper	200	
618	295	1,150	051-5000-000.60-20	JANITORIAL SUPPLIES		1,100
				Disposables/cleaning supplies	1,100	
2,472	2,322	2,620	051-5000-000.60-80	CLOTHING		2,620
				Clothing Allowance	2,000	
				Rubber Boots Steel Toe	340	
				Rain Gear	280	
3,425	2,650	5,845	051-5000-000.60-85	SPECIAL DEPT SUPPLIES		5,845
				First Aid/Safety Supplies	465	
				Personal Protection Equipment	3,840	
				Safety Toe Boots	1,440	
				Hearing/Respirator tests/ HBV Vaccine	100	
198,162	253,670	333,750	051-5000-000.60-86	CHEMICAL/LAB SUPPLIES		333,210
				Combined Lab Materials and Supplies	24,160	
				Reg-Outside Lab Testing	18,525	
				Wtr Trtmt. Chemical	290,000	
				Haz Waste Testing	525	
				UCMR-5 Testing	-	
194	-	1,700	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	
6,149	1,738	7,400	051-5000-000.64-80	COMPUTER SOFTWARE		7,400
				MS Office for computers in 6980	1,000	
				Lucity (supports 2 iPads and on Desktop)	6,400	
10,593	11,862	6,768	051-5000-000.69-80	ASSETS < \$5000		7,695
				Replacement - Propane Radiant Heater	4,995	
				Computer Desktop	2,700	
<b>497,475</b>	<b>531,876</b>	<b>866,848</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>845,572</b>

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>CAPITAL OUTLAY:</b>						
8,724	-	-	051-5000-000.72-20	BUILDINGS		15,000
				Filter Room Heat Pump to Replace Window AC Units	15,000	
6,324	12,214	36,000	051-5000-000.73-30	IMPRVMTS OTHER THAN BLDGS		-
9,014	-	15,000	051-5000-000.74-10	MACHINERY		100,000
				Replacement Switch Gear - Lwr Campus	20,000	
				Replacement Generator/Switch Gear - Upr Campus	80,000	
-	10,200	-	051-5000-000.74-90	EQUIPMENT, OTHER		-
				Headworks reconfiguration, incl. magnetic flow meter	-	
<b>24,062</b>	<b>22,414</b>	<b>51,000</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>115,000</b>
<b>1,565,637</b>	<b>1,591,530</b>	<b>2,109,118</b>	<b>TOTAL WATER TREATMENT EXPENSES</b>			<b>2,125,810</b>
<b>WATER DISTRIBUTION PERSONNEL SERVICE:</b>						
893,108	936,631	1,082,627	051-5100-000.11-00	REGULAR SALARIES		1,213,022
12,597	8,968	18,720	051-5100-000.12-00	PARTTIME/TEMP SALARIES		-
18,423	12,302	24,900	051-5100-000.13-00	OVERTIME SALARIES		25,772
291,360	261,974	302,469	051-5100-000.21-10	MEDICAL INSURANCE		345,822
5,724	5,751	6,690	051-5100-000.21-20	L-T DISABILITY INSURANCE		7,364
603	554	636	051-5100-000.21-30	LIFE INSURANCE		694
11,165	9,527	14,733	051-5100-000.21-40	WORKERS COMP INSURANCE		18,098
69,219	71,812	86,158	051-5100-000.22-00	FICA		94,768
116,094	124,589	142,064	051-5100-000.23-00	RETIREMENT CONTRIBUTIONS		146,066
11,815	9,766	13,008	051-5100-000.28-00	VEBA CONTRIBUTIONS		18,128
328	2,584	5,746	051-5100-000.29-00	OTHER EMPLOYEE BENEFITS		6,512
<b>1,430,434</b>	<b>1,444,458</b>	<b>1,697,751</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>1,876,246</b>
<b>12.61</b>	<b>13.24</b>	<b>12.74</b>	Total Full-Time Equivalent (FTE)			<b>13.87</b>
<b>MATERIALS AND SERVICES:</b>						
39,561	42,426	57,824	051-5100-000.31-10	CONTRACTUAL SERVICES		54,349
				Weed Spray	1,500	
				Soils/Material Testing	2,000	
				Alarm testing/Monitoring/Fire Extinguisher Service	1,464	
				Internet Provider	350	
				Drug/Alcohol Testing/DMV Records	770	
				Solvent Service	186	
				Copier services	1,727	
				Porta Potty service	240	
				Licenced Plumber Services	5,000	
				Generator Service Agreement (bi-annual)	1,000	
				Express Bill Pay	15,000	
				Geoforce Strive Safe	6,612	
				Internal clean and inspect Garrison Reservoir	10,000	
				120 Water LCRR inventory (1/2)	8,500	
11,989	9,339	9,339	051-5100-000.31-40	WASCO CO COMMUNICATIONS		9,839
21,000	21,000	21,000	051-5100-000.34-10	ENGINEERING SERVICES		21,000
				Kelly Ave. Hydro/Geo Evaluation	21,000	
20,151	21,673	30,319	051-5100-000.34-30	COMPUTER SERVICES		31,482
				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)	2,100	
				Wonderware PW (September)(1/3 WT, WD, WW)	3,200	
				Tokay agreement	700	
				Itron Service Agreement	7,543	
				NBIOT program for leak detection	600	

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
-	883	-	051-5100-000.34-50	SPECIAL STUDIES & REPORTS		14,000
				ASR Monitoring	14,000	
2,875	3,194	3,000	051-5100-000.41-10	WATER & SEWER		3,000
2,319	2,651	2,781	051-5100-000.41-20	GARBAGE SERVICES		2,861
3,224	3,784	4,470	051-5100-000.41-30	NATURAL GAS		4,650
121,160	122,380	136,811	051-5100-000.41-40	ELECTRICITY		146,926
7,980	8,300	8,300	051-5100-000.42-00	JANITORIAL SERVICES		8,549
7,818	4,367	11,248	051-5100-000.43-10	BUILDINGS AND GROUNDS		14,332
				Shop Door Repair	1,560	
				Building Roof Repair	520	
				A/C Heat Electrical Systems	2,600	
				Int & Ext Maint	3,614	
				Reservoir Fences	520	
				Irrigation/ Landscaping/Island Maint	1,586	
				Shop Fence/Yard Maint	1,432	
				Replace cable gate to Vista Res.	2,500	
13	-	1,200	051-5100-000.43-20	COMPUTERS		1,200
				Computer Maintenance	1,200	
1,893	2,235	2,625	051-5100-000.43-30	RADIO EQUIPMENT		2,625
				Handheld/Vehicle/Base Radio Maint	650	
				Scada Radio Repairs	1,975	
99	416	500	051-5100-000.43-40	OFFICE EQUIPMENT		500
				Phones, Faxes, & office equipment	500	
27,192	20,061	9,000	051-5100-000.43-45	JOINT USE OF LABOR/EQUIP		9,000
				To Street Fund	5,500	
				To Wastewater Fund	3,500	
8,184	10,118	35,640	051-5100-000.43-50	VEHICLES		15,040
				Vehicle Maint	15,040	
25,641	25,182	23,745	051-5100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		22,095
1,229	3,509	8,200	051-5100-000.43-52	TIRES AND TIRE REPAIRS		4,200
3,151	4,278	7,555	051-5100-000.43-70	GENERAL EQUIPMENT		6,961
				Jack Hammer/Large Saw Maint	1,778	
				Street Construction Equipment	2,987	
				Street Survey Equipment	1,000	
				Generator Maint	1,196	
26,383	49,344	42,015	051-5100-000.43-71	SPECIAL UTILITY EQUIPMENT		43,305
				DeWater Well Maintenance	9,000	
				Pump Station Maintenance	7,000	
				Well Maintenance	14,350	
				Hydrants/Hydrant Meter Maintenance	2,330	
				Lifting devices certification	2,050	
				Gas Monitor Supplies	950	
				Metro Tech Locator repair/maint	1,525	
				SCADA UPS Units	1,200	
				Backflow Device Rpr/Maintenance	800	
				Level transmitter for Intermediate Res	1,500	
				Chlorine System	2,000	
				#66 Aqua Tech Parts and Tools (1/2) 96766A	600	
10,468	6,529	8,127	051-5100-000.43-80	SHOP EQUIPMENT		8,353
				Shop Tools	2,934	
				Shop Tool Fasteners/Sealants	1,872	
				Shop Equipment Maintenance	1,032	
				Hand tools/supplies	2,515	
1,433	1,650	2,000	051-5100-000.43-81	SERVICE PICKUP TOOLS		2,000
132,303	129,457	109,350	051-5100-000.43-86	LINES MAINT & SUPPLIES		114,850
				Pipe & Fittings	34,100	
				Meters/ERTs	26,000	
				Meter/Gate Valve/Curb Stop boxes	17,900	
				PRV maintenance/repair	16,500	
				Fire Hydrant maintenance	20,350	
883	1,167	1,337	051-5100-000.43-87	UTILITIES LOCATES		1,337
				Utility Notification Center	167	
				Locate supplies	1,170	
-	-	2,400	051-5100-000.44-20	RENTAL OF EQUIPMENT		2,400
16,923	20,278	22,306	051-5100-000.52-10	LIABILITY INSURANCE		25,380
21,786	28,751	31,626	051-5100-000.52-30	PROPERTY INSURANCE		20,086
5,960	6,742	7,416	051-5100-000.52-50	AUTOMOTIVE INSURANCE		9,983
5,500	5,526	2,500	051-5100-000.52-60	INSURANCE DEDUCTIBLES		8,000

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
2,403	889	2,120	051-5100-000.53-20	POSTAGE		2,620
				Direct Mailings	2,400	
				Shipping for parts/Core returns	220	
12,088	12,034	13,512	051-5100-000.53-30	TELEPHONE		24,312
				Phone system	6,000	
				Cell phone	6,312	
				Scada T-1	1,200	
				Fiber for Riverside Wells	10,800	
440	-	250	051-5100-000.53-40	LEGAL NOTICES		250
				Capital Improvement notice	250	
3,034	5,319	4,740	051-5100-000.53-60	PUBLIC EDUCATION/INFO		5,300
				Brochures/Written Translations	1,250	
				Water Quality Report	4,000	
				Parade Booth	50	
301	131	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	
5,230	5,789	5,717	051-5100-000.57-00	PERMITS		5,517
				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)	-	
657	543	830	051-5100-000.58-10	TRAVEL, FOOD & LODGING		830
				OUCC	30	
				NSPE/ASCE Meeting	150	
				Employee Meetings/Room Rentals	650	
11,781	8,550	11,893	051-5100-000.58-50	TRAINING AND CONFERENCES		16,499
				Employee/Eng/Office Training	13,879	
				Flagging	420	
				First Aid/CPR Training JAN EVEN YRS	-	
				AWWA/ABPA Conference	2,200	
5,263	4,445	6,915	051-5100-000.58-70	MEMBERSHIPS/DUES/SUBS		6,530
				APWA Membership Dues	203	
				ASCE	250	
				AWWA	844	
				CDL Medical Exams	566	
				Cert Renewals	2,214	
				Local OUCC Dues	20	
				Nat. Soc. for PE's	125	
				PE Liscense	500	
				OAWU- Associate Member	475	
				OSBEELS	65	
				OWUC	250	
				Columbia Gorge News/ Office subscriptions	43	
				USC FCCHR - Water Purveyor member	450	
				ABPA membership	250	
				Water ISAC	275	
2,058	1,157	3,480	051-5100-000.60-10	OFFICE SUPPLIES		3,480
				Office Supplies/toner	2,680	
				Copy Paper	800	
3,156	3,736	4,280	051-5100-000.60-20	JANITORIAL SUPPLIES		4,280
				Contracted Supplies	3,500	
				Cleaning supplies	780	
3,608	3,560	4,380	051-5100-000.60-80	CLOTHING		4,380
				Clothing Allowance	3,000	
				Rubber Boots Steel Toe	500	
				Rain Gear	880	

# WATER FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
4,050	6,595	11,625	051-5100-000.60-85	SPECIAL DEPT SUPPLIES		16,147
				First Aid/Safety Supplies	1,118	
				Personal Protection Equipment	11,266	
				Safety Toe Boots	2,925	
				Safety Vests	676	
				Hearing/Respirator tests/ HBV Vaccine	162	
14,552	18,404	26,065	051-5100-000.60-86	CHEMICAL/LAB SUPPLIES		26,775
				Vector Control	75	
				Chemicals/Reagents	26,200	
				Hazmat Testing	500	
46,775	31,411	41,385	051-5100-000.60-87	STREET CONST SUPPLIES		42,492
				Construction Signs/Cones/Barricades	2,080	
				Asphalt Hot Mix/Cold Mix	13,712	
				Rock/Concrete	26,700	
11	104	1,933	051-5100-000.64-10	BOOKS AND PERIODICALS		1,933
				Manuals	1,083	
				City Directory	-	
				Standards methods	850	
7,735	8,519	6,525	051-5100-000.64-80	COMPUTER SOFTWARE		21,590
				MS Office for computers listed in 6080	1,340	
				Lucity	19,250	
				Engineering Software	1,000	
7	-	-	051-5100-000.69-50	MISCELLANEOUS EXPENSES		-
2,817	21,165	30,456	051-5100-000.69-80	ASSETS < \$5000		17,621
				Survey equipment	1,000	
				Computers/Printers	7,526	
				Furniture/Map files	1,000	
				Well Sites heater replacements (5)	500	
				Asphalt saw	2,600	
				Leak detection loggers	4,995	
<b>653,079</b>	<b>687,590</b>	<b>781,695</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>811,814</b>
			<b>CAPITAL OUTLAY:</b>			
4,426	10,596	199,000	051-5100-000.72-20	BUILDINGS		56,000
				Front entry elevator and safety upgrade (1/3)	56,000	
-	-	4,670	051-5100-000.74-10	MACHINERY		3,300
				Hydraulic Hose Machine (1/3)	3,300	
59,648	74,179	152,200	051-5100-000.74-90	EQUIPMENT, OTHER		111,200
				Meter lid replacement program (8%/year)	19,200	
				Residential Meter Replace 450 @\$140	63,000	
				Commercial Meter Replace 5 @ \$2400	12,000	
				Meters at Intermediate Res	17,000	
-	18,371	20,000	051-5100-000.75-10	CAPITAL PROJECTS		20,000
				PRV Vault Replacement	20,000	
11,286	31,249	45,000	051-5100-000.76-20	WATER LINES		50,000
				9th & Clark	30,000	
				Alley b/t 10th/11th Mt Hood to Trevitt 2" galv 720' 6" DI	20,000	
<b>75,360</b>	<b>134,395</b>	<b>420,870</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>240,500</b>
<b>2,158,874</b>	<b>2,266,443</b>	<b>2,900,316</b>	<b>TOTAL WATER DISTRIBUTION EXPENSES</b>			<b>2,928,560</b>
<b>3,724,511</b>	<b>3,857,973</b>	<b>5,009,434</b>	<b>TOTAL WATER UTILITY OPERATIONS</b>			<b>5,054,370</b>
			<b>OTHER USES:</b>			
463,192	519,947	505,600	051-9500-000.81-01	TO GENERAL FUND		637,920
181,471	197,976	181,707	051-9500-000.81-05	TO STREET FUND		179,603
30,000	181,000	80,000	051-9500-000.81-09	TO PUBLIC WKS RESRV FUND		140,000
-	-	21,906	051-9500-000.81-10	TO UNEMPLOYMENT FUND		11,396
59,774	59,469	-	051-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND		-
2,797,294	1,298,333	1,650,000	051-9500-000.81-53	WTR DEPT CAP RESRV FUND		380,000
<b>3,531,731</b>	<b>2,256,725</b>	<b>2,439,213</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>1,348,919</b>
-	-	63,269	051-9500-000.88-00	CONTINGENCY		4,113
<b>-</b>	<b>-</b>	<b>63,269</b>	<b>TOTAL CONTINGENCY</b>			<b>4,113</b>
<b>3,531,731</b>	<b>2,256,725</b>	<b>2,502,482</b>	<b>TOTAL OTHER USES</b>			<b>1,353,032</b>
<b>7,256,242</b>	<b>6,114,699</b>	<b>7,511,916</b>	<b>GRAND TOTAL WATER UTILITY FUND EXPENSES</b>			<b>6,407,402</b>
<b>825,263</b>	<b>1,297,312</b>	<b>-</b>	<b>WATER UTILITY FUND - REVENUES LESS EXPENSES</b>			<b>-</b>

# WATER CAPITAL RESERVE FUND

## PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	053-0000-300.00-00	5,862,223	7,402,092	4,721,740	2,167,523
US-ACOE GRANT - MILL CR TUNNEL FLOOD ANALYSIS	053-0000-333.31-50	-	-	120,000	120,000
HAZARD MITIGATION GRANT-FEMA	053-0000-333.31-60	-	-	530,635	-
DRINKING WATER PROVIDER PARTNERSHIP GRANT	053-0000-333.31-70	-	-	150,000	-
OWRD STATE GRANT - DOG RIVER	053-0000-335.53-00	800,000	100,000	-	-
WATERSHED RESTORATION REVENUE	053-0000-337.90-00	-	115,000	115,000	-
CONNECT CHRGS/ WA SDC	053-0000-344.20-00	134,294	44,024	69,510	46,340
INTEREST REVENUES	053-0000-361.00-00	35,743	156,019	30,000	50,000
WATER UTILITY FUND	053-0000-391.51-00	2,797,294	1,298,333	1,650,000	380,000
LOAN PROCEEDS - DOG RIVER PIPELINE	053-0000-393.10-22	1,204,315	1,934,400	4,899,285	-
<b>TOTAL WATER DEPT CAP RESERVE FUND REVENUES</b>		<b>10,833,870</b>	<b>11,049,869</b>	<b>12,286,170</b>	<b>2,763,863</b>
<b>EXPENDITURES</b>					
<b>MATERIALS AND SERVICES:</b>					
ENGINEERING SERVICES	053-5300-000.34-10	216	156,702	639,037	405,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>216</b>	<b>156,702</b>	<b>639,037</b>	<b>405,000</b>
<b>CAPITAL OUTLAY:</b>					
IMPROVEMENTS OTHER THAN BLDGS	053-5300-000.73-30	-	9,323	165,000	115,000
CAPITAL PROJECTS	053-5300-000.75-10	15,559	213,870	4,246,809	1,181,230
WATER LINES	053-5300-000.76-20	2,640,854	5,172,944	6,458,757	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>2,656,414</b>	<b>5,396,136</b>	<b>10,870,566</b>	<b>1,296,230</b>
<b>TOTAL WATER CAPITAL RESERVE OPERATIONS</b>		<b>2,656,630</b>	<b>5,552,838</b>	<b>11,509,603</b>	<b>1,701,230</b>
<b>DEBT SERVICE:</b>					
SDWRL (ARRA LOAN) PRINCIPAL	053-5300-000.79-30	162,324	167,194	174,210	177,378
SDWRL (ARRA LOAN) INTEREST	053-5300-000.79-40	76,054	71,185	66,169	61,003
SDWRL DOG RIVER LOAN PRINCIPAL	053-5300-000.79-50	-	-	-	215,462
SDWRL DOG RIVER LOAN INTEREST	053-5300-000.79-60	-	-	-	74,015
<b>TOTAL DEBT SERVICE</b>		<b>238,378</b>	<b>238,378</b>	<b>240,379</b>	<b>527,858</b>
<b>OTHER USES:</b>					
TO 2009 FFCO DEBT SVC FUND	053-9500-000.81-44	33,245	33,475	33,477	33,426
TO UTILITY REVENUE BOND	053-9500-000.81-59	503,524	503,437	502,711	501,349
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>536,769</b>	<b>536,912</b>	<b>536,188</b>	<b>534,775</b>
<b>GRAND TOTAL WATER CAPITAL RESERVE EXPENSES</b>		<b>3,431,777</b>	<b>6,328,129</b>	<b>12,286,170</b>	<b>2,763,863</b>
<b>TOTAL WATER CAPITAL RESERVE - REVENUE LESS EXPENSES</b>		<b>7,402,092</b>	<b>4,721,740</b>	<b>-</b>	<b>-</b>



