

CITY OF HOOD RIVER

2016-2017 City Budget

Adopted June 13, 2016





CITY OF HOOD RIVER

FY 2016-17 Adopted Budget

Budget Committee

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City of Hood River
2016-17 Adopted Budget
Table of Contents

	<u>Page</u>		<u>Page</u>
Budget Calendar	4	MISC. RESTRICTED FUND	
Hood River At-A-Glance	5	Fund Summary	84
City's Mission, Vision, and Goals	6	EMS Program	85
BUDGET SUMMARY		Building Program	89
Budget Message	9	Engineering Program	92
Budgetary Fund/Program Schedule	15	Municipal Court Program	95
City-Wide Budget Schedules	16	Parking Program	97
Organizational Chart	18	Fire G.O. Bond Program	101
Proposed Positions by Fund	19	RESERVES FUND	
GENERAL FUND		Fund Summary	103
General Fund Overview	20	Reserve - Parking in Lieu	104
Police Program	26	Reserve - General Fund Equip. Replacement	106
Fire Program	33	Reserve - Compensated Absences	109
Parks Program	37	Reserve - PERS Stabilization	113
Planning Program	41	Reserve - Miscellaneous	116
Non-Departmental	46	LID Assessments	118
PUBLIC WORKS OVERVIEW	49	INTERNAL SERVICE FUND	
ROAD FUND	53	Fund Summary	120
WATER FUND	61	Administration	121
SEWER FUND	69	Equipment Maintenance	126
STORM WATER FUND	77	APPENDICES	
		I. Resolution No. 2016-09, Budget Policy	129
		II. Adopted FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges	135
		III. Schedule of Transfers In/Out	154
		IV. Administrative Allocation Schedule	156
		V. Debt Service Schedule	158
		VI. Discontinued Funds/Programs	160
		VII. Affidavits of Publication	174
		VIII. Budget Resolutions	179
		IX. Notice of Property Tax Levy (LB-50)	185



**City of Hood River and Urban Renewal Agency
FY 2016-17 Budget Meeting Calendar**

April 20	URA & City (Joint) Budget Committee Workshop Budget Process Overview City Fund/Program Structure Proposed Budgets Distributed Tours	4:30 p.m.
Weds. April 27	Budget Committee Meeting # 1 – City Presiding Officer Election Budget Message Three-year Revenue, Personnel Forecasts (Res. 2016-09) General Fund	6:00 p.m.
Weds. May 04	Budget Committee Meeting # 2 - City Public Works – Roads, Water, Sewer, Storm Water, Parks, Building, Engineering, Parking Misc. Restricted Funds Reserves Internal Service Funds – Admin, Equipment Maintenance	6:00 p.m.
Weds. May 11	Budget Committee Meeting – URA Presiding Officer Election Budget Message & Presentation Public Comment/Questions Final Deliberations Motion: Approve Budget and Tax Rate/Amount	6:00 p.m.
	Budget Committee Meeting #3 - City Public Hearing – State Revenue Sharing Public Comment/Questions Final Deliberations Motion: Approve Budget and Tax Rate/Amount	not earlier than 7:00p.m.
Mon. June 13	Urban Renewal Agency Board Meeting Budget Hearing Budget Adoption	at regularly scheduled mtg
	City Council Meeting Budget Hearing Budget Adoption	at regularly scheduled mtg



Hood River - At A Glance

LOCATION

Hood River is located at the confluence of the Hood River and the Columbia River Gorge. The city is about 30 miles north of Mt. Hood, the tallest peak in the state. It is 60 miles east of Portland, Oregon's largest city.

INCORPORATION

Hood River was incorporated in 1895.

ENVIRONMENT

Elevation: 160 feet

Precipitation (yearly avg.): 31.30 inches

Jan. Temperature High: 42.1

Low: 30.2

July Temperature High: 81.7

Low: 54.4

VALUATION

Market Value \$1,201,156,096

Assessed Value \$822,033,400

POPULATION

- 2015 7,685
- 2010 7,167
- 2000 5,831

REGISTERED VOTERS – April 2015

City of Hood River registered voters
4,071

County of Hood River registered voters
12,179

GEOGRAPHY

The city has a total area of 3.35 square miles.

SIGNALIZED INTERSECTIONS:

8 intersections are currently signalized.

MILES OF STREETS

There are 63.2 miles of streets in the City of Hood River street system.

PARKS/GREENWAYS

The City's 19 parks/open spaces total over 73.22 acreages; 23.31 acres are maintained. Other park areas in the City are operated and maintained by the Hood River Valley Parks and Recreation District.

ZONING

Commercial 252 Acres

Industrial 111 Acres

Residential 679 Acres

Other: Includes

Unzoned Water 518 Acres

Open Space /Public Facility 148 Acres

Recreational/Commercial 18 Acres

Total Acres 1726

DWELLING UNITS

Multi-family 1246

Single Family 2347

Total 3593

UTILITY ACCOUNTS

Utility Accounts - 3950

SCHOOLS

Hood River has two schools in the City of Hood River:

- May Street Elementary School
- Hood River Middle School

Hood River Valley High School, Wy East Middle School, Westside Elementary, Mid-Valley Elementary, Parkdale Elementary and Cascade Locks Elementary are located outside of the City of Hood River, in Hood River County.



Mission

Provide essential services at the lowest possible cost to continually enhance the quality of life in Hood River.

Vision

Hood River City is financially sound; meets today's needs while planning for a sustainable tomorrow with diverse economic, cultural and recreational opportunities; is engaging and responsive, connecting people to people and to our natural beauty; collaborates to preserve the city's distinctive identity and independence.

Hood River is and will continue to be a regional focus for the advancement and enjoyment of the arts, culture, leisure and recreational activities.

City Council Goal Setting – November 14, 2015

- Housing
- Revenue Enhancement
- Community Involvement / Relations
- Planning Department Funding
- Clean Energy
- Parks Working Group
- Public Works Design
- Fire Department Funding
-
- **Housing** – This is a continuation of the affordable housing goal from 2014. We have completed the buildable lands inventory and housing analysis. There are three strategy elements moving forward we will be working on –increasing efficient use of land within the urban growth boundary, regulating and managing secondary and short term rental housing and developing (likely in conjunction with Mid -Columbia Housing) affordable housing.



- **Revenue Enhancement** – With a relatively low City property tax rate of \$2.81/\$1,000 assessed valuation the City Council desires to enhance revenues to pursue needed programs and projects. Also, as an upcoming financial constraint the City will be facing significant Public Employees Retirement System (PERS) cost increases (~ 25 percent) effective July 1, 2017. Staff has been directed to develop and suggest revenue enhancement possibilities. Some of them may include increased parking rates, a registration fee for short term rental properties, a property tax local option levy, extending metered parking into the waterfront area, a voluntary 1 percent for Hood River option on local sales, and other possibilities
- **Community Involvement / Relations** – Use the newspaper and other outlets to provide needed public information on city activities and projects. Develop the civic information base and take all opportunities to educate the public and build City credibility. The proposed outsourcing of utility billing statements will provide an opportunity for focused topical outreach to all or selected bill recipients.
- **Planning Department Funding** – This continues a 2104 goal. With strong private development activity predicted in the coming year the Planning Department is fully engaged with current planning issues along with managing key projects such as the affordable housing strategies and the transportation and growth management (TGM) grant. The City will be hiring a third professional planner to assist with a variety of planning activities including the developing STR licensing program.
- **Clean Energy** – The City Council is interested in developing actions and activities to support clean energy programs. (This needs some degree of Council clarification. It is not yet clear just what are agreed upon tasks and outcomes for this goal. Is it to enhance clean energy and/or reduced energy for City owned and operated facilities and systems? Or, is it to incent and/ catalyze private development featuring clean energy principles? Or, is it both? This may be a resource challenged area for City staff. More Council direction is requested.)



- **Parks Working Group** – Inventory and develop a regional strategy for parks in this region. The backdrop is the recognition that a variety of public agencies develop and maintain parks or park like areas. Hood River County, the Hood River Valley Parks and Recreation District, the City, Hood River County Library District and the Port of Hood River all contribute. Ensure there is coordination in development of park facilities through an as yet to be established working group. (Additional Council direction will be useful on this goal.)
- **Public Works Design** – This goal carries forward from 2014. The priority is to develop key infrastructure systems in a manner that is sustainable and environmentally friendly. The system being evaluated at this time is stormwater management. An advisory task force has been formed and meetings will be held this winter and into the spring, recommendations to the City Council will follow.
- **Fire Department Funding** – The City is seeking a means to maintain high quality fire and emergency medical response services within the fiscal restraints facing the City. A key point of progress was made this past year by separating the Fire and Emergency Medical Services (EMS) budgets. A goal moving forward will be to eliminate the approximately \$64,000 General Fund subsidy of EMS operations. Moving forward, can the City encourage a gradual plan of some type of regional organization to provide Fire/EMS services in the most efficient manner possible?



DATE: April 20, 2016
TO: Hood River Budget Committee
FROM: Steve Wheeler, City Manager
SUBJECT: FY 2016-17 Budget Message

OVERVIEW

Balance. Finding the proper balance between expending funds for necessary and vital city services and keeping proper reserves for a “rainy day” is an ongoing task for governments throughout Oregon. After several years of regional economic growth I am pleased to report that Hood River’s budget is in good shape. While there are a couple of trouble spots all funds are balanced and are at least reasonably healthy.

The City of Hood River continues to serve a broad constituency of residents, businesses and visitors. The proposed budget for these services follows the policy directives described in Resolution 2012-22 and as recently modified by Resolution 2016-09. A detailed response update to the eighteen directives for budget and related preparation instructions in those Resolutions has been prepared and is included in the Budget appendix.

Fiscal year 2016-17 represents year two of a total revamping of Hood River’s budget fund and program structure. In FY 2016-17 there are several budget organization changes, including:

- Adding a “Proportionate Share” program in the Road Fund. This enumerates financial contributions made to the Rand/Cascade intersection and to the 2nd and Oak intersection. Eventually these contributions will go towards needed signals and roadway improvements at these two important intersections.
- Establishing reserve capital programs in the Road and Storm Water funds (they already exist in the Water and Sewer funds).
- Adding a PERS Stabilization Reserve to cushion the impact of coming PERS (Public Employee Retirement System) rate increases starting in July 2017.

- Adding the “Administration” program to the Internal Service Fund. Administration consists of the City Manager and City Recorder, Finance, Information Technology and Legal Services. All of these are typical business overhead functions. These programs have been moved out of the General Fund to recognize that they are funded by a combination of General Fund and Restricted Fund sources. Last year the only internal service fund was Equipment Maintenance, which is also funded from a variety of revenue sources.

Moving forward, my recommendation is that we now pause on Hood River City fund restructuring. The funds are in a logical structure and sequence and it would be useful to stabilize the structure for growth and comparative purposes.

The bottom line is that all City Funds are balanced between Resources and Requirements as required by Oregon budget law.

ECONOMY/CONTEXT/DIRECTION

We continue to track the University of Oregon economic report prepared by Tim Duy. We also track Mid-Columbia Labor Trends for Economic information. A recently-added publication is the Columbia Gorge Economic Indicators prepared by the State of Oregon Employment Department. From that report we learned that from 2014 to 2015 Hood River County had a year-over-year net gain of 850 jobs in Leisure and Hospitality, Manufacturing, Education, Health Services and Retail Trade. The local economy remains very strong with a seasonally adjusted unemployment rate of 4.2 percent (February, 2016) in Hood River County, among the lowest in the State.

In mid-January I gave direction to the department managers to prepare budgets with a not to exceed 1.0 percent (for areas under their control) in the Materials and Services accounts. In the past year we have seen the best possible economic scenarios encompassing both low inflation (except for housing!) and low unemployment. The most recent inflation number I have reviewed from the nearby Portland-Salem urban consumers index is an annual increase (though December 2015) of 1.2 percent.

Hood River’s July 2015 population estimate is 7,685. The population estimate we used for July 2016 is 7,830, the same 1.9 percent increase that occurred from 2014 to 2015.

The proposed budget assumes all negotiated labor contract wage and benefit adjustments and has adequate contingencies to support the labor agreement currently being negotiated (Fire/EMS). Similar assumptions have been made for non-represented employees. There is no change in PERS rates in FY 2016-17, but of course a significant increase in FY 2017-18 is anticipated. We are estimating a five percent increase in health insurance effective January 1, 2017, and that has been included in the proposed budget.

BUDGET NUMBERS

There are eight separate funds that make up the Hood River City budget – General, Road, Water, Sewer, Storm Water, Miscellaneous Restricted, Reserves and Internal Services. Total Resources (revenues) of \$35,096,407 balance with Requirements (expenditures) of \$35,096,407.

General Fund Resources are reduced by 17 percent or \$1,263,559 from FY 2015-16, but there is an explanation. Moving Emergency Medical Services (EMS) and Administration out of the General Fund removes over \$1.7 million in charges for services from the General Fund Resources. Otherwise, solid growth in key General Fund revenues is anticipated, for example:

Property Taxes	+ \$79,159 or 4% (per County Assessor)
Transient Room Tax	+ \$132,770 or 9% (reflects hotel room increases)
Franchise and Utility Fees	+ \$131,215 or 12% (reflects rate increases and increase in customer base)

Hood River has a solid triumvirate of General Fund revenue sources. A future item to watch in this area is marijuana taxation. There are two emerging sources. State taxation is one, which will stabilize at 17 percent of retail sales. Eventually, 10 percent of total sales taxes will be passed back to cities permitting (as does Hood River) the retail commercial sale of marijuana. Also, the City Council has directed that the City request voter approval in November of the State permitted a three percent local sales tax on marijuana sales. For both of these sources we have budgeted a conservative \$4,000 (\$3,000 local tax, \$1,000 state local tax) in FY 2016-17; we will need to monitor what develops as these revenues have no historical comparison. Also included in the budget revenue estimate is revenue from an anticipated short-term rental (STR) licensing fee.

As with Resources, Requirements are difficult to compare year-over-year due to moving Administration and EMS out of the General Fund. All revenues include changes made by the City Council in January 2016 to the consolidated fee schedule, various utility fee increases and the forthcoming 7/1/16 increase in paid downtown parking from 75 cents to \$1.00 per hour (the first increase in eight years).

STAFFING

The City is gradually adding back needed staffing that was reduced starting in 2009 as a reflection of the extreme recession that was gripping the economy at that time. Proposed in the 2016-17 budget are several needed positions, the first two of which were mid-year additions approved by the City Council subsequent to the 2015-16 budget adoption.

FY 2015-16

- Associate Planner, works on general planning and development issues and will assist with STR licensing.
- Senior Project Manager in Public Works will reduce contracted engineering service funding and assist with the large variety of capital projects contemplated in the four public works capital development program areas.
- A seasonal, full-time downtown parking management position will be added for the summer of 2016. While we estimate the revenue gain will outpace the cost of the position that is not the reason for initiating it. This temporary position will hopefully contribute to a positive experience for downtown shoppers, giving out information, being able to make change for meters, etc.

FY 2016-17

- A new Police Officer will be hired to assist with emerging coverage and workload requirements. The need for this position was outlined by Chief Holste at the Budget Committee meeting last year.
- A full-time Parking and Code Enforcement position will be added effective April 2017. Partially funded by the Port of Hood River this position will assist in a comprehensive parking enforcement effort in the busy waterfront area (both City and Port managed parking) during the spring, summer and fall. It will also assist year-round with City and Port code issues in the waterfront and other areas. With these changes, Hood River will be at approximately 62 full-time equivalent positions (FTE's).

KEY PROJECTS AND PROGRAMS

We have some exciting projects and programs anticipated for FY 2016-17:

- We will be completing major repairs to the Tsurata tennis courts next to Jackson Park. Several years ago the courts were unsuccessfully resurfaced. We anticipate collecting a warranty payment to partially offset repairs to the court surface.
- We will be converting 40 "classic" street lights in the downtown area to low energy "LED" bulbs.
- In late breaking news, and too late for immediate budget inclusion (the adopted budget will include this), it now appears the Oregon Department of Transportation (ODOT) will contribute \$750,000 to establish a traffic signal at Rand and Cascade, plus realign the intersection. The City will use approximately \$1.0 million in traffic Systems Development Charges and proportionate share funds to make this important and long-awaited project happen.

- The City will be constructing a new sewer pump station in the Marina Drive area at the Port of Hood River. This delayed project from FY 2015-16 will happen in the coming year.
- Two additional bio-solids storage bays will be designed and constructed at the wastewater treatment plant.
- As per previous City Council direction, metered parking will be established in the waterfront area. Fourteen CALE meter systems will be installed on Portway and North 2nd St. This will coordinate with the Port of Hood River's comprehensive parking efforts in the waterfront area.
- At long last, we do plan to initiate and complete Serpentine Road sidewalk improvements project (from Sherman to 2nd St.).
- We have included the May St. elevated sidewalk repair as an ENHANCE ODOT grant in the budget (\$1,390,815 grant). While promising and hopeful, this grant has not been awarded, so if we are ultimately unsuccessful we will simply not expend the funds and perform the project. The present total project cost is estimated at \$1,550,000, so there is a \$159,185 City match.

ISSUES LOOKING FORWARD

The City's Storm Water Fund has a structural imbalance between revenues and requirements. The present revenue stream does not develop enough funding to support staff, vehicle and project obligations. This imbalance may be exacerbated by forthcoming increased expectations for enhanced storm water regulations on new development. There will need to be an updated and increased revenue stream; this can be discussed a part of the budget process.

As we have previously mentioned, Oregon PERS rates are being dramatically increased in the next three biennium's, starting July 1, 2017. Accordingly, we are proposing a new PERS Stabilization Program in the Reserves Fund. As shown in the budget documents, PERS charges in the General Fund will increase by over \$972,000 between the FY 2015-16 projections and the FY 2020-21 budget year. Placeholder amounts of \$1,000 are shown in other funds (except Storm Water, which cannot afford it) that support City staff. In FY 2016-17, we are proposing a \$500,000 General Fund contribution to this reserve. The policy question will be, in light of the forthcoming budget issues, should we be pre-funding even more in the FY 2016-17 budget?

Lastly, there is a positive issue to work through. For several years the City has adopted financially conservative budgets. The upshot, in conjunction with the strong economy, is that the City has developed a healthy surplus of projected ending fund balance, beyond the standards set through the City Resolutions. The bottom line is, after setting aside \$400,000 for General Fund Contingency plus another \$500,000 as a new PERS reserve we still exceed the reserve requirements by almost \$900,000. How should this amount be addressed? This is a good problem to have and we will be developing some options for the City Council.

Sincere thanks to all of the Department heads and staff members who worked hard to produce the proposed FY 2016-17 budget. It is truly appreciated. A special note of thanks to Finance Director Summer Sears, her hard work and advice is an essential component of this budget. Also thanks to City Recorder Jennifer Gray who did much to assist with this budget.