# WATER CAPITAL RESERVE FUND PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>						
5,862,223	7,402,092	4,721,740	053-0000-300.00-00	BEGINNING BALANCE		2,167,523
-	-	120,000	053-0000-333.31-50	US-ACOE GRANT - MILL CR TUNNEL FLOOD ANALYSIS		120,000
-	-	530,635	053-0000-333.31-60	HAZARD MITIGATION GRANT-FEMA		-
-	-	150,000	053-0000-333.31-70	DRINKING WATER PROVIDER PARTNERSHIP GRANT		-
800,000	100,000	-	053-0000-335.53-00	OWRD STATE GRANT - DOG RIVER		-
-	115,000	115,000	053-0000-337.90-00	WATERSHED RESTORATION REVENUE		-
134,294	44,024	69,510	053-0000-344.20-00	CONNECT CHRGS/ WA SDC		46,340
35,743	156,019	30,000	053-0000-361.00-00	INTEREST REVENUES		50,000
2,797,294	1,298,333	1,650,000	053-0000-391.51-00	WATER UTILITY FUND		380,000
1,204,315	1,934,400	4,899,285	053-0000-393.10-22	LOAN PROCEEDS - DOG RIVER PIPELINE		-
<b>10,833,870</b>	<b>11,049,869</b>	<b>12,286,170</b>	<b>TOTAL WATER DEPT CAP RESERVE FUND REVENUES</b>			<b>2,763,863</b>
<b>MATERIALS AND SERVICES:</b>						
216	156,702	639,037	053-5300-000.34-10	ENGINEERING SERVICES		405,000
				Water Master Plan Update/Resiliency Assessment	200,000	
				Watershed Forest Mgmt Plan	50,000	
				Water Management & Conservation Plan/Plan Review	10,000	
				Design for repairs of CW#1, based on insp report	25,000	
				Flood Analysis: US-COE grant	120,000	
<b>216</b>	<b>156,702</b>	<b>639,037</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>405,000</b>
<b>CAPITAL OUTLAY:</b>						
-	9,323	165,000	053-5300-000.73-30	IMPROVEMENTS OTHER THAN BLDGS		115,000
				Watershed Fuels Reduction (Joint Chiefs Yr 2)	20,000	
				Watershed Tree Planting	95,000	
15,559	213,870	4,246,809	053-5300-000.75-10	CAPITAL PROJECTS		1,181,230
				SCADA System upgrade Ph 1	755,000	
				Garrison Res Painting Int/Ext \$1.4M	426,230	
2,640,854	5,172,944	6,458,757	053-5300-000.76-20	WATER LINES		-
				Dog River Pipeline design/construction (incl SDCs)	-	
<b>2,656,414</b>	<b>5,396,136</b>	<b>10,870,566</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>1,296,230</b>
<b>2,656,414</b>	<b>5,552,838</b>	<b>11,509,603</b>	<b>TOTAL WATER CAPITAL RESERVE OPERATIONS</b>			<b>1,701,230</b>
<b>DEBT SERVICE:</b>						
162,324	167,194	174,210	053-5300-000.79-30	SDWRL (ARRA LOAN) PRINCIPAL		177,378
76,054	71,185	66,169	053-5300-000.79-40	SDWRL (ARRA LOAN) INTEREST		61,003
-	-	-	053-5300-000.79-50	SDWRL DOG RIVER LOAN PRINCIPAL		215,462
-	-	-	053-5300-000.79-60	SDWRL DOG RIVER LOAN INTEREST		74,015
<b>238,378</b>	<b>238,378</b>	<b>240,379</b>	<b>TOTAL DEBT SERVICE</b>			<b>527,858</b>
<b>OTHER USES:</b>						
33,245	33,475	33,477	053-9500-000.81-44	TO 2009 FFCO DEBT SVC FUND		33,426
503,524	503,437	502,711	053-9500-000.81-59	TO UTILITY REVENUE BOND		501,349
				To 2018 Utility Revenue Bond Debt Fund		
<b>536,769</b>	<b>536,912</b>	<b>536,188</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>534,775</b>
<b>3,431,561</b>	<b>6,328,129</b>	<b>12,286,170</b>	<b>GRAND TOTAL WATER CAPITAL RESERVE EXPENSES</b>			<b>2,763,863</b>
<b>7,402,308</b>	<b>4,721,740</b>	<b>-</b>	<b>TOTAL WATER CAPITAL RESERVE - REVENUE LESS EXPENSES</b>			<b>-</b>

# WASTEWATER FUND

## PERSONNEL

12 SHARED – 13.35 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.

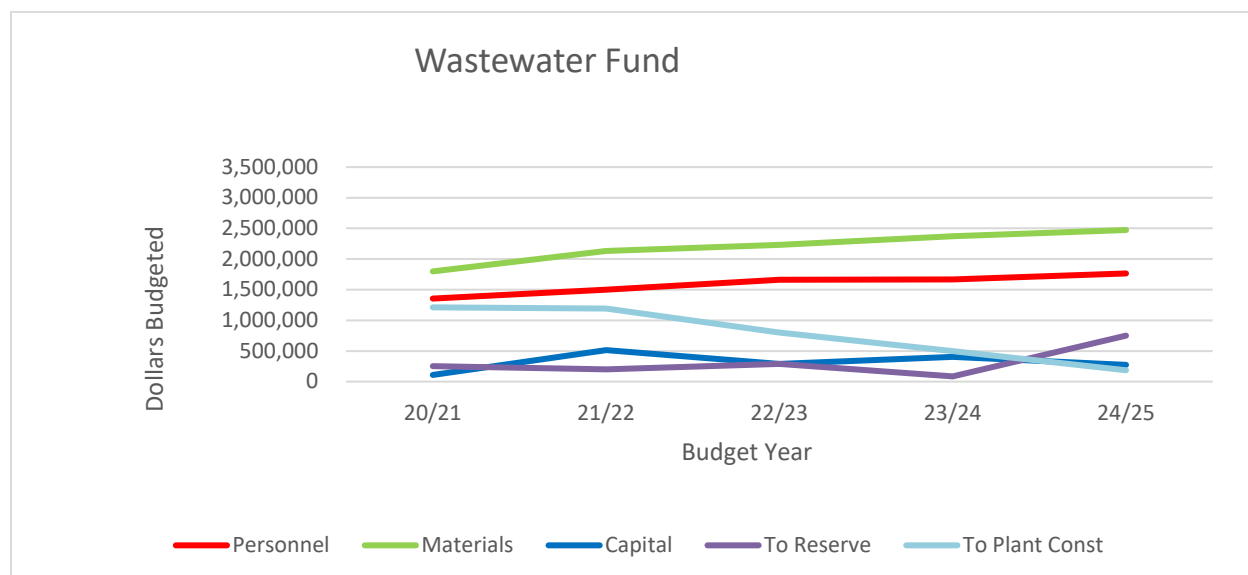
## WASTEWATER COLLECTION

### 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 2025

- W. 1st St. from the Cherry Growers facility to Webber Street railroad crossing sanitary sewer project.
- W. 9th Street and Garrison Street East 464 feet of sanitary sewer upgrades.
- The worker hours freed-up by use of SL-RAT are expected to allow crews to spend more time on maintenance of the sanitary sewer mains and camera inspection of more stormwater mains each year.
- Resume work under to slip-line deteriorated sanitary sewer mains.

## ACCOMPLISHMENTS IN FY 2024

### *By The Numbers*

- Sewer mains replaced or added, both in-house and with contractors and developers: 1,965 feet.
- Project Goals, listed by percent desired (and percent accomplished in FY 2022-3) are:

Desired	Project Goals	Done in 2022-23
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% (10,619ft.)
15%	Video inspection of sewer lines – Whole system in 7 years	About 5 %
1%	Replacement of old and/or poor-condition sewer laterals	Less than 1% (37)
5%	Replacement of sewer lines – 20-year replacement plan	Less than 1%
50%	SL-RAT acoustic inspection of sewer lines – half of system each year	58% (311,245 ft.)

Note: Sewer Line Rapid Assessment Tool (SL-RAT) is acoustic technology that is used to provide real-time blockage assessments for sanitary sewer and storm water conveyance pipe.

### *At Your Service*

- Continued to implement the goals of the U.S. EPA’s Guide for Evaluating Capacity, Management, Operations and Maintenance (CMOM) 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 pressure sanitary sewer main in E. 9th Street, east of Quinton Street, from the end of the gravity main to the east to Thompson Street.
- Continued identification and correction of inflow and infiltration within the system.
- Continued use of Sewer Line Rapid Assessment Tool (SL-RAT) to help City crews check more sewer lines each year using acoustic technology to provide real-time blockage assessments. Acoustic equipment cannot be used on about 29 miles of the City’s sanitary sewer system. Camera inspection will remain the primary assessment tool for those few miles of pipe.

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

- Improve documentation of maintenance work and integration of information into an asset management system.

## 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 2025

- Improve base maps and as-built records of the storm water conveyance system.
- 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 2024

- Worked with owners to separate catch basins and roof drains from the sanitary sewer system to the storm system.
- Constructed 270 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.
- Completed the installation of a new 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 16 new catch basins and replaced or modified grates as needed.
- Project Goals, listed by percent desired (and percent accomplished in FY 2022-23) are:

Desired	Project Goals	Done in 2022-23
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%

## PUBLIC WORKS FUND- WASTEWATER FUND

### *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 2025

- Replace ultraviolet disinfection system.
- Replace plug valves controlling biosolids flow to truck loading pipe stand.
- Replace plug valve in North aeration basin.
- Install check valve on gravity belt thickener filtrate line.
- Replace the 10-year-old SCADA workstations.
- Install an automatically controlled waste activated sludge valve on the gravity belt thickener feed line.

## ACCOMPLISHMENTS IN FY 2024

### *By the Numbers*

- Total wastewater influent 920.2 million gallons in calendar year 2023. Average influent flow rate 2.5 million gallons per day.
- Hauled 586 loads of biosolids. In total, 1,851,900 gallons of biosolids were hauled in calendar year 2023.
- Completed an emergency repair of #1 Digester Lid after a valve failed and caused a catastrophic failure of the lid.

### *At Your Service*

- Jacobs's 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.
- Completed numerous wastewater treatment plant and fleet maintenance activities including but not limited to: oil analysis and services, fire extinguisher checks, annual calibrations, annual amp/volt measurements, annual vibration measurements and tire repairs/replacements.
- Completed influent based flow pacing of the return activated sludge flow.
- Replaced South and West aeration basin air valves.
- Supported the City's Industrial Pretreatment Program (IPP).

## PUBLIC WORKS FUND-WASTEWATER TREATMENT

### *Safety First*

- The Dalles project had a lost time injury which reset the safety counter in 2023. The project currently stands at 300 days without a lost time incident.

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

- Gravity Belt Thickener Addition or dewatering equipment, replace and upsize boiler.
- Consider Laboratory, Office, Shop and storage facility construction.
- Implement a permanent repair or replace the cracked Outfall Pipe from the treatment plant to the Columbia River.
- Utilize the predictive maintenance program to assist with project planning and increase wastewater treatment plant resilience.
- Optimize operation of plant processes.

## PUBLIC WORKS - WASTEWATER UTILITY FUND SUMMARY

# WASTEWATER UTILITY FUND SUMMARY

ACCOUNT DESCRIPTION	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
BEGINNING BALANCE	7,704,860	7,623,098	7,265,501	8,054,061
REVENUES	6,443,421	6,172,507	6,008,636	7,852,150
OTHER SOURCES	2,170,458	1,416,457	1,600,000	5,635,000
<b>TOTAL RESOURCES</b>	<b>16,318,738</b>	<b>15,212,062</b>	<b>14,874,137</b>	<b>21,541,211</b>
WASTE WATER FUND	3,510,069	3,626,478	4,837,356	4,516,581
SEWER SPECIAL RESERVE FUND	1,303,422	1,560,738	4,056,237	2,875,144
SEWER PLANT CONST/DEBT SERV	6,024	48,579	3,334,859	7,213,244
<b>TOTAL EXPENDITURES</b>	<b>4,819,515</b>	<b>5,235,796</b>	<b>12,228,452</b>	<b>14,604,969</b>
DEBT SERVICE	96,628	96,316	95,997	95,671
TRANSFER OUT	3,779,498	2,614,447	2,523,012	6,772,220
CONTINGENCY	-	-	26,676	68,351
UNAPPROPRIATED ENDING BAL	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>3,876,126</b>	<b>2,710,763</b>	<b>2,645,685</b>	<b>6,936,242</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>8,695,641</b>	<b>7,946,559</b>	<b>14,874,137</b>	<b>21,541,211</b>
<b>FUND TOTAL</b>	<b>7,623,097</b>	<b>7,265,503</b>	<b>-</b>	<b>-</b>

# WASTEWATER FUND

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	055-0000-300.00-00	697,571	1,254,779	1,190,438	377,107
URBAN RENEWAL	055-0000-337.10-00	-	-	30,230	31,742
MISC SALES AND SRVCE	055-0000-341.90-00	365,657	433,282	360,000	400,000
STORMWATER DRAINAGE CHARGES	055-0000-344.05-00	250,327	250,925	250,000	250,000
UTILITY SERVICE CHARGES	055-0000-344.10-00	5,560,228	5,172,655	5,247,276	5,282,789
DELINQUENT SEWER ASSMTS	055-0000-344.80-00	88,218	-	5,000	5,000
DELINQUENT ACCT INT	055-0000-344.90-00	4,927	10,041	1,500	1,500
UNCOLLECTIBLE ACCTS	055-0000-345.20-00	(13,801)	(60,236)	(20,000)	(20,000)
INTERDEPARTMENTAL REV	055-0000-348.00-00	9,267	15,790	6,700	7,124
INTEREST REVENUES	055-0000-361.00-00	1,173	15,321	4,000	10,000
OTHER MISC REVENUES	055-0000-369.00-00	1,303	10,451	-	-
SALE OF FIXED ASSETS	055-0000-392.00-00	35,458	16,457	-	-
<b>TOTAL WASTE WATER FUND REVENUES</b>		<b>7,000,326</b>	<b>7,119,465</b>	<b>7,075,144</b>	<b>6,345,262</b>

### EXPENDITURES

#### PERSONNEL SERVICE:

REGULAR SALARIES	055-5500-000.11-00	846,898	909,588	1,041,712	1,115,192
PARTTIME/TEMP SALARIES	055-5500-000.12-00	-	-	18,720	20,800
OVERTIME SALARIES	055-5500-000.13-00	10,005	27,435	40,300	41,711
MEDICAL INSURANCE	055-5500-000.21-10	286,765	260,859	300,961	308,043
L-T DISABILITY INSURANCE	055-5500-000.21-20	5,409	5,557	6,563	6,795
LIFE INSURANCE	055-5500-000.21-30	628	582	708	617
WORKERS COMP INSURANCE	055-5500-000.21-40	11,834	11,358	14,162	16,632
FICA	055-5500-000.22-00	63,214	69,266	84,206	90,094
RETIREMENT CONTRIBUTIONS	055-5500-000.23-00	106,730	107,093	137,111	138,073
VEBA CONTRIBUTIONS	055-5500-000.28-00	14,526	17,174	18,578	20,256
OTHER EMPLOYEE BENEFITS	055-5500-000.29-00	217	2,544	5,713	6,215
<b>TOTAL PERSONNEL SERVICE</b>		<b>1,346,225</b>	<b>1,411,458</b>	<b>1,668,734</b>	<b>1,764,428</b>
Total Full-Time Equivalent (FTE)		<b>13.53</b>	<b>13.10</b>	<b>13.09</b>	<b>13.35</b>

#### MATERIALS AND SERVICES:

CONTRACTUAL SERVICES	055-5500-000.31-10	1,325,939	1,383,440	1,430,839	1,479,381
WASCO CO COMMUNICATIONS	055-5500-000.31-40	11,989	9,339	9,339	9,839
ENGINEERING SERVICES	055-5500-000.34-10	-	-	4,500	4,500
COMPUTER SERVICES	055-5500-000.34-30	26,327	27,833	29,114	29,414
SPECIAL STUDIES & REPORTS	055-5500-000.34-50	28,295	13,727	-	20,000
WATER & SEWER	055-5500-000.41-10	8,012	8,226	13,615	14,025
GARBAGE SERVICES	055-5500-000.41-20	16,724	8,019	20,140	20,917
NATURAL GAS	055-5500-000.41-30	3,996	5,037	5,655	5,877
ELECTRICITY	055-5500-000.41-40	15,554	15,974	17,882	21,109
JANITORIAL SERVICES	055-5500-000.42-00	7,980	8,300	8,300	8,549
BUILDINGS AND GROUNDS	055-5500-000.43-10	5,127	7,481	10,583	11,136
COMPUTERS	055-5500-000.43-20	113	-	1,200	1,200
RADIO EQUIPMENT	055-5500-000.43-30	1,893	417	2,425	2,325
OFFICE EQUIPMENT	055-5500-000.43-40	-	67	500	500
JOINT USE OF LABOR/EQUIP	055-5500-000.43-45	11,568	6,922	14,300	14,600
VEHICLES	055-5500-000.43-50	60,243	45,840	63,975	87,267
GAS/OIL/DIESEL/LUBRICANTS	055-5500-000.43-51	42,869	46,558	50,745	50,895
TIRES AND TIRE REPAIRS	055-5500-000.43-52	9,017	8,957	9,000	11,098
GENERAL EQUIPMENT	055-5500-000.43-70	2,655	1,745	10,775	9,248
SPECIAL UTILITY EQUIPMENT	055-5500-000.43-71	28,614	75,803	95,860	110,360
SHOP EQUIPMENT	055-5500-000.43-80	6,962	7,646	9,482	8,087
SERVICE PICKUP TOOLS	055-5500-000.43-81	1,959	3,167	2,500	2,500
LINES MAINT & SUPPLIES	055-5500-000.43-86	108,770	68,619	103,750	107,770



# WASTEWATER FUND

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
UTILITIES LOCATES	055-5500-000.43-87	757	752	1,336	1,336
RENTAL OF EQUIPMENT	055-5500-000.44-20	18,356	70,446	15,000	15,000
LIABILITY INSURANCE	055-5500-000.52-10	78,669	82,674	90,944	103,475
PROPERTY INSURANCE	055-5500-000.52-30	20,263	35,782	39,360	40,300
AUTOMOTIVE INSURANCE	055-5500-000.52-50	10,376	11,608	12,769	16,737
INSURANCE DEDUCTIBLES	055-5500-000.52-60	10,482	-	20,500	20,500
POSTAGE	055-5500-000.53-20	2,720	3,606	5,580	5,580
TELEPHONE	055-5500-000.53-30	13,820	14,278	17,298	29,180
LEGAL NOTICES	055-5500-000.53-40	1,299	579	445	445
PUBLIC EDUCATION/INFO	055-5500-000.53-60	2,169	11,519	5,540	9,313
PRINTING AND BINDING	055-5500-000.55-00	94	28	1,095	1,095
PERMITS	055-5500-000.57-00	26,050	30,138	92,635	34,667
TRAVEL, FOOD & LODGING	055-5500-000.58-10	913	531	1,980	2,330
TRAINING AND CONFERENCES	055-5500-000.58-50	10,945	11,950	13,063	18,863
MEMBERSHIPS/DUES/SUBS	055-5500-000.58-70	4,774	4,792	5,908	5,425
OFFICE SUPPLIES	055-5500-000.60-10	2,541	1,743	3,480	3,480
JANITORIAL SUPPLIES	055-5500-000.60-20	3,156	3,693	4,280	4,280
CLOTHING	055-5500-000.60-80	4,135	4,080	3,928	3,928
SPECIAL DEPT SUPPLIES	055-5500-000.60-85	6,304	10,715	8,538	9,636
CHEMICAL/LAB SUPPLIES	055-5500-000.60-86	522	240	1,700	2,600
STREET CONST SUPPLIES	055-5500-000.60-87	81,738	71,120	108,710	100,800
BOOKS AND PERIODICALS	055-5500-000.64-10	11	86	1,133	1,133
COMPUTER SOFTWARE	055-5500-000.64-80	17,541	12,076	2,644	2,625
MISCELLANEOUS EXPENSES	055-5500-000.69-50	7	-	-	-
ASSETS < \$5000	055-5500-000.69-80	8,293	11,540	17,074	13,533
<b>TOTAL MATERIALS AND SERVICES</b>		<b>2,050,537</b>	<b>2,147,095</b>	<b>2,389,419</b>	<b>2,476,858</b>
<b>CAPITAL OUTLAY:</b>					
BUILDINGS	055-5500-000.72-20	11,777	10,919	315,000	56,000
MACHINERY	055-5500-000.74-10	11,131	7,006	4,667	3,300
COMPUTER EQUIPMENT	055-5500-000.74-50	-	-	-	50,000
EQUIPMENT, OTHER	055-5500-000.74-90	32,626	3,196	49,000	18,995
SEWER LINES	055-5500-000.76-30	5,329	16,378	370,536	95,000
STORMWATER COLL IMPROVMTS	055-5500-000.76-40	52,444	30,426	40,000	52,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>113,307</b>	<b>67,926</b>	<b>779,203</b>	<b>275,295</b>
<b>TOTAL WASTEWATER OPERATIONS</b>		<b>3,510,069</b>	<b>3,626,478</b>	<b>4,837,356</b>	<b>4,516,581</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	055-9500-000.81-01	384,310	398,073	368,694	436,847
TO STREET FUND	055-9500-000.81-05	156,393	158,005	157,418	158,483
TO PUBLIC WKS RESRV FUND	055-9500-000.81-09	200,000	287,000	85,000	230,000
TO FFCO 2008 DEBT SVC FUND	055-9500-000.81-43	59,775	59,469	-	-
TO SEWER SPCL RESRV FUND	055-9500-000.81-56	245,000	600,000	750,000	750,000
PLANT CONSTRUCTION.DEBT	055-9500-000.81-57	1,190,000	800,000	850,000	185,000
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>2,235,478</b>	<b>2,302,547</b>	<b>2,211,112</b>	<b>1,760,330</b>
CONTINGENCY	055-9500-000.88-00	-	-	26,676	68,351
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>26,676</b>	<b>68,351</b>
<b>TOTAL OTHER USES</b>		<b>2,235,478</b>	<b>2,302,547</b>	<b>2,237,788</b>	<b>1,828,681</b>
<b>GRAND TOTAL WASTEWATER FUND EXPENSES</b>		<b>5,745,547</b>	<b>5,929,025</b>	<b>7,075,144</b>	<b>6,345,262</b>
<b>TOTAL WASTEWATER FUND - REVENUES LESS EXPENSES</b>		<b>1,254,779</b>	<b>1,190,440</b>	<b>-</b>	<b>-</b>

# WASTEWATER FUND PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>						
697,571	1,254,779	1,190,438	055-0000-300.00-00	BEGINNING BALANCE		377,107
-	-	30,230	055-0000-337.10-00	URBAN RENEWAL		31,742
365,657	433,282	360,000	055-0000-341.90-00	MISC SALES AND SRVCE		400,000
250,327	250,925	250,000	055-0000-344.05-00	STORMWATER DRAINAGE CHARGES		250,000
5,560,228	5,172,655	5,247,276	055-0000-344.10-00	UTILITY SERVICE CHARGES		5,282,789
88,218	-	5,000	055-0000-344.80-00	DELINQUENT SEWER ASSMTS		5,000
4,927	10,041	1,500	055-0000-344.90-00	DELINQUENT ACCT INT		1,500
(13,801)	(60,236)	(20,000)	055-0000-345.20-00	UNCOLLECTIBLE ACCTS		(20,000)
9,267	15,790	6,700	055-0000-348.00-00	INTERDEPARTMENTAL REV		7,124
1,173	15,321	4,000	055-0000-361.00-00	INTEREST REVENUES		10,000
1,303	10,451	-	055-0000-369.00-00	OTHER MISC REVENUES		-
35,458	16,457	-	055-0000-392.00-00	SALE OF FIXED ASSETS		-
<b>7,000,326</b>	<b>7,119,465</b>	<b>7,075,144</b>	<b>TOTAL WASTE WATER FUND REVENUES</b>			<b>6,345,262</b>
<b>PERSONNEL SERVICE:</b>						
846,898	909,588	1,041,712	055-5500-000.11-00	REGULAR SALARIES		1,115,192
-	-	18,720	055-5500-000.12-00	PARTTIME/TEMP SALARIES		20,800
10,005	27,435	40,300	055-5500-000.13-00	OVERTIME SALARIES		41,711
286,765	260,859	300,961	055-5500-000.21-10	MEDICAL INSURANCE		308,043
5,409	5,557	6,563	055-5500-000.21-20	L-T DISABILITY INSURANCE		6,795
628	582	708	055-5500-000.21-30	LIFE INSURANCE		617
11,834	11,358	14,162	055-5500-000.21-40	WORKERS COMP INSURANCE		16,632
63,214	69,266	84,206	055-5500-000.22-00	FICA		90,094
106,730	107,093	137,111	055-5500-000.23-00	RETIREMENT CONTRIBUTIONS		138,073
14,526	17,174	18,578	055-5500-000.28-00	VEBA CONTRIBUTIONS		20,256
217	2,544	5,713	055-5500-000.29-00	OTHER EMPLOYEE BENEFITS		6,215
<b>1,346,225</b>	<b>1,411,458</b>	<b>1,668,734</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>1,764,428</b>
<b>13.53</b>	<b>13.10</b>	<b>13.09</b>	Total Full-Time Equivalent (FTE)			<b>13.35</b>
<b>MATERIALS AND SERVICES:</b>						
1,325,939	1,383,440	1,430,839	055-5500-000.31-10	CONTRACTUAL SERVICES		1,479,381
				WWTP Contract Operation	1,427,254	
				Bio Solids hauling	20,000	
				Weed Spray	700	
				Soils/Material Testing	2,000	
				Alarm testing/Monitoring/Fire Extinguisher	1,172	
				Internet Provider	350	
				Drug/Alcohol Testing/DMV Records	880	
				Solvent Service	186	
				Copier services	1,727	
				Licensed Plumber Services	2,500	
				Easement/Filing Fee	1,000	
				Express Bill Pay	15,000	
				Geoforce Strive Safe	6,612	
11,989	9,339	9,339	055-5500-000.31-40	WASCO CO COMMUNICATIONS		9,839
-	-	4,500	055-5500-000.34-10	ENGINEERING SERVICES		4,500
				Easement Surveys	4,500	
26,327	27,833	29,114	055-5500-000.34-30	COMPUTER SERVICES		29,414
				Arcview (ESRI)(1/3)	850	
				AutoDeskAutoCad (DLT Solutions)(1/3)	1,400	
				Cat ET program (1/3)	-	
				Lucity/Central Square Ipads (10) (Tritech)	3,506	
				Cummins Insite Service Plan (1/3)	200	
				Q Life (1/3)	1,600	
				WC GIS Base Map (1/3)	1,333	
				MWH Software H2O/Sewer Pro (Innovyze) (1/2)	2,200	
				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	
				Wonderware PW (September)(1/3 WT, WD, WW)	3,200	
				Wonderware WWTP (March)	4,825	
				Cues Support	2,500	
28,295	13,727	-	055-5500-000.34-50	SPECIAL STUDIES & REPORTS		20,000
				W 2nd St at Mill Creek Tunnel Engineering	20,000	

# WASTEWATER FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
8,012	8,226	13,615	055-5500-000.41-10	WATER & SEWER		14,025
16,724	8,019	20,140	055-5500-000.41-20	GARBAGE SERVICES		20,917
3,996	5,037	5,655	055-5500-000.41-30	NATURAL GAS		5,877
15,554	15,974	17,882	055-5500-000.41-40	ELECTRICITY		21,109
7,980	8,300	8,300	055-5500-000.42-00	JANITORIAL SERVICES		8,549
5,127	7,481	10,583	055-5500-000.43-10	BUILDINGS AND GROUNDS		11,136
				Shop Door Repair	1,560	
				Building Roof Repair	520	
				A/C Heat Electrical Systems	4,680	
				Int & Ext Maint	1,976	
				Irrigation/ Landscaping/Island Maint	1,170	
				Lift Station Maintenance	300	
				Shop Fence/Yard Maint	930	
113	-	1,200	055-5500-000.43-20	COMPUTERS		1,200
				Computer Maintenance	1,200	
1,893	417	2,425	055-5500-000.43-30	RADIO EQUIPMENT		2,325
				Handheld/Vehicle/Base Radio Maint	350	
				Scada Radio Repairs	1,975	
-	67	500	055-5500-000.43-40	OFFICE EQUIPMENT		500
				Phones, Faxes, & office equipment	500	
11,568	6,922	14,300	055-5500-000.43-45	JOINT USE OF LABOR/EQUIP		14,600
				To Street Fund	12,500	
				To Water Fund	2,100	
60,243	45,840	63,975	055-5500-000.43-50	VEHICLES		87,267
				Vehicle Maint	87,267	
42,869	46,558	50,745	055-5500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		50,895
9,017	8,957	9,000	055-5500-000.43-52	TIRES AND TIRE REPAIRS		11,098
2,655	1,745	10,775	055-5500-000.43-70	GENERAL EQUIPMENT		9,248
				Jack Hammer/Large Saw Maint	3,974	
				Street Construction Equipment	1,058	
				Street Survey Equipment	1,000	
				Generator Maint	3,216	
28,614	75,803	95,860	055-5500-000.43-71	SPECIAL UTILITY EQUIPMENT		110,360
				Lift Station Maintenance	16,760	
				Camera Van Equip maint	8,500	
				Aqua Tech/Rodder parts maint	15,275	
				Sweeper brooms/wires	12,600	
				Lifting devices certification	2,050	
				Gas Monitor Supplies	950	
				Metro Tech Locator repair/maint	1,525	
				SCADA UPS Units	1,200	
				Inserta Tee Drill Bits	1,500	
				Repair Gas Leak DIG #1	10,000	
				Install check valve on GBT	10,000	
				Install auto valve for WAS-GBT/Scada	10,000	
				WWTP Maintenance Parts	20,000	
6,962	7,646	9,482	055-5500-000.43-80	SHOP EQUIPMENT		8,087
				Shop Tools	3,502	
				Shop Tool Fasteners/Sealants	1,872	
				Shop Equipment Maintenance	1,209	
				Hand tools/supplies	1,504	
1,959	3,167	2,500	055-5500-000.43-81	SERVICE PICKUP TOOLS		2,500
108,770	68,619	103,750	055-5500-000.43-86	LINES MAINT & SUPPLIES		107,770
				PVC Pipe & Fittings	30,680	
				Manhole/Catch Basin/Paving Risers	44,850	
				Spot Repair Parts	31,200	
				Tracer Wire	1,040	
757	752	1,336	055-5500-000.43-87	UTILITIES LOCATES		1,336
				Utility Notification Center	166	
				Locate supplies	1,170	
18,356	70,446	15,000	055-5500-000.44-20	RENTAL OF EQUIPMENT		15,000
78,669	82,674	90,944	055-5500-000.52-10	LIABILITY INSURANCE		103,475
20,263	35,782	39,360	055-5500-000.52-30	PROPERTY INSURANCE		40,300
10,376	11,608	12,769	055-5500-000.52-50	AUTOMOTIVE INSURANCE		16,737
10,482	-	20,500	055-5500-000.52-60	INSURANCE DEDUCTIBLES		20,500
2,720	3,606	5,580	055-5500-000.53-20	POSTAGE		5,580
				Direct Mailings	5,310	
				Shipping for parts/core returns	270	

# WASTEWATER FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
13,820	14,278	17,298	055-5500-000.53-30	TELEPHONE		29,180
				Phone system	12,150	
				Cell phone/Field Laptop services	5,030	
				Scada T-1/Fiber	12,000	
1,299	579	445	055-5500-000.53-40	LEGAL NOTICES		445
				Public Notices and Permits	445	
2,169	11,519	5,540	055-5500-000.53-60	PUBLIC EDUCATION/INFO		9,313
				Brochures/Written Translations	2,328	
				WWC CMOM Flyer	3,640	
				Parade Booth	1,145	
				YouTube Adversting	2,000	
				Stormwater Stencil	200	
94	28	1,095	055-5500-000.55-00	PRINTING AND BINDING		1,095
				Vehicle Logos and decals	400	
				Construction Plans	500	
				Business Cards/Envelopes	195	
26,050	30,138	92,635	055-5500-000.57-00	PERMITS		34,667
				Annual WQ Fee NPDES permit	25,545	
				WW Oper. Cert. Support Fee (State of OR)	900	
				Haz substance fee	600	
				Business Radio License	200	
				Pretreatment Fee	2,782	
				Significant Industrial Users	4,640	
913	531	1,980	055-5500-000.58-10	TRAVEL, FOOD & LODGING		2,330
				OUCC/ ACWA meetings	530	
				NSPE/ASCE Meeting	150	
				Employee Meetings/Room Rentals	1,650	
10,945	11,950	13,063	055-5500-000.58-50	TRAINING AND CONFERENCES		18,863
				Employee/Eng/Safety Officer/Office Training	12,583	
				Flagging	280	
				Crane Training	6,000	
4,774	4,792	5,908	055-5500-000.58-70	MEMBERSHIPS/DUES/SUBS		5,425
				APWA Membership Dues	205	
				ASCE	250	
				CDL Medical Exams	818	
				WasteWater Certifications/Renewals	2,014	
				Local OUCC Dues	20	
				Nat. Soc. for PE's	125	
				OAWU- Associate Member	475	
				OR-ACWA Dues	700	
				OSBELLS	65	
				Columbia Gorge News/ Office Subscriptions	53	
				PE License (1/3)	500	
				Water Env. Federation	200	
2,541	1,743	3,480	055-5500-000.60-10	OFFICE SUPPLIES		3,480
				Office Supplies/toner	2,680	
				Copy Paper	800	
3,156	3,693	4,280	055-5500-000.60-20	JANITORIAL SUPPLIES		4,280
				Contractual Services	3,500	
				Cleaning supplies	780	
4,135	4,080	3,928	055-5500-000.60-80	CLOTHING		3,928
				Clothing Allowance	2,643	
				Rubber Boots Steel Toe	685	
				Rain Gear	600	
6,304	10,715	8,538	055-5500-000.60-85	SPECIAL DEPT SUPPLIES		9,636
				First Aid/Safety Supplies	1,115	
				Personal Protection Equipment	4,203	
				Safety Toe Boots	3,468	
				Safety Vests	650	
				Respirator tests/ HBV Vaccine	200	
522	240	1,700	055-5500-000.60-86	CHEMICAL/LAB SUPPLIES		2,600
				Vector Control	800	
				Sanitary/Storm Monitoring/Dye	300	
				Absorbants for spills	800	
				Bioassy/Hazmat Testing	500	
				H2S reagents	200	
81,738	71,120	108,710	055-5500-000.60-87	STREET CONST SUPPLIES		100,800
				Construction Signs/Cones/Barricades	4,000	
				Asphalt Hot Mix/Cold Mix	33,800	
				Rock/Concrete	63,000	

# WASTEWATER FUND PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
11	86	1,133	055-5500-000.64-10	BOOKS AND PERIODICALS		1,133
				Manuals	933	
				Certification Study Material	200	
17,541	12,076	2,644	055-5500-000.64-80	COMPUTER SOFTWARE		2,625
				WWC	1,250	
				MS Office for computers in 6980	375	
				Engineering Software	1,000	
7	-	-	055-5500-000.69-50	MISCELLANEOUS EXPENSES		-
8,293	11,540	17,074	055-5500-000.69-80	ASSETS < \$5000		13,533
				Survey equipment	1,000	
				Computers/Printers	7,783	
				Furniture/Map files	1,000	
				Compactor	3,750	
<b>2,050,537</b>	<b>2,147,095</b>	<b>2,389,419</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>2,476,858</b>
			<b>CAPITAL OUTLAY:</b>			
11,777	10,919	315,000	055-5500-000.72-20	BUILDINGS		56,000
				Front entry elevator and safety upgrade (1/3)	56,000	
11,131	7,006	4,667	055-5500-000.74-10	MACHINERY		3,300
				Hydraulic Hose Machine (1/3)	3,300	
-	-	-	055-5500-000.74-50	COMPUTER EQUIPMENT		50,000
				WWTP SCADA Workstation Replacement	50,000	
32,626	3,196	49,000	055-5500-000.74-90	EQUIPMENT, OTHER		18,995
				Crane for pick up	18,995	
5,329	16,378	370,536	055-5500-000.76-30	SEWER LINES		95,000
				9TH St 464 feet East	45,000	
				Washington St (24/25) to 7TH St	50,000	
52,444	30,426	40,000	055-5500-000.76-40	STORMWATER COLL IMPROVMTS		52,000
				ADA Project/ Catch basins	42,000	
				Washington St (24/25)	10,000	
<b>113,307</b>	<b>67,926</b>	<b>779,203</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>275,295</b>
<b>3,510,069</b>	<b>3,626,478</b>	<b>4,837,356</b>	<b>TOTAL WASTEWATER OPERATIONS</b>			<b>4,516,581</b>
			<b>OTHER USES:</b>			
384,310	398,073	368,694	055-9500-000.81-01	TO GENERAL FUND		436,847
156,393	158,005	157,418	055-9500-000.81-05	TO STREET FUND		158,483
200,000	287,000	85,000	055-9500-000.81-09	TO PUBLIC WKS RESRV FUND		230,000
59,775	59,469	-	055-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND		-
245,000	600,000	750,000	055-9500-000.81-56	TO SEWER SPCL RESRV FUND		750,000
				For Sewer & Stormwater Master Plans projects		
1,190,000	800,000	850,000	055-9500-000.81-57	PLANT CONSTRUCTION DEBT		185,000
<b>2,235,478</b>	<b>2,302,547</b>	<b>2,211,112</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>1,760,330</b>
-	-	26,676	055-9500-000.88-00	CONTINGENCY		68,351
-	-	<b>26,676</b>	<b>TOTAL CONTINGENCY</b>			<b>68,351</b>
<b>2,235,478</b>	<b>2,302,547</b>	<b>2,237,788</b>	<b>TOTAL OTHER USES</b>			<b>1,828,681</b>
<b>5,745,547</b>	<b>5,929,025</b>	<b>7,075,144</b>	<b>GRAND TOTAL WASTEWATER FUND EXPENSES</b>			<b>6,345,262</b>
<b>1,254,779</b>	<b>1,190,440</b>	-	<b>TOTAL WASTEWATER FUND - REVENUES LESS EXPENSES</b>			<b>-</b>