**Fund/Program Structure
FY 2016-17 Budget**

**Budgetary Fund
Program**

CITY OF HOOD RIVER, OREGON

HOOD RIVER URBAN RENEWAL AGENCY
(a separate but related entity)

GENERAL FUND	RESTRICTED FUNDS	OTHER FUND TYPES	URBAN RENEWAL FUNDS
General Fund Public Safety - Police Public Safety - Fire Parks Planning Non-Departmental (Council, Pass-thru, etc)	Road Fund	Reserves Fund Reserve - Parking in Lieu Reserve - General Equip. Replacement Reserve - Compensated Absences Reserve - PERS Stabilization ~ Reserve - Miscellaneous LID Assessments Internal Service Fund Administration * ^ Equipment Maintenance	URA - General Fund
	Operations		URA - Columbia Cascade District Development
	SDC		Debt Service
	Proportionate Share ~		
	Reserve - Capital ~		
	Water Fund		URA - Waterfront District Development
	Operations		Debt Service
	SDC		
	Reserve - Debt Requirements		
	Reserve - Capital		URA - Heights District Development
	Sewer Fund	Debt Service	
	Operations/WWTP		
	SDC		
	Reserve - Debt Requirements		
	Reserve - Capital		
Storm Water Fund			
Operations			
SDC			
Reserve - Capital ~			
Misc. Restricted Fund			
Public Safety - EMS *			
Building			
Engineering			
Court			
Parking			
Fire G.O. Bond			

* Separated from General Fund

^ Includes City Manager, City Recorder, Finance, Legal, and Information Technology

~ new for FY16-17

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
BUDGET SUMMARY BY BUDGETARY FUND

Resources				Resources Total	Requirements							Requirements Total
	Beginning Fund Balance	Program Revenues	Interfund Transfers In		Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers Out	Contin- gency	Ending Fund Balance	
General Fund	2,486,357	5,720,012	442,138	8,648,507	3,785,110	1,558,430	206,000	-	943,369	1,266,250	889,348	8,648,507
Road Fund	2,247,491	1,620,050	101,102	3,968,643	366,046	430,113	1,907,000			507,695	757,789	3,968,643
Water Fund	2,702,695	2,847,300	1,875	5,551,870	528,430	732,524	2,121,722	707,500		178,494	1,283,200	5,551,870
Sewer Fund	4,395,944	3,496,485	1,937	7,894,366	383,471	1,899,855	3,522,450	477,232		397,649	1,213,709	7,894,366
Storm Water Fund	580,381	588,150		1,168,531	180,577	301,108	399,364	68,500		131,235	87,747	1,168,531
Misc. Restricted Fund	527,480	3,111,196	124,983	3,763,659	866,263	818,004	165,500	660,000	400,000	166,188	687,704	3,763,659
Reserves Fund	1,383,471	255,219	908,369	2,547,059		248,119	-		245,594	170,671	1,882,675	2,547,059
Internal Service Fund	19,085	1,256,169	8,559	1,283,813	733,148	409,237	32,500			95,000	13,928	1,283,813
Grand Total	14,342,904	18,894,581	1,588,963	34,826,448	6,843,045	6,397,390	8,354,536	1,913,232	1,588,963	2,913,182	6,816,100	34,826,448

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
BUDGET SUMMARY BY BUDGETARY FUND/PROGRAM

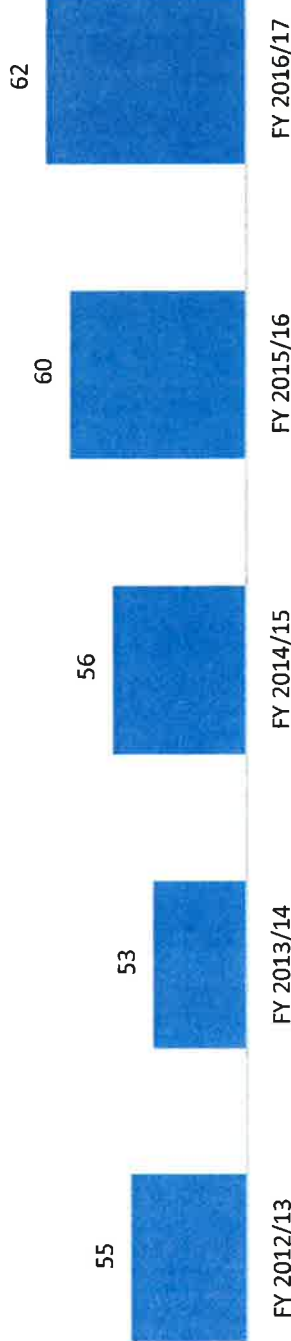
	Resources				Requirements				Requirements				Requirements Total
	Beginning Fund Balance	Program Revenues	Interfund Transfers In	Intrafund Transfers In	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers Out	Intrafund Transfers Out	Contin- gency	Ending Fund Balance	
General Fund													
Public Safety - Police		28,676	29,864		1,722,117	354,901	-	-	92,174				2,188,192
Public Safety - Fire		140,305	12,274		1,548,651	351,594	50,000		229,880				2,180,125
Parks		145,000			191,707	246,092	150,000		12,622				600,421
Planning		49,218			317,377	132,242			12,997				462,616
Non-Departmental	2,485,357	5,355,813	400,000		5,258	473,601	6,000		595,696		1,266,250	889,348	3,236,153
General Fund Total	2,486,357	5,720,012	442,138		3,785,110	1,558,430	206,000	-	943,369		1,266,250	889,348	8,648,507
Road Fund													
Road Operations	1,286,996	1,379,350	101,102		366,046	430,113	887,000		171,331	173,866	296,500	636,458	2,767,448
Road SDC	960,495	240,700					1,040,000		122,369		38,826	-	1,201,195
Road Proportionate Share				122,369							122,369		122,369
Road Reserve - Capital				171,331							50,000	121,331	171,331
Road Fund Total	2,247,491	1,620,050	101,102	293,700	366,046	430,113	1,907,000		293,700	173,866	507,695	757,789	4,282,343
Water Fund													
Water Operations	1,525,935	2,694,500	1,875		528,430	707,524	1,214,722	707,500		173,866	51,875	838,393	4,222,310
Water SDC	730,919	152,700		50,000			907,000				26,619	-	933,619
Water Reserve - Debt Requirements	271,137			74,846		25,000					50,000	270,983	345,983
Water Reserve - Capital	174,704	100		49,020							50,000	173,824	223,824
Water Fund Total	2,702,695	2,847,300	1,875	173,866	528,430	732,524	2,121,722	707,500		173,866	178,494	1,283,200	5,725,736
Sewer Fund													
Sewer Operations/WWTP	3,021,751	3,393,900	1,937	780,856	383,471	1,884,855	3,522,450	477,232		393,281	51,937	485,218	7,198,444
Sewer SDC	785,627	102,085								692,000	195,712	-	887,712
Sewer Reserve - Debt Requirements				236,530		15,000					100,000	121,530	236,530
Sewer Reserve - Capital	588,565	500		156,751						88,856	50,000	606,961	745,817
Sewer Fund Total	4,395,944	3,496,485	1,937	1,174,137	383,471	1,899,855	3,522,450	477,232		1,174,137	387,649	1,213,709	9,068,503
Storm Water Fund													
Storm Water Operations	483,096	554,100		54,364	180,577	301,108	279,364	68,500		230,776	31,235	-	1,091,560
Storm Water SDC	97,285	34,050		80,000			120,000				50,000	41,335	211,335
Storm Water Reserve - Capital				150,776						54,364	50,000	46,412	160,776
Storm Water Fund Total	580,381	588,150		285,140	180,577	301,108	399,364	68,500		285,140	131,235	87,747	1,453,671
Misc. Restricted Fund													
Public Safety - EMS		778,000	86,999		438,442	232,092					25,000	169,465	884,999
Building	327,896	424,350			17,772	391,046					50,000	293,428	752,246
Engineering	6,264	70,000	35,938		53,463	36,467					20,838	1,434	112,202
Muni. Court	79,152	250,000			93,082	28,352			100,000		10,000	97,718	328,152
Parking	109,328	903,186	2,046		263,504	129,897	165,500		300,000		30,000	125,659	1,014,560
Fire G/O - Debt Service	4,840	685,660			690,500	150		660,000			30,350	-	690,500
Misc. Restricted Fund Total	527,480	3,111,196	124,963		886,263	818,004	165,500	660,000	400,000		166,188	687,704	3,763,659
Reserves Fund													
Reserve - Parking in Lieu	6,323								52,412		6,323	-	6,323
Reserve - Equipment Replacement	1,010,954	750	329,445						87,330		100,000	1,188,737	1,341,149
Reserve - Compensated Absences	252,244	100	500,000								50,000	193,938	331,268
Reserve - PERS Stabilization												500,000	600,000
Reserve - Miscellaneous	113,950								99,602		14,348	-	113,950
LID Assessments		254,369				248,119			6,250				254,369
Reserves Fund Total	1,383,471	255,219	908,369		2,547,059	248,119	-		245,594		170,671	1,882,675	2,547,059
Internal Service Fund													
ISF - Administration		1,103,959	8,559		627,022	356,785	32,500				85,000	11,211	1,112,518
ISF - Equipment Maintenance	19,085	152,210			106,126	52,452					10,000	2,717	171,295
Internal Service Fund Total	19,085	1,256,169	8,559		733,148	409,237	32,500				95,000	13,928	1,283,813
Grand Total	14,342,904	18,894,581	1,588,963	1,926,843	6,843,045	6,397,390	8,354,536	1,913,232	1,588,963	1,926,843	2,913,182	6,816,100	36,753,291

Note: Excludes pass-through activity

City of Hood River Organization Chart



City of Hood River Adopted Full-time Equivalents



Fund/Program	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	Adopted FY 2016/17
General/Police	14.00	14.00	13.40	13.65	14.50
General/Fire	17.00	15.00	15.10	11.06	11.85
General/Planning	2.00	2.00	2.00	2.88	2.78
EMS	-	-	-	3.94	3.40
Muni Court	1.10	1.10	1.10	1.10	1.10
Parking	1.00	1.00	1.60	1.68	2.67
Administration	4.75	4.75	6.00	6.20	6.20
Public Works	15.00	15.10	17.10	19.40	19.45
Total	54.85	52.95	56.30	59.91	61.95

Substantive Changes FY 2015-16:

- EMS split from Fire, 3.90 FTE
- Add part-time/temporary help for Planning (0.20), Admin (0.10), and Building (0.75)
- Utility Clerk Position: Move 0.60 FTE from Admin to Public Works to reflect work performed
- Accounting Analyst Position: 0.20 FTE dedicated to Public Works
- Add 0.10 FTE additional seasonal help in Public Works - Parks
- Added 1.0 FTE Senior Project Manager in Public Works
- Add 0.78 FTE Associate Planner

Substantive Changes FY 2016-17:

- Add 1.0 FTE Police Officer
- Allocation between Fire/EMS shifted slightly toward Fire (0.5 FTE)
- Add Seasonal Parking/Code Enforcement Position (July/Aug 2016)
- Add 1.0 FTE Parking/Code Enforcement Position (April 2017)



CITY OF HOOD RIVER GENERAL FUND - OVERVIEW

The General Fund is where the City's non-enterprise and non-restricted fund work is performed. As its name suggests General Fund revenue sources are available for the use of appropriate general governmental purposes of the City of Hood River. General fund expenditures are budgeted at just over \$6.4 million.

For FY 2016-17 we have modified the General Fund to only include core services funded through non-restricted revenues. Fire Emergency Medical Services (EMS) has been moved to the Miscellaneous Restricted Fund category because its largest (by far) share of revenue comes from restricted user charges. This move also helps to distinguish between the General Fund "Fire Services" versus the Restricted Fund EMS services.

Similarly, administrative overhead (Administration, Finance, Information Technology and Legal) has been moved into a separate Internal Service Fund. This is because these program areas are funded through a variety of revenue sources – both General Fund and Restricted Funds (Road Fund, Water Fund, etc.).

The General Fund consists of a variety of services including Police, Fire, Parks Maintenance, and Planning. Non-Departmental expenses that apply to expenditures not attributable to a specific department are also part of the General Fund.

The City of Hood River's General Fund has good diversification in its major resources, including:

Property Taxes	35%
Transient Room Taxes	27%
Franchise & Utility Fees	20%
Other Sources	18%

Public safety expenditures for Police and Fire make up 67.5% of General Fund expenditures.

The General fund is well balanced with significant unappropriated funds available including a substantial contingency (\$400,000) and projected ending fund balance (\$1,767,098).

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
FUND SUMMARY

General Fund		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	Change from FY15-16 Adopted Budget
Resources								
Beginning Fund Balance		1,607,354	1,658,843	1,800,403	2,486,357	2,486,357	2,486,357	685,954
Property Taxes		1,887,830	1,978,190	2,042,565	2,121,724	2,121,724	2,121,724	79,159
Transient Room Taxes		1,201,755	1,360,689	1,533,634	1,666,404	1,666,404	1,666,404	132,770
Local Marijuana Tax		-	-	-	3,000	3,000	3,000	3,000
Charges for Services		1,511,691	1,440,804	1,760,727	49,218	49,218	49,218	(1,711,509)
Intergovernmental Revenues		995,171	340,634	292,260	289,683	289,683	289,683	(2,577)
Franchise & Utility Fees		1,093,639	1,115,693	1,121,918	1,253,133	1,253,133	1,253,133	131,215
Licenses & Permits		566,608	583,972	65,500	85,100	85,100	85,100	19,600
Fines & Forfeitures		390,484	428,141	5,900	4,500	4,500	4,500	(1,400)
Misc. Revenues		157,547	114,603	68,696	193,650	237,650	237,650	168,954
Pass-through		112,779	107,252	130,000	-	-	-	(130,000)
Interfund Transfers In		687	-	350,600	442,138	442,138	442,138	91,538
Resources Total		9,525,545	9,128,821	9,172,203	8,594,907	8,638,907	8,638,907	(533,296)
Requirements								
Public Safety - Police		1,628,645	1,657,327	2,002,595	2,167,692	2,169,192	2,169,192	166,597
Public Safety - Fire		2,305,770	2,188,537	1,922,882	2,180,125	2,180,125	2,180,125	257,243
Parks		1,064,000	304,238	451,335	600,421	600,421	600,421	149,086
Planning		222,042	329,281	462,177	412,616	462,616	462,616	439
Non-Departmental		1,098,776	1,014,615	649,942	1,076,555	1,080,555	1,080,555	430,613
Pass-through		116,010	98,973	130,000	-	-	-	(130,000)
Former G.F. Programs		1,567,358	1,411,301	1,738,442	-	-	-	(1,738,442)
Contingency		-	-	536,435	400,000	1,266,250	1,266,250	729,815
Ending Fund Balance		1,532,922	2,134,563	1,288,304	1,767,098	889,348	889,348	(398,956)
Requirements Total		9,535,523	9,138,835	9,182,112	8,604,507	8,648,507	8,648,507	(533,605)
								-6%

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
GENERAL FUND SUMMARY

	FY13-14 Actual	FY14-15 Actual	FY15-16 Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Resources						
Beginning Fund Balance	1,607,354	1,658,843	1,800,403	2,486,357	2,486,357	2,486,357
Revenue						
Property Taxes	1,887,830	1,978,190	2,042,565	2,121,724	2,121,724	2,121,724
Transient Room Taxes	1,201,755	1,360,689	1,533,634	1,666,404	1,666,404	1,666,404
Franchise & Utility Fees	1,093,639	1,115,693	1,121,918	1,253,133	1,253,133	1,253,133
Charges for Services	1,511,691	1,440,804	1,760,727	49,218	49,218	49,218
Intergovernmental Revenues	1,005,149	350,648	302,169	299,283	299,283	299,283
Licenses & Permits	566,608	583,972	65,500	85,100	85,100	85,100
Local Marijuana Tax	-	-	-	3,000	3,000	3,000
Fines & Forfeitures	390,484	428,141	5,900	4,500	4,500	4,500
Interest Earnings	6,680	24,676	6,500	-	44,000	44,000
Misc. Revenues	150,867	89,927	62,196	193,650	193,650	193,650
Interfund Transfers In	687	-	350,600	442,138	442,138	442,138
Pass-through	112,779	107,252	130,000	-	-	-
Revenue Total	7,928,169	7,479,992	7,381,709	6,118,150	6,162,150	6,162,150
	9,535,523	9,138,835	9,182,112	8,604,507	8,648,507	8,648,507
Requirements						
Expense						
Personnel Services	4,660,862	4,592,208	4,568,962	3,785,110	3,785,110	3,785,110
Materials & Services	1,728,757	1,570,322	1,972,462	1,502,930	1,558,430	1,558,430
Capital Outlay	841,474	124,672	145,236	206,000	206,000	206,000
Debt Service	29,482	-	-	-	-	-
Interfund Transfers Out	626,016	618,097	540,713	943,369	943,369	943,369
Pass-through	116,010	98,973	130,000	-	-	-
Expense Total	8,002,601	7,004,272	7,357,373	6,437,409	6,492,909	6,492,909
Ending Fund Balance & Contingency						
Contingency	-	-	536,435	400,000	1,266,250	1,266,250
Ending Fund Balance	1,532,922	2,134,563	1,288,304	1,767,098	889,348	889,348
Ending Fund Balance & Contingency Total	1,532,922	2,134,563	1,824,739	2,167,098	2,155,598	2,155,598
	9,535,523	9,138,835	9,182,112	8,604,507	8,648,507	8,648,507

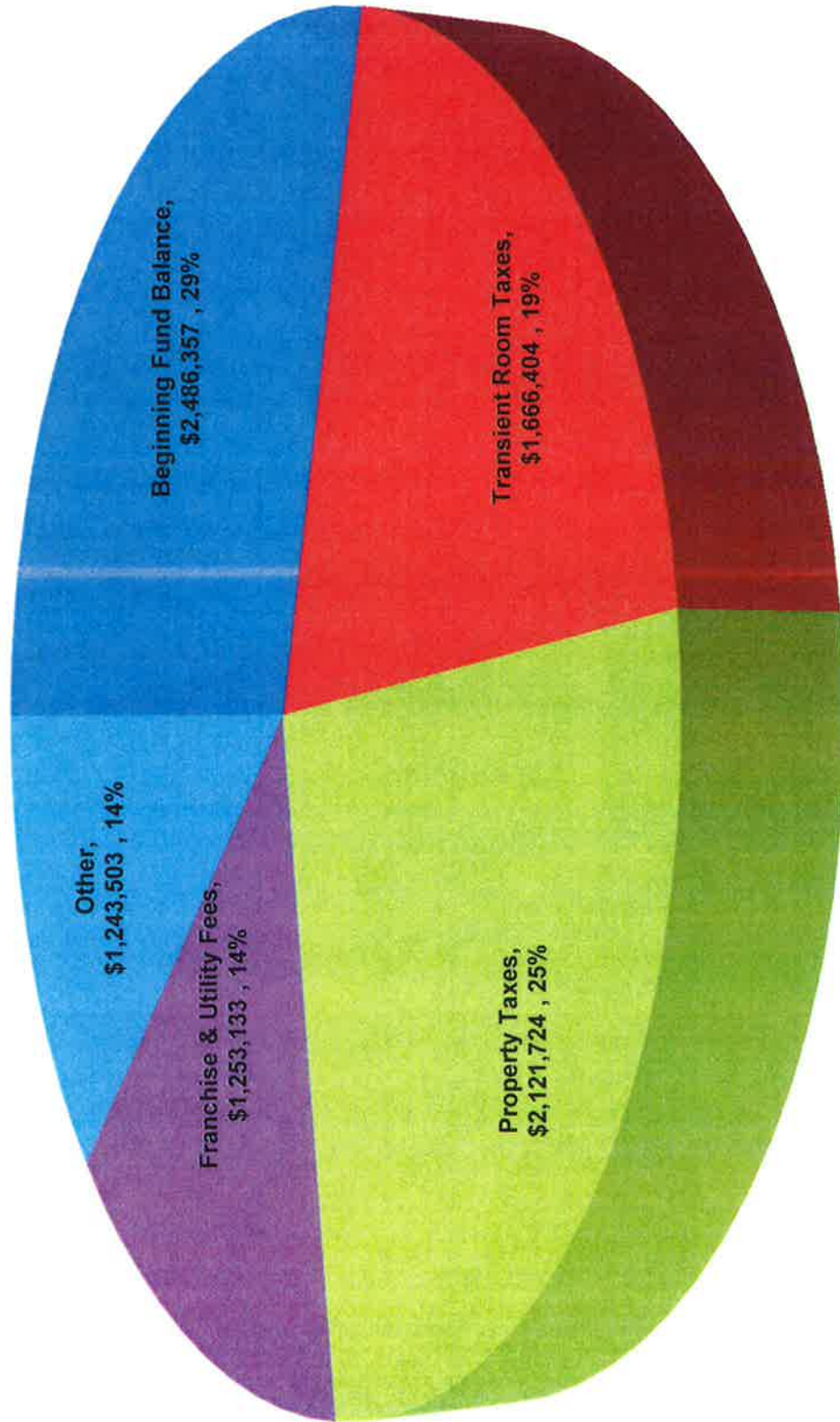
*NOTE: Substantial reductions in activity are primarily due to EMS and Administration moving out of General Fund in the proposed FY16-17 Budget.

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

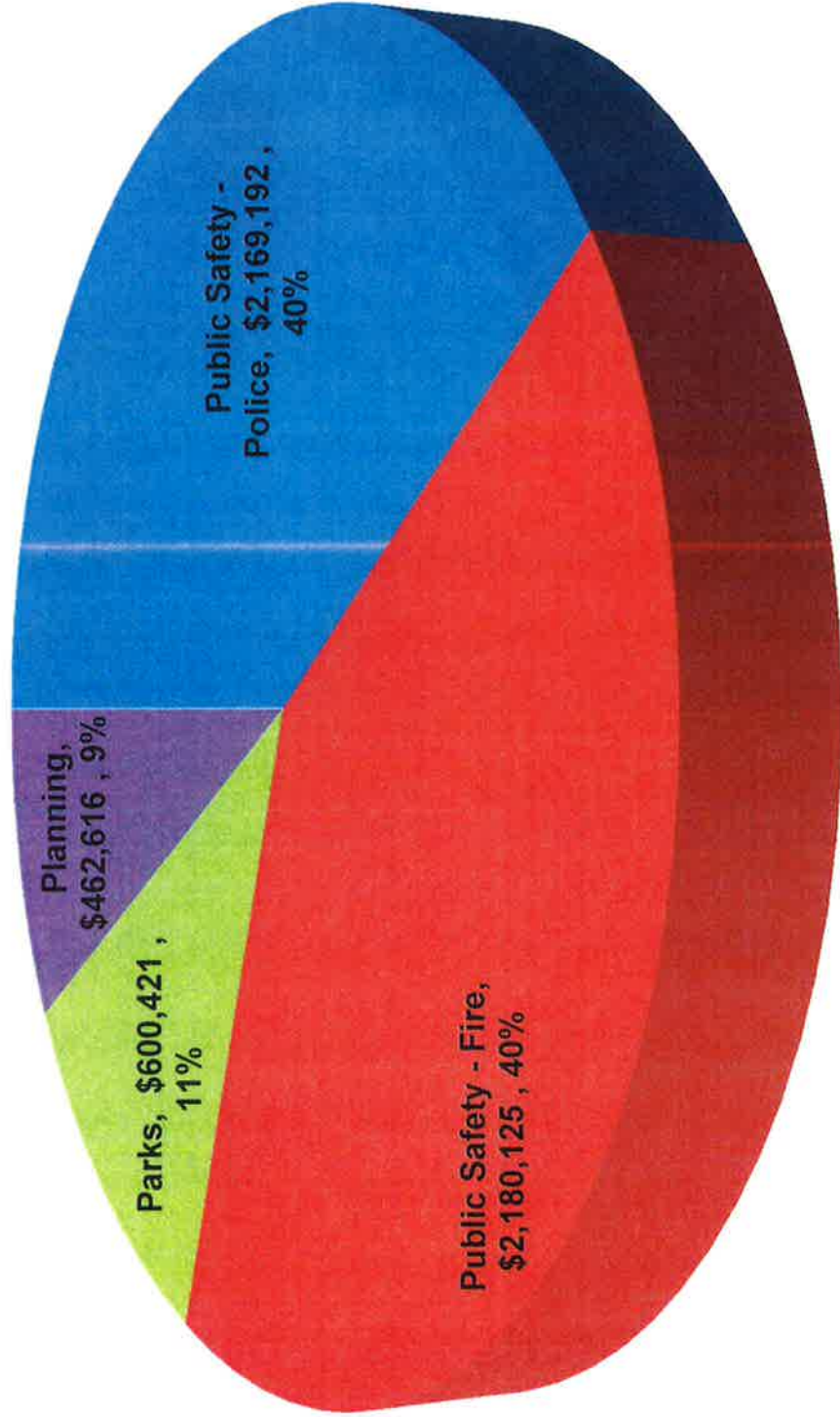
GENERAL FUND SUMMARY BY PROGRAM

	FY13-14 Actual	FY14-15 Actual	FY15-16 Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Resources						
Beginning Fund Balance	1,607,354	1,658,843	1,800,403	2,486,357	2,486,357	2,486,357
Revenue						
Property Taxes	1,887,830	1,978,190	2,042,565	2,121,724	2,121,724	2,121,724
Transient Room Taxes	1,201,755	1,360,689	1,533,634	1,666,404	1,666,404	1,666,404
Franchise & Utility Fees	1,093,639	1,115,693	1,121,918	1,253,133	1,253,133	1,253,133
Charges for Services	1,511,691	1,440,804	1,760,727	49,218	49,218	49,218
Intergovernmental Revenues	1,005,149	350,648	302,169	299,283	299,283	299,283
Licenses & Permits	566,608	583,972	65,500	85,100	85,100	85,100
Fines & Forfeitures	390,484	428,141	5,900	4,500	4,500	4,500
Interest Earnings	6,680	24,676	6,500	-	44,000	44,000
Misc. Revenues	150,867	89,927	62,196	193,650	193,650	193,650
Interfund Transfers In	687	-	350,600	442,138	442,138	442,138
Pass-through	112,779	107,252	130,000	-	-	-
Local Marijuana Tax	-	-	-	3,000	3,000	3,000
Revenue Total	7,928,169	7,479,992	7,381,709	6,118,150	6,162,150	6,162,150
	9,535,523	9,138,835	9,182,112	8,604,507	8,648,507	8,648,507
Requirements						
Expense						
Public Safety - Police	1,628,645	1,657,327	2,002,595	2,167,692	2,169,192	2,169,192
Public Safety - Fire	2,305,770	2,188,537	1,922,882	2,180,125	2,180,125	2,180,125
Parks	1,064,000	304,238	451,335	600,421	600,421	600,421
Planning	222,042	329,281	462,177	412,616	462,616	462,616
Non-Departmental	1,098,776	1,014,615	649,942	1,076,555	1,080,555	1,080,555
Pass-through	116,010	98,973	130,000	-	-	-
Former G.F. Programs	1,567,358	1,411,301	1,738,442	-	-	-
Expense Total	8,002,601	7,004,272	7,357,373	6,437,409	6,492,909	6,492,909
Ending Fund Balance & Contingency						
Contingency	-	-	536,435	400,000	1,266,250	1,266,250
Ending Fund Balance	1,532,922	2,134,563	1,288,304	1,767,098	889,348	889,348
Ending Fund Balance & Contingency Total	1,532,922	2,134,563	1,824,739	2,167,098	2,155,598	2,155,598
	9,535,523	9,138,835	9,182,112	8,604,507	8,648,507	8,648,507

FY 2016-17 Adopted Budget General Fund Resources



FY 2016-17 Adopted Budget
Total General Fund Program Expenditures





PROGRAM NAME: General Fund – Public Safety - Police

RESPONSIBLE MANAGER(S): Neal Holste, Chief of Police

PROGRAM DESCRIPTION:

The Police Department is funded through the General Fund. The Police Department funding functions as the administrative and operational component for the Hood River Police Department. The Police Department funding provides the public with safety, protection of life, property and the security of peace and harmony. The Police Department has an obligation to govern criminal and non-criminal incidents within the City limits and the surrounding area of our community. This responsibility is accomplished through the enforcement of State, Federal and Local Ordinances and Regulations. The Police Department is responsible to promote community livability by reducing crime, fear and disorder.

The City of Hood River continues to be known as one of the most desirable places to live, visit and engage in recreation. Currently the Police Department's geographic service area is 3.35 square miles with a population of 7685 in July, 2015. The projected population is estimated to increase to 7830 as of July, 2016. With the continued increase in population, police services continue to get stretched to meet the daily service responsibilities.

The City of Hood River is the daily service hub for the entire Hood River County, Mosier and neighboring Washington cities. Hood River is known as a tourist destination. Hood River is attracting people from all over the world to participate in many of the activities and the quality livability our community offers throughout the year. The summer and weekend population will increase to 20-25 thousand daily and can grow even higher during major events throughout the year. In a 10 month span in 2015, over 343,600 vehicles visited the waterfront. This large population flux creates challenges for the staff and resources of the Hood River Police Department. Officers responded to 12,713 calls for service in 2015. Calls for service have increased by 11% from 2014. Over the last 6 years on average, calls for service have increased by 10% each year.

The Police Patrol provides 24/7 police services to the City of Hood River. The focus is on protecting the lives, property and rights of all people by providing a uniformed police response to both emergency and non-emergency calls for service within and outside the surrounding area of the City limits. Officers are charged with enforcing State, Federal and City Ordinances. It is the Police Department's desire to deliver these services to our citizens and enhance the job satisfaction of our personnel.



City of Hood River Budget FY 2016-17

The Police Department continues to prioritize services so that we can maximize our assets as we meet or exceed State and Federal Mandated procedures to operate a successful Department.

The 2016/17 Police budget reflects 2 new fulltime positions. One is a Police Officer position and the second is a Parking Enforcement position, occurring Spring of 2017. With the added position, the Police Department will have 16 full time employees. Of the 16 employees, 13 are State certified Police Officers (includes Chief of Police), 1 Community Service Officer, 1 Parking Enforcement position and 1 Office Clerk.

Patrol Officers are responsible for emergency and non-emergency calls for service. This would include investigating violations, criminal and traffic enforcement/ investigation activity. When not responding to calls for service, patrol are proactively functioning as a visible violation and crime deterrent. The Police Department's desire is for patrol staff to continue to be actively involved in Community Outreach Programs.

One Patrol Officer is assigned as a Criminal Detective for a 3 year rotational tour. With the current staffing level, the Criminal Detective is obligated to back fill patrol shifts throughout the year. Having to do this hinders investigations and the communities expectation. The Criminal Detective must be trained to meet all State and Federal requirements to investigate adult and child physical and sex abuse cases. The Criminal Detective is responsible for providing investigative follow-up and support for Patrol. The Detective reviews cases that require a particular expertise or additional amount of time to investigate. These cases generally include homicides, suspicious death investigations, major assaults, sexual assaults (young and old), rapes, robberies, embezzlements, identification and other thefts.

The Community Service Officer has many functions such as evidence custodian, code enforcement, parking enforcement and maintains the in-car video system. The Community Service Officer is dedicated to working 60% of his time, just in parking enforcement. Parking citations from 2014 to 2015 increased 27%. Code enforcement responsibilities continue to increase every year. Code enforcement activity level from 2014 to 2015 increased 34%.

The City will be partnering with the Hood River Port regarding enforcement on the waterfront parking areas. With the financial agreement with the Port, the Police Department will be hiring a fulltime Parking Enforcement position to enforce parking and codes for the Port and City. The current projected date for the roll out is April of 2017.

The Clerical position is the conduit to all outside agencies and community members. Clerical handles all records request, payment and purchasing, finger printing, report distribution and all Local, State and Federal mandatory data reporting.



City of Hood River Budget FY 2016-17

HOOD RIVER POLICE DEPARTMENT CRIME STATS NATIONAL COMPARISON

*All information is based on calendar year

2014 Stats	Total Incidents	Cleared/ Arrests	Refer to DA	Cleared by Arrest	National Average Cleared by arrest
Violent Crimes: (Murder, Negligent Homicide, Rape, Aggravated & Simple Assault, Crimes Against Family, Kidnapping)	62	42	10	68%	48%
Crimes Against Property: (Robbery, Burglary, larceny, Motor Vehicle Theft, Arson, Forgery/Counterfeit, fraud, Stolen Property, Vandalism)	303	56	15	18%	19%
Crimes Against Society: Weapon laws, Prostitution, Sex crimes, drug Laws, Gambling, DUI, Disorderly Conduct, Liquor Laws, Warrants, Recovered Stolen, Other)	507	421	28	53%	N/A
Crimes Against Other: (Traffic Crimes, Fish & Game laws, Marine)	36	36	0	100%	N/A
TOTAL:	908	555	53		

2015 Stats	Total Incidents	Cleared/ Arrests	Refer to DA	Cleared by Arrest	National Average Cleared by arrest
Violent Crimes: (Murder, Negligent Homicide, Rape, Aggravated & Simple Assault, Crimes Against Family, Kidnapping)	67	42	19	63%	56%
Crimes Against Property: (Robbery, Burglary, larceny, Motor Vehicle Theft, Arson, Forgery/Counterfeit, fraud, Stolen Property, Vandalism)	225	66	11	29%	25%
Crimes Against Society: Weapon laws, Prostitution, Sex crimes, drug Laws, Gambling, DUI, Disorderly Conduct, Liquor Laws, Warrants, Recovered Stolen, Other)	536	316	30	59%	N/A
Crimes Against Other: (Traffic Crimes, Fish & Game laws, Marine)	106	27	0	25%	N/A
TOTAL:	934	451	60		



City of Hood River Budget FY 2016-17

Capital Outlay

None

GOALS AND MEASURES – Police:

GOAL	MEASURE(S)
1. Continue to engage with Community Outreach at the same level or better.	Strive to increase our level of outreach with the community and programs. Recognize functions currently occurring within our community and make a priority to attend when applicable. In 2015/16 the Department partnered in 21 events/functions throughout our community.
2. Continue to amplify Police presence downtown and engage businesses during evening nightlife tourist times (summer months).	Increase foot patrol to at least once a month during peak time of year. Continue to build on our partnership with Oregon liquor Control Commission by assist in bar checks during foot patrol.
3. Maintain safe and rapid response time to calls for service. *Response times are used as a tool, for the ability to "Monitor" response time comparables between years.	2014 average Response Time to Calls for Service: <u>Type Calls</u> : Domestic/1.36 minutes, Motor Vehicle Crash/ 4.3 minutes, Alarms/2.18 minutes, Assaults/3.35 minutes. 2015 average Response Time to Calls for Service: <u>Type Calls</u> : Domestic/1.5 minutes, Motor Vehicle Crash/3.1 minutes, Alarms/2.5 minutes, Assaults/2 minutes.
4. Proactive self initiated patrol/enforcement to deter violations and crimes throughout our community.	The Police Department continues to be a highly motivated and active team of patrol officers. Traffic stops, driving under the influence, warrant arrest have increased and shall continue to reflect a high level of performance with proactive self initiated enforcement. In 2015 the department's self initiated activity is 59% of the overall job duties. This is the same the same percentage as 2014.
5. Focus on crime prevention and apprehension through active enforcement and investigations. To maintain quality of life throughout our community.	Measure: See 2014, 2015 stat graph above.



City of Hood River Budget FY 2016-17

GOALS AND MEASURES – Parking/Code Enforcement:

GOAL	MEASURE(S)				
1. Maintain patrol of the residential areas to further improve living conditions within the City.	<p>Monitor dispatched complaints and self initiated Code Enforcement issues to evaluate current practices. Compare current monthly statistics to last year's statistics.</p> <p>Yearly Stats: <u>Year</u> <u>Code Enforcement Cases</u></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">2014</td><td style="text-align: center;">124</td></tr> <tr> <td style="text-align: center;">2015</td><td style="text-align: center;">167</td></tr> </table>	2014	124	2015	167
2014	124				
2015	167				
2. Address violations in accordance with City codes, Ordinances and State statutes.	Parking citations from 2014 to 2015 increased 27%. Code enforcement tasks from 2014 to 2015 increased 34%.				

PERSONNEL SUMMARY:

Full-time Equivalents

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
14.00	14.00	13.40	13.65	14.50

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

PROGRAM BUDGET

PROGRAM: Public Safety - Police							
Resources							
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	
Program Revenues							
Charges for Services	200	-	1,500	-	-	-	
Federal Grants/Reimbursements	1,909	1,657	1,763	1,776	1,776	1,776	1,776
Fines & Forfeitures	5,875	4,350	5,900	4,500	4,500	4,500	4,500
Misc. Revenues	11,309	17,345	16,196	15,650	15,650	15,650	15,650
Other Grants/Contributions	7,590	-	-	1,250	1,250	1,250	1,250
State Grants/Contributions	1,575	4,705	5,500	5,500	5,500	5,500	5,500
Program Revenues Total	28,458	28,057	30,859	28,676	28,676	28,676	28,676
Interfund Transfers In	-	-	-	29,864	29,864	29,864	29,864
NET GENERAL FUND SUPPORT TO/FROM PRO	1,600,187	1,629,270	1,971,736	2,109,152	2,109,152	2,109,152	2,109,152
Resources Total	1,628,645	1,657,327	2,002,595	2,167,692	2,167,692	2,167,692	2,167,692
Requirements							
Personnel Services							
Salary & Wages	893,891	872,101	888,949	990,380	990,380	990,380	990,380
Benefits	492,782	489,317	525,811	604,842	604,842	604,842	604,842
Overtime	7,519	38,188	43,000	43,000	43,000	43,000	43,000
Holiday Cashouts	-	30,191	59,409	60,409	60,409	60,409	60,409
Retirement Payouts	-	-	-	23,486	23,486	23,486	23,486
Personnel Services Total	1,394,192	1,429,797	1,517,169	1,722,117	1,722,117	1,722,117	1,722,117
Materials & Services							
Administrative	39,841	54,000	170,568	196,683	196,683	196,683	196,683
Miscellaneous	42,808	53,367	45,771	42,224	42,224	42,224	42,224
Professional & Contract Services	8,484	8,670	34,850	33,461	34,961	34,961	34,961
Supplies & Materials	67,954	64,492	68,676	74,028	74,028	74,028	74,028

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Utilities & Communications	8,781	8,939	17,508	7,005	7,005	7,005
Materials & Services Total	167,868	189,468	337,373	353,401	354,901	354,901
Capital Outlay						
Machinery & Equipment	7,590	4,609	-	-	-	-
Vehicles	43,832	33,453	91,736	-	-	-
Capital Outlay Total	51,422	38,062	91,736	-	-	-
Debt Service	15,163	-	-	-	-	-
Interfund Transfers Out	-	-	56,317	92,174	92,174	92,174
Requirements Total	1,628,645	1,657,327	2,002,595	2,167,692	2,169,192	2,169,192



PROGRAM NAME: General Fund – Public Safety – Fire

RESPONSIBLE MANAGER(S): Devon Wells, Fire Chief

PROGRAM DESCRIPTION:

The Fire Department is responsible for Prevention, Preparedness, and Protection of the people who live, work, and visit our City from the dangers of fire, medical, natural disaster, and other emergency conditions. The fire department operates out of one station at 18th and May Street with 7 vehicles, including 2 fire engines, 1 95' Tower Ladder, 1 brush fire vehicle, 2 command vehicles, and 1 support pick-up. We also occupy a 2nd fire station on the Heights (Wilson Street Reservoir) that is used for storage and training. During 2015 we entered into an IGA with the School District to use the Wilson Street station as a part-time classroom for opportunity education students, in return for them building some training props for the department.

The fire department answered 1553 emergency calls for service in calendar year 2015, with approximately 28% (431) being Fire/Rescue related. The department participated in the public education of an estimated 1,500 children on fire safety and conducted over 30 CPR courses for the community. The fire department staff includes the Fire Chief, Volunteer Coordinator (funded by a Staffing for Adequate Fire and Emergency Response (SAFER) Grant for 4 years), and 13 shift firefighter/paramedics, consisting of 3 Captains, 3 Lieutenants, and 7 Engineers. The paid staff are all dual role employees, filling firefighting and EMS related functions. Additionally, the department has a roster of 45 volunteers, of which 13 are operational firefighters, 8 are in recruit firefighter training, 8 are high school student firefighters, and 16 fill various support functions (photographer, CPR instructor, etc.).

Fiscal year 2015-16 had the EMS expenses separated from the Fire program and placed into its own program area. This was done to more accurately track EMS related expenditures as compared to Fire related expenditures. This Fiscal Year (2016-17), the EMS budget remains separated.



City of Hood River Budget FY 2016-17

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Develop regional approaches to providing fire services while maintaining high quality services in the City.	Implement at least 1 IGA for fire protection services and/or joint purchasing program with other fire agencies in Hood River County by June 30, 2017.
2. Implement Emergency Management Zone Program that was created in 2015 to provide community safety programs utilizing shift personnel conducting building surveys, hydrant inspections, and emergency pre-planning.	Enhance building surveys and hydrant inspections, achieving 36 building surveys/inspections per quarter and 24 hydrant tests per year to meet the needs of the Insurance Service Organization (ISO) grading requirements.
3. Develop new volunteer program model that will ensure volunteer operational service hours in the community.	Implement a mandatory ride-time/training-time program for the Volunteer Firefighters to provide a minimum of 8 hours per month per volunteer of operational service to the community.