# SEWER SPECIAL RESERVE FUND

## PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	056-0000-300.00-00	5,532,952	3,932,271	3,214,470	5,028,303
CONNECT CHRGS/ SW SDC	056-0000-344.20-00	115,496	139,542	53,670	1,744,995
CONNECT CHRGS/ STORM WA SDC	056-0000-344.20-10	24,966	14,279	10,260	9,000
REIMBURSEMENT DISTRICT PMTS	056-0000-344.20-20	-	5,811	-	-
INTEREST REVENUES	056-0000-361.00-00	24,393	90,469	35,000	50,000
WASTEWATER UTILITY FUND	056-0000-391.55-00	245,000	600,000	750,000	750,000
<b>TOTAL SEWER SPECIAL RESERVE FUND REVENUES</b>		<b>5,942,807</b>	<b>4,782,371</b>	<b>4,063,400</b>	<b>7,582,298</b>
<b>EXPENDITURES</b>					
<b>CAPITAL OUTLAY:</b>					
CAPITAL PROJECTS	056-5600-000.75-10	-	-	750,000	750,000
SEWER LINES	056-5600-000.76-30	1,303,422	1,560,738	1,843,206	1,625,144
STORM WATER IMPROVEMENTS	056-5600-000.76-40	-	-	1,463,031	500,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,303,422</b>	<b>1,560,738</b>	<b>4,056,237</b>	<b>2,875,144</b>
<b>TOTAL SEWER SPECIAL RESERVE FUND OPERATIONS</b>		<b>1,303,422</b>	<b>1,560,738</b>	<b>4,056,237</b>	<b>2,875,144</b>
<b>OTHER USES:</b>					
TO 2009 FFCO DEBT SVC FUND	056-9500-000.81-44	7,114	7,163	7,163	7,154
TO SW PLANT CONSTC FUND	056-9500-000.81-57	700,000	-	-	4,700,000
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>707,114</b>	<b>7,163</b>	<b>7,163</b>	<b>4,707,154</b>
<b>TOTAL OTHER USES</b>		<b>707,114</b>	<b>7,163</b>	<b>7,163</b>	<b>4,707,154</b>
<b>GRAND TOTAL SEWER SPECIAL RESERVE FUND EXPENSES</b>		<b>2,010,536</b>	<b>1,567,901</b>	<b>4,063,400</b>	<b>7,582,298</b>
<b>SEWER SPECIAL RESERVE FUND - REVENUE LESS EXPENSES</b>		<b>3,932,271</b>	<b>3,214,470</b>	<b>-</b>	<b>-</b>

# SEWER SPECIAL RESERVE FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>						
5,532,952	3,932,271	3,214,470	056-0000-300.00-00	BEGINNING BALANCE		5,028,303
115,496	139,542	53,670	056-0000-344.20-00	CONNECT CHRGS/ SW SDC		1,744,995
24,966	14,279	10,260	056-0000-344.20-10	CONNECT CHRGS/ STORM WA SDC		9,000
-	5,811	-	056-0000-344.20-20	REIMBURSMENT DISTRICT PMTS		-
24,393	90,469	35,000	056-0000-361.00-00	INTEREST REVENUES		50,000
245,000	600,000	750,000	056-0000-391.55-00	WASTEWATER UTILITY FUND		750,000
<b>5,942,807</b>	<b>4,782,371</b>	<b>4,063,400</b>	<b>TOTAL SEWER SPECIAL RESERVE FUND REVENUES</b>			<b>7,582,298</b>
<b>CAPITAL OUTLAY:</b>						
-	-	750,000	056-5600-000.75-10	CAPITAL PROJECTS		750,000
				SCADA System Upgrade Ph 2	750,000	
1,303,422	1,560,738	1,843,206	056-5600-000.76-30	SEWER LINES		1,625,144
				Slip Line Projects	600,000	
				1ST Cherry Growers to Webber (\$2M)	1,025,144	
-	-	1,463,031	056-5600-000.76-40	STORM WATER IMPROVEMENTS		500,000
				1ST Cherry Growers to Webber	500,000	
<b>1,303,422</b>	<b>1,560,738</b>	<b>4,056,237</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>2,875,144</b>
<b>1,303,422</b>	<b>1,560,738</b>	<b>4,056,237</b>	<b>TOTAL SEWER SPECIAL RESERVE FUND OPERATIONS</b>			<b>2,875,144</b>
<b>OTHER USES:</b>						
7,114	7,163	7,163	056-9500-000.81-44	TO 2009 FFCO DEBT SVC FUND		7,154
700,000		-	056-9500-000.81-57	TO SW PLANT CONSTC FUND		4,700,000
<b>707,114</b>	<b>7,163</b>	<b>7,163</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>4,707,154</b>
<b>707,114</b>	<b>7,163</b>	<b>7,163</b>	<b>TOTAL OTHER USES</b>			<b>4,707,154</b>
<b>2,010,536</b>	<b>1,567,901</b>	<b>4,063,400</b>	<b>GRAND TOTAL SEWER SPECIAL RESERVE FUND EXPENSES</b>			<b>7,582,298</b>
<b>3,932,271</b>	<b>3,214,470</b>	<b>-</b>	<b>SEWER SPECIAL RESERVE FUND - REVENUE LESS EXPENSES</b>			<b>-</b>

# SEWER PLANT CONSTRUCTION/DEBT SERVICE FUND PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	057-0000-300.00-00	1,474,338	2,436,048	2,860,593	2,648,651
INTEREST REVENUES	057-0000-361.00-00	11,268	74,177	25,000	80,000
WASTEWATER UTILITY FUND	057-0000-391.55-00	1,190,000	800,000	850,000	185,000
WASTEWATER CAPITAL FUND	057-0000-391.56-00	700,000	-	-	4,700,000
<b>TOTAL SEWER PLANT CONTS/DEBT SVC REVENUES</b>		<b>3,375,606</b>	<b>3,310,225</b>	<b>3,735,593</b>	<b>7,613,651</b>
<b>EXPENDITURES</b>					
ENGINEERING SERVICES	057-5700-000.34-10	-	-	-	650,000
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>650,000</b>
<b>CAPITAL OUTLAY:</b>					
CAPITAL PROJECTS	057-5700-000.75-10	6,024	48,579	3,334,859	6,563,244
<b>TOTAL CAPITAL OUTLAY</b>		<b>6,024</b>	<b>48,579</b>	<b>3,334,859</b>	<b>6,563,244</b>
<b>TOTAL WATER CAPITAL RESERVE OPERATIONS</b>		<b>6,024</b>	<b>48,579</b>	<b>3,334,859</b>	<b>7,213,244</b>
<b>DEBT SERVICE:</b>					
To 2017 CWSRF(CLEAN WATER LOAN) PRINCIPAL	057-5700-000.79-30	62,399	63,741	65,113	66,514
To 2017 CWSRF (CLEAN WATER LOAN) INTEREST	057-5700-000.79-40	34,229	32,575	30,884	29,157
<b>TOTAL DEBT SERVICE</b>		<b>96,628</b>	<b>96,316</b>	<b>95,997</b>	<b>95,671</b>
<b>OTHER USES:</b>					
TO UTILITY REVENUE BOND	057-9500-000.81-59	836,906	304,737	304,737	304,736
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>836,906</b>	<b>304,737</b>	<b>304,737</b>	<b>304,736</b>
<b>TOTAL OTHER USES</b>		<b>836,906</b>	<b>304,737</b>	<b>400,734</b>	<b>400,407</b>
<b>GRAND TOTAL SEWER PLANT CONSTRUCTION EXPENSES</b>		<b>939,558</b>	<b>449,632</b>	<b>3,735,593</b>	<b>7,613,651</b>
<b>SEWER PLANT CONSTRUCTION FUND - REVENUES LESS EXPENSES</b>		<b>2,436,048</b>	<b>2,860,593</b>	<b>-</b>	<b>-</b>



# SEWER PLANT CONSTRUCTION/DEBT SERVICE FUND PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>						
1,474,338	2,436,048	2,860,593	057-0000-300.00-00	BEGINNING BALANCE		2,648,651
11,268	74,177	25,000	057-0000-361.00-00	INTEREST REVENUES		80,000
1,190,000	800,000	850,000	057-0000-391.55-00	WASTEWATER UTILITY FUND		185,000
700,000	-	-	057-0000-391.56-00	WASTEWATER CAPITAL FUND		4,700,000
<b>3,375,606</b>	<b>3,310,225</b>	<b>3,735,593</b>	<b>TOTAL SEWER PLANT CONTS/DEBT SVC REVENUES</b>			<b>7,613,651</b>
<b>EXPENDITURES:</b>						
-	-	-	057-5700-000.34-10	ENGINEERING SERVICES		650,000
				Wastewater Master Plan Update	650,000	
-	-	-	<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>650,000</b>
<b>CAPITAL OUTLAY:</b>						
6,024	48,579	3,334,859	057-5700-000.75-10	CAPITAL PROJECTS		6,563,244
<b>6,024</b>	<b>48,579</b>	<b>3,334,859</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>6,563,244</b>
<b>6,024</b>	<b>48,579</b>	<b>3,334,859</b>	<b>TOTAL SEWER PLANT CONST/DEBT SVC OPERATIONS</b>			<b>7,213,244</b>
<b>DEBT SERVICE:</b>						
62,399	63,741	65,113	057-5700-000.79-30	To 2017 CWSRF (CLEAN WATER LOAN) PRINCIPAL		66,514
34,229	32,575	30,884	057-5700-000.79-40	To 2017 CWSRF (CLEAN WATER LOAN) INTEREST		29,157
<b>96,628</b>	<b>96,316</b>	<b>95,997</b>	<b>TOTAL DEBT SERVICE</b>			<b>95,671</b>
<b>OTHER USES:</b>						
836,906	304,737	304,737	057-9500-000.81-59	TO UTILITY REVENUE DEBT SVC FUND		304,736
				2018 WW Revenue Bond new monies		
<b>836,906</b>	<b>304,737</b>	<b>304,737</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>			<b>304,736</b>
<b>836,906</b>	<b>304,737</b>	<b>400,734</b>	<b>TOTAL OTHER USES</b>			<b>400,407</b>
<b>939,558</b>	<b>449,632</b>	<b>3,735,593</b>	<b>GRAND TOTAL SEWER PLANT CONSTRUCTION EXPENSES</b>			<b>7,613,651</b>
<b>2,436,048</b>	<b>2,860,593</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, as well as 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.

An 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. Hood 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.

## GOALS AND FOCUS FY 2025

- Complete South Apron & Taxiway Project with FAA and COAR grant funds.
- Finish new aircraft refueling apron, new self-serve fuel tank, and card system.
- Secure funding for construction of \$5.9 million training hangar and related infrastructure for

## AIRPORT FUND

- Columbia Gorge Community College aviation technician training program.
- Develop strategy to build additional 11-unit T hangars.
- Coordinate with Washington State Legislature regarding airport related property taxes.
- Upgrade airport fencing and improve airfield security around Business Park.
- Replace roof on Mobile Home.
- Emergency generator installation for Runway Lights, Fuel Island and Terminal Building and FAA equipment.

## ACCOMPLISHMENTS IN FY 2024

- North Apron Rehabilitation and Taxiway Improvement construction completed with \$1.8 million FAA grant along with \$150,000 Oregon COAR grant.
- Concrete Helicopter pads.
- 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.
- New Roof and Paint on the Quonset Building.
- New steel doors on the Otis hangar.
- Acquired 100 Kw emergency generator.
- 22,000+ Flight Operations with 225,000 Gallons of fuel sales.
- The South Apron project started and winterized ⅓ completed. To resume in April.

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

- Financial sustainability of airport operations.
- 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 a new airport terminal with a conference and community space.
- Obtain FAA approval for rehabilitation of Runway 7/25.
- Design and build out areas of the airport not planned for aviation use.

# AIRPORT SUMMARY

Account Description	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
BEGINNING BALANCE	742,591	782,818	790,128	880,634
REVENUES	481,337	409,322	7,378,708	9,619,338
OTHER SOURCES	141,126	82,820	389,923	2,180,000
<b>TOTAL RESOURCES</b>	<b>1,365,054</b>	<b>1,274,960</b>	<b>8,558,759</b>	<b>12,679,972</b>
AIRPORT	582,236	461,028	8,102,809	11,453,715
<b>TOTAL EXPENDITURES</b>	<b>582,236</b>	<b>461,028</b>	<b>8,102,809</b>	<b>11,453,715</b>
CHARGES FOR SERVICES	-	-	-	-
TRANSFER OUT	-	-	-	95,565
CONTINGENCY	-	-	193,489	325,290
UNAPPROPRIATED ENDING BAL	-	-	262,461	805,402
<b>TOTAL OTHER USES</b>	<b>-</b>	<b>-</b>	<b>455,950</b>	<b>1,226,257</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>582,236</b>	<b>461,028</b>	<b>8,558,759</b>	<b>12,679,972</b>
<b>FUND TOTAL</b>	<b>782,818</b>	<b>813,932</b>	<b>-</b>	<b>-</b>

# AIRPORT PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	061-0000-300.00-00	742,591	782,818	790,128	880,634
INTERGOVERNMENTAL REV	061-0000-330.00-00	65,000	65,000	84,230	646,335
FEDERAL GRANTS-FAA	061-0000-331.20-00	174,685	115,006	3,488,240	738,240
FEDERAL GRANTS-MISC	061-0000-331.90-00	32,000	-	2,913,419	5,370,000
STATE GRANTS, OTHER	061-0000-334.90-00	-	-	662,860	2,462,860
MISC SALES & SVCS	061-0000-341.90-00	-	-	22,000	100,000
AVIATION FUEL SALES	061-0000-347.00-00	16,446	18,166	20,000	25,000
INTEREST REVENUES	061-0000-361.00-00	4,128	16,173	6,336	25,000
LEASE REVENUE	061-0000-362.00-00	110,368	127,148	104,924	142,755
PROPERTY RENTALS	061-0000-363.50-00	78,709	67,829	76,699	109,148
OTHER MISC REVENUES	061-0000-369.00-00	16,299	17,820	20,000	25,000
GENERAL FUND	061-0000-391.01-00	124,827	65,000	369,923	65,000
ENTERPRISE ZONE FUND	061-0000-391.22-00	-	-	-	890,000
LOAN/BOND PROCEEDS	061-0000-393.10-00	-	-	-	1,200,000
<b>TOTAL AIRPORT FUND REVENUES</b>		<b>1,365,054</b>	<b>1,274,960</b>	<b>8,558,759</b>	<b>12,679,972</b>

## EXPENDITURES MATERIALS AND SERVICES:

CONTRACTUAL SERVICES	061-6100-000.31-10	1,044	2,943	1,500	3,500
CONTRACTUAL SVC - OTHER	061-6100-000.31-90	128,600	145,889	180,000	180,000
AUDITING SERVICES	061-6100-000.32-10	5,200	8,410	9,000	15,000
ENGINEERING SVC	061-6100-000.34-10	-	-	30,000	30,000
WATER & SEWER	061-6100-000.41-10	4,962	7,325	12,000	15,000
GARBAGE SERVICES	061-6100-000.41-20	21	-	250	500
ELECTRICITY	061-6100-000.41-40	10,635	10,431	12,000	15,000
BUILDINGS AND GROUNDS	061-6100-000.43-10	23,340	55,091	50,000	75,000
JOINT USE OF LABOR	061-6100-000.43-45	-	-	5,000	5,000
VEHICLES - REPAIR/MAINT	061-6100-000.43-50	17,925	5,186	22,000	60,500
GAS/OIL/DIESEL	061-6100-000.43-51	4,006	1,830	3,500	4,500
PROPERTY TAXES	061-6100-000.46-10	29,185	18,648	15,000	15,000
LIABILITY INSURANCE	061-6100-000.52-10	11,167	6,613	9,800	7,542
PROPERTY INSURANCE	061-6100-000.52-30	10,583	15,312	14,800	16,937
POSTAGE	061-6100-000.53-20	399	482	250	250
TELEPHONE	061-6100-000.53-30	2,652	3,274	2,500	3,000
LEGAL NOTICES	061-6100-000.53-40	-	-	250	500
ADVERTISING	061-6100-000.54-00	511	1,043	5,000	5,000
PERMITS	061-6100-000.57-00	800	499	-	3,000
TRAVEL, FOOD & LODGING	061-6100-000.58-10	1,006	2,585	3,000	3,000
TRAINING AND CONFERENCES	061-6100-000.58-50	185	525	2,000	2,000
MEMBERSHIPS/DUES	061-6100-000.58-70	530	1,447	5,000	4,500
OFFICE SUPPLIES	061-6100-000.60-10	1,050	160	1,200	1,200
MISCELLANEOUS EXP	061-6100-000.69-50	444	1,750	2,000	2,500
<b>TOTAL MATERIALS AND SERVICES</b>		<b>254,245</b>	<b>289,443</b>	<b>386,050</b>	<b>468,429</b>

# AIRPORT PROPOSED BUDGET

	<b>Account Number</b>	<b>FY21/22 Actual</b>	<b>FY22/23 Actual</b>	<b>FY23/24 Budget</b>	<b>FY24/25 Proposed Budget</b>
<b>CAPITAL OUTLAY:</b>					
BUILDINGS	061-6100-000.72-20	-	-	45,000	12,000
IMPROVEMENTS OTHER	061-6100-000.73-30	327,991	171,585	7,646,759	10,948,286
MACHINERY	061-6100-000.74-10	-	-	25,000	25,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>327,991</b>	<b>171,585</b>	<b>7,716,759</b>	<b>10,985,286</b>
	<b>TOTAL AIRPORT OPERATIONS EXPENSES</b>	<b>582,236</b>	<b>461,028</b>	<b>8,102,809</b>	<b>11,453,715</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	061-9500-000.81-01	-	-	-	95,565
	<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>95,565</b>
CONTINGENCY	061-9500-000.88-00	-	-	193,489	325,290
	<b>TOTAL CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>193,489</b>	<b>325,290</b>
UNAPPROPRIATED ENDING BAL	061-9500-000.89-00	-	-	262,461	805,402
	<b>TOTAL UNAPPROPRIATED</b>	<b>-</b>	<b>-</b>	<b>262,461</b>	<b>805,402</b>
	<b>TOTAL OTHER USES DEPARTMENT</b>	<b>-</b>	<b>-</b>	<b>455,950</b>	<b>1,226,257</b>
	<b>GRAND TOTAL AIRPORT FUND EXPENSES</b>	<b>582,236</b>	<b>461,028</b>	<b>8,558,759</b>	<b>12,679,972</b>
	<b>TOTAL AIRPORT FUND - REVENUES LESS EXPENSES</b>	<b>782,818</b>	<b>813,932</b>	<b>-</b>	<b>-</b>