PERSONNEL SUMMARY:

Full-time Equivalents

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
17.00	15.00	15.10	11.06	11.85

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

PROGRAM BUDGET

PROGRAM: Public Safety - Fire							
Resources	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	FY16-17 Adopted Budget
Program Revenues							
Ambulance Fee Receipts	674,721	690,925	-	-	-	-	-
Federal Grants/Reimbursements	271,395	117,498	125,500	87,705	87,705	87,705	87,705
FireMed Memberships	18,489	25,722	-	-	-	-	-
Intergovernmental Revenues	3,850	-	-	-	-	-	-
Licenses & Permits	45,394	21,843	30,000	40,000	40,000	40,000	40,000
Misc. Revenues	15,963	5,571	5,500	12,600	12,600	12,600	12,600
Other Grants/Contributions	20,000	20,000	-	-	-	-	-
Program Revenues Total	1,049,812	881,559	161,000	140,305	140,305	140,305	140,305
Interfund Transfers In	-	-	-	12,274	12,274	12,274	12,274
NET GENERAL FUND SUPPORT TO/FROM PRO	1,255,958	1,306,978	1,761,882	2,027,546	2,027,546	2,027,546	2,027,546
Resources Total	2,305,770	2,188,537	1,922,882	2,180,125	2,180,125	2,180,125	2,180,125
Requirements							
Personnel Services							
Salary & Wages	1,299,748	1,057,504	828,552	890,872	890,872	890,872	890,872
Benefits	574,934	567,440	464,330	517,779	517,779	517,779	517,779
Overtime	52,341	207,081	116,750	100,000	100,000	100,000	100,000
Holiday Cashouts	-	48,728	35,000	40,000	40,000	40,000	40,000
Retirement Payouts	-	-	-	-	-	-	-
Personnel Services Total	1,927,023	1,880,753	1,444,632	1,548,651	1,548,651	1,548,651	1,548,651
Materials & Services							
Administrative	39,939	41,999	136,766	162,744	162,744	162,744	162,744
Miscellaneous	115,783	71,983	76,050	83,600	83,600	83,600	83,600
Professional & Contract Services	92,115	76,381	24,124	30,500	30,500	30,500	30,500

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Supplies & Materials	96,583	82,829	42,150	36,150	36,150	36,150
Utilities & Communications	34,327	34,592	24,330	38,600	38,600	38,600
Materials & Services Total	378,747	307,784	303,420	351,594	351,594	351,594
Capital Outlay						
Vehicles	-	-	-	50,000	50,000	50,000
Capital Outlay Total	-	-	-	50,000	50,000	50,000
Interfund Transfers Out	-	-	174,830	229,880	229,880	229,880
Requirements Total	2,305,770	2,188,537	1,922,882	2,180,125	2,180,125	2,180,125



City of Hood River Budget FY 2016-17

PROGRAM NAME: General Fund – Parks

RESPONSIBLE MANAGER(S): Mark Lago, Director of Public Works

PROGRAM DESCRIPTION:

The Parks Fund provides all maintenance including facilities, scheduling, vehicles and equipment for 16 parks: Skateboard, Children's, Collins Baseball Field, Friendship, Jackson, Mann, Montello, Overlook Memorial, 2nd Street Fountain, Tsuruta, Tsuruta Tennis Courts, Stratton Rose Gardens, Waterfront, Waucoma, Wilson, 2nd Street planter and Morrison (Undeveloped). There are approximately 36 acres of City Parks. All other park like areas are provided by The Hood River Valley Park and Recreation District, The Port of Hood River, The Hood River School District, Hood River County Library District, and Hood River County.

Park planning in Hood River is a collaboration process with the Hood River Valley Park and Recreation District (HRVPRD). HRVPRD's local system development charges are responsible for development and executing a local parks master plan.

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Mow and weed-whack all the City parks weekly during May through September	The City parks are maintained each week during May through September with temporary summer employees
2. Garbage collection twice a week during May through September (Once a week thereafter)	City crews empty the garbage on Mondays and Fridays, May through September. Once a week during the other months.
3. Ensure all irrigation systems are working and re-calibrated to water in the right area in all parks	Irrigation systems in all parks are visually inspected each week for proper performance and fixed within 24 hours, May through September
4. Repair the Tsuruta tennis courts	Repair the tennis courts by June 2017



City of Hood River Budget FY 2016-17

PERSONNEL SUMMARY:

Full-time Equivalents – Public Works Department

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
15.00	15.10	17.10	19.40	19.45

Allocation of Public Works Staff

Position	Eng.	Parking	Parks	Roads	Sewer	Water	Storm	Equip. Maint.
Office Manager	0.0%	5.0%	11.0%	18.0%	20.0%	25.0%	12.0%	9.0%
Director	0.0%	5.0%	10.0%	23.0%	22.0%	26.0%	11.0%	3.0%
Senior Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Construction Inspector	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
PW Worker	0.0%	8.0%	13.0%	20.0%	18.0%	28.0%	13.0%	0.0%
Mechanic	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Parks							
Resources							
Program Revenues							
Licenses & Permits	-	-	-	5,000	5,000	5,000	5,000
Misc. Revenues	-	-	-	140,000	140,000	140,000	140,000
Other Grants/Contributions	318,990	-	-	-	-	-	-
Program Revenues Total	318,990	-	-	145,000	145,000	145,000	145,000
NET GENERAL FUND SUPPORT TO/FROM PRO	745,010	304,238	451,335	455,421	455,421	455,421	455,421
Resources Total	1,064,000	304,238	451,335	600,421	600,421	600,421	600,421
Requirements							
Personnel Services							
Salary & Wages	95,012	98,089	126,470	122,406	122,406	122,406	122,406
Benefits	46,689	52,047	69,051	65,301	65,301	65,301	65,301
Overtime	1,108	2,736	7,268	4,000	4,000	4,000	4,000
Personnel Services Total	142,809	152,872	202,789	191,707	191,707	191,707	191,707
Materials & Services							
Administrative	610	320	28,026	34,293	34,293	34,293	34,293
Miscellaneous	28,464	39,349	71,050	61,399	61,399	61,399	61,399
Professional & Contract Services	17,083	16,855	31,000	40,000	40,000	40,000	40,000
Supplies & Materials	20,372	17,590	25,000	24,400	24,400	24,400	24,400
Utilities & Communications	50,291	77,252	85,520	86,000	86,000	86,000	86,000
Materials & Services Total	116,820	151,366	240,596	246,092	246,092	246,092	246,092
Capital Outlay							
Machinery & Equipment	4,200	-	-	-	-	-	-
Other Improvements	778,133	-	-	150,000	150,000	150,000	150,000
Vehicles	7,719	-	-	-	-	-	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Capital Outlay Total	790,052	-	-	150,000	150,000	150,000
Debt Service	14,319	-	-	-	-	-
Interfund Transfers Out	-	-	7,950	12,622	12,622	12,622
Requirements Total	1,064,000	304,238	451,335	600,421	600,421	600,421



City of Hood River Budget FY 2016-17

PROGRAM NAME: General Fund - Planning

RESPONSIBLE MANAGER(S): Cindy Walbridge, Planning Director

PROGRAM DESCRIPTION: Last year I described the hierarchy of land use planning in Oregon so Council could understand time constraints and requirements for findings and detailed reports. This year I will outline the changes that will occur because of the addition of a third planner to our staff. With the addition of a third planner, this department will be able to work at a full capacity on short term planning (land use applications) and long term planning (housing and transportation primarily with a small amount of time allocated to Councilor Zanmiller's park committee).

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. <u>Current Planning:</u> Reduce the time it takes to process land use applications and permits for the public.	100% compliance with the state's current planning deadline of 120 day completion of all applications through the appeal process.
2. <u>Short Term Rentals:</u> To set up the system to licence (finance department) and keep track of short term rentals in the City. The Planning part will include review of STR's for compliance with the Title 17 requirements and some enforcement of those who do not comply.	100% registration and compliance of allowed short term rentals by December 31, 2016. <u>Who performs work:</u> Staff
3. <u>Complete Strategy #1 (Efficiency of land):</u> <ul style="list-style-type: none"> • Reduce lot size in the R-1 Zone to 5,000 square feet, if feasible. • Reduce lot size in the R-2 Zone, if feasible. • Revise Planned Unit Development (PUD) ordinance. • Develop a Cottage Code to allow development of denser single-family detached housing. 	<ul style="list-style-type: none"> • Form a stakeholder committee to work with the Planning Commission to draft code; • Hold a townhall meeting (or 2) to go over proposed changes with the public; • Conduct Planning Commission hearings; and • Conduct City Council hearings to adopt new code language for the strategies in #1. <u>Who Performs Work:</u> Consultant 50%, Staff 50%



City of Hood River Budget FY 2016-17

<p>4. <u>Westside Transportation Growth Management Plan</u> This goal of this project is to produce a Westside Area Plan that results in more efficient, higher density, mixed use neighborhoods with affordable housing, improved connectivity to commercial centers and a variety of convenient transportation choices. The project will result in a more certain local street network plan with facilities and amenities to encourage bike and pedestrian use. A comprehensive approach to the design of the local street network will result in a more efficient transportation system and greater predictability for developers. The plan will look at funding options such as Proportionate Share Districts so that costs are spread more equitably between property developers.</p>	<p>After Technical Advisory Committee and work with the Planning Commission the consultant will:</p> <ul style="list-style-type: none"> • Develop implementing code provisions for Project including to ensure affordable and workforce housing. • Recommend finance strategies for the provision of affordable and workforce housing. • Identify infrastructure cost estimates and methods to distribute on-site and off-site infrastructure costs. • Recommend updates to the city and county Transportation System Plan project lists and associated System Development Charges based on street pedestrian- and bicycle projects identified as part of the Project. • Policy and zoning ordinance amendments, and facility standards to implement the Preferred Alternative for land use and transportation. • Prepare recommendations for Planning Commission and City Council consideration, including Comprehensive Plan and Zoning designations, Comprehensive Plan <p><u>Who performs work:</u> Consultant 65%; Staff 35%</p>
<p>5. <u>Transportation Planning:</u> The intersection of 2nd/Oak is failing and is directly tied to the Waterfront development. A study was completed to require property owners to contribute to the 2nd/Oak fund as part of development needs to be updated to include the true cost of the signal.</p>	<p>An updated 2nd/Oak Proportionate Share Study to reflect actual cost of signalization project including design and installation. Once that is received, the City will begin the process to signal this intersection.</p> <p><u>Who Performs Work:</u> Staff 50%, Consultant 50%.</p>



City of Hood River Budget FY 2016-17

PERSONNEL SUMMARY:

Full-time Equivalents

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
2.00	2.00	2.00	2.88	2.78

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

PROGRAM BUDGET

PROGRAM: Planning		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Resources							
Program Revenues							
Other Grants/Contributions		-	25,000	-	-	-	-
Planning Fees		62,574	58,074	52,000	49,218	49,218	49,218
State Grants/Contributions		-	30,000	-	-	-	-
Program Revenues Total		62,574	113,074	52,000	49,218	49,218	49,218
Interfund Transfers In		-	-	-	-	-	-
NET GENERAL FUND SUPPORT TO/FROM PRO		159,468	216,207	410,177	363,398	363,398	363,398
Resources Total		222,042	329,281	462,177	412,616	412,616	412,616
Requirements							
Personnel Services							
Salary & Wages		154,323	158,285	210,801	221,617	221,617	221,617
Benefits		58,326	58,721	83,174	93,760	93,760	93,760
Overtime		515	3,286	3,000	2,000	2,000	2,000
Retirement Payouts		-	-	-	-	-	-
Personnel Services Total		213,164	220,292	296,975	317,377	317,377	317,377
Materials & Services							
Administrative		612	901	26,602	34,092	34,092	34,092
Miscellaneous		2,202	4,868	8,000	2,200	2,200	2,200
Professional & Contract Services		956	99,111	108,000	43,000	93,000	93,000
Supplies & Materials		2,443	1,555	2,150	1,750	1,750	1,750
Utilities & Communications		2,665	2,554	2,450	1,200	1,200	1,200
Materials & Services Total		8,878	108,989	147,202	82,242	132,242	132,242
Capital Outlay							
Machinery & Equipment		-	-	18,000	-	-	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Capital Outlay Total	-	-	18,000	-	-	-
Interfund Transfers Out	-	-	-	12,997	12,997	12,997
Requirements Total	222,042	329,281	462,177	412,616	462,616	462,616



City of Hood River Budget FY 2016-17

PROGRAM NAME: General Fund - Non-Departmental

RESPONSIBLE MANAGER(S): Steve Wheeler, City Manager

PROGRAM DESCRIPTION:

Non-Departmental is the program area where all General Fund revenues are recognized. This includes property tax, transient room tax, intergovernmental revenues received from the state of Oregon (cigarette and liquor taxes, etc.) and monies transferred into the General Fund from certain restricted fund programs such as municipal court and parking. Expenses include Council wages, the transfer of 25 percent of Transient Room Tax revenue to the Visitor Center, and General Fund ending fund balance.

GOALS AND MEASURES:

n/a

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
PROGRAM: Non-Departmental						
Resources						
Beginning Fund Balance	1,607,354	1,658,843	1,800,403	2,486,357	2,486,357	2,486,357
Program Revenues						
Charges for Services	-	340	-	-	-	-
Franchise & Utility Fees	1,093,639	1,115,693	1,121,918	1,253,133	1,253,133	1,253,133
Interest Earnings	6,680	24,676	6,500	-	44,000	44,000
Licenses & Permits	12,645	28,577	30,000	35,000	35,000	35,000
Marijuana Tax	-	-	-	1,000	1,000	1,000
Misc. Revenues	51,719	71,858	46,000	30,500	30,500	30,500
State Grants/Contributions	388,534	-	-	-	-	-
State Liquor Tax	104,019	108,278	115,227	113,500	113,500	113,500
State Revenue Sharing	76,871	79,987	84,770	78,952	78,952	78,952
Taxes	3,089,585	3,338,879	3,576,199	3,791,128	3,791,128	3,791,128
Cigarette Tax	9,978	10,014	9,909	9,600	9,600	9,600
Program Revenues Total	4,833,670	4,778,302	4,990,523	5,312,813	5,356,813	5,356,813
Interfund Transfers In	687	-	350,600	400,000	400,000	400,000
NET GENERAL FUND SUPPORT TO/FROM PRO	396,349	417,655	-	-	-	-
Resources Total	6,838,060	6,854,800	7,141,526	8,199,170	8,243,170	8,243,170

Requirements						
Personnel Services						
Salary & Wages	27,822	4,800	4,800	4,872	4,872	4,872
Benefits	3,780	253	615	386	386	386
Personnel Services Total	31,602	5,053	5,415	5,258	5,258	5,258
Materials & Services						

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Administrative	4,811	4,914	-	1,500	1,500	1,500
Miscellaneous	37,281	46,511	5,000	47,500	51,500	51,500
Professional & Contract Services	399,066	339,605	390,809	420,101	420,101	420,101
Supplies & Materials	-	435	750	500	500	500
Materials & Services Total	441,158	391,465	396,559	469,601	473,601	473,601
Capital Outlay						
Machinery & Equipment	-	-	-	6,000	6,000	6,000
Capital Outlay Total	-	-	-	6,000	6,000	6,000
Interfund Transfers Out	626,016	618,097	247,968	595,696	595,696	595,696
Contingency	-	-	536,435	400,000	1,266,250	1,266,250
Ending Fund Balance						
Unrestricted Ending Fund Balance	1,532,922	2,134,563	1,288,304	1,767,098	889,348	889,348
Ending Fund Balance Total	1,532,922	2,134,563	1,288,304	1,767,098	889,348	889,348
NET GENERAL FUND SUPPORT TO/FROM PRO	4,408,819	3,847,443	4,666,845	4,955,517	4,955,517	4,955,517
Requirements Total	7,040,517	6,996,621	7,141,526	8,199,170	8,191,670	8,191,670



PUBLIC WORKS OVERVIEW

RESPONSIBLE MANAGER(S): Mark Lago, Director of Public Works

DESCRIPTION:

The Public Works Department is responsible for the operation and maintenance of the following public facilities; roads, parking, parks, sewer, storm water collection systems, and the water system. The department also manages and maintains the City's equipment and vehicle fleet. The Public Works staff operates and maintains City-owned facilities and equipment as well as provides professional and technical support to other City departments. Also under this department is City Engineering, City construction projects and Parking.

General Fund – Parks Program provides all maintenance and repairs for City owned parks

Road Fund provides all maintenance and repairs in the Public Rights-Of-Way on approximately 63 single lane miles

Water Fund provides all maintenance and repairs to approximately 70 miles of pipe

Sewer Fund provides all maintenance and repairs to approximately 55 miles of pipe

Storm Water Fund provides all maintenance and repairs to approximately 55 miles of pipe

Other Restricted Fund - Building Program is a contracted service arrangement with The Clair Company and is responsible for issuing building and mechanical permits

Other Restricted Fund - Engineering Program is responsible for reviewing plans, applications, and issuing permits for activities within the public rights-of-way

Other Restricted Fund - Parking Program provides all maintenance and repairs to Duncan mechanical meters and Cale pay stations

Equipment Maintenance Fund provides all maintenance and repairs to vehicles, rolling stock and numerous light equipment



City of Hood River Budget FY 2016-17

PERSONNEL SUMMARY:

Full-time Equivalents – Public Works Department

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
15.00	15.10	17.10	19.40	19.45

Allocation of Public Works Staff

Position	Eng.	Parking	Parks	Roads	Sewer	Water	Storm	Equip. Maint.
Office Manager	0.0%	5.0%	11.0%	18.0%	20.0%	25.0%	12.0%	9.0%
Director	0.0%	5.0%	10.0%	23.0%	22.0%	26.0%	11.0%	3.0%
Senior Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Construction Inspector	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
PW Worker	0.0%	8.0%	13.0%	20.0%	18.0%	28.0%	13.0%	0.0%
Mechanic	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Non-Union Staffing:

Director, Office Manager, Senior Project Manager, Project Manager, Construction Inspector, and six (6) seasonal/temporary workers

Union Staffing:

Public Works Foreman, three (3) Public Works Leads (Water, Sewer, and Roads), Mechanic, seven (7) Public Works Workers

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PUBLIC WORKS CAPITAL PROJECTS**

FY16-17 Adopted Budget	
General Fund	
PROGRAM: Parks	
Imp O/T Build - Tennis Courts	150,000
General Fund Total	150,000
Road Fund	
PROGRAM: Road Operations	
Pavement Management System	75,000
Serpentine Sidewalk Project	170,000
STP Projects	600,000
PROGRAM: Road SDC	
NEW Lights, Traffic Study	40,000
Traffic Signal, Realign - Cascade & Rand	1,000,000
Road Fund Total	1,885,000
Water Fund	
PROGRAM: Water Operations	
12th St Waterline Improv. (Eng)	20,000
4th & 7th; Serpentine & Sherman (STP-6)	733,000
Engineering Standards	13,222
Leaded Joint (LJ-1)	92,000
Sherman Water Improv 9th-12th (STP-7)	191,000
Westside Water Improvements	30,000
PROGRAM: Water SDC	
12th St. Improv.	180,000
Serpentine Water Improv. (STP-8)	165,000
Serpentine Zone (STP-3)	114,000
Sherman Water Improv 9th-12th (STP-7)	-
West Cascade Pressure Zone (STP-2)	448,000
Water Fund Total	1,986,222

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PUBLIC WORKS CAPITAL PROJECTS**

FY16-17 Adopted Budget	
Sewer Fund	
PROGRAM: Sewer Operations/WWTP	
10th & 2nd St CIPP SS Lining	75,000
12th Street Improv.	822,000
Country Club Pump Station	60,000
East Marina Way Lift Station	700,000
Elevated Sewer Access Road	250,000
Engineering Standards	10,600
Jaymar & Wasco (CIP-A)	55,000
Pipe Replacement	80,000
WWTP Add'l Sludge Storage (WWTP-1)	576,000
WWTP Bypass Headworks & Pump	145,000
WWTP CHP Feasibility Study	70,000
WWTP Odor Control (WWTP-7)	317,000
WWTP PH Monitoring	36,000
2nd St Stairs & Sherman Sewer Impr (M-3)	135,000
Sewer Fund Total	3,331,600
Storm Water Fund	
PROGRAM: Storm Water Operations	
Cottonwood Storm Pipe	184,000
Engineering Standards	16,000
Storm Water Management Plan	25,000
PROGRAM: Storm Water SDC	
SWMP & CFP	120,000
Storm Water Fund Total	345,000
Grand Total	7,697,822



FUND NAME: Road Fund

RESPONSIBLE MANAGER(S): Mark Lago, Director of Public Works

FUND DESCRIPTION/OVERVIEW:

The Road Fund provides all maintenance in the Public Rights-Of-Way (ROW) including streets and alleys (paved and gravel), sidewalks (only adjacent to City owned property), curb & gutters, signs, painting, thermoplastic, stripping, snow plowing, snow removal from City owned sidewalks, tree trimming, tree removal & care, classic lights, banners, holiday lights, State Street Restroom, street benches, landscaping (adjacent to City owned streets), vehicles and equipment. This fund also pays for energy cost on Pacific Power cobra and classic lights as well as City trash and recycle collection costs. Pavement Management software, collection, data, design, inspection, and construction costs are also part of the Road fund. There are approximately 63.0 City single lane miles, approximately 42.0 Oregon Department of Transportation (ODOT) single lane miles, and six ODOT traffic signals.

Road System Development Charges (SDC's) are for transportation related improvement projects that are identified in the Transportation Systems Plan (TSP). The TSP examines existing and future needs and defines necessary improvement costs.

Proportionate Share programs tracks contributions from developers toward eventual construction of intersections at 1) Cascade Avenue & Rand Road and 2) 2nd Street & Oak Street.

Road Reserve Capital program is the vehicle and equipment replacement. The Road equipment replacement schedule identifies the annual amount that is needed for future replacement and this annual amount is transferred into this program from the Road Fund.