# AIRPORT FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>							
742,591	782,818	790,128	061-0000-300.00-00	BEGINNING BALANCE			880,634
				Current Year Beginning Balance			
				Current Year Revenues			
				Current Year Expenditures			
65,000	65,000	84,230	061-0000-330.00-00	INTERGOVERNMENTAL REV			646,335
				Klickitat County share of Airport Funding		65,000	
				Klickitat County T Hangar Match		180,000	
				Klickitat County EDA Grant Match		350,000	
				Additional transfer in for services		51,335	
174,685	115,006	3,488,240	061-0000-331.20-00	FEDERAL GRANTS-FAA			738,240
				FAA South Apron Rehab 3-41-0059-020-2023		738,240	
32,000	-	2,913,419	061-0000-331.90-00	FEDERAL GRANTS-MISC			5,370,000
				Bipartisan Infrastructure Bill/Grant		480,000	
				US EDA Grant		2,800,000	
				Community Initiated Project (CIP)		1,400,000	
				FEMA OEM Fuel Island Decom/ Generator		190,000	
				FAA Master		500,000	
				CDS Allocation		-	
-	-	662,860	061-0000-334.90-00	OREGON STATE GRANTS			2,462,860
				Connect Oregon T Hangars		1,800,000	
				COAR Grant-FAA AIP Match #00018		250,000	
				COAR Grant for new generator and connection #00054		131,000	
				COAR Grant- Self Serve Fuel #00056		250,000	
				COAR Grant- Fuel Apron #00029		31,860	
-	-	22,000	061-0000-341.90-00	MISC SALES & SVCS			100,000
				Average of potential lease income from forest fighting equipment temporarily based at the airport or other unusual airport activities that generate revenues.		100,000	
16,446	18,166	20,000	061-0000-347.00-00	AVIATION FUEL SALES			25,000
				Fuel sales from FBO flowage fee sliding scale based on total annual gallons sold		25,000	
4,128	16,173	6,336	061-0000-361.00-00	INTEREST REVENUES			25,000
110,368	127,148	104,924	061-0000-362.00-00	LEASE REVENUE			142,755
78,709	67,829	76,699	061-0000-363.50-00	PROPERTY RENTALS			109,148
				Total Property Rental Revenue minus debt service (FY 22/23 Project Revenue 385219.90 FY 21/22 \$205,140. debt service)			
16,299	17,820	20,000	061-0000-369.00-00	OTHER MISC REVENUES			25,000
				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		25,000	
124,827	65,000	369,923	061-0000-391.01-00	GENERAL FUND			65,000
				City's share of the match with Klickitat County to fund		65,000	
-	-	-	061-0000-391.22-00	SPECIAL ENTERPRISE ZONE FUND			890,000
				Airport T -Hangars Grant		180,000	
				EDA Grant that Klickitat will manager		350,000	
				City Of The Dalles T Hangar Loan		360,000	
-	-	-	061-0000-393.10-00	LOAN/BOND PROCEEDS			1,200,000
				FY14/15 - LOCAP Bond for construction of new Flex Space. All hangers at the airport are full and we have a witing list for hangers.			
				CARB Loan for CGCC Construction		1,200,000	
<b>1,365,054</b>	<b>1,274,960</b>	<b>8,558,759</b>	<b>TOTAL AIRPORT FUND REVENUES</b>				<b>12,679,972</b>

**EXPENDITURES**

**MATERIALS AND SERVICES:**

1,044	2,943	1,500	061-6100-000.31-10	CONTRACTUAL SERVICES			3,500
				Internet Services		3,500	
128,600	145,889	180,000	061-6100-000.31-90	CONTRACTUAL SVC - OTHER			180,000
				Airport management base amount		150,000	
				Grounds Maintenance Contract		30,000	

# AIRPORT FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
5,200	8,410	9,000	061-6100-000.32-10	AUDITING SERVICES		15,000
-	-	30,000	061-6100-000.34-10	ENGINEERING SVC		30,000
4,962	7,325	12,000	061-6100-000.41-10	WATER & SEWER		15,000
21	-	250	061-6100-000.41-20	GARBAGE SERVICES		500
10,635	10,431	12,000	061-6100-000.41-40	ELECTRICITY		15,000
				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.		
23,340	55,091	50,000	061-6100-000.43-10	BUILDINGS AND GROUNDS		75,000
				Additional 35 acres to maintain in the Business Park; maintenance of all hangars and grounds, including the fuel storage and dispensing island.	25,000	
				Terminal	45,000	
				Hangar Door repair and Upgrade	5,000	
-	-	5,000	061-6100-000.43-45	JOINT USE OF LABOR		5,000
				Assistance from Public Works		
17,925	5,186	22,000	061-6100-000.43-50	VEHICLES - REPAIR/MAINT		60,500
				Equipment in use:		
				Kubota Tractor	5,000	
				Ford Tractor/Weed Sprayer	500	
				Flail Mower	40,000	
				Road Grader	1,000	
				Lawn Mower	1,000	
				Harlan Tug	500	
				Dump Truck/Snow Plow	5,000	
				Fork lift	5,000	
				Manlift	2,500	
4,006	1,830	3,500	061-6100-000.43-51	GAS/OIL/DIESEL		4,500
				35 acres in Business Park & increase in snow removal expenses for Life Flight & other tenants	4,500	
29,185	18,648	15,000	061-6100-000.46-10	PROPERTY TAXES		15,000
				One-half of the property taxes	15,000	
11,167	6,613	9,800	061-6100-000.52-10	LIABILITY INSURANCE		7,542
10,583	15,312	14,800	061-6100-000.52-30	PROPERTY INSURANCE		16,937
				Will increase with new hangars & AOA		
399	482	250	061-6100-000.53-20	POSTAGE		250
2,652	3,274	2,500	061-6100-000.53-30	TELEPHONE		3,000
-	-	250	061-6100-000.53-40	LEGAL NOTICES		500
511	1,043	5,000	061-6100-000.54-00	ADVERTISING		5,000
				Increase website traffic and business park promotion		
800	499	-	061-6100-000.57-00	PERMITS		3,000
				Business Park		
1,006	2,585	3,000	061-6100-000.58-10	TRAVEL, FOOD & LODGING		3,000
				Trade Shows and WA/OR Airport Manager Associations	3,000	
185	525	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	
530	1,447	5,000	061-6100-000.58-70	MEMBERSHIPS/DUES		4,500
				Airport associations	1,500	
				Monthly Subscriptions	3,000	
1,050	160	1,200	061-6100-000.60-10	OFFICE SUPPLIES		1,200
444	1,750	2,000	061-6100-000.69-50	MISCELLANEOUS EXP		2,500
<b>254,245</b>	<b>289,443</b>	<b>386,050</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>468,429</b>



# AIRPORT FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>CAPITAL OUTLAY:</b>							
-	-	45,000	061-6100-000.72-20	BUILDINGS			12,000
				Mobile Home Roof & Heating System		12,000	
327,991	171,585	7,646,759	061-6100-000.73-30	IMPROVEMENTS OTHER			10,948,286
				New generator and connection #00054		145,046	
				Self Serve Fuel #00056		275,000	
				Fuel Apron #00029		480,000	
				FAA South Apron Rehab 3-41-		738,240	
				FEMA OEM Fuel Island Decom/ Generator		190,000	
				Special Project: FAA Masterplan		500,000	
				Connect Oregon T Hangar		2,520,000	
				New Training Hangar		6,100,000	
-	-	25,000	061-6100-000.74-10	MACHINERY			25,000
				Equipment Replacement Fund		25,000	
<b>327,991</b>	<b>171,585</b>	<b>7,716,759</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>10,985,286</b>
<b>582,236</b>	<b>461,028</b>	<b>8,102,809</b>	<b>TOTAL AIRPORT OPERATIONS EXPENSES</b>				<b>11,453,715</b>
<b>OTHER USES:</b>							
-	-	-	061-9500-000.81-01	TO GENERAL FUND			95,565
-	-	-	<b>TOTAL OPERATING TRANSFERS OUT</b>				<b>95,565</b>
-	-	193,489	061-9500-000.88-00	CONTINGENCY			325,290
-	-	<b>193,489</b>	<b>TOTAL CONTINGENCY</b>				<b>325,290</b>
-	-	262,461	061-9500-000.89-00	UNAPPROPRIATED ENDING BAL			805,402
-	-	<b>262,461</b>	<b>TOTAL UNAPPROPRIATED ENDING BAL</b>				<b>805,402</b>
-	-	<b>455,950</b>	<b>TOTAL OTHER USES</b>				<b>1,226,257</b>
<b>582,236</b>	<b>461,028</b>	<b>8,558,759</b>	<b>GRAND TOTAL AIRPORT FUND EXPENSES</b>				<b>12,679,972</b>
<b>782,818</b>	<b>813,932</b>	-	<b>TOTAL AIRPORT FUND - REVENUES LESS EXPENSES</b>				<b>-</b>

# CAPITAL IMPROVEMENTS FUND SUMMARY

ACCOUNT DESCRIPTION	FY21/22	FY22/23	FY23/24	FY24/25
	Actual	Actual	Budget	Proposed Budget
BEGINNING BALANCE	932,502	794,883	658,194	3,266,650
REVENUES	157,898	180,599	322,913	509,751
OTHER SOURCES	85,000	297,008	2,940,435	645,000
<b>TOTAL RESOURCES</b>	<b>1,175,400</b>	<b>1,272,490</b>	<b>3,921,542</b>	<b>4,421,401</b>
SPECIAL ASSESSMENTS FUND	45,560	26,069	546,585	496,241
CAPITAL PROJECTS FUND	219,957	94,450	3,247,766	3,798,234
<b>TOTAL EXPENDITURES</b>	<b>265,517</b>	<b>120,519</b>	<b>3,794,351</b>	<b>4,294,475</b>
TRANSFER OUT	115,001	403,432	127,191	126,926
CONTINGENCY	-	-	-	-
UNAPPROPRIATED ENDING BAL	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>115,001</b>	<b>403,432</b>	<b>127,191</b>	<b>126,926</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>380,518</b>	<b>523,951</b>	<b>3,921,542</b>	<b>4,421,401</b>
<b>FUND TOTAL</b>	<b>794,883</b>	<b>748,539</b>	<b>-</b>	<b>-</b>

# SPECIAL ASSESSMENTS



## DESCRIPTION

The Special Assessments fund is used to fund Local Improvement Districts (LIDs) 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 to reduce the amount of fixed financial expenses associated with borrowing funds.

## GOALS AND FOCUS FY 2025

- No LIDs are currently planned for 2024-25.
- Pursue payment of nuisance abatements.
- Continue the 60/40 Residential Sidewalk Program in 2024-25 and increase it from \$50,000 to \$102,971.
- Continue the existing Commercial 50/50 Sidewalk Program and 80/20 Low Income Program in 2024-25 increase it from \$50,000 to \$102,970.
- Continue the Commercial Redevelopment Sidewalk Program in 2024-25 for \$250,000.

## ACCOMPLISHMENTS IN FY 2024

- The Residential & Commercial Sidewalk Programs were successful in 2023-24 and continue to see substantial interest.

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

- Maintain sufficient operating monies within the LID fund to internally finance small projects without the added complexities of bonding or other debt instruments.

# SPECIAL ASSESSMENT FUND

## PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	036-0000-300.00-00	469,219	373,612	358,237	361,276
NW NATURAL GAS FRANCHISE FEES	036-0000-318.20-00	29,691	37,875	26,858	38,500
INTEREST REVENUES	036-0000-361.00-00	2,318	12,555	4,800	20,000
OTHER MISC. REVENUES	036-0000-369.00-00	(10,279)	-	-	-
PRINCIPAL-NONBONDED	036-0000-370.10-00	30,594	18,296	20,402	38,394
INTEREST-NONBONDED	036-0000-370.20-00	2,446	2,051	1,836	3,456
TRNSFR FROM ENTERPRISE ZONE FUNDS	036-0000-391.22-00	-	-	250,000	150,000
<b>TOTAL SPECIAL ASSESSMENTS FUND REVENUES</b>		<b>523,988</b>	<b>444,389</b>	<b>662,133</b>	<b>611,626</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	-	-	26,858	494,441
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>28,658</b>	<b>496,241</b>
<b>CAPITAL OUTLAY:</b>					
CAPITAL PROJECTS LIDS	036-3600-000.75-10	45,560	26,069	517,927	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>45,560</b>	<b>26,069</b>	<b>517,927</b>	<b>-</b>
<b>TOTAL SPECIAL ASSESSMENTS OPERATIONS</b>		<b>45,560</b>	<b>26,069</b>	<b>546,585</b>	<b>496,241</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	036-9500-000.81-01	-	-	10,000	10,000
TO 2009 FFCO BOND DEBT SVC FUND	036-9500-000.81-44	104,816	105,539	105,548	105,385
<b>TOTAL INTERFUND TRANSFERS</b>		<b>104,816</b>	<b>105,539</b>	<b>115,548</b>	<b>115,385</b>
<b>TOTAL OTHER USES</b>		<b>104,816</b>	<b>105,539</b>	<b>115,548</b>	<b>115,385</b>
<b>TOTAL SPECIAL ASSESSMENTS FUND EXPENSES</b>		<b>150,376</b>	<b>131,608</b>	<b>662,133</b>	<b>611,626</b>
<b>SPECIAL ASSESSMENTS FUND - REVENUES LESS EXPENSES</b>		<b>373,612</b>	<b>312,781</b>	<b>-</b>	<b>-</b>

# SPECIAL ASSESSMENT FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>							
469,219	373,612	358,237	036-0000-300.00-00	BEGINNING BALANCE			361,276
29,691	37,875	26,858	036-0000-318.20-00	NW NATURAL GAS FRANCHISE FEES			38,500
				23.53% of total franchise fees collected for Corner Lot Relief			
2,318	12,555	4,800	036-0000-361.00-00	INTEREST REVENUES			20,000
(10,279)	-	-	036-0000-369.00-00	OTHER MISC. REVENUES			-
30,594	18,296	20,402	036-0000-370.10-00	PRINCIPAL-NONBONDED			38,394
				Use 10% of Outstanding debt principal for each year + any known upcoming LIDS. As of 01/31/24 \$34904 x 10%			
2,446	2,051	1,836	036-0000-370.20-00	INTEREST-NONBONDED			3,456
				Historic interest paid equaling 9% of principal to not include payments that have not been made regularly			
-	-	250,000	036-0000-391-22-00	TRNSFR FROM ENTERPRISE ZONE FUNDS			150,000
<b>523,988</b>	<b>444,389</b>	<b>662,133</b>	<b>TOTAL SPECIAL ASSESSMENTS FUND REVENUES</b>				<b>611,626</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			
-	-	26,858	036-3600-000.31-80	CORNER LOT RELIEF			494,441
				Residential Sidewalk Program		102,971	
				Existing Commercial Sidewalk Program		102,970	
				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.			
				For multi-front relief from improvement assessment as required by LUDO & LID ordinances.		38,500	
				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>-</b>	<b>-</b>	<b>28,658</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>496,241</b>
<b>CAPITAL OUTLAY:</b>							
45,560	26,069	517,927	036-3600-000.75-10	CAPITAL PROJECTS LIDS			-
				Sidewalk Program moved to material and services. No longer Capital Project.			
<b>45,560</b>	<b>26,069</b>	<b>517,927</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>-</b>
<b>45,560</b>	<b>26,069</b>	<b>546,585</b>	<b>TOTAL SPECIAL ASSESSMENTS OPERATIONS</b>				<b>496,241</b>
<b>OTHER:</b>							
-	-	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.			
104,816	105,539	105,548	036-9500-000.81-44	TO 2009 FFCO BOND DEBT SVC FUND			105,385
				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>104,816</b>	<b>105,539</b>	<b>115,548</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>				<b>115,385</b>
<b>104,816</b>	<b>105,539</b>	<b>115,548</b>	<b>TOTAL OTHER USES</b>				<b>115,385</b>
<b>150,376</b>	<b>131,608</b>	<b>662,133</b>	<b>TOTAL SPECIAL ASSESSMENTS FUND EXPENSES</b>				<b>611,626</b>
<b>373,612</b>	<b>312,781</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. These facilities are supported by General Fund financial resources. In recent years, this fund has also been used to purchase General Fund equipment. 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 2025

- Replace HVAC units at City Hall and Police Department as needed (\$26,000).
- Reserve for future City Facility improvements (\$2,582,234).
- Dock Maintenance- Continue maintenance fund for the dock for future repairs. (\$95,000).
- Purchase a new generator for the Police Department (\$130,000).

## CAPITAL IMPROVEMENT FUND- CAPITAL PROJECTS

- Remodel the kitchen at the Police Department (\$15,000).
- Update the Security System for City Hall, Public Works, Library, and Police department (\$190,000).
- Update the elevator at City Hall (\$140,000).
- Fencing project for the Lewis & Clark Park (\$35,000).
- General Services Improvements – Roundabouts (\$50,000).
- Downtown Improvements- Garbage cans, benches(\$55,000), requested by the Beautification committee.
- Replace the 1963 HVAC replacement at the Library.
- Maintain funds for updating the IT System for the City of The Dalles.

## ACCOMPLISHMENTS IN FY 2024

- Continued to build reserves for future projects.
- Continued to maintain a fund for Dock repair (\$95,000).
- Completed the remodel of the 2<sup>nd</sup> Floor of City Hall.
- Completed the renovation of the holiday decorations for downtown.
- Replaced the Dock Handrail system.
- Completed the Downtown Tree project.
- Completed the Heat Pump Mini-Split for the Police Department Evidence Room.

## 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.
- Continue to move all large maintenance projects to the Capital Project fund, ex: carpeting, painting, window repair and/or replacement, roof repair and replacement.

# CAPITAL PROJECTS FUND

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25 Proposed
	Account Number	Actual	Actual	Budget	Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	037-0000-300.00-00	463,283	421,270	299,957	2,905,374
INTEREST REVENUES	037-0000-361.00-00	1,966	11,767	10,000	65,000
STATE OFFICE BLDG INC	037-0000-363.80-00	101,162	98,051	259,017	344,400
OTHER MISC REVENUES	037-0000-369.00-00	-	4	-	1
GENERAL FUND	037-0000-391.01-00	75,000	287,008	2,680,435	385,000
LIBRARY FUND	037-0000-391.04-00	10,000	10,000	10,000	110,000
<b>TOTAL CAPITAL PROJECTS FUND REVENUES</b>		<b>651,412</b>	<b>828,101</b>	<b>3,259,409</b>	<b>3,809,775</b>
<b>EXPENDITURES</b>					
<b>GENERAL FUND BUILDINGS</b>					
BUILDINGS & GROUNDS	037-3700-000.43-10	-	-	5,000	125,000
ASSETS < \$5000	037-3700-000.69-80	-	1,454	5,000	5,000
<b>TOTAL MATERIALS AND SERVICES</b>		<b>-</b>	<b>1,454</b>	<b>10,000</b>	<b>130,000</b>
<b>CAPITAL OUTLAY:</b>					
BUILDINGS	037-3700-000.72-20	53,896	5,880	2,837,766	3,383,234
IMPRV OTHER THAN BLDG	037-3700-000.73-30	76,025	87,116	350,000	235,000
IT IMPROVEMENTS	037-3700-000.73-40	-	-	50,000	50,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>129,921</b>	<b>92,996</b>	<b>3,237,766</b>	<b>3,668,234</b>
<b>TOTAL GENERAL FUND BUILDINGS</b>		<b>129,921</b>	<b>94,450</b>	<b>3,247,766</b>	<b>3,798,234</b>
<b>DEBT SERVICE:</b>					
<b>PORT LOAN - AIRPORT WELL</b>					
PRINCIPAL PAYMENT	037-3775-000.79-50	89,102	-	-	-
INTEREST PAYMENT	037-3775-000.79-60	933	-	-	-
<b>TOTAL PORT LOAN - AIRPORT WELL</b>		<b>90,035</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DEBT SERVICE</b>		<b>90,035</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL PROJECTS FUND OPERATIONS</b>		<b>219,957</b>	<b>94,450</b>	<b>3,247,766</b>	<b>3,798,234</b>
<b>OTHER USES:</b>					
TO STATE OFFICE BLDG FUND	037-9500-000.81-21	10,185	297,893	11,643	11,541
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>10,185</b>	<b>297,893</b>	<b>11,643</b>	<b>11,541</b>
<b>TOTAL CAPITAL PROJECTS FUND EXPENSES</b>		<b>230,142</b>	<b>392,343</b>	<b>3,259,409</b>	<b>3,809,775</b>
<b>CAPITAL PROJECTS FUND - REVENUES LESS EXPENSES</b>		<b>421,270</b>	<b>435,758</b>	<b>-</b>	<b>-</b>



# CAPITAL PROJECTS FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>							
463,283	421,270	299,957	037-0000-300.00-00	BEGINNING BALANCE			2,905,374
1,966	11,767	10,000	037-0000-361.00-00	INTEREST REVENUES			65,000
101,162	98,051	259,017	037-0000-363.80-00	STATE OFFICE BLDG INC			344,400
-	4	-	037-0000-369.00-00	OTHER MISC REVENUES			1
75,000	287,008	2,680,435	037-0000-391.01-00	GENERAL FUND			385,000
10,000	10,000	10,000	037-0000-391.04-00	LIBRARY FUND			110,000
<b>651,412</b>	<b>828,101</b>	<b>3,259,409</b>	<b>TOTAL CAPITAL PROJECTS FUND REVENUES</b>				<b>3,809,775</b>
<b>MATERIALS AND SERVICES:</b>							
<b>*** GENERAL FUND BUILDINGS</b>							
-	-	5,000	037-3700-000.43-10	BUILDINGS & GROUNDS			125,000
				General Building maintenance and repairs		100,000	
				Paint upstairs at police department and add additional office space		15,000	
				Carpet Cleaning			
				City Hall		5,000	
				Police Department		5,000	
-	1,454	5,000	037-3700-000.69-80	ASSETS < \$5000			5,000
<b>-</b>	<b>1,454</b>	<b>10,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>130,000</b>
<b>CAPITAL OUTLAY:</b>							
53,896	5,880	2,837,766	037-3700-000.72-20	BUILDINGS			3,383,234
				Replace HVAC Unit at City Hall		13,000	
				Replace HVAC Unit at Police Dept		13,000	
				Generator-Police Department		130,000	
				Kitchen- Police Department		15,000	
				Reserve for further City Facility Improvements		2,582,234	
				Security System for City Hall, Public Works, Library and Police Department		190,000	
				Elevator- City Hall		140,000	
				1963 HVAC replacement for \$300,000 for the Library funding part of it FY24/25-\$110,000=\$150,000		300,000	
				Last four years there was 40,000 put in the line item			
76,025	87,116	350,000	037-3700-000.73-30	IMPRV OTHER THAN BLDG			235,000
				Downtown improvements- Garbage Cans		55,000	
				General Services Improvements-Example: Roundabout		50,000	
				Dock Maintenance		95,000	
				Fencing Lewis and Clark Park		35,000	
-	-	50,000	037-3700-000.73-40	IT IMPROVEMNTS			50,000
				Updating IT System-Project not completed 23/24		50,000	
<b>129,921</b>	<b>92,996</b>	<b>3,237,766</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>3,668,234</b>
<b>129,921</b>	<b>94,450</b>	<b>3,247,766</b>	<b>TOTAL GENERAL FUND BUILDINGS</b>				<b>3,798,234</b>
<b>DEBT SERVICE:</b>							
<b>*** PORT LOAN - AIRPORT WELL</b>							
89,102	-	-	037-3775-000.79-50	PRINCIPAL PAYMENT			-
				Loan Payed off in 2021/22 Budget Year			
933	-	-	037-3775-000.79-60	INTEREST PAYMENT		4% Interest	-
<b>90,035</b>	<b>-</b>	<b>-</b>	<b>TOTAL DEBT SERVICE</b>				<b>-</b>
<b>90,035</b>	<b>-</b>	<b>-</b>	<b>TOTAL PORT LOAN - AIRPORT WELL</b>				<b>-</b>
<b>219,957</b>	<b>94,450</b>	<b>3,247,766</b>	<b>TOTAL CAPITAL PROJECTS FUND OPERATIONS</b>				<b>3,798,234</b>

# CAPITAL PROJECTS FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
				<b>OTHER:</b>			
10,185	297,893	11,643	037-9500-000.81-21	TO STATE OFFICE BLDG FUND			11,541
				Items City pays for SOB Fund - From net rent this fund			
				Phone		576	
				Insurance		8,965	
				Misc/Contingency		2,000	
<b>10,185</b>	<b>297,893</b>	<b>11,643</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>				<b>11,541</b>
<b>230,142</b>	<b>392,343</b>	<b>3,259,409</b>	<b>TOTAL CAPITAL PROJECTS FUND EXPENSES</b>				<b>3,809,775</b>
<b>421,270</b>	<b>435,758</b>	<b>-</b>	<b>CAPITAL PROJECTS FUND - REVENUES LESS EXPENSES</b>				<b>-</b>

# SPECIAL REVENUE

## 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 veteran memorials 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 & Strategic Investment Program Tax Abatement Agreements.

# SPECIAL REVENUE

## SUMMARY

ACCOUNT DESCRIPTION	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
BEGINNING BALANCE	5,392,326	5,076,008	8,740,861	6,415,178
REVENUES	460,636	1,709,937	2,812,834	4,355,122
OTHER SOURCES	917,318	1,205,026	954,516	938,663
<b>TOTAL RESOURCES</b>	<b>6,770,280</b>	<b>7,990,970</b>	<b>12,508,211</b>	<b>11,708,963</b>
UNEMPLOYMENT RESERVE FUND	23,952	31,570	71,585	82,953
COMMUNITY BENEVOLENCE FUND	634	1,339	5,153	5,727
SPECIAL GRANTS FUND	444,083	1,309,662	7,066,998	5,547,089
STATE OFFICE BUILDING FUND	225,604	345,449	491,194	752,013
SPECIAL ENTERPRIZE ZONE	1,000,000	500,000	2,608,832	2,382,884
<b>TOTAL EXPENDITURES</b>	<b>1,694,273</b>	<b>2,188,020</b>	<b>10,243,762</b>	<b>8,770,666</b>
TRANSFER OUT	1,520	-	1,999,147	2,652,482
CONTINGENCY	-	-	265,302	285,815
UNAPPROPRIATED ENDING BAL	-	-	-	-
<b>TOTAL OTHER USES</b>	<b>1,520</b>	<b>-</b>	<b>2,264,449</b>	<b>2,938,297</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>1,695,793</b>	<b>2,188,020</b>	<b>12,508,211</b>	<b>11,708,963</b>
<b>FUND TOTAL</b>	<b>5,074,487</b>	<b>5,802,950</b>	<b>-</b>	<b>-</b>

# UNEMPLOYMENT RESERVE FUND

## PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	010-0000-300.00-00	83,408	59,893	34,825	66,460
INTEREST REVENUES	010-0000-361.00-00	437	1,331	1,020	-
GENERAL FUND	010-0000-391.01-00	-	-	13,834	5,097
WATER UTILITY FUND	010-0000-391.51-00	-	-	21,906	11,396
<b>TOTAL UNEMPLOYMENT RESERVE FUND REVENUES</b>		<b>83,844</b>	<b>61,223</b>	<b>71,585</b>	<b>82,953</b>
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICE:</b>					
UNEMPLOYMENT EXPENSES	010-1000-000.25-00	23,952	31,570	71,585	82,953
<b>TOTAL PERSONNEL SERVICE</b>		<b>23,952</b>	<b>31,570</b>	<b>71,585</b>	<b>82,953</b>
<b>TOTAL UNEMPLOYMENT RESERVE FUND EXPENSES</b>		<b>23,952</b>	<b>31,570</b>	<b>71,585</b>	<b>82,953</b>
<b>UNEMPLOYMENT FUND - REVENUES LESS EXPENSES</b>		<b>59,893</b>	<b>29,654</b>	<b>-</b>	<b>-</b>

# COMMUNITY BENEVOLENCE FUND

## PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	011-0000-300.00-00	7,536	6,941	5,071	5,547
INTEREST REVENUES	011-0000-361.00-00	39	167	82	180
<b>TOTAL FFCO 2009 DEBT SVC FUND REVENUES</b>		<b>7,575</b>	<b>7,108</b>	<b>5,153</b>	<b>5,727</b>
<b>EXPENDITURES</b>					
<b>MATERIALS AND SERVICES:</b>					
SPECIAL DEPT SUPPLIES	011-1500-000.60-85	634	1,339	5,153	5,727
<b>TOTAL DEBT SERVICE</b>		<b>634</b>	<b>1,339</b>	<b>5,153</b>	<b>5,727</b>
<b>TOTAL COMMUNITY BENEVOLENT FUND EXPENSES</b>		<b>634</b>	<b>1,339</b>	<b>5,153</b>	<b>5,727</b>
<b>COMMUNITY BENEVOLENT FUND - REVENUES LESS EXPENSES</b>		<b>6,941</b>	<b>5,769</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 and programs.

## GOALS AND FOCUS FY 2025

- In 2023, the City entered into an Engineering Services Agreement with KPFF Consulting Engineers for the “First Street Project”, which included reconstruction and streetscaping design of First Street from Union to Laughlin Streets. This project began in 2008 when the Agency was awarded a \$1.62M federal grant for the Downtown Riverfront Connection Project; however, the project has experienced many modifications and setbacks since inception. The new contract assumed a 24-month schedule and began March 1, 2023.
- The City of The Dalles Brownfield Coalition Grant with the DEQ/EPA slated for completion in FY23/24 received a one-time extension from the EPA and will finish this next fiscal year. The remaining proposed revenue for this grant is budgeted for \$10,000.
- The City will be pursuing an additional Brownfields grant with the EPA in FY24/25 for projects located solely within The Dalles. Proposed revenue for this grant is \$500,000.
- The City will continue to receive Opioid settlement funds in the FY24/25 budget year and has engaged Wasco County and Youthink in a joint effort to identify and strategically use said funds per guidelines.
- 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 has dispersed \$500,000 to Mid-Columbia Community Action Council (MCCAC) in support of The Gloria Center along with roughly \$400,000 to Northern Wasco County Parks and Recreation District to support redevelopment efforts at Sorois Park. Funds have also supported The Next Door and traffic safety improvements. The majority of the remaining 2 million in funds will be used for infrastructure improvements along 12th St as well as purchasing property on downtown 3rd St for the development of a parking lot to support future anticipated need associated with a new

## SPECIAL GRANTS FUND

grocery store, new county offices, new mixed use housing developments, and more.

- With growing interest from the community in establishing a central plaza in the downtown core, the City will be pursuing a variety of grants in FY24/25 for the planning and design of the Federal Street Plaza located on Federal Street between First and Second Streets. The initial concept for this plaza has been discussed at varying lengths since 2019, including a neighborhood workshop discussing preliminary design alternatives. Grants in this next fiscal year aim to capitalize on initial discussions and determine overall costs and feasibility.
- The City will be pursuing a Transportation and Growth Management (TGM) Program grant administered in partnership with DLCD and ODOT for the development of a West Side Area Study Master Plan. Proposed revenue for this grant is \$250,000.

## ACCOMPLISHMENTS IN FY 2024

- Continued engineering design, environmental analysis, and began right-of-way/easement acquisition required to complete bid documents and begin construction for the First Street project.
- In 2023, the City, in partnership with MCACC, received a grant from the Oregon Department of Energy for \$758,051 for the planning and installation of a community resilience system utilizing a solar array at MCACC's Navigation Center at 2505 W. 7th Street. The project was completed in spring 2024 and all funds expended within FY23/24.

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

- Continue State/Federal lobby efforts for City projects.
- Continue searching of all agencies (federal, state and local) for funding needed for future expansion of the City infrastructure.
- Continue 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	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	018-0000-300.00-00	3,448,777	3,280,974	6,430,890	3,666,152
FED GRANTS - CDBG HOUSING 2007	018-0000-331.15-00	91,313	442,483	-	-
STATE GRANTS, OTHER	018-0000-334.90-00	94,017	210,437	1,430,255	2,666,589
STATE OF OREGON-COVID RELIEF GRANT	018-0000-334.90-10	70,001	440,000	-	-
OPIOID SETTLEMENT FUNDING	018-0000-335.90-00	-	75,809	200,000	35,000
URBAN RENEWAL	018-0000-337.10-00	-	-	500,000	648,335
INTEREST REVENUES	018-0000-361.00-00	20,949	153,338	55,000	140,000
TRANSFERS FROM GENERAL	018-0000-391.01-00	-	-	-	3,495
<b>TOTAL AIRPORT DEBT SERV FUND REVENUES</b>		<b>3,725,057</b>	<b>4,603,041</b>	<b>8,616,145</b>	<b>7,159,571</b>
<b>EXPENDITURES</b>					
<b>CDBG/ MID COLUMBIA HOUSING</b>					
OTHER CONTRACTUAL SVCS	018-2500-000.39-00	91,313	442,483	366,204	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>91,313</b>	<b>442,483</b>	<b>366,204</b>	<b>-</b>
<b>TOTAL CDBG/ MID COLUMBIA HOUSING</b>		<b>91,313</b>	<b>442,483</b>	<b>366,204</b>	<b>-</b>
<b>STATE OF OREGON-COVID RELIEF GRANT</b>					
COVID RELIEF EXPENSES	018-2600-000.39-10	70,000	440,000	1,498,606	294,107
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>70,000</b>	<b>440,000</b>	<b>1,498,606</b>	<b>294,107</b>
<b>TOTAL STATE OF OREGON-COVID RELIEF GRANT</b>		<b>70,000</b>	<b>440,000</b>	<b>1,498,606</b>	<b>294,107</b>
<b>STATE OF OREGON-DEPARTMENT OF ENERGERY</b>					
DEPARTMENT OF ENERGY EXPENSES	018-2650-000.31-10	-	-	758,051	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>-</b>	<b>-</b>	<b>758,051</b>	<b>-</b>
<b>TOTAL STATE OF OREGON-DEPARTMENT OF ENERGY GRANT</b>		<b>-</b>	<b>-</b>	<b>758,051</b>	<b>-</b>
<b>SHPO/CERT LOC GOVT</b>					
CONTRACTUAL SERVICES	018-2700-000.31-10	6,450	10,271	6,000	-
OTHER	018-2700-000.69-90	-	-	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>6,450</b>	<b>10,271</b>	<b>6,000</b>	<b>-</b>
<b>TOTAL SHPO/CERT LOC GOVT</b>		<b>6,450</b>	<b>10,271</b>	<b>6,000</b>	<b>-</b>
<b>INTEGRATED PLANNING GRANT</b>					
CONTRACTUAL SERVICES	018-2800-000.31-10	92,227	267,033	298,000	510,000
OTHER	018-2800-000.69-90	-	-	-	-
<b>TOTAL MATERIALS AND SERVICES</b>		<b>92,227</b>	<b>267,033</b>	<b>298,000</b>	<b>510,000</b>
<b>TOTAL INTEGRATED PLANNING GRANT</b>		<b>92,227</b>	<b>267,033</b>	<b>298,000</b>	<b>510,000</b>
<b>1ST STREET RIVERFRONT CONNECTION</b>					
CAPITAL PROJECTS	018-2900-000.75-10	184,093	149,875	3,875,137	3,865,591
<b>TOTAL CAPITAL OUTLAY</b>		<b>184,093</b>	<b>149,875</b>	<b>3,875,137</b>	<b>3,865,591</b>
<b>TOTAL 1ST STREET RIVERFRONT CONNECTION</b>		<b>184,093</b>	<b>149,875</b>	<b>3,875,137</b>	<b>3,865,591</b>
<b>OREGON BROWNFIELDS CLEAN-UP FUND GRANT</b>					
CAPITAL PROJECTS	018-4800-000.75-10	-	-	-	484,658
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>484,658</b>
<b>TGM GRANT</b>					
CONTRACTUAL SERVICES	018-4950-000.31-10	-	-	-	250,000
<b>TOTAL TGM GRANT</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>250,000</b>
<b>OPIOID SETTLEMENT EXPENSE</b>					
CONTRACTUAL SERVICES	018-3000-000.39-10	-	-	265,000	142,733
<b>TOTAL OPIOID SETTLEMENT EXPENSE</b>		<b>-</b>	<b>-</b>	<b>265,000</b>	<b>142,733</b>
<b>TOTAL SPECIAL GRANTS FUND OPERATIONS</b>		<b>444,083</b>	<b>1,309,662</b>	<b>7,066,998</b>	<b>5,547,089</b>
<b>OTHER USES:</b>					
TO GENERAL FUND	018-9500-000.81-01	1,520	-	2,000	-
TO TRANSPORTATION RESERVE FUND	018-9500-000.81-02	-	-	1,547,147	1,612,482
<b>TOTAL OPERATING TRANSFERS OUT</b>		<b>1,520</b>	<b>-</b>	<b>1,549,147</b>	<b>1,612,482</b>
<b>TOTAL SPECIAL GRANTS FUND EXPENSES</b>		<b>445,603</b>	<b>1,309,662</b>	<b>8,616,145</b>	<b>7,159,571</b>
<b>SPECIAL GRANTS FUND - REVENUES LESS EXPENSES</b>		<b>3,279,454</b>	<b>3,293,378</b>	<b>-</b>	<b>-</b>

# SPECIAL GRANTS FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>							
3,448,777	3,280,974	6,430,890	018-0000-300.00-00	BEGINNING BALANCE			3,666,152
				SHPO Funding City Owes		(3,495)	
				Remaining 2009 FFCO Funds		3,416,914	
				OPIOID Grant Revenue		107,733	
				Interest Revenues		145,000	
91,313	442,483	-	018-0000-331.15-00	FED GRANTS - CDBG HOUSING 2007			-
94,017	210,437	1,430,255	018-0000-334.90-00	STATE GRANTS, OTHER			2,666,589
				Unearned ARPA Revenue		1,906,589	
				Both SHPO/Cemetery Grant are budget to Transfer out to General Fund for Services		-	
				CDBG-Home Repair Grant		-	
				TGM Grant: Westside area plan		250,000	
				Brownsfield Grant		510,000	
				Department of Energy Grant		-	
70,001	440,000	-	018-0000-334.90-10	STATE OF OREGON-COVID RELIEF GRANT			-
-	75,809	200,000	018-0000-335.90-00	OPIOID SETTLEMENT FUNDING			35,000
-	-	500,000	018-0000-337.10-00	URBAN RENEWAL			648,335
				Parking Lot redevelopment w/City 3rd & Jefferson First Street Project		484,658	
						163,677	
20,949	153,338	55,000	018-0000-361.00-00	INTEREST REVENUES			140,000
-	-	-	018-0000-391.01-00	TRANSFERS FROM GENERAL			3,495
<b>3,725,057</b>	<b>4,603,041</b>	<b>8,616,145</b>	<b>TOTAL SPECIAL GRANTS FUND REVENUES</b>				<b>7,159,571</b>
<b>EXPENDITURES:</b>							
<b>*** CDBG/ MID COLUMBIA HOUSING</b>							
91,313	442,483	366,204	018-2500-000.39-00	OTHER CONTRACTUAL SVCS			-
<b>91,313</b>	<b>442,483</b>	<b>366,204</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>-</b>
<b>91,313</b>	<b>442,483</b>	<b>366,204</b>	<b>TOTAL CDBG/ MID COLUMBIA HOUSING</b>				<b>-</b>
<b>*** STATE OF OREGON-COVID RELIEF GRANT(ARPA)</b>							
70,000	440,000	1,498,606	018-2600-000.39-10	COVID RELIEF EXPENSES			294,107
				GIS Software update		50,000	
				Digitization of records		193,027	
				Radio Upgrade police department/Evidence Refridgerator and body armor		51,080	
				Transfer out to theSystem Reserve Fund			
<b>70,000</b>	<b>440,000</b>	<b>1,498,606</b>	<b>TOTAL STATE OF OREGON COVID RELIEF GRANT</b>				<b>294,107</b>
<b>*** STATE OF OREGON-DEPARTMENT OF ENERGY GRANT</b>							
-	-	758,051	018-2650-000.31-10	OREGON DEPT OF ENERGY EXPENSES			-
<b>-</b>	<b>-</b>	<b>758,051</b>	<b>TOTAL STATE OF OREGON - DEPARTMENT OF ENERGY GRANT</b>				<b>-</b>
<b>*** SHPO/CERT LOC GOVT</b>							
6,450	10,271	6,000	018-2700-000.31-10	CONTRACTUAL SERVICES			-
<b>6,450</b>	<b>10,271</b>	<b>6,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>-</b>
<b>6,450</b>	<b>10,271</b>	<b>6,000</b>	<b>TOTAL SHPO/CERT LOC GOVT</b>				<b>-</b>
<b>*** INTEGRATED PLANNING GRANT*****</b>							
92,227	267,033	298,000	018-2800-000.31-10	CONTRACTUAL SERVICES			510,000
				Close out 1st Grant		10,000	
				Brownfield Grant		500,000	
<b>92,227</b>	<b>267,033</b>	<b>298,000</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>510,000</b>
<b>92,227</b>	<b>267,033</b>	<b>298,000</b>	<b>TOTAL INTEGRATED PLANNING GRANT</b>				<b>510,000</b>