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Trim all the vegetation in the public right-on-way in ½ of the City to the Hood River Municipal Code (HRMC) proper height and set back limitations twice a year	Crews complete one full cycle in one year of trimming the vegetation in the City
2. Convert all the City's classic lights fixtures to Light Emitting Diode (LED) blubs	The crews will convert 40 classic lights fixtures to LED bulbs by June 30, 2017



City of Hood River Budget FY 2016-17

GOAL	MEASURE(S)
3. Complete the implementation of the Pavement Management program	Conduct training sessions on pavement management software, update existing street conditions and develop a City street construction schedule by June 2017
4. Complete Traffic Signalization and Realignment project at Rand Road & Cascade Avenue	Completion of traffic signalization and realignment of Rand Road & Cascade Avenue by June 2017

PERSONNEL SUMMARY:

Full-time Equivalents – Public Works Department

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
15.00	15.10	17.10	17.80	19.45

Allocation of Public Works Staff

Position	Eng.	Parking	Parks	Roads	Sewer	Water	Storm	Equip. Maint.
Office Manager	0.0%	5.0%	11.0%	18.0%	20.0%	25.0%	12.0%	9.0%
Director	0.0%	5.0%	10.0%	23.0%	22.0%	26.0%	11.0%	3.0%
Senior Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Construction Inspector	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
PW Worker	0.0%	8.0%	13.0%	20.0%	18.0%	28.0%	13.0%	0.0%
Mechanic	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
FUND SUMMARY

Road Fund		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	Change from FY15-16 Adopted Budget
Resources								
Beginning Fund Balance	834,649	1,230,901	1,659,853	2,247,491	2,247,491	2,247,491	2,247,491	587,638 35%
Local Gas Taxes	275,100	302,965	274,000	303,000	303,000	303,000	303,000	29,000 11%
Charges for Services	374,571	244,395	200,000	240,000	240,000	240,000	240,000	40,000 20%
Intergovernmental Revenues	1,890,048	683,679	1,174,303	2,489,850	1,058,850	1,058,850	1,058,850	(115,453) -10%
Licenses & Permits	16,520	14,506	15,000	16,500	16,500	16,500	16,500	1,500 10%
Misc. Revenues	21,741	48,958	6,000	1,700	1,700	1,700	1,700	(4,300) -72%
Interfund Transfers In	229,500	232,943	99,602	99,602	99,602	99,602	101,102	1,500 2%
Resources Total	3,642,129	2,758,347	3,428,758	5,398,143	3,967,143	3,967,143	3,968,643	539,885 16%
Requirements								
Personnel Services	304,473	342,521	401,585	366,046	366,046	366,046	366,046	(35,539) -9%
Materials & Services	316,460	279,687	417,906	430,113	430,113	430,113	430,113	12,207 3%
Capital Outlay	1,801,674	91,096	1,332,773	3,497,000	1,907,000	1,907,000	1,907,000	574,227 43%
Contingency	-	-	490,285	506,195	506,195	506,195	507,695	17,410 4%
Ending Fund Balance	1,219,522	2,045,043	786,209	598,789	757,789	757,789	757,789	(28,420) -4%
Requirements Total	3,642,129	2,758,347	3,428,758	5,398,143	3,967,143	3,967,143	3,968,643	539,885 16%

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Road Operations						
Resources						
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Beginning Fund Balance	485,732	795,371	1,105,323	1,286,996	1,286,996	1,286,996
Program Revenues						
Gas Tax - Local	275,100	302,965	274,000	303,000	303,000	303,000
Gas Tax - State	424,161	433,679	406,530	458,850	458,850	458,850
Interest Earnings	2,395	5,193	4,000	1,000	1,000	1,000
Licenses & Permits	16,520	14,506	15,000	16,500	16,500	16,500
Misc. Revenues	4,772	2,550	500	-	-	-
State Grants/Contributions	-	250,000	767,773	2,031,000	600,000	600,000
Program Revenues Total	722,948	1,008,893	1,467,803	2,810,350	1,379,350	1,379,350
Interfund Transfers In	229,500	232,943	99,602	99,602	99,602	101,102
Resources Total	1,438,180	2,037,207	2,672,728	4,196,948	2,765,948	2,767,448
Requirements						
Personnel Services						
Salary & Wages	192,643	213,565	246,775	220,975	220,975	220,975
Benefits	109,244	121,923	139,491	131,728	131,728	131,728
Overtime	2,586	7,033	15,319	12,000	12,000	12,000
Retirement Payouts	-	-	-	1,343	1,343	1,343
Personnel Services Total	304,473	342,521	401,585	366,046	366,046	366,046
Materials & Services						
Administrative	79,099	65,152	74,081	93,413	93,413	93,413
Miscellaneous	42,766	39,983	90,525	87,600	87,600	87,600
Professional & Contract Services	18,290	11,293	51,500	56,000	56,000	56,000
Supplies & Materials	49,151	31,295	39,300	40,300	40,300	40,300
Utilities & Communications	127,154	131,964	162,500	152,800	152,800	152,800

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET**

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Materials & Services Total	316,460	279,687	417,906	430,113	430,113	430,113
Capital Outlay						
Machinery & Equipment	21,360	6,053	22,500	22,000	22,000	22,000
Other Improvements	11,895	79,873	1,247,773	2,435,000	845,000	845,000
Vehicles	-	1,845	47,500	-	-	-
Capital Outlay Total	33,255	87,771	1,317,773	2,457,000	867,000	867,000
Intrafund Transfers Out	-	-	-	171,331	171,331	171,331
Contingency	-	-	250,285	295,000	295,000	296,500
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	164,418	14,020	14,020	14,020
Unrestricted Ending Fund Balance	783,992	1,327,228	120,761	463,438	622,438	622,438
Ending Fund Balance Total	783,992	1,327,228	285,179	477,458	636,458	636,458
Requirements Total	1,438,180	2,037,207	2,672,728	4,196,948	2,765,948	2,767,448

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Road SDC							
Resources							
Beginning Fund Balance	348,917	435,530	554,530	960,495	960,495	960,495	960,495
Program Revenues							
Interest Earnings	1,504	769	1,500	700	700	700	700
Other Grants/Contributions	1,445,887	-	-	-	-	-	-
Proportionate Share Contributions	13,070	40,446	-	-	-	-	-
State Grants/Contributions	20,000	-	-	-	-	-	-
System Development Charges	374,571	244,395	200,000	240,000	240,000	240,000	240,000
Program Revenues Total	1,855,032	285,610	201,500	240,700	240,700	240,700	240,700
Resources Total	2,203,949	721,140	756,030	1,201,195	1,201,195	1,201,195	1,201,195
Requirements							
Capital Outlay							
Other Improvements	1,768,419	3,325	15,000	1,040,000	1,040,000	1,040,000	1,040,000
Capital Outlay Total	1,768,419	3,325	15,000	1,040,000	1,040,000	1,040,000	1,040,000
Intrafund Transfers Out	-	-	-	122,369	122,369	122,369	122,369
Contingency	-	-	240,000	38,826	38,826	38,826	38,826
Ending Fund Balance							
Restricted Ending Fund Balance	435,530	717,815	501,030	-	-	-	-
Ending Fund Balance Total	435,530	717,815	501,030	-	-	-	-
Requirements Total	2,203,949	721,140	756,030	1,201,195	1,201,195	1,201,195	1,201,195

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

PROGRAM BUDGET

PROGRAM: Road Proportionate Share						
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Resources						
Program Revenues						
Proportionate Share Contributions	-	-	-	-	-	-
Program Revenues Total	-	-	-	-	-	-
Intrafund Transfers In	-	-	-	122,369	122,369	122,369
Resources Total	-	-	-	122,369	122,369	122,369
Requirements						
Contingency	-	-	-	122,369	122,369	122,369
Requirements Total	-	-	-	122,369	122,369	122,369

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET**

PROGRAM: Road Reserve - Capital						
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Resources						
Beginning Fund Balance	-	-	-	-	-	-
Intrafund Transfers In	-	-	-	171,331	171,331	171,331
Resources Total	-	-	-	171,331	171,331	171,331
Requirements						
Contingency	-	-	-	50,000	50,000	50,000
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	-	121,331	121,331	121,331
Ending Fund Balance Total	-	-	-	121,331	121,331	121,331
Requirements Total	-	-	-	171,331	171,331	171,331



City of Hood River Budget FY 2016-17

FUND NAME: Water Fund

RESPONSIBLE MANAGER(S): Mark Lago, Director of Public Works

FUND DESCRIPTION/OVERVIEW:

The Water Fund provides all maintenance and repairs to the City owned water system, which includes:

- Mains and public right-of-way laterals inside the City limits
- 5 zones on the old 14 inch main along Dee Hwy/Dee Flat/Lost Lake Road
- 24 inch diameter Transmission main
- 3 point source water springs
- Central Collection Box,
- Chlorine Station
- 3 Reservoirs (Riverdale, Wilson, and Coe)
- Cross Connection Program
- 20 Pressure Reducing Valves (PRV)
- Vehicles and equipment

There are approximately 70 miles of water mains and the average gallons per day used is 2.6 Million Gallon per Day (MGD). The main transmission line, newly completed in 2014, is approximately 20 miles long and the City's spring source on the slope of Mt. Hood.

The Water System Development Charges (SDC's) program pays for new infrastructure projects that are identified in the Water Capital Facilities Plan (CFP). The water CFP examines existing and future needs and presents recommendations and costs for improvements.

Water Reserve Debt requirements are for United States Department of Agriculture (USDA) debt service and short lived assets for the water transmission main

Water Reserve Capital program is the vehicle and equipment replacement. The water equipment replacement schedule identifies the annual amount that is needed for future replacement and this annual amount is transferred into this program from the Water Fund

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Insure the water is clean and safe to drink	Water residual testing is performed daily and water samples are sent to a lab for analysis every other week - 100% safe and clean is the standard
2. Convert all touch sensor meters to radio read meters	The conversion is 60% complete and we anticipate completion by July 1, 2017



City of Hood River Budget FY 2016-17

GOAL	MEASURE(S)
3. Have all backflow devices tested annually to protect the public water system	100% of all known backflow devices are tested annually
4. Increase water pressure and flow in the Sherman Avenue and Serpentine area	Remove the lead jointed pipe and replace with larger diameter Poly Vinyl Chloride (PVC) pipe in the Sherman Avenue and Serpentine area by July 2017

PERSONNEL SUMMARY:

Full-time Equivalents – Public Works Department

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
15.00	15.10	17.10	19.40	19.45

Allocation of Public Works Staff

Position	Eng.	Parking	Parks	Roads	Sewer	Water	Storm	Equip. Maint.
Office Manager	0.0%	5.0%	11.0%	18.0%	20.0%	25.0%	12.0%	9.0%
Director	0.0%	5.0%	10.0%	23.0%	22.0%	26.0%	11.0%	3.0%
Senior Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Construction Inspector	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
PW Worker	0.0%	8.0%	13.0%	20.0%	18.0%	28.0%	13.0%	0.0%
Mechanic	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
FUND SUMMARY

Water Fund		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	Change from FY15-16 Adopted Budget
Resources								
Beginning Fund Balance		4,152,372	1,954,521	1,657,647	2,452,473	2,452,473	2,702,695	1,045,048
Charges for Services		2,170,468	2,211,862	2,174,131	2,817,000	2,817,000	2,817,000	642,869
Intergovernmental Revenues		4,167	-	-	-	-	-	-
Misc. Revenues		45,112	75,759	42,000	30,300	30,300	30,300	(11,700)
Interfund Transfers In		-	-	-	-	-	1,875	1,875
Resources Total		6,372,119	4,242,142	3,873,778	5,299,773	5,299,773	5,551,870	1,678,092
Requirements								
Personnel Services		343,318	391,716	513,263	528,430	528,430	528,430	15,167
Materials & Services		797,264	806,402	854,285	732,524	732,524	732,524	(121,761)
Capital Outlay		126,585	256,129	1,044,429	1,871,500	1,871,500	2,121,722	1,077,293
Debt Service		704,111	704,111	707,500	707,500	707,500	707,500	-
Contingency		-	-	205,357	176,619	176,619	178,494	(26,863)
Ending Fund Balance		1,941,841	2,065,889	548,944	1,283,200	1,283,200	1,283,200	734,256
Requirements Total		3,913,119	4,224,247	3,873,778	5,299,773	5,299,773	5,551,870	1,678,092
								43%

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Water Operations						
Resources	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Beginning Fund Balance	3,486,835	1,068,025	535,013	1,512,713	1,512,713	1,525,935
Program Revenues						
Charges for Services	2,012,102	2,067,102	2,020,000	2,665,000	2,665,000	2,665,000
Interest Earnings	16,450	5,022	12,000	1,500	1,500	1,500
Intergovernmental Revenues	4,167	-	-	-	-	-
Misc. Revenues	26,091	70,009	28,000	28,000	28,000	28,000
Program Revenues Total	2,058,810	2,142,133	2,060,000	2,694,500	2,694,500	2,694,500
Interfund Transfers In	-	-	-	-	-	1,875
Intrafund Transfers In	-	-	-	-	-	-
Resources Total	5,545,645	3,210,158	2,595,013	4,207,213	4,207,213	4,222,310
Requirements						
Personnel Services						
Salary & Wages	217,349	244,792	314,719	328,373	328,373	328,373
Benefits	123,099	138,980	179,795	188,379	188,379	188,379
Overtime	2,870	7,944	18,749	10,000	10,000	10,000
Retirement Payouts	-	-	-	1,678	1,678	1,678
Personnel Services Total	343,318	391,716	513,263	528,430	528,430	528,430
Materials & Services						
Administrative	125,266	153,952	132,785	189,904	189,904	189,904
Miscellaneous	272,634	266,785	321,000	113,120	113,120	113,120
Professional & Contract Services	39,857	73,984	65,500	60,500	60,500	60,500
Supplies & Materials	185,921	122,787	153,000	111,000	111,000	111,000
Utilities & Communications	19,306	18,682	21,000	25,000	25,000	25,000
Utility License Fee	154,280	161,061	156,000	208,000	208,000	208,000

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Materials & Services Total	797,264	797,251	849,285	707,524	707,524	707,524
Capital Outlay						
Buildings & Building Improvements	6,250	160,861	15,000	-	-	-
Machinery & Equipment	-	-	-	57,500	57,500	57,500
Other Improvements	35,888	7,936	50,429	1,066,000	1,066,000	1,079,222
Vehicles	25,658	38,824	9,139	78,000	78,000	78,000
Capital Outlay Total	67,796	207,621	74,568	1,201,500	1,201,500	1,214,722
Debt Service	704,111	704,111	707,500	707,500	707,500	707,500
Intrafund Transfers Out	2,577,811	143,902	117,704	173,866	173,866	173,866
Contingency	-	-	77,856	50,000	50,000	51,875
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	-	17,786	17,786	17,786
Unrestricted Ending Fund Balance	1,055,345	965,557	254,837	820,607	820,607	820,607
Ending Fund Balance Total	1,055,345	965,557	254,837	838,393	838,393	838,393
Requirements Total	5,545,645	3,210,158	2,595,013	4,207,213	4,207,213	4,222,310

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Water SDC							
Resources							
Beginning Fund Balance	576,091	678,239	803,370	493,919	493,919	730,919	
Program Revenues							
Interest Earnings	2,571	728	2,000	700	700	700	
System Development Charges	158,366	144,760	154,131	152,000	152,000	152,000	
Program Revenues Total	160,937	145,488	156,131	152,700	152,700	152,700	
Intrafund Transfers In	-	-	-	50,000	50,000	50,000	
Resources Total	737,028	823,727	959,501	696,619	696,619	933,619	
Requirements							
Capital Outlay							
Other Improvements	58,789	48,508	932,000	670,000	670,000	907,000	
Capital Outlay Total	58,789	48,508	932,000	670,000	670,000	907,000	
Contingency	-	-	27,501	26,619	26,619	26,619	
Ending Fund Balance							
Restricted Ending Fund Balance	678,239	775,219	-	-	-	-	
Ending Fund Balance Total	678,239	775,219	-	-	-	-	
Requirements Total	737,028	823,727	959,501	696,619	696,619	933,619	

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET**

PROGRAM: Water Reserve - Debt Requirements							
Resources							
Beginning Fund Balance	89,446	208,257	319,264	271,137	271,137	271,137	271,137
Intrafund Transfers In	118,811	126,007	75,000	74,846	74,846	74,846	74,846
Resources Total	208,257	334,264	394,264	345,983	345,983	345,983	345,983
Requirements							
Materials & Services							
Supplies & Materials	-	9,151	5,000	25,000	25,000	25,000	25,000
Materials & Services Total	-	9,151	5,000	25,000	25,000	25,000	25,000
Intrafund Transfers Out	-	-	123,000	-	-	-	-
Contingency	-	-	50,000	50,000	50,000	50,000	50,000
Ending Fund Balance							
Restricted Ending Fund Balance	208,257	325,113	216,264	270,983	270,983	270,983	270,983
Ending Fund Balance Total	208,257	325,113	216,264	270,983	270,983	270,983	270,983
Requirements Total	208,257	334,264	394,264	345,983	345,983	345,983	345,983

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

PROGRAM BUDGET

PROGRAM: Water Reserve - Capital						
Resources						
Beginning Fund Balance	-	-	-	174,704	174,704	174,704
Program Revenues						
Interest Earnings	-	-	-	100	100	100
Program Revenues Total	-	-	-	100	100	100
Intrafund Transfers In	-	-	165,704	49,020	49,020	49,020
Resources Total	-	-	165,704	223,824	223,824	223,824
Requirements						
Capital Outlay						
Vehicles	-	-	37,861	-	-	-
Capital Outlay Total	-	-	37,861	-	-	-
Intrafund Transfers Out	-	-	-	-	-	-
Contingency	-	-	50,000	50,000	50,000	50,000
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	77,843	173,824	173,824	173,824
Ending Fund Balance Total	-	-	77,843	173,824	173,824	173,824
Requirements Total	-	-	165,704	223,824	223,824	223,824



City of Hood River Budget FY 2016-17

FUND NAME: Sewer Fund

RESPONSIBLE MANAGER(S): Mark Lago, Director of Public Works

FUND DESCRIPTION/OVERVIEW:

This Fund has two related, but distinct, operating domains.

Sewer Operations provides all maintenance and repairs to the City owned sewer system (mains and manholes) including alongside the City limits, areas in the Urban Growth Area (UGA) and including the High School/Windmaster corner/Airport. There are approximately 55 miles of sewer mains.

The Waste Water Treatment Plant (WWTP) is contracted out to OMI-CH2M and provides all maintenance, operations, and repairs to the plant. This fund also provides maintenance and repairs to all WWTP vehicles, support equipment, and five (5) sewer pump stations (Indian Creek, Frankton, Country Club, Westcliff, and East Marina Way). Average Daily flow into the WWTP is 1.2 Million Gallons per Day (MGD)

The WWTP also receives in approximately 1.1 million gallons of aerobic sludge per year from Cascade Locks, Stevenson, Parkdale, and Mosier. This sludge does not go into the plant process instead it goes to the digester where it is held until it can be applied to one or more of the 67 field application sites in the Hood River Valley.

The Sewer System Development Charges (SDC's) program pays for new and necessary infrastructure projects that are indentified in the Sewer Capital Facilities Plan (CFP). The Sewer CFP examines existing and future needs and presents recommendations and costs for improvements.

Sewer Reserve Debt requirements are for United States Department of Agriculture (USDA) debt service and short lived assets for the Indian Creek Sewer Pump Station and WWTP Outfall for Department Environmental Quality (DEQ).

Sewer Reserve Capital program is the vehicle and equipment replacement fund. The sewer equipment replacement schedule identifies the annual amount that is needed for future replacement and this annual amount is transferred into this fund from the Sewer Fund.

In late FY 2015-16, the City expects to refinance approximately \$1.9M of debt related to the Indian Creek Pump Station project from the U.S. Department of Environmental Quality to the U.S. Department of Agriculture. This transaction shows as offsetting resource and debt service expenditure in the FY 2015-16 projection, for which a budget adjustment will be presented to City Council in May/June, 2016.