# SPECIAL GRANTS FUND

## PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
				<b>*** 1ST STREET RIVERFRONT CONNECTION</b>			
184,093	149,875	3,875,137	018-2900-000.75-10	CAPITAL PROJECTS			3,865,591
				In Beginning Balance - ALL Remaining 2009 FFCO Funds		3,561,914	
				UR Money Received		163,677	
				Interest Revenues		140,000	
<b>184,093</b>	<b>149,875</b>	<b>3,875,137</b>	<b>TOTAL CAPITAL OUTLAY</b>				<b>3,865,591</b>
<b>184,093</b>	<b>149,875</b>	<b>3,875,137</b>	<b>TOTAL 1ST RIVERFRONT CONNECTION PROJECT</b>				<b>3,865,591</b>
				<b>*** 3RD STREET REDEVELOPMENT GRANT</b>			
-	-	-	018-4900-000.75-10	CAPITAL PROJECTS			484,658
				<b>TOTAL 3RD STREET REDEVELOPMENT GRANT</b>			<b>484,658</b>
				<b>***TGM GRANT: WESTSIDE AREA PLAN</b>			
-	-	-	018-4950-000.31-10	CONTRACTUAL SERVICES			250,000
				<b>TOTAL TGM GRANT: WESTSIDE AREA PLAN</b>			<b>250,000</b>
				<b>*** OPIOID SETTLEMENT EXPENSE</b>			
-	-	265,000	018-3000-0000.39-10	Contractual Services			142,733
-	-	<b>265,000</b>	<b>TOTAL OPIOID SETTLEMENT EXPENSE</b>				<b>142,733</b>
<b>444,082</b>	<b>1,309,662</b>	<b>7,066,998</b>	<b>TOTAL SPECIAL GRANTS FUND OPERATIONS</b>				<b>5,547,089</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/Cemetery Grant			-
-	-	1,547,147	018-9500-000.81-02	TO TRNS SYS RSRV FUND			1,612,482
				ARPA Funding for 12th Street Sidewalk			
<b>1,520</b>	<b>-</b>	<b>1,549,147</b>	<b>TOTAL OPERATING TRANSFERS OUT</b>				<b>1,612,482</b>
<b>445,602</b>	<b>1,309,662</b>	<b>8,616,145</b>	<b>TOTAL SPECIAL GRANTS FUND EXPENSES</b>				<b>7,159,571</b>
<b>3,279,454</b>	<b>3,293,378</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 parameters 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 include 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 2025

- HVAC replacement of three (3) units.
- Replace the ceiling tiles.
- Continue to maintain and make improvements to the existing building.

## ACCOMPLISHMENTS IN FY 2024

- Completed the remodeling of two bathrooms at the Employment Department.
- Completed the replacement of the deck in back of the building.
- Replaced and installed new blinds.
- Completed painting of the interior on the Employment Department side.
- Completed various bids for Capital Improvement Projects.
- Finalized the leases for the DHS and Employment Department.

# STATE OFFICE BUILDING PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	021-0000-300.00-00	101,147	60,634	161,376	254,269
INTEREST	021-0000-361.00-00	690	5,740	2,400	9,800
OPERATIONS	021-0000-363.80-01	77,671	77,760	86,339	151,054
MAINTENANCE	021-0000-363.80-02	96,545	246,953	494,738	611,164
FROM CAPITAL PROJECTS FUND	021-0000-391.37-00	10,185	297,893	11,643	11,541
<b>TOTAL STATE OFFICE BUILDING FUND REVENUES</b>		<b>286,238</b>	<b>688,981</b>	<b>756,496</b>	<b>1,037,828</b>
<b>EXPENDITURES</b>					
<b>PERSONNEL SERVICE:</b>					
REGULAR SALARIES	021-2200-000.11-00	44,710	46,699	52,204	86,238
OVERTIME SALARIES	021-2200-000.13-00	1,055	-	1,600	5,097
MEDICAL INSURANCE	021-2200-000.21-10	16,074	13,959	20,555	28,368
L-T DISABILITY INSURANCE	021-2200-000.21-20	317	318	339	561
LIFE INSURANCE	021-2200-000.21-30	40	41	40	60
WORKERS COMP INSURANCE	021-2200-000.21-40	19	19	1,028	2,004
FICA	021-2200-000.22-00	3,427	3,506	4,116	6,987
RETIREMENT	021-2200-000.23-00	6,113	6,265	7,048	9,106
VEBA CONTRIBUTIONS	021-2200-000.28-00	86	1,498	1,707	2,286
OTHER EMPLOYEE BENEFITS	021-2200-000.29-00	1,300	93	269	457
<b>TOTAL PERSONNEL SERVICE</b>		<b>73,142</b>	<b>72,399</b>	<b>88,906</b>	<b>141,164</b>
Total Full-Time Equivalent (FTE)		<b>0.8</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>
<b>MATERIALS AND SERVICES:</b>					
WATER & SEWER	021-2200-000.41-10	6,500	6,182	8,000	8,350
GARBAGE SERVICES	021-2200-000.41-20	4,107	4,321	4,500	4,700
NATURAL GAS	021-2200-000.41-30	3,152	5,001	5,200	4,200
ELECTRICITY	021-2200-000.41-40	13,193	14,429	15,500	16,000
JANITORIAL SERVICES	021-2200-000.42-00	55,665	55,665	-	38,000
BUILDINGS AND GROUNDS	021-2200-000.43-10	13,996	10,036	49,700	51,000
JOINT USE OF LABOR/EQUIP	021-2200-000.43-45	-	-	2,000	2,000
GENERAL EQUIPMENT	021-2200-000.43-70	112	68	300	500
ELECTRICAL SYSTEMS	021-2200-000.43-72	590	599	2,000	2,000
PLUMBING	021-2200-000.43-73	963	89	1,000	1,000
ELEVATORS	021-2200-000.43-75	3,878	4,202	4,000	4,500
HVAC SYSTEMS	021-2200-000.43-77	17,674	2,685	11,000	11,000
PROPERTY INSURANCE	021-2200-000.52-30	7,737	7,379	9,058	8,965
TELEPHONE	021-2200-000.53-30	576	600	585	576
JANITORIAL SUPPLIES	021-2200-000.60-20	6,964	6,888	7,500	7,800
<b>TOTAL MATERIALS AND SERVICES</b>		<b>135,106</b>	<b>118,143</b>	<b>120,343</b>	<b>160,591</b>
<b>CAPITAL OUTLAY:</b>					
IMPROVEMENTS OTHER	021-2200-000.73-30	17,356	154,907	281,945	450,258
<b>TOTAL CAPITAL OUTLAY</b>		<b>17,356</b>	<b>154,907</b>	<b>281,945</b>	<b>450,258</b>
CONTINGENCY	021-9500-000.88-00	-	-	265,302	285,815
<b>TOTAL CONTINGENCY</b>		<b>-</b>	<b>-</b>	<b>265,302</b>	<b>285,815</b>
<b>TOTAL STATE OFFICE BUILDING EXPENSES</b>		<b>225,604</b>	<b>345,449</b>	<b>756,496</b>	<b>1,037,828</b>
<b>STATE OFFICE BUILDING FUND - REVENUES LESS EXPENSES</b>		<b>60,634</b>	<b>343,532</b>	<b>-</b>	<b>-</b>

# STATE OFFICE BUILDING PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget																												
<b>REVENUES:</b>																																		
101,147	60,634	161,376	021-0000-300.00-00	BEGINNING BALANCE		254,269																												
				Current Year Beginning Balance	343,532																													
				Current Year Projected Revenues	231,843																													
				Current Year Projected Expenditures	373,364																													
				New Year Beginning Balance	202,011																													
690	5,740	2,400	021-0000-361.00-00	OPERATIONS INTEREST		9,800																												
77,671	77,760	86,339	021-0000-363.80-01	OPERATIONS		151,054																												
<div style="border: 1px solid black; padding: 5px;"> <p>FY24/25: The New DHS contract expires 05/2024; the Employment contract expires 05/2024.</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;">6,912</td> <td style="padding-left: 20px;">x 12 mo =</td> <td style="text-align: right;">82,944</td> </tr> <tr> <td style="padding-left: 20px;">Employment Dept</td> <td style="text-align: right;">2,255</td> <td style="padding-left: 20px;">x 12 mo =</td> <td style="text-align: right;"><u>27,060</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;"><b>\$ 110,004</b></td> </tr> </table> <p>Proposed Budget Items covered:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Water &amp; Sewer</td> <td style="text-align: right;">8,350</td> <td style="padding-left: 20px;">Janitorial Scv</td> <td style="text-align: right;">-</td> </tr> <tr> <td style="padding-left: 20px;">Garbage Svc</td> <td style="text-align: right;">4,700</td> <td style="padding-left: 20px;">Janitorial Supplies</td> <td style="text-align: right;"><u>7,800</u></td> </tr> <tr> <td style="padding-left: 20px;">Natural Gas</td> <td style="text-align: right;">4,200</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Electricity</td> <td style="text-align: right;"><u>16,000</u></td> <td style="padding-left: 20px;">TOTAL</td> <td style="text-align: right;">\$ 151,054</td> </tr> </table> </div>							Dept of Human Services	6,912	x 12 mo =	82,944	Employment Dept	2,255	x 12 mo =	<u>27,060</u>				<b>\$ 110,004</b>	Water & Sewer	8,350	Janitorial Scv	-	Garbage Svc	4,700	Janitorial Supplies	<u>7,800</u>	Natural Gas	4,200			Electricity	<u>16,000</u>	TOTAL	\$ 151,054
Dept of Human Services	6,912	x 12 mo =	82,944																															
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Natural Gas	4,200																																	
Electricity	<u>16,000</u>	TOTAL	\$ 151,054																															
96,545	246,953	494,738	021-0000-363.80-02	MAINTENANCE		611,164																												
<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:</p> <p style="text-align: center;"><b>FY24/25 Estimates</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Buildings &amp; Grounds</td> <td style="text-align: right;">51,000</td> </tr> <tr> <td style="padding-left: 20px;">Joint use of Labor/Equip</td> <td style="text-align: right;">2,000</td> </tr> <tr> <td style="padding-left: 20px;">General Equipment</td> <td style="text-align: right;">500</td> </tr> <tr> <td style="padding-left: 20px;">Electrical Systems</td> <td style="text-align: right;">2,000</td> </tr> <tr> <td style="padding-left: 20px;">Plumbing</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td style="padding-left: 20px;">Elevators</td> <td style="text-align: right;">4,500</td> </tr> <tr> <td style="padding-left: 20px;">HVAC Systems</td> <td style="text-align: right;">11,000</td> </tr> <tr> <td style="padding-left: 20px;">Improvements other than Buildings</td> <td style="text-align: right;">398,000</td> </tr> <tr> <td style="padding-left: 20px;">Labor (include all Personnel category items)</td> <td style="text-align: right;">141,164</td> </tr> <tr> <td style="padding-left: 20px;"><b>Total</b></td> <td style="text-align: right;"><b>611,164</b></td> </tr> </table> <p>Projection: 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	51,000	Joint use of Labor/Equip	2,000	General Equipment	500	Electrical Systems	2,000	Plumbing	1,000	Elevators	4,500	HVAC Systems	11,000	Improvements other than Buildings	398,000	Labor (include all Personnel category items)	141,164	<b>Total</b>	<b>611,164</b>								
Buildings & Grounds	51,000																																	
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Labor (include all Personnel category items)	141,164																																	
<b>Total</b>	<b>611,164</b>																																	
10,185	297,893	11,643	021-0000-391.37-00	FROM CAPITAL PROJECTS FUND		11,541																												
<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 style="padding-left: 20px;">Property Insurance</td> <td style="text-align: right;">8,965</td> </tr> <tr> <td style="padding-left: 20px;">Telephone</td> <td style="text-align: right;">576</td> </tr> <tr> <td style="padding-left: 20px;">Misc./Contingency</td> <td style="text-align: right;">2,000</td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="text-align: right;"><b>\$ 11,541</b></td> </tr> </table> </div>							Property Insurance	8,965	Telephone	576	Misc./Contingency	2,000	Total	<b>\$ 11,541</b>																				
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Total	<b>\$ 11,541</b>																																	
<b>286,238</b>	<b>688,981</b>	<b>756,496</b>	<b>TOTAL STATE OFFICE BUILDING FUND REVENUES</b>			<b>1,037,828</b>																												

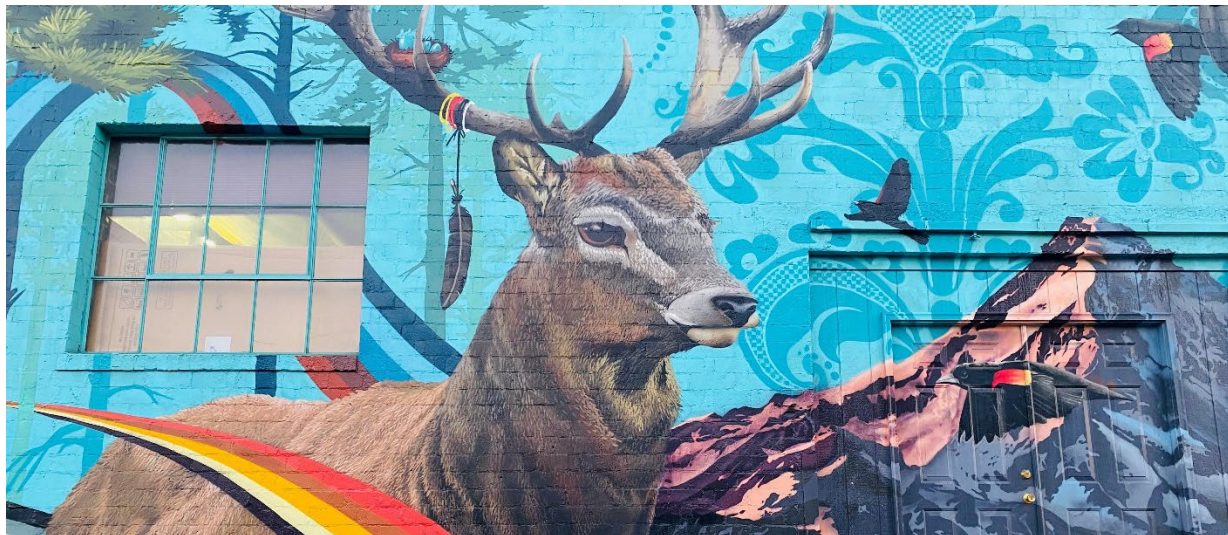
**PERSONNEL SERVICE:**

44,710	46,699	52,204	021-2200-000.11-00	REGULAR SALARIES	86,238
1,055	-	1,600	021-2200-000.13-00	OVERTIME SALARIES	5,097
16,074	13,959	20,555	021-2200-000.21-10	MEDICAL INSURANCE	28,368
317	318	339	021-2200-000.21-20	L-T DISABILITY INSURANCE	561
40	41	40	021-2200-000.21-30	LIFE INSURANCE	60
19	19	1,028	021-2200-000.21-40	WORKERS COMP INSURANCE	2,004

# STATE OFFICE BUILDING PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Account Description	Line Item Detail	FY24/25 Proposed Budget
3,427	3,506	4,116	021-2200-000.22-00	FICA		6,987
6,113	6,265	7,048	021-2200-000.23-00	RETIREMENT		9,106
86	1,498	1,707	021-2200-000.28-00	VEBA CONTRIBUTIONS		2,286
1,300	93	269	021-2200-000.29-00	OTHER EMPLOYEE BENEFITS		457
<b>73,142</b>	<b>72,399</b>	<b>88,906</b>	<b>TOTAL PERSONNEL SERVICE</b>			<b>141,164</b>
<b>0.80</b>	<b>1.20</b>	<b>1.20</b>	Total Full Time Equivalent (FTE)			<b>1.20</b>
<b>MATERIALS AND SERVICES:</b>						
6,500	6,182	8,000	021-2200-000.41-10	WATER & SEWER		8,350
4,107	4,321	4,500	021-2200-000.41-20	GARBAGE SERVICES		4,700
3,152	5,001	5,200	021-2200-000.41-30	NATURAL GAS		4,200
13,193	14,429	15,500	021-2200-000.41-40	ELECTRICITY		16,000
55,665	55,665	-	021-2200-000.42-00	JANITORIAL SERVICES		38,000
13,996	10,036	49,700	021-2200-000.43-10	BUILDINGS AND GROUNDS		51,000
				Cabinet	200	
				Carpet Cleaning	6,500	
				Misc items-painting, pressure washing, etc.	44,300	
-	-	2,000	021-2200-000.43-45	JOINT USE OF LABOR/EQUIP		2,000
				Parking lot maintenance		
112	68	300	021-2200-000.43-70	GENERAL EQUIPMENT		500
				Fire Extinguisher services & maintenance		
590	599	2,000	021-2200-000.43-72	ELECTRICAL SYSTEMS		2,000
963	89	1,000	021-2200-000.43-73	PLUMBING		1,000
3,878	4,202	4,000	021-2200-000.43-75	ELEVATORS		4,500
				Includes cost for monthly elevator service		
				Annual Permit		
17,674	2,685	11,000	021-2200-000.43-77	HVAC SYSTEMS		11,000
				Boiler	1,000	
				Maintenance, service calls, filters	10,000	
7,737	7,379	9,058	021-2200-000.52-30	PROPERTY INSURANCE		8,965
576	600	585	021-2200-000.53-30	TELEPHONE		576
				Modem costs for HVAC system		
				Elevator Phone		
6,964	6,888	7,500	021-2200-000.60-20	JANITORIAL SUPPLIES		7,800
<b>135,106</b>	<b>118,143</b>	<b>120,343</b>	<b>TOTAL MATERIALS AND SERVICES</b>			<b>160,591</b>
<b>CAPITAL OUTLAY:</b>						
17,356	154,907	281,945	021-2200-000.73-30	IMPROVEMENTS OTHER		450,258
				Replacement of 3 HVAC units	35,000	
				Ceiling Tiles	18,000	
				Other improvements not identified	397,258	
<b>17,356</b>	<b>154,907</b>	<b>281,945</b>	<b>TOTAL CAPITAL OUTLAY</b>			<b>450,258</b>
<b>OTHER USES:</b>						
-	-	265,302	021-9500-000.88-00	CONTINGENCY		285,815
				To help with cash flow for Capital Projects done prior to February 1, but not reimbursed until April - June.		
-	-	<b>265,302</b>	<b>TOTAL CONTINGENCY</b>			<b>285,815</b>
<b>225,604</b>	<b>345,449</b>	<b>756,496</b>	<b>TOTAL STATE OFFICE BUILDING EXPENSES</b>			<b>1,037,828</b>
<b>60,634</b>	<b>343,532</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. This fund will also receive revenue associated with the 2021 Strategic Investment Program (SIP) Agreement. These funds will be used for financing costs of services, projects, property and equipment as identified.