City of Hood River Budget FY 2016-17

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Spend 12 weeks per year cleaning 20% of the City sewer mains	City crews clean 20% of the City sewer mains per year
2. Clean the 5 priority sewer mains 3 times a year (February, June, and October)	City crews clean 1.0 mile of priority mains 100% of the time, 3 times a year
3. Video 10 miles of City sewer mains per year to identify problem areas (pipes 6" in diameter and larger)	10 miles of sewer mains or 20% of the City sewer mains are videoed each year
4. Improve the overall odor at WWTP	Analyze, design, and construct a odor control system at the WWTP by November 2016
5. Improve the capacity at the East Marina Way Sewer Pump Station	Construct a new sewer pump station on East Marina Drive next to the Port of Hood River's Marina by November 2016
6. Improve the capacity of the Bio-solids storage at the WWTP	Design and construct two additional storage bays for the Bio-solids storage at the WWTP by June 2017
7. Find financing for CFP projects	Secure financing for CFP projects by June 2017

PERSONNEL SUMMARY:

Full-time Equivalents – Public Works Department

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
15.00	15.10	17.10	19.40	19.45

Allocation of Public Works Staff

Position	Eng.	Parking	Parks	Roads	Sewer	Water	Storm	Equip. Maint.
Office Manager	0.0%	5.0%	11.0%	18.0%	20.0%	25.0%	12.0%	9.0%
Director	0.0%	5.0%	10.0%	23.0%	22.0%	26.0%	11.0%	3.0%
Senior Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Construction Inspector	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
PW Worker	0.0%	8.0%	13.0%	20.0%	18.0%	28.0%	13.0%	0.0%
Mechanic	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
FUND SUMMARY**

Sewer Fund		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	Change from FY15-16 Adopted Budget
Resources								
Beginning Fund Balance		4,133,372	4,505,863	3,796,986	3,864,344	3,864,344	4,395,944	598,958
Charges for Services		3,400,189	2,987,258	3,061,300	3,486,000	3,486,000	3,486,000	424,700
Intergovernmental Revenues		4,167	20,000	-	-	-	-	-
Misc. Revenues		67,593	2,018,444	2,296,757	10,485	10,485	10,485	(2,286,272)
Interfund Transfers In		59,000	17,895	-	-	-	1,937	1,937
Resources Total		7,664,321	9,549,460	9,155,043	7,360,829	7,360,829	7,894,366	(1,260,677)
Requirements								
Personnel Services		233,325	264,812	364,693	383,471	383,471	383,471	18,778
Materials & Services		1,903,284	1,836,618	2,179,856	1,899,855	1,899,855	1,899,855	(280,001)
Capital Outlay		779,617	2,955,809	4,122,000	2,990,850	2,990,850	3,522,450	(599,550)
Debt Service		249,890	249,865	255,000	493,665	477,232	477,232	222,232
Interfund Transfers Out		385	-	-	-	-	-	-
Contingency		-	-	569,712	395,712	395,712	397,649	(172,063)
Ending Fund Balance		4,497,820	4,242,356	1,663,782	1,197,276	1,213,709	1,213,709	(450,073)
Requirements Total		7,664,321	9,549,460	9,155,043	7,360,829	7,360,829	7,894,366	(1,260,677)

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

PROGRAM BUDGET

PROGRAM: Sewer Operations/WWTP						
Resources						
Beginning Fund Balance	3,539,868	3,519,797	2,567,610	2,332,820	2,332,820	3,021,751
Program Revenues						
Bond/Loan Proceeds	1,400	-	2,025,000	-	-	-
Charges for Services	3,301,034	2,901,786	2,953,300	3,391,000	3,391,000	3,391,000
Interest Earnings	15,993	6,419	15,375	2,700	2,700	2,700
Intergovernmental Revenues	4,167	-	-	-	-	-
Loan Repayments	18,788	-	125,000	-	-	-
Misc. Revenues	1,837	46,340	1,000	200	200	200
Program Revenues Total	3,343,219	2,954,545	5,119,675	3,393,900	3,393,900	3,393,900
Interfund Transfers In	-	-	-	-	-	1,937
Intrafund Transfers In	363,823	-	-	780,856	780,856	780,856
Resources Total	7,246,910	6,474,342	7,687,285	6,507,576	6,507,576	7,198,444
Requirements						
Personnel Services						
Salary & Wages	148,266	166,115	225,103	234,175	234,175	234,175
Benefits	83,191	93,385	126,308	137,562	137,562	137,562
Overtime	1,868	5,312	13,282	10,000	10,000	10,000
Retirement Payouts	-	-	-	1,734	1,734	1,734
Personnel Services Total	233,325	264,812	364,693	383,471	383,471	383,471
Materials & Services						
Administrative	241,778	201,609	246,646	239,822	239,822	239,822
Miscellaneous	129,686	108,735	303,500	131,500	131,500	131,500
Permits & Licenses	12,481	12,606	11,766	12,500	12,500	12,500
Professional & Contract Services	936,572	919,439	995,080	1,021,933	1,021,933	1,021,933

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Supplies & Materials	31,398	34,352	42,500	38,000	38,000	38,000
Utilities & Communications	334,092	335,382	346,100	177,100	177,100	177,100
Utility License Fee	212,000	224,495	229,264	264,000	264,000	264,000
Materials & Services Total	1,898,007	1,836,618	2,174,856	1,884,855	1,884,855	1,884,855
Capital Outlay						
Buildings & Building Improvements	6,250	13,737	20,000	-	-	-
Machinery & Equipment	33,980	16,237	10,000	36,500	36,500	147,500
Other Improvements	507,911	258,051	3,523,000	2,911,000	2,911,000	3,331,600
Vehicles	135,801	288,616	9,036	43,350	43,350	43,350
Capital Outlay Total	683,942	576,641	3,562,036	2,990,850	2,990,850	3,522,450
Debt Service	249,890	249,865	255,000	493,665	477,232	477,232
Intrafund Transfers Out	669,991	529,892	316,327	237,892	245,063	393,281
Contingency	-	-	195,285	50,000	50,000	51,937
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	293,251	12,246	12,246	12,246
Unrestricted Ending Fund Balance	3,511,755	3,016,514	525,837	454,597	463,859	472,972
Ending Fund Balance Total	3,511,755	3,016,514	819,088	466,843	476,105	485,218
Requirements Total	7,246,910	6,474,342	7,687,285	6,507,576	6,507,576	7,198,444

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET**

PROGRAM: Sewer SDC							
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	
Resources							
Beginning Fund Balance	529,233	645,295	558,045	785,627	785,627	785,627	
Program Revenues							
Charges for Services	1,064	(1,818)	-	-	-	-	
Interest Earnings	2,514	8,325	10,000	600	600	600	
Loan Repayments	27,061	155,694	120,382	6,485	6,485	6,485	
State Grants/Contributions	-	20,000	-	-	-	-	
System Development Charges	98,091	87,290	108,000	95,000	95,000	95,000	
Program Revenues Total	128,730	269,491	238,382	102,085	102,085	102,085	
Resources Total	657,963	914,786	796,427	887,712	887,712	887,712	
Requirements							
Materials & Services							
Professional & Contract Services	5,277	-	-	-	-	-	
Materials & Services Total	5,277	-	-	-	-	-	
Capital Outlay							
Other Improvements	7,392	344,813	522,000	-	-	-	
Capital Outlay Total	7,392	344,813	522,000	-	-	-	
Intrafund Transfers Out	-	-	-	692,000	692,000	692,000	
Contingency	-	-	274,427	195,712	195,712	195,712	
Ending Fund Balance							
Restricted Ending Fund Balance	645,294	569,973	-	-	-	-	
Ending Fund Balance Total	645,294	569,973	-	-	-	-	
Requirements Total	657,963	914,786	796,427	887,712	887,712	887,712	

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET**

PROGRAM: Sewer Reserve - Debt Requirements						
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Resources						
Beginning Fund Balance	64,271	281,771	671,331	157,331	157,331	-
Intrafund Transfers In	217,500	389,560	158,000	81,141	88,312	236,530
Resources Total	281,771	671,331	829,331	238,472	245,643	236,530
Requirements						
Materials & Services						
Supplies & Materials	-	-	5,000	15,000	15,000	15,000
Materials & Services Total	-	-	5,000	15,000	15,000	15,000
Intrafund Transfers Out	-	-	514,000	-	-	-
Contingency	-	-	50,000	100,000	100,000	100,000
Ending Fund Balance						
Restricted Ending Fund Balance	281,771	671,331	260,331	123,472	130,643	121,530
Ending Fund Balance Total	281,771	671,331	260,331	123,472	130,643	121,530
Requirements Total	281,771	671,331	829,331	238,472	245,643	236,530

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET**

PROGRAM: Sewer Reserve - Capital						
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Resources						
Beginning Fund Balance	-	-	-	588,566	588,566	588,566
Program Revenues						
Interest Earnings	-	-	-	500	500	500
Program Revenues Total	-	-	-	500	500	500
Intrafund Transfers In	-	-	672,327	156,751	156,751	156,751
Resources Total	-	-	672,327	745,817	745,817	745,817
Requirements						
Capital Outlay						
Vehicles	-	-	37,964	-	-	-
Capital Outlay Total	-	-	37,964	-	-	-
Intrafund Transfers Out	-	-	-	88,856	88,856	88,856
Contingency	-	-	50,000	50,000	50,000	50,000
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	584,363	606,961	606,961	606,961
Ending Fund Balance Total	-	-	584,363	606,961	606,961	606,961
Requirements Total	-	-	672,327	745,817	745,817	745,817



FUND NAME: Storm Water Fund

RESPONSIBLE MANAGER(S): Mark Lago, Director of Public Works

FUND DESCRIPTION/OVERVIEW:

The Storm Water Fund provides all maintenance and repairs to the City owned storm system inside the City limits (mains, manhole, bio-swales, ditches, catch basins and catch basin laterals). There are 63 single lane miles of streets that need sweeping which is preventative maintenance on the Storm Water collection system and approximately 45 miles of storm mains and catch basin laterals.

This fund is anticipating significant review and development of an updated comprehensive Storm Water Management Plan (SWMP) and Storm Water Capital Facilities Plan (SWCFP).

- A SWMP identifies how storm water will be managed both publicly and privately
- A SWCFP analyzes the current system and land use conditions to identify areas of the system that does not have adequate capacity to convey storm water

The Storm Water System Development Charges (SDC's) program pays for new infrastructure projects that are identified in the Storm Water Capital Facilities Plan (CFP). The Storm Water CFP examines existing and future needs and presents recommendations and costs for improvements.

Storm Water Reserve Capital program is the vehicle and equipment replacement. The Storm Water equipment replacement schedule identifies the annual amount that is needed for future replacement and this annual amount is transferred into this program from the Storm Water Fund

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Keep the City Streets clean of debris	Reduces the amount of time necessary to clean the Storm Water collection system by 30% which allows more time to do other tasks in the Storm Water department
2. Spend 12 weeks per year cleaning 25% of the City mains and catch basins	City crews average 8 weeks per year cleaning the City Storm Water collection system
3. Insure open ditch areas are unblocked	They are maintained and cleaned weekly during the fall and spring



City of Hood River Budget FY 2016-17

PERSONNEL SUMMARY:

Full-time Equivalents – Public Works Department

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
15.00	15.10	17.10	19.40	19.45

Allocation of Public Works Staff

Position	Eng.	Parking	Parks	Roads	Sewer	Water	Storm	Equip. Maint.
Office Manager	0.0%	5.0%	11.0%	18.0%	20.0%	25.0%	12.0%	9.0%
Director	0.0%	5.0%	10.0%	23.0%	22.0%	26.0%	11.0%	3.0%
Senior Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Construction Inspector	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
PW Worker	0.0%	8.0%	13.0%	20.0%	18.0%	28.0%	13.0%	0.0%
Mechanic	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

FUND SUMMARY

Storm Water Fund		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	Change from FY15-16 Adopted Budget
Resources								
Beginning Fund Balance	178,097	404,207	467,705	525,381	525,381	580,381	112,676	24%
Charges for Services	575,345	555,867	603,300	587,700	587,700	587,700	(15,600)	-3%
Intergovernmental Revenues	4,167	-	-	-	-	-	-	-
Misc. Revenues	178,684	692	1,100	450	450	450	(650)	-59%
Resources Total	936,293	960,766	1,072,105	1,113,531	1,113,531	1,168,531	96,426	9%
Requirements								
Personnel Services	144,148	164,809	201,312	180,577	180,577	180,577	(20,735)	-10%
Materials & Services	73,566	107,679	249,608	271,108	271,108	301,108	51,500	21%
Capital Outlay	205,497	62,302	167,000	374,364	374,364	399,364	232,364	139%
Debt Service	114,801	105,398	66,700	68,500	68,500	68,500	1,800	3%
Contingency	-	-	95,285	131,235	131,235	131,235	35,950	38%
Ending Fund Balance	398,281	520,578	292,200	87,747	87,747	87,747	(204,453)	-70%
Requirements Total	936,293	960,766	1,072,105	1,113,531	1,113,531	1,168,531	96,426	9%

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Storm Water Operations						
Resources	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Beginning Fund Balance	125,921	299,639	356,837	428,096	428,096	483,096
Program Revenues						
Bond/Loan Proceeds	176,842	-	-	-	-	-
Charges for Services	521,501	532,088	543,300	553,700	553,700	553,700
Interest Earnings	786	504	800	400	400	400
Intergovernmental Revenues	4,167	-	-	-	-	-
Misc. Revenues	727	-	-	-	-	-
Program Revenues Total	704,023	532,592	544,100	554,100	554,100	554,100
Intrafund Transfers In	-	-	-	54,364	54,364	54,364
Resources Total	829,944	832,231	900,937	1,036,560	1,036,560	1,091,560
Requirements						
Personnel Services						
Salary & Wages	90,437	102,259	124,598	107,870	107,870	107,870
Benefits	52,393	59,307	69,440	66,707	66,707	66,707
Overtime	1,318	3,243	7,274	6,000	6,000	6,000
Personnel Services Total	144,148	164,809	201,312	180,577	180,577	180,577
Materials & Services						
Administrative	-	32,557	39,144	59,052	59,052	59,052
Miscellaneous	57,383	35,584	92,000	102,860	102,860	132,860
Professional & Contract Services	5,102	27,949	30,000	22,000	22,000	22,000
Supplies & Materials	11,081	11,589	45,000	40,000	40,000	40,000
Utilities & Communications	-	-	-	2,900	2,900	2,900
Utility License Fee	-	-	43,464	44,296	44,296	44,296
Materials & Services Total	73,566	107,679	249,608	271,108	271,108	301,108

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET**

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Capital Outlay						
Buildings & Building Improvements	-	-	20,000	-	-	-
Capitalized Rents	176,842	-	-	-	-	-
Other Improvements	26,874	2,496	60,000	200,000	200,000	225,000
Vehicles	-	25,106	47,000	54,364	54,364	54,364
Capital Outlay Total	203,716	27,602	127,000	254,364	254,364	279,364
Debt Service	114,801	105,398	66,700	68,500	68,500	68,500
Intrafund Transfers Out	-	-	-	230,776	230,776	230,776
Contingency	-	-	45,285	31,235	31,235	31,235
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	150,776	-	-	-
Unrestricted Ending Fund Balance	293,713	426,743	60,256	-	-	-
Ending Fund Balance Total	293,713	426,743	211,032	-	-	-
Requirements Total	829,944	832,231	900,937	1,036,560	1,036,560	1,091,560

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
PROGRAM: Storm Water SDC						
Resources						
Beginning Fund Balance	52,176	104,568	110,868	97,285	97,285	97,285
Program Revenues						
Interest Earnings	329	188	300	50	50	50
System Development Charges	53,844	23,779	60,000	34,000	34,000	34,000
Program Revenues Total	54,173	23,967	60,300	34,050	34,050	34,050
Intrafund Transfers In	-	-	-	80,000	80,000	80,000
Resources Total	106,349	128,535	171,168	211,335	211,335	211,335
Requirements						
Capital Outlay						
Other Improvements	1,781	34,700	40,000	120,000	120,000	120,000
Capital Outlay Total	1,781	34,700	40,000	120,000	120,000	120,000
Contingency	-	-	50,000	50,000	50,000	50,000
Ending Fund Balance						
Restricted Ending Fund Balance	104,568	93,835	81,168	41,335	41,335	41,335
Ending Fund Balance Total	104,568	93,835	81,168	41,335	41,335	41,335
Requirements Total	106,349	128,535	171,168	211,335	211,335	211,335

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Storm Water Reserve - Capital						
Resources						
Beginning Fund Balance	-	-	-	-	-	-
Intrafund Transfers In	-	-	-	-	150,776	150,776
Resources Total	-	-	-	-	150,776	150,776
Requirements						
Intrafund Transfers Out	-	-	-	-	54,364	54,364
Contingency	-	-	-	-	50,000	50,000
Ending Fund Balance	-	-	-	-	46,412	46,412
Restricted Ending Fund Balance	-	-	-	-	46,412	46,412
Ending Fund Balance Total	-	-	-	-	150,776	150,776
Requirements Total	-	-	-	-	150,776	150,776

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
FUND SUMMARY

Misc. Restricted Fund		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	Change from FY15-16 Adopted Budget
Resources								
Beginning Fund Balance	439,979	474,596	375,692	527,480	527,480	527,480	527,480	151,788 40%
Property Taxes	596,835	520,440	608,958	685,210	685,210	685,210	685,210	76,252 13%
Charges for Services	-	-	55,000	848,000	848,000	848,000	848,000	793,000 1442%
Intergovernmental Revenues	-	-	-	11,250	11,250	11,250	11,250	11,250 -
Licenses & Permits	379,505	270,795	865,300	1,160,665	1,160,665	1,160,665	1,160,665	295,365 34%
Fines & Forfeitures	-	-	295,000	402,271	402,271	402,271	402,271	107,271 36%
Misc. Revenues	33,917	20,985	20,400	3,800	3,800	3,800	3,800	(16,600) -81%
Pass-through	780	315	1,000	-	-	-	-	(1,000) -100%
Interfund Transfers In	1,000	72,914	45,000	124,045	124,045	124,045	124,983	79,983 178%
Resources Total	1,452,016	1,360,045	2,266,350	3,762,721	3,762,721	3,762,721	3,763,659	1,497,309 66%
Requirements								
Personnel Services	-	12,034	340,065	866,263	866,263	866,263	866,263	526,198 155%
Materials & Services	377,988	278,779	502,493	818,004	818,004	818,004	818,004	315,511 63%
Capital Outlay	-	5,650	69,500	165,500	165,500	165,500	165,500	96,000 138%
Debt Service	598,338	614,648	636,000	660,000	660,000	660,000	660,000	24,000 4%
Interfund Transfers Out	-	-	352,046	400,000	400,000	400,000	400,000	47,954 14%
Pass-through	1,095	-	1,000	-	-	-	-	(1,000) -100%
Contingency	-	-	63,216	165,250	165,250	165,250	166,188	102,972 163%
Ending Fund Balance	474,595	448,934	302,030	687,704	687,704	687,704	687,704	385,674 128%
Requirements Total	1,452,016	1,360,045	2,266,350	3,762,721	3,762,721	3,762,721	3,763,659	1,497,309 66%



MISC. RESTRICTED FUNDS

The Miscellaneous Restricted Fund accounts for 6 programs whose resources are dedicated or otherwise restricted for a specific purpose. These programs include:

- Emergency Medical Services (EMS),
- Building,
- Engineering,
- Municipal Court,
- Parking, and
- Fire General Obligation (G.O.) Bond.

PROGRAM NAME: Public Safety - EMS

RESPONSIBLE MANAGER(S): Devon Wells, Fire Chief

PROGRAM DESCRIPTION:

The EMS Department is responsible for Prevention, Preparedness, and Protection of the people who live, work, and visit our City from the dangers of medical and other emergency conditions. The EMS department operates in concert with the Fire Department, utilizing the same staff in dual-roles and 4 vehicles, including 3 Advanced Life Support ambulances and 1 remote access vehicle. The 14 of the 15 employees at Hood River Fire & EMS are Paramedics allowing the ambulances to be staffed with the highest trained and qualified emergency care providers in Oregon. We operate under EMS protocols, approved by Dr. Dick Virk as our Supervising Physician, that are county-wide, and include very advanced medical practices not seen in other jurisdictions across Oregon.

Hood River Fire & EMS answered 1,553 emergency calls for service in 2015, with approximately 72% (1123) being Medical related (42% of the EMS calls were for City of Hood River residents). The fee-for-service ambulance generated \$671,390 in FY2014-15 by transporting 826 patients, and an additional \$45,000 selling FireMed Memberships, and partnering with Providence Hood River Hospital on the Internship program. Ambulance fees approved on the City's Fee Schedule are adjusted annually. For FY 2016-17, ambulance fees are higher for non-residents.

The fee-for-service ambulance utilizes Springfield Fire and Life Safety to bill for the patient transports and achieves approximately 85% net collections (collections after mandatory write-downs for Medicaid, Medicare, and insurances).



GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Operate ambulance budget independently from fire budget to track expenses and gain an understanding of true costs versus revenues of services	Maintain accounting practices to identify costs and revenues in a useable format (cost per patient transport, revenue per patient transport, etc.)
2. Develop regional approaches to providing medical services while maintaining high quality services in the City.	Create 2 IGA's (one each with Parkdale and Cascade Locks EMS) to provide joint purchasing of medical equipment, move-up and cover programs, and/or staffing with shared resources.
3. Develop/Maintain a public education campaign to decrease the incidence of slips, trips, and falls in the elderly, CPR/AED education, and placement of AED's in the community.	Deliver a public education presentation at each of the retirement/convalescent homes within the City and teach a minimum of 30 CPR courses to the community, while placing an additional 4 AED's within the City limits.
4. Develop/Maintain a deployment model that provides the highest and most reliable ambulance service and response times to the public.	Identify locations throughout the City that will provide EMS delivery in the most efficient and effective way, while maintain situational awareness and response readiness for other emergencies (fire, public services, etc.).

PERSONNEL SUMMARY:

Full-time Equivalents

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
-	-	-	3.94	3.40

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Public Safety - EMS							
Resources							
Beginning Fund Balance	-	-	-	-	-	-	-
Program Revenues							
Ambulance Fee Receipts	-	-	-	750,000	750,000	750,000	750,000
FireMed Memberships	-	-	-	28,000	28,000	28,000	28,000
Other Grants/Contributions	-	-	-	-	-	-	-
Program Revenues Total	-	-	-	778,000	778,000	778,000	778,000
Interfund Transfers In	-	-	-	86,999	86,999	86,999	86,999
Resources Total	-	-	-	864,999	864,999	864,999	864,999
Requirements							
Personnel Services							
Salary & Wages	-	-	-	253,210	253,210	253,210	253,210
Benefits	-	-	-	137,232	137,232	137,232	137,232
Overtime	-	-	-	32,000	32,000	32,000	32,000
Holiday Cashouts	-	-	-	16,000	16,000	16,000	16,000
Personnel Services Total	-	-	-	438,442	438,442	438,442	438,442
Materials & Services							
Administrative	-	-	-	67,617	67,617	67,617	67,617
Miscellaneous	-	-	-	57,400	57,400	57,400	57,400
Professional & Contract Services	-	-	-	50,175	50,175	50,175	50,175
Supplies & Materials	-	-	-	54,650	54,650	54,650	54,650
Utilities & Communications	-	-	-	2,250	2,250	2,250	2,250
Materials & Services Total	-	-	-	232,092	232,092	232,092	232,092
Contingency	-	-	-	25,000	25,000	25,000	25,000
Ending Fund Balance							
Restricted Ending Fund Balance	-	-	-	160,123	160,123	160,123	160,123

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Unrestricted Ending Fund Balance	-	-	-	9,342	9,342	9,342
Ending Fund Balance Total	-	-	-	169,465	169,465	169,465
Requirements Total	-	-	-	864,999	864,999	864,999



MISC. RESTRICTED FUNDS

The Miscellaneous Restricted Fund accounts for 6 programs whose resources are dedicated or otherwise restricted for a specific purpose. These programs include:

- Emergency Medical Services (EMS),
- Building,
- Engineering,
- Municipal Court,
- Parking, and
- Fire General Obligation (G.O.) Bond.

PROGRAM NAME: Building Services Program

RESPONSIBLE MANAGER(S): Mark Lago, Director of Public Works

PROGRAM DESCRIPTION:

Since 2010 the City has operated with a contracted building program provided by the Clair Company. The contract runs through 12/31/2019, with a clause for early termination by either party assuming proper notice is given. In exchange for the provision of services the City Clair Company receives 85 percent of building revenues. The program provides services for general and mechanical inspection. Typical services of plan check review and field inspection are provided.

The Building Services Program generally operates with one contracted counter office staff, one contracted field inspector and one contracted building official. Significant backup staff is available for unusual or technical issues that may arise.

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Chief building official available as needed onsite to meet goals	95% compliance
2. Field inspection conducted within 24 hours of call for inspection	90% compliance

PERSONNEL SUMMARY:

Full-time Equivalents

N/A – However, Building Department does use some temporary floating employee assistance throughout the year.

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
PROGRAM: Building						
Resources						
Beginning Fund Balance	374,800	398,554	328,650	327,896	327,896	327,896
Pass-through Revenues	780	315	1,000	-	-	-
Program Revenues						
Interest Earnings	2,143	769	2,000	350	350	350
Licenses & Permits	379,505	270,795	343,800	421,000	421,000	421,000
Misc. Revenues	20,408	17,900	8,000	3,000	3,000	3,000
Program Revenues Total	402,056	289,464	353,800	424,350	424,350	424,350
Resources Total	777,636	688,333	683,450	752,246	752,246	752,246
Requirements						
Personnel Services						
Salary & Wages	-	10,135	22,000	14,572	14,572	14,572
Benefits	-	1,899	5,100	3,200	3,200	3,200
Personnel Services Total	-	12,034	27,100	17,772	17,772	17,772
Materials & Services						
Administrative	29,486	31,606	37,570	26,946	26,946	26,946
Miscellaneous	5,437	5,423	3,000	2,300	2,300	2,300
Professional & Contract Services	337,379	241,190	292,000	361,000	361,000	361,000
Supplies & Materials	5,330	460	650	700	700	700
Utilities & Communications	356	75	100	100	100	100
Materials & Services Total	377,988	278,754	333,320	391,046	391,046	391,046
Capital Outlay						
Buildings & Building Improvements	-	-	50,000	-	-	-
Machinery & Equipment	-	5,650	-	-	-	-
Capital Outlay Total	-	5,650	50,000	-	-	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Pass-through Expenses	1,095	-	1,000	-	-	-
Contingency	-	-	-	50,000	50,000	50,000
Ending Fund Balance						
Unrestricted Ending Fund Balance	398,553	391,894	272,030	293,428	293,428	293,428
Ending Fund Balance Total	398,553	391,894	272,030	293,428	293,428	293,428
Requirements Total	777,636	688,332	683,450	752,246	752,246	752,246



MISC. RESTRICTED FUNDS

The Miscellaneous Restricted Fund accounts for 6 programs whose resources are dedicated or otherwise restricted for a specific purpose. These programs include:

- Emergency Medical Services (EMS),
- Building,
- Engineering,
- Municipal Court,
- Parking, and
- Fire General Obligation (G.O.) Bond.

PROGRAM NAME: Engineering Program

RESPONSIBLE MANAGER(S): Mark Lago, Director of Public Works

PROGRAM DESCRIPTION:

The Engineering program consists of a contract services arrangement with the Bell Design Company. They provide the City with registered professional civil engineering and other services, including surveyor capability. Significant technical expertise is provided to support the activities of the City's utilities, including water, wastewater, roads and storm water management. They also participate as part of the city's development review team for new development applications and provide technical expertise for major projects such as the NBW waterfront area hotel. Bell's project and construction management service for the City will be reduced do to a senior project manager being on City staff. Formerly contained in the City's General Fund the Engineering program is now more appropriately part of the restricted funds program cluster.

Two registered civil engineers and a land surveyor are available to the City along with support help from the Bell Design Company.

GOALS AND MEASURES:

GOAL	MEASURE(S)
Attend all development meetings	100% attendance



City of Hood River Budget FY 2016-17

PERSONNEL SUMMARY:

Full-time Equivalents – Public Works Department

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
15.00	15.10	17.10	17.80	19.45

Allocation of Public Works Staff

Position	Eng.	Parking	Parks	Roads	Sewer	Water	Storm	Equip. Maint.
Office Manager	0.0%	5.0%	11.0%	18.0%	20.0%	25.0%	12.0%	9.0%
Director	0.0%	5.0%	10.0%	23.0%	22.0%	26.0%	11.0%	3.0%
Senior Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Construction Inspector	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
PW Worker	0.0%	8.0%	13.0%	20.0%	18.0%	28.0%	13.0%	0.0%
Mechanic	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Engineering						
Resources	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Beginning Fund Balance	-	-	-	6,264	6,264	6,264
Program Revenues						
Charges for Services	-	-	55,000	70,000	70,000	70,000
Program Revenues Total	-	-	55,000	70,000	70,000	70,000
Interfund Transfers In	-	-	45,000	35,000	35,000	35,938
Resources Total	-	-	100,000	111,264	111,264	112,202
Requirements						
Personnel Services						
Salary & Wages	-	-	19,752	34,627	34,627	34,627
Benefits	-	-	11,060	17,997	17,997	17,997
Overtime	-	-	1,542	-	-	-
Retirement Payouts	-	-	-	839	839	839
Personnel Services Total	-	-	32,354	53,463	53,463	53,463
Materials & Services						
Administrative	-	-	4,362	6,367	6,367	6,367
Professional & Contract Services	-	-	50,000	30,000	30,000	30,000
Supplies & Materials	-	-	50	100	100	100
Materials & Services Total	-	-	54,412	36,467	36,467	36,467
Contingency	-	-	13,234	19,900	19,900	20,838
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	-	1,434	1,434	1,434
Unrestricted Ending Fund Balance	-	-	-	-	-	-
Ending Fund Balance Total	-	-	-	1,434	1,434	1,434
Requirements Total	-	-	100,000	111,264	111,264	112,202



MISC. RESTRICTED FUNDS

The Miscellaneous Restricted Fund accounts for 6 programs whose resources are dedicated or otherwise restricted for a specific purpose. These programs include:

- Emergency Medical Services (EMS),
- Building,
- Engineering,
- Municipal Court,
- Parking, and
- Fire General Obligation (G.O.) Bond.

PROGRAM NAME: Municipal Court Program

RESPONSIBLE MANAGER(S): Summer Sears, Finance Director

PROGRAM DESCRIPTION:

Municipal Court handles the processing of citations and complaints issued by the City of Hood River Police Department, the City Attorney and by private citizens within the City of Hood River. The majority of cases heard in Municipal Court are traffic infractions.

There is one full-time equivalent position in the Municipal Court budget for the Court Clerk, plus a part-time portion for the Municipal Court judge.

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Completion of required training toward Court Clerk's certification through the Oregon Association of Municipal Court Administration	Complete 30 hours of training toward certification in FY 2016/17
2. Complete show cause trials in timely manner	Completion of show cause trials within 120 days of delinquency

PERSONNEL SUMMARY:

Full-time Equivalents

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
1.10	1.10	1.10	1.10	1.10

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Muni Court						
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Resources						
Beginning Fund Balance	-	-	-	79,152	79,152	79,152
Program Revenues						
Fines & Forfeitures	-	-	180,000	250,000	250,000	250,000
Program Revenues Total	-	-	180,000	250,000	250,000	250,000
Resources Total	-	-	180,000	329,152	329,152	329,152
Requirements						
Personnel Services						
Salary & Wages	-	-	65,208	74,269	74,269	74,269
Benefits	-	-	17,753	18,813	18,813	18,813
Personnel Services Total	-	-	82,961	93,082	93,082	93,082
Materials & Services						
Administrative	-	-	7,435	9,152	9,152	9,152
Miscellaneous	-	-	5,350	2,850	2,850	2,850
Professional & Contract Services	-	-	12,500	12,750	12,750	12,750
Supplies & Materials	-	-	1,900	2,400	2,400	2,400
Utilities & Communications	-	-	2,800	1,200	1,200	1,200
Materials & Services Total	-	-	29,985	28,352	28,352	28,352
Interfund Transfers Out	-	-	50,000	100,000	100,000	100,000
Contingency	-	-	17,054	10,000	10,000	10,000
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	-	1,347	1,347	1,347
Unrestricted Ending Fund Balance	-	-	-	96,371	96,371	96,371
Ending Fund Balance Total	-	-	-	97,718	97,718	97,718
Requirements Total	-	-	180,000	329,152	329,152	329,152



MISC. RESTRICTED FUNDS

The Miscellaneous Restricted Fund accounts for 6 programs whose resources are dedicated or otherwise restricted for a specific purpose. These programs include:

- Emergency Medical Services (EMS),
- Building,
- Engineering,
- Municipal Court,
- Parking, and
- Fire General Obligation (G.O.) Bond.

PROGRAM NAME: Parking Program

RESPONSIBLE MANAGER(S): Mark Lago, Director of Public Works

PROGRAM DESCRIPTION:

The parking program provides maintenance and repairs to the individual Duncan meters and the automated CALE pay stations. On-street frontages and the parking lots operated by the City are both served. Along with the meters the program places and repairs related street and parking lot striping, lights, electrical connections, and landscape vegetation. There are 18 CALE stations and 280 Duncan meters.

The Police Department is committed to the efficient operations of all aspects of Parking Enforcement. The Parking Enforcement is committed to improve parking access, availability, traffic safety and maintenance while encouraging the efficient movement of traffic throughout the City. The function of Parking Enforcement is to provide public safety, mitigate traffic congestion and promote parking turnover and access through more efficient parking system management. Currently, The Police Department has one Community Service Officer (CSO) who commits 60% of his time to parking enforcement throughout the City. Similarly, the parking clerk position performs all parking administration functions and is managed through the Finance department.

A large portion of this program (\$300,000) is transferred to the General Fund to help pay for related work performed on the parking system by the Police Department and the Finance Department.

Revenues will be increasing due to an hourly rate increase from \$0.75 to \$1.00 on July 1, 2016. This is the first rate increase in eight (8) years. Also, it is anticipated that the City will be metering the Waterfront area parking starting April, 2017.



GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Ensure the Duncan Meters and Cale Machines are working properly	Parking enforcement officer and staff have an on-going repair list that is looked at every Monday, Wednesday, and Friday by Public Works crew and fixed.
2. Ensure all meters and pay station are emptied weekly	Every week the City crew along with the Parking Enforcement Officer emptied the meters and pay stations
3. Ensure safe parking areas for all vehicles	Once a year all on-street parking marking as are inspected and a new coat of thermo-plastic or paint are allied to identifying the safe are to park.
4. Manage parking in the Waterfront area	Install 14 Cale pay stations and signage along Portway Avenue and North 2 nd Street in the April 2017

PERSONNEL SUMMARY:

Full-time Equivalents

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
1.00	1.00	1.60	1.68	2.67

The Parking Program anticipates hiring a full-time Parking/Code Compliance position in April, 2017. The position will be partially paid for by Port of Hood River and will pay special attention to both Port and City parking issues and enforcement in the Waterfront area.

The City also expects to hire a full-time, seasonal parking attendant for July – August, 2016. The position will focus on downtown parking enforcement, but will also act as a liaison to address questions regarding City programs and locations of activities in our City.

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Parking						
Resources	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Beginning Fund Balance	-	-	-	109,328	109,328	109,328
Program Revenues						
Fines & Forfeitures	-	-	115,000	152,271	152,271	152,271
Licenses & Permits	-	-	521,500	739,665	739,665	739,665
Misc. Revenues	-	-	400	-	-	-
Other Grants/Contributions	-	-	-	11,250	11,250	11,250
Program Revenues Total	-	-	636,900	903,186	903,186	903,186
Interfund Transfers In	-	-	-	2,046	2,046	2,046
Resources Total	-	-	636,900	1,014,560	1,014,560	1,014,560
Requirements						
Personnel Services						
Salary & Wages	-	-	120,226	164,358	164,358	164,358
Benefits	-	-	74,624	97,146	97,146	97,146
Overtime	-	-	2,800	2,000	2,000	2,000
Personnel Services Total	-	-	197,650	263,504	263,504	263,504
Materials & Services						
Administrative	-	-	15,401	51,632	51,632	51,632
Miscellaneous	-	-	17,500	16,865	16,865	16,865
Professional & Contract Services	-	-	25,000	20,000	20,000	20,000
Supplies & Materials	-	-	23,800	30,900	30,900	30,900
Utilities & Communications	-	-	3,075	10,500	10,500	10,500
Materials & Services Total	-	-	84,776	129,897	129,897	129,897
Capital Outlay						
Machinery & Equipment	-	-	12,000	165,500	165,500	165,500
Vehicles	-	-	7,500	-	-	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Capital Outlay Total	-	-	19,500	165,500	165,500	165,500
Interfund Transfers Out	-	-	302,046	300,000	300,000	300,000
Contingency	-	-	32,928	30,000	30,000	30,000
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	-	10,311	10,311	10,311
Unrestricted Ending Fund Balance	-	-	-	115,348	115,348	115,348
Ending Fund Balance Total	-	-	-	125,659	125,659	125,659
Requirements Total	-	-	636,900	1,014,560	1,014,560	1,014,560



MISC. RESTRICTED FUNDS

The Miscellaneous Restricted Fund accounts for 6 programs whose resources are dedicated or otherwise restricted for a specific purpose. These programs include:

- Emergency Medical Services (EMS),
- Building,
- Engineering,
- Municipal Court,
- Parking, and
- Fire General Obligation (G.O.) Bond.

PROGRAM NAME: Fire G.O. Bond (Debt Service) Program

RESPONSIBLE MANAGER(S): Summer Sears, Finance Director

PROGRAM DESCRIPTION:

This fund was established to track property taxes received for a total of \$6 million in General Obligation bonds issued in June, 2009, and July, 2010. Proceeds from the bond were used for expansion and renovation of the Fire Station (65%) and acquisition of Fire and Emergency apparatus (35%).

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Effective communication to Hood River County of amount of bond levy to be imposed for FY 2016-17	Sufficient property taxes collected to fund annual debt service requirements

PERSONNEL SUMMARY:

n/a

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
PROGRAM: Fire G/O - Debt Service						
Resources						
Beginning Fund Balance	65,179	76,042	47,042	4,840	4,840	4,840
Program Revenues						
Interest Earnings	11,366	2,316	10,000	450	450	450
Taxes	596,835	520,440	608,958	685,210	685,210	685,210
Program Revenues Total	608,201	522,756	618,958	685,660	685,660	685,660
Interfund Transfers In	1,000	72,914	-	-	-	-
Resources Total	674,380	671,712	666,000	690,500	690,500	690,500
Requirements						
Materials & Services						
Miscellaneous	-	25	-	150	150	150
Materials & Services Total	-	25	-	150	150	150
Debt Service	598,338	614,648	636,000	660,000	660,000	660,000
Contingency	-	-	-	30,350	30,350	30,350
Ending Fund Balance						
Unrestricted Ending Fund Balance	76,042	57,040	30,000	-	-	-
Ending Fund Balance Total	76,042	57,040	30,000	-	-	-
Requirements Total	674,380	671,713	666,000	690,500	690,500	690,500

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
FUND SUMMARY**

Reserves Fund		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	Change from FY15-16 Adopted Budget
Resources								
Assessment Revenues	302	-	600	-	254,369	254,369	254,369	253,769
Beginning Fund Balance	127,136	620,097	1,010,251	1,383,471	1,383,471	1,383,471	1,383,471	373,220
Misc. Revenues	96,445	12,663	10,348	850	850	850	850	(9,498)
Interfund Transfers In	396,516	385,154	607,631	908,369	908,369	908,369	908,369	300,738
Resources Total	620,399	1,017,914	1,628,830	2,292,690	2,547,059	2,547,059	2,547,059	918,229
Requirements								
Materials & Services	-	-	-	-	254,369	254,369	248,119	248,119
Capital Outlay	-	-	151,000	-	-	-	-	(151,000)
Interfund Transfers Out	302	-	209,474	239,344	239,344	239,344	245,594	36,120
Contingency	-	-	360,348	170,671	170,671	170,671	170,671	(189,677)
Ending Fund Balance	620,097	1,017,914	907,408	1,882,675	1,882,675	1,882,675	1,882,675	975,267
Requirements Total	620,399	1,017,914	1,628,230	2,292,690	2,547,059	2,547,059	2,547,059	918,829
								56%



RESERVES FUND

The Reserves Fund accounts for resources that have been set aside for a specific purpose. According to Oregon Budget Law, new reserve funds require a Resolution adopted by City Council that specifies the purpose for which the reserve monies can be spent. Each reserve is defined as a separate program within the Reserves Fund. Reserves (programs) have been established for:

- Parking in Lieu,
- General Equipment Replacement,
- Compensated Absences,
- PERS Stabilization, and
- Miscellaneous Reserves.

PROGRAM NAME: Reserve – Parking in Lieu

RESPONSIBLE MANAGER(S): Summer Sears, Finance Director

PROGRAM DESCRIPTION:

The Parking System reserve fund was established by Resolution No. 95-15. Developers may be assessed a fee called “Parking in Lieu” as an alternative to putting in required parking spaces. The fund’s purpose is to accumulate funds to operate, maintain, and expand the parking system of the City of Hood River.

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Responsible tracking and use of reserve funds for intended purpose	No expected purchases

PERSONNEL SUMMARY:

n/a

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Reserve - Parking in Lieu							
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	
Resources							
Beginning Fund Balance	11,419	11,419	11,419	6,323	6,323	6,323	6,323
Program Revenues							
Misc. Revenues	-	2,304	-	-	-	-	-
Program Revenues Total	-	2,304	-	-	-	-	-
Resources Total	11,419	13,723	11,419	6,323	6,323	6,323	6,323
Requirements							
Capital Outlay							
Machinery & Equipment	-	-	11,000	-	-	-	-
Capital Outlay Total	-	-	11,000	-	-	-	-
Contingency	-	-	-	6,323	6,323	6,323	6,323
Ending Fund Balance							
Unrestricted Ending Fund Balance	11,419	13,723	419	-	-	-	-
Ending Fund Balance Total	11,419	13,723	419	-	-	-	-
Requirements Total	11,419	13,723	11,419	6,323	6,323	6,323	6,323



RESERVES FUND

The Reserves Fund accounts for resources that have been set aside for a specific purpose. According to Oregon Budget Law, new reserve funds require a Resolution adopted by City Council that specifies the purpose for which the reserve monies can be spent. Each reserve is defined as a separate program within the Reserves Fund. Reserves (programs) have been established for:

- Parking in Lieu,
- General Equipment Replacement,
- Compensated Absences,
- PERS Stabilization, and
- Miscellaneous Reserves.