### GOALS AND FOCUS FY 2025

- Receive annual payments pursuant to the Enterprise Zone Agreement with Design LLC dated August 17, 2015.
- Support Water Master Plan for the City of The Dalles.
- Reserve match needed for Safe Route to School for 7<sup>th</sup> Street application 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.
- Support the Columbia Gorge Regional Airport in the development of additional T-Hangars and Skill/Training Hangar associated with the Columbia Gorge Community College

### ACCOMPLISHMENTS IN FY 2024

- Funds have been expended for the Columbia Gorge Community College Skills Center, as per the agreement.

# SPECIAL ENTERPRISE ZONE PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING FUND BALANCE	022-0000-300.00-00	1,751,459	1,667,566	2,108,699	2,422,750
INTEREST INCOME	022-0000-361.00-00	8,974	55,918	43,000	93,000
STRATEGIC INVESTMENT PROGRAM	022-0000-364.00-00	-	-	-	1
ENTERPRIZE ZONE PAYMENTS	022-0000-369.10-00	907,133	907,133	907,133	907,133
<b>TOTAL SPECIAL ENTERPRIZE ZONE FUND REVENUE</b>		<b>2,667,566</b>	<b>2,630,617</b>	<b>3,058,832</b>	<b>3,422,884</b>
<b>EXPENDITURES</b>					
<b>MATERIALS AND SERVICES:</b>					
CONTRACTUAL SERVICES	022-2200-000.31-10	1,000,000	500,000	2,608,832	2,382,884
<b>TOTAL MATERIALS AND SERVICES</b>		<b>1,000,000</b>	<b>500,000</b>	<b>2,608,832</b>	<b>2,382,884</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	150,000
TO AIRPORT FUND	022-9500-000.81-61	-	-	-	890,000
<b>TOTAL INTERFUND TRANSFERS</b>		<b>-</b>	<b>-</b>	<b>450,000</b>	<b>1,040,000</b>
<b>TOTAL SPECIAL ENTERPRISE ZONE FUND EXPENSE</b>		<b>1,000,000</b>	<b>500,000</b>	<b>3,058,832</b>	<b>3,422,884</b>
<b>SPECIAL ENTERPRISE ZONE RSRV FUND - REVENUE LESS EXPENSES</b>		<b>1,667,566</b>	<b>2,130,617</b>	<b>-</b>	<b>-</b>

# SPECIAL ENTERPRISE ZONE PROPOSED BUDGET WORKSHEET

FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	Account Number	Description	Account	Line Item Detail	FY24/25 Proposed Budget
<b>REVENUES:</b>							
1,751,459	1,667,566	2,108,699	022-0000-300.00-00	BEGINNING FUND BALANCE			2,422,750
8,974	55,918	43,000	022-0000-361.00-00	INTEREST INCOME			93,000
-	-	-	022-0000-364.00-00	STRATEGIC INVESTMENT PROGRAM			1
907,133	907,133	907,133	022-0000-369.10-00	ENTERPRISE ZONE PAYMENTS			907,133
<b>2,667,566</b>	<b>2,630,617</b>	<b>3,058,832</b>	<b>TOTAL SPECIAL ENTERPRISE ZONE FUND REVENUE</b>				<b>3,422,884</b>
<b>MATERIALS AND SERVICES:</b>							
1,000,000	500,000	2,608,832	022-2200-000.31-10	CONTRACTUAL SERVICE			2,382,884
				Safe Route to school 7th St-Not completed last budget year		200,000	
				Infrastructure Master Plan projects		2,000,000	
				Projects not yet finalized		182,884	
<b>1,000,000</b>	<b>500,000</b>	<b>2,608,832</b>	<b>TOTAL MATERIALS AND SERVICES</b>				<b>2,382,884</b>
<b>OTHER USES:</b>							
-	-	200,000	022-9500-000.81-13	TO TRANSPORTATION SYSTEM RESERVE FUND			-
-	-	250,000	022-9500-000.81-36	TO SPECIAL ASSESSMENT FUND			150,000
				Commercial Sidewalk Program		150,000	
-	-	-	022-9500-000.81-61	TO AIRPORT FUND			890,000
				Additional transfer for the EDA Grant that Klickitat County will manage		350,000	
				Airport T-Hangars Grant		180,000	
				Airport T-Hangars 5 yr Loan		360,000	
-	-	<b>450,000</b>	<b>TOTAL TRANSFERS OUT</b>				<b>1,040,000</b>
<b>1,000,000</b>	<b>500,000</b>	<b>3,058,832</b>	<b>TOTAL SPECIAL ENTERPRISE ZONE EXPENSE</b>				<b>3,422,884</b>
<b>1,667,566</b>	<b>2,130,617</b>	<b>-</b>	<b>TOTAL SPECIAL ENTERPRISE ZONE FUND - REVENUE LESS EXPENSES</b>				<b>-</b>



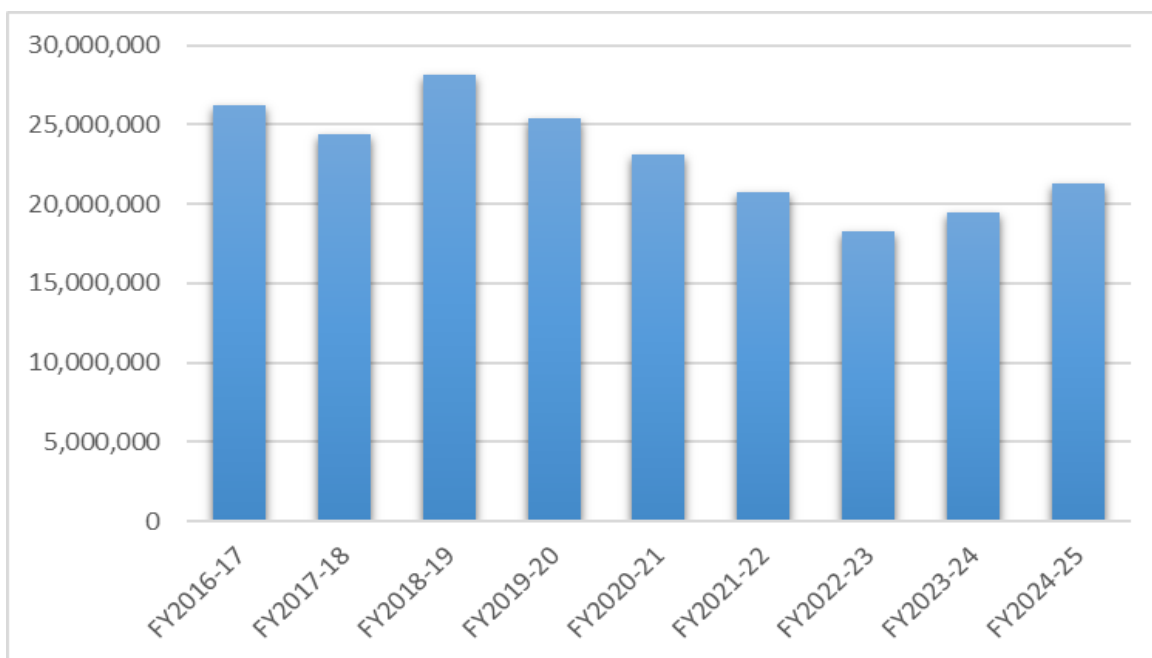
# DEBT MANAGEMENT

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 \$1,189.

## Debt Principal Outstanding As of June 30, 2024

<b>City Bonds:</b>		<b>City Debts:</b>	
Airport Taxable LOCAP Bond	\$ 1,305,000	CWSRF Loan	\$1,117,864
2009 FFCO Bond	4,095,000	ARRA/SDWRLF Loan	2,033,415
2018 UT Revenue & Refunding Bond	<u>5,748,065</u>	Business OR Dog River Pipeline Loan	6,712,802
	\$11,148,065	Airport Klickitat CO CERB	<u>275,000</u>
			\$10,139,081

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

# DEBT SERVICE SUMMARY

ACCOUNT DESCRIPTION	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
BEGINNING BALANCE	66,770	64,356	31,696	60,681
REVENUES	1,130,258	1,132,040	979,733	956,543
OTHER SOURCES	1,664,928	1,132,758	953,636	952,050
<b>TOTAL RESOURCES</b>	<b>2,861,956</b>	<b>2,329,154</b>	<b>1,965,065</b>	<b>1,969,274</b>
AIRPORT DEBT SERVICE FUND	209,500	211,883	207,634	207,850
WATER REVENUE BOND	-	-	-	-
FFCO 2008 DEBT SERVICE FUND	303,730	302,180	-	-
FFCO 2009 DEBT SERVICE FUND	944,913	948,913	946,616	947,888
WASTEWATER REVENUE BOND	-	-	-	-
UTILITY REVENUE BOND	1,339,455	807,089	810,815	810,536
<b>TOTAL EXPENDITURES</b>	<b>2,797,598</b>	<b>2,270,065</b>	<b>1,965,065</b>	<b>1,966,274</b>
RATE STABILIZATON RESERVES	-	-	-	-
TRANSFER OUT	-	-	-	3,000
<b>TOTAL OTHER USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>2,797,598</b>	<b>2,270,065</b>	<b>1,965,065</b>	<b>1,969,274</b>
<b>FUND TOTAL</b>	<b>64,358</b>	<b>59,089</b>	<b>-</b>	<b>-</b>

# AIRPORT DEBT SERVICE FUND

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
	Account Number	Actual	Actual	Budget	Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	062-0000-300.00-00	64,378	60,991	28,325	53,232
INTEREST REVENUES	062-0000-361.00-00	686	2,204	639	5,220
LEASE REVENUE	062-0000-362.00-00	53,736	52,345	23,878	52,008
PROPERTY RENTALS	062-0000-363.50-00	151,690	147,980	154,792	97,390
<b>TOTAL AIRPORT DEBT SERV FUND REVENUES</b>		<b>270,491</b>	<b>263,520</b>	<b>207,634</b>	<b>207,850</b>
<b>EXPENDITURES</b>					
<b>DEBT SERVICE:</b>					
MISCELLANEOUS EXPENSE	062-6100-000.69-50	-	5,299	-	-
BOND PRINCIPAL	062-6100-000.79-15	85,000	85,000	90,000	95,000
BOND INTEREST	062-6100-000.79-25	69,150	66,600	62,775	58,725
PRINCIPAL PMTS - K. CO. 11/1/12	062-6100-000.79-50	25,000	25,000	-	-
INTEREST PMTS - K. CO. 11/1/12	062-6100-000.79-60	100	109	-	-
PRINCIPAL PMTS - K. CO. CERB LOAN	062-6100-000.79-55	25,000	25,000	25,000	25,000
INTEREST PMTS - K. CO. CERB LOAN	062-6100-000.79-65	5,250	4,875	4,500	4,125
RSRV FOR FUTURE DEBT	062-6100-000.79-80	-	-	25,359	25,000
<b>TOTAL DEBT SERVICE</b>		<b>209,500</b>	<b>211,883</b>	<b>207,634</b>	<b>207,850</b>
<b>TOTAL AIRPORT DEBT SERVICE FUND EXPENSES</b>		<b>209,500</b>	<b>211,883</b>	<b>207,634</b>	<b>207,850</b>
<b>AIRPORT DEBT SERVICE FUND - REVENUE LESS EXPENSES</b>		<b>60,990</b>	<b>51,637</b>	<b>-</b>	<b>-</b>

# FFCO 2008 DEBT SERVICE FUND

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
<b>Account Number</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed Budget</b>
<b>REVENUES:</b>					
BEGINNING BALANCE	043-0000-300.00-00	-	-	-	3,000
STATE OFFICE BLDG INCOME	043-0000-363.80-00	124,408	126,773	-	-
FROM STREET FUND	043-0000-391.05-00	59,774	59,469	-	-
FROM WATER UTILITY FUND	043-0000-391.51-00	59,774	59,469	-	-
FROM WASTEWATER UTILITY FUND	043-0000-391.55-00	59,775	59,469	-	-
<b>TOTAL FFCO 2008 DEBT SVC FUND REVENUES</b>		<b>303,731</b>	<b>305,180</b>	<b>-</b>	<b>3,000</b>
<b>EXPENDITURES</b>					
<b>DEBT SERVICE:</b>					
PRINCIPAL PMTS	043-4300-000.79-50	280,000	290,000	-	-
INTEREST PMTS	043-4300-000.79-60	23,730	12,180	-	-
<b>TOTAL DEBT SERVICE</b>		<b>303,730</b>	<b>302,180</b>	<b>-</b>	<b>-</b>
TO STREET FUND	043-9500-000.81-05	-	-	-	3,000
<b>TOTAL TRANSFERS OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>
<b>TOTAL FFCO 2008 DEBT SVC FUND EXPENSES</b>		<b>303,730</b>	<b>302,180</b>	<b>-</b>	<b>3,000</b>
<b>FFCO 2008 DEBT SVC FUND - REVENUES LESS EXPENSES</b>		<b>1</b>	<b>3,000</b>	<b>-</b>	<b>-</b>

# FFCO 2009 DEBT SERVICE FUND

## PROPOSED BUDGET

		FY21/22	FY22/23	FY23/24	FY24/25
<b>Account Number</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed Budget</b>
<b>REVENUES:</b>					
BEGINNING BALANCE	044-0000-300.00-00	-	-	4	(2)
FROM URBAN RENEWAL	044-0000-332.50-00	799,738	802,738	800,424	801,925
FROM SPECIAL ASSESSMENT FUND	044-0000-391.36-00	104,816	105,539	105,548	105,385
FROM WA CAPITAL RESERVE FUND	044-0000-391.53-00	33,245	33,475	33,477	33,426
FROM SW SPECIAL RESERVE FUND	044-0000-391.56-00	7,114	7,163	7,163	7,154
<b>TOTAL FFCO 2009 DEBT SVC FUND REVENUES</b>		<b>944,913</b>	<b>948,915</b>	<b>946,616</b>	<b>947,888</b>
<b>EXPENDITURES</b>					
<b>DEBT SERVICE:</b>					
PRINCIPAL PMTS	044-4300-000.79-50	650,000	680,000	710,000	745,000
INTEREST PMTS	044-4300-000.79-60	294,913	268,913	236,616	202,888
<b>TOTAL DEBT SERVICE</b>		<b>944,913</b>	<b>948,913</b>	<b>946,616</b>	<b>947,888</b>
<b>TOTAL 2009 FFCO DEBT SVC FUND EXPENSES</b>		<b>944,913</b>	<b>948,913</b>	<b>946,616</b>	<b>947,888</b>
<b>2009 FFCO DEBT SVC FUND - REVENUES LESS EXPENSES</b>		<b>1</b>	<b>3</b>	<b>-</b>	<b>-</b>

# UTILITY REVENUE BOND

## PROPOSED BUDGET

	Account Number	FY21/22 Actual	FY22/23 Actual	FY23/24 Budget	FY24/25 Proposed Budget
<b>REVENUES:</b>					
BEGINNING BALANCE	059-0000-300.00-00	2,392	3,365	3,367	4,451
TRANSFER FROM WATER CAPITAL RESERVE FUND	059-0000-391.53-00	503,524	503,437	502,711	501,349
TRANSFER FROM SEWER PLANT CONSTRUCTION FUND	059-0000-391.57-00	836,906	304,737	304,737	304,736
<b>TOTAL UTILITY REVENUE DEBT SVC FUND REVENUES</b>		<b>1,342,822</b>	<b>811,539</b>	<b>810,815</b>	<b>810,536</b>
<b>EXPENDITURES</b>					
<b>DEBT SERVICE:</b>					
BOND PRINCIPAL	059-5900-000.79-50	1,123,372	621,108	636,967	652,611
BOND INTEREST	059-5900-000.79-60	216,083	185,981	170,480	153,474
RESERVE FOR FUTURE EXPENDITURES	059-5900-000.80-01	-	-	3,368	4,451
<b>TOTAL DEBT SERVICE</b>		<b>1,339,455</b>	<b>807,089</b>	<b>810,815</b>	<b>810,536</b>
<b>TOTAL UTILITY REVENUE DEBT SVC FUND EXPENSES</b>		<b>1,339,455</b>	<b>807,089</b>	<b>810,815</b>	<b>810,536</b>
<b>UTILITY REVENUE DEBT SVC FUND - REVENUES LESS EXPENSES</b>		<b>3,366</b>	<b>4,450</b>	<b>-</b>	<b>-</b>

# BIPS

## BUDGET INFORMATION PAPERS





## BUDGET ISSUE PAPER

### CITY OF THE DALLES

TO: City of The Dalles Budget Committee

FROM: Daniel Hunter, Human Resources Director

DATE: March 6, 2024

ISSUE: BIP 24-003 PERSONNEL CHANGES

### BACKGROUND

- In the FY22/23 budget process the Evidence Technician position in the Police Department was increased from less than 20 hours per week to three-quarter time, or 30 hours per weeks. This increase was due to changes in law that placed a higher time commitment on this position. Since that time, it has become clear that this position needs to be full-time to properly manage the evidence received, processed and stored by the Department.
- Over the past couple years the workload of the Codes Enforcement Officer have been increasing. The need for addition capacity is evident to staff and City Council. Therefore, we are adding an additional Codes Enforcement position to the Police Department. This will also allow for the transfer of knowledge from our existing long-term Codes Enforcement Officer to the person hired into the additional position.
- Also in FY22/23 the City Council brought City legal service back to a City staff position and established a Legal Department. That Department currently has one full-time City Attorney and a part-time, 20 hours or less per week Paralegal. The Paralegal position is being increased to full-time. For comparison, in FY19/20 this Department had one full-time City Attorney, one full-time Legal Assistant and one part-time Paralegal.
- The Dalles Library would like to add a new youth-oriented position in the FY24/25 budget. The Library Technical Assistant II position would service all children, birth through high school, as a Youth Services Librarian. Our children's librarian and our teen librarian each work 40 hours a week. The operating hours of the Library currently exceeds the capacity of two employees to cover these duties. Consequently, the teen and children spaces go unattended for long periods of time. The new position will maximize our use of space, provide oversight that is important in the teen space and offer the youth in our community countless opportunities to prepare them for success. The Wasco

County Library District's Board of Directors has voiced their support for this request as part of the Library District's plan to enhance district-wide services in Wasco County.

- The Water Distribution Division in the Public Works Department will add one Certified Operator. Currently this Division has a schedule of meters to replace and are unable to catch up utilizing seasonal help. The Division schedule for meter replacement has been stymied by meter failures requiring immediate attention. This need has also impacted the ability to keep up with scheduled water main replacement projects. Thus far the Department has relied on contractors to fill the need where available. The Department will also be adding facilities requiring more staff time to maintain in the next year. These include two new wells, two new reservoirs and a new pump station.

## BUDGET IMPLICATIONS

- The Proposed FY24/25 Budget has been developed with the addition personnel costs included.  
The Water Distribution Certified Operator Position is budgeted in the Water Fund.  
The Library Technical Assistant II - Youth Services position is budgeted in the Library Fund.  
The remaining personnel changes are budgeted in the General Fund, Police Department and Legal Department respectively.