PROGRAM NAME: Reserve – General Equipment Replacement

RESPONSIBLE MANAGER(S): Summer Sears, Finance Director

PROGRAM DESCRIPTION:

The Equipment Replacement (Capital Equipment) Reserve was established by Resolution No. 2009-02 based on the City Council's wish to support administrative plans to meet equipment replacement needs, to the greatest extent possible, through existing allocations. Measurement is based on annual contribution calculations to the extent possible and in accordance with Resolution No. 2016-09, the City's policy guiding budget preparation. The fund is to be utilized for the systematic transfer of funds and the expenditure of such funds to meet regular equipment replacement needs.

The General Equipment Replacement Reserve program is used specifically for the General Fund's Police, Fire, and Parks programs. Replacement reserves for other programs are maintained within the Roads, Water, Sewer, Storm Water, Misc. Restricted, and Internal Service Funds. The Storm Water program is unable to fund equipment replacement at this time due to lack of resources.

For 2016-17, the Administration and EMS programs will be moving out of General Fund. Those program's Equipment Replacement Reserve balances will be transferred out of this reserve and will be tracked within the new programs.

A portion of the Equipment Replacement Reserve is specifically allocated toward vehicles. Vehicle Replacement is tracked for each vehicle unit and is used at the time the individual vehicle is replaced. For 2016-17, a total of 27 vehicles are tracked and reserved for in the General Equipment Replacement Reserve.

The proposed FY2016-17 budget includes use of \$12,274 (Fire) for a Fire Command Vehicle.



GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Maintain accurate tracking of capital equipment, specifically vehicles and rolling stock, for purposes of replacement cost calculations	Update of vehicle replacement schedules performed for each of the primary departments within the City – Administration, Police, Fire, EMS, and Public Works – during the budget process
2. Accomplish annual funding requirements for the equipment replacement reserve	Measurement is based on annual contribution calculations to the extent possible and in accordance with Resolution No. 2016-09, the City's policy guiding budget preparation

PERSONNEL SUMMARY:

n/a

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: Reserve - Equipment Replacement							
Resources							
Beginning Fund Balance	16,115	509,076	899,230	1,010,954	1,010,954	1,010,954	1,010,954
Program Revenues							
Interest Earnings	-	-	-	750	750	750	750
Misc. Revenues	96,445	10,359	-	-	-	-	-
Program Revenues Total	96,445	10,359	-	750	750	750	750
Interfund Transfers In	396,516	385,154	355,487	329,445	329,445	329,445	329,445
Resources Total	509,076	904,589	1,254,717	1,341,149	1,341,149	1,341,149	1,341,149
Requirements							
Capital Outlay							
Vehicles	-	-	140,000	-	-	-	-
Capital Outlay Total	-	-	140,000	-	-	-	-
Interfund Transfers Out	-	-	109,872	52,412	52,412	52,412	52,412
Contingency	-	-	250,000	100,000	100,000	100,000	100,000
Ending Fund Balance							
Restricted Ending Fund Balance	509,076	904,589	754,845	1,188,737	1,188,737	1,188,737	1,188,737
Ending Fund Balance Total	509,076	904,589	754,845	1,188,737	1,188,737	1,188,737	1,188,737
Requirements Total	509,076	904,589	1,254,717	1,341,149	1,341,149	1,341,149	1,341,149



RESERVES FUND

The Reserves Fund accounts for resources that have been set aside for a specific purpose. According to Oregon Budget Law, new reserve funds require a Resolution adopted by City Council that specifies the purpose for which the reserve monies can be spent. Each reserve is defined as a separate program within the Reserves Fund. Reserves (programs) have been established for:

- Parking in Lieu,
- General Equipment Replacement,
- Compensated Absences,
- PERS Stabilization, and
- Miscellaneous Reserves.

PROGRAM NAME: Reserve – Compensated Absences

RESPONSIBLE MANAGER(S): Summer Sears, Finance Director

PROGRAM DESCRIPTION:

The Compensated Absences Reserve will be established by Resolution based on the City Council's wish to support administrative plans to meet future compensated absences payouts that will occur as employees leave the City. Compensated absences include all, or a percentage of, Vacation; Sick Leave (up to 25% with 20+ years of service); Compensatory (Comp) Time; Holiday Hours – Fire, EMS, and Police only; Fair Labor Standards Act (FLSA) Time – Fire and EMS only; and Education Hours – Fire and EMS only.

The Compensated Absences Reserve fund is used specifically for the General Fund. Compensated Absences Reserves for other programs are maintained within for the Roads, Water, Sewer, Misc. Restricted, and Internal Service Funds. The Storm Water program is unable to fund compensated absences at this time due to lack of resources.

Resolution No. 2016-09 states that the Compensated Absences Reserve is considered fully funded when 100% of PERS retirement age-eligible employees' balances, and 25% of all other employees' balances, are funded in the reserve. The total accrued compensated absences liability as of June 30, 2015 was:

General Fund Programs	\$ 974,678
Other Funds	133,119
Total	<u>\$ 1,107,797</u>



City of Hood River Budget FY 2016-17

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Accomplish annual funding requirements for the compensated absences reserve	Measurement is based on annual contribution calculations to the extent possible and in accordance with Resolution No. 2016-09, the City's policy guiding budget preparation

PERSONNEL SUMMARY:

n/a

**CITY OF HOOD RIVER
FY2016-17 PROPOSED BUDGET**

RESERVE - ACCRUED COMPENSATED ABSENCES

Per Resolution No. 2016-09, the Accrued Compensated Absences Liability is considered fully funded when the reserve is equal or greater than 100% of PERS Retirement-age eligible employee balances plus 25% of remaining employee balances.

	General Fund	Other Funds
	Liability / Reserve	Calc. Only
General Fund:		
Public Safety - Police	148,725	
Public Safety - Fire	560,213	
Parks	15,335	
Planning	27,632	
Other Funds:		
Roads		28,637
Water		38,481
Waste Water		27,614
Storm Water		15,548
EMS		196,832
Municipal Court		1,388
Parking		11,059
Engineering		2,321
Administration		25,230
Equipment Maintenance		6,852
TOTAL LIABILITY - June 30, 2015 (audited)	751,906	353,963
PERS-Age Eligibility:		
eligible	114,297	55,716
1-5 years	-	-
6-10 years	147,248	113,542
over 10 years	490,360	184,706
TOTAL LIABILITY - June 30, 2015 (audited)	751,906	353,963
Reserve Funding Calculation:		
100% of PERS Retirement-Age Eligible	114,297	55,716
25% of Remaining Balance	159,402	74,562
Less: Expected Retirements through June 30, 2017	(29,864)	(3,894)
RESERVE BALANCE IS FULLY FUNDED WHEN BALANCE EQUALS	243,836	126,383
Reserve Balance:		
Reserve Balance at June 30, 2015	252,244	
FY 2016-17 Activity:		
EMS, Admin Split from General Fund	(57,469)	
Retirements	(29,864)	
Required Contributions	78,924	
TOTAL EXPECTED RESERVE BALANCE - June 30, 2017	243,836	
EXPECTED RESERVE FUNDING STATUS - June 30, 2017	100%	

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET**

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
PROGRAM: Reserve - Compensated Absences						
Resources						
Beginning Fund Balance	-	-	-	252,244	252,244	252,244
Program Revenues						
Interest Earnings	-	-	-	100	100	100
Program Revenues Total	-	-	-	100	100	100
Interfund Transfers In	-	-	252,144	78,924	78,924	78,924
Resources Total	-	-	252,144	331,268	331,268	331,268
Requirements						
Interfund Transfers Out	-	-	-	87,330	87,330	87,330
Contingency	-	-	100,000	50,000	50,000	50,000
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	152,144	193,938	193,938	193,938
Ending Fund Balance Total	-	-	152,144	193,938	193,938	193,938
Requirements Total	-	-	252,144	331,268	331,268	331,268



RESERVES FUND

The Reserves Fund accounts for resources that have been set aside for a specific purpose. According to Oregon Budget Law, new reserve funds require a Resolution adopted by City Council that specifies the purpose for which the reserve monies can be spent. Each reserve is defined as a separate program within the Reserves Fund. Reserves (programs) have been established for:

- Parking in Lieu,
- General Equipment Replacement,
- Compensated Absences,
- PERS Stabilization, and
- Miscellaneous Reserves.

PROGRAM NAME: Reserve – PERS Stabilization

RESPONSIBLE MANAGER(S): Summer Sears, Finance Director

PROGRAM DESCRIPTION:

Oregon Public Employees Retirement System (PERS) has advised members of the State and Local Government Rate Pool to plan for maximum increases for the next three (3) biennium. Assuming that the pool remains at least 70% funded, then a statutory 20% rate collar (limit) applies. The rate collar is for the pool in total; the City's individual advisory rate increase for the FY 2017-18 biennium is approximately 25%. With cost of living adjustments and Step increases, City staff estimate that PERS costs will nearly double over the next five years.

	FY15-16 Projected	FY20-21 Estimate	Increase in Annual Contribution		Cumulative 5-year Additional Cost
General Fund	\$ 328,261	\$ 649,334	\$ 321,073	98%	\$ 972,156
Other Funds	148,543	285,803	137,260	93%	407,188
TOTAL	\$ 589,366	\$ 1,159,451	\$ 570,085	97%	\$ 1,719,769

The purpose of the PERS Stabilization Reserve is to set aside General Fund resources to offset future PERS rate increases. Approximately 85% of the cumulative 5-year additional estimated costs of \$972,156 relates to the Police and Fire programs. For FY 2016-17, the proposed budget transfers \$500,000 from General Fund to this reserve.

PERS Stabilization Reserves for other funds/programs are maintained within the Roads, Water, Sewer, Storm Water, Misc. Restricted, and Internal Service Funds. The Storm Water program is unable to fund PERS stabilization at this time due to lack of resources.



City of Hood River Budget FY 2016-17

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Fund a minimum \$500,000 toward future General Fund PERS rate increases.	Interfund transfer completed by June 30, 2017.

PERSONNEL SUMMARY:

n/a

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

PROGRAM BUDGET

PROGRAM: Reserve - PERS Stabilization						
Resources	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Beginning Fund Balance	-	-	-	-	-	-
Interfund Transfers In	-	-	-	500,000	500,000	500,000
Resources Total	-	-	-	500,000	500,000	500,000
Requirements						
Contingency	-	-	-	-	-	-
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	-	500,000	500,000	500,000
Ending Fund Balance Total	-	-	-	500,000	500,000	500,000
Requirements Total	-	-	-	500,000	500,000	500,000



RESERVES FUND

The Reserves Fund accounts for resources that have been set aside for a specific purpose. According to Oregon Budget Law, new reserve funds require a Resolution adopted by City Council that specifies the purpose for which the reserve monies can be spent. Each reserve is defined as a separate program within the Reserves Fund. Reserves (programs) have been established for:

- Parking in Lieu,
- General Equipment Replacement,
- Compensated Absences,
- PERS Stabilization, and
- Miscellaneous Reserves.

PROGRAM NAME: Reserve – Miscellaneous

RESPONSIBLE MANAGER(S): Summer Sears, Finance Director

PROGRAM DESCRIPTION:

The General Assets reserve fund was originally established by Resolution No. 2010-24 to separately track proceeds from the sale of the City Administration Building in FY 2009-10. Recent activity in this fund includes monies set aside for the Serpentine Sidewalk Project, which is expected to be completed during FY 2016-17. Reserve funds of \$99,602 will be transferred to the Road Operations program to help fund the \$180,000 project.

This program is also tracking a \$10,348 residual balance from the Overlook Memorial Park Brick Program that was previously tracked by the Hood River Urban Renewal Agency. The Brick Program offers patrons the ability to purchase an engraved brick that will be placed in the park. Residual donor funds are available for maintenance of the park.

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Partial funding of the Serpentine Sidewalk project	Completion of transfer of related funds to Road Fund prior to estimated project start date of spring, 2017
2. Continued responsible tracking of Brick Program funds	Use on qualifying expenditures during 2016-17

PERSONNEL SUMMARY:

n/a

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET**

PROGRAM: Reserve - Miscellaneous							
Resources							
Beginning Fund Balance	99,602	99,602	99,602	113,950	113,950	113,950	113,950
Program Revenues							
Misc. Revenues	-	-	10,348	-	-	-	-
Program Revenues Total	-	-	10,348	-	-	-	-
Resources Total	99,602	99,602	109,950	113,950	113,950	113,950	113,950
Requirements							
Interfund Transfers Out	-	-	99,602	99,602	99,602	99,602	99,602
Contingency	-	-	10,348	14,348	14,348	14,348	14,348
Ending Fund Balance							
Unrestricted Ending Fund Balance	99,602	99,602	-	-	-	-	-
Ending Fund Balance Total	99,602	99,602	-	-	-	-	-
Requirements Total	99,602	99,602	109,950	113,950	113,950	113,950	113,950



RESERVES FUND

The Reserves Fund accounts for resources that have been set aside for a specific purpose. According to Oregon Budget Law, new reserve funds require a Resolution adopted by City Council that specifies the purpose for which the reserve monies can be spent. Each reserve is defined as a separate program within the Reserves Fund. Reserves (programs) have been established for:

- Parking in Lieu,
- General Equipment Replacement,
- Compensated Absences,
- PERS Stabilization, and
- Miscellaneous Reserves.

PROGRAM NAME: LID Assessments

RESPONSIBLE MANAGER(S): Summer Sears, Finance Director

PROGRAM DESCRIPTION:

This program is used to track assessment payments received on Local Improvement District that have been set up by the City for the benefit of the Hood River Urban Renewal Agency. Payments received are immediately contributed from the City to the Agency.

GOALS AND MEASURES:

n/a

PERSONNEL SUMMARY:

n/a

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

PROGRAM BUDGET

PROGRAM: LID Assessments						
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Resources						
Program Revenues						
Assessment Revenues	302	-	600	-	254,369	254,369
Program Revenues Total	302	-	600	-	254,369	254,369
Resources Total	302	-	600	-	254,369	254,369
Requirements						
Materials & Services						
Miscellaneous	-	-	-	-	254,369	248,119
Materials & Services Total	-	-	-	-	254,369	248,119
Interfund Transfers Out	302	-	-	-	-	6,250
Requirements Total	302	-	-	-	254,369	254,369

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
FUND SUMMARY

Internal Service Fund		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget	Change from FY15-16 Adopted Budget
Resources								
Beginning Fund Balance	-	3,632	(18,385)	19,085	19,085	19,085	19,085	-204%
Charges for Services	176,236	166,629	189,540	1,188,169	1,252,169	1,252,169	1,252,169	561%
Misc. Revenues	755	-	-	48,000	4,000	4,000	4,000	-
Interfund Transfers In	-	-	-	8,559	8,559	8,559	8,559	-
Resources Total	176,991	170,261	171,155	1,263,813	1,283,813	1,283,813	1,283,813	650%
Requirements								
Personnel Services	105,092	98,609	114,684	713,148	733,148	733,148	733,148	539%
Materials & Services	70,278	65,811	46,471	409,237	409,237	409,237	409,237	781%
Capital Outlay	-	-	-	32,500	32,500	32,500	32,500	-
Contingency	-	-	10,000	95,000	95,000	95,000	95,000	850%
Ending Fund Balance	1,621	5,841	-	13,928	13,928	13,928	13,928	-
Requirements Total	176,991	170,261	171,155	1,263,813	1,283,813	1,283,813	1,283,813	650%



FUND - PROGRAM NAME: Internal Service Fund - Administration Program

RESPONSIBLE MANAGER(S): Steve Wheeler, City Manager

PROGRAM DESCRIPTION:

Administration combines the separate but related areas of Administration, Finance, Information Technology, and Legal services. Typically considered “overhead” in a business context, these services provide support and deliver necessary assistance for the other front-line operational departments (Planning, Police, Fire and Public Works). Administrative costs are totaled and expense-allocated based on department usage.

There are 5.3 full-time equivalent (FTE) positions out of the 61.95 FTE’s in the City budget or about 8.5% percent of all city positions. Key functional areas include the following:

Administration – Set overall agenda to manage City departments and work force in alignment with legal responsibilities and in accordance with the goals developed by the City Council. Administration sets the agenda and records minutes for approximately 24 annual City Council meetings. The City Manager is the City’s Budget officer as proscribed by Oregon Revised Statutes and is responsible for developing and presenting the City’s annual budget, including the urban renewal agency budget. The Manager is also responsible for selecting and evaluating department managers to ensure legal operating requirements and that the City is moving forward to meet its goals. There are two FTE’s, the City Manager and City Recorder.

Finance – The Finance Department helps prepare and develop the annual budget including current and long-range revenue forecasts and other technical duties related to the budget. The Director coordinates the annual audit process for both the City and the Urban Renewal Agency. On a day-to-day basis, the department is responsible for the ongoing operations in three key city areas: utility billing, municipal court operations and parking management. The Finance group has 3.25 FTE’s that assist with all typical, but essential, finance areas such as payroll and employee benefits, accounts payable, customer service, financial reporting, grant management, and compliance with various law and regulations.

Information Technology – The Information Technology (IT) area includes all costs at the city such as Internet costs, Telephone Costs, and Personal Computer / Software costs. An independent contractor, Radcomp Technologies, provides ongoing technical support.



City of Hood River Budget FY 2016-17

Legal – The City Attorney is a contract employee. The Attorney provides legal advice and guidance to and for the City Council and City departments. He responds to all legal issues and works proactively to avoid legal conflict and lawsuits when possible. He also assists in reviewing and drafting Ordinances to be considered by the City Council. The Attorney attends most City Council meetings and selected advisory committee meetings, such as the Planning Commission, when necessary. In general the Attorney advises on land use matters, contracts, Hood River Municipal Code issues and other legal issues with the exception of labor negotiations which are handled by a separate attorney.

GOALS AND MEASURES:

AREA(S)	GOAL	MEASURE(S)
1. Administration	Coordinate and hold one annual goal setting session.	Goal setting session is successfully held.
2. Administration	Make progress toward key Council identified goals identified in November, 2015: <ul style="list-style-type: none">• Housing – affordability, ADU's, vacation homes, incentives for sustainability• Revenue Enhancement• Community Involvement/ Relations• Planning Department Funding• Clean Energy• Parks Working Group• Public Works Design• Fire Department funding	Demonstrating success in moving forward with November 2015 Council Goals
3. Administration / Finance	Continue to establish new, updated budget processes focusing on what the City is accomplishing, as well as what it is spending.	Demonstrating success in moving forward with November 2015 Council Goals
4. Finance	Prepare in timely fashion all materials for FY 15-16 city audit.	A clean audit is issued by December 31, 2016.



City of Hood River Budget FY 2016-17

AREA(S)	GOAL	MEASURE(S)
5. Administration/ Finance	Manage City operations in compliance with the City's Budget Policy (Res. No. 2016-09)	Build FY 2016-17 budget and reporting in compliance with the policy.
6. Information Technology	Purchase, install, and operate: remote backup, backup batteries for servers, anti-spam filters, and a lockable server rack.	All systems and materials installed timely and within budget (\$35,000).
7. Legal	City Attorney attends all Council and Advisory Committee meetings as requested by City Manager in collaboration with Mayor and Council. City Attorney provides timely and proactive legal advice.	100% attendance upon request.

PERSONNEL SUMMARY:

Full-time Equivalents (FTE's)

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
4.75	4.75	6.00	6.20	6.20

Administration FTE's include a floating employee who splits time between Building, Administration, Public Works, and Planning.

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

PROGRAM: ISF - Administration							
Resources							
Beginning Fund Balance	-	-	-	-	-	-	-
Program Revenues							
Administrative Services	-	-	-	1,035,959	1,099,959	1,099,959	1,099,959
Interest Earnings	-	-	-	48,000	4,000	4,000	4,000
Program Revenues Total	-	-	-	1,083,959	1,103,959	1,103,959	1,103,959
Interfund Transfers In	-	-	-	8,559	8,559	8,559	8,559
Resources Total	-	-	-	1,092,518	1,112,518	1,112,518	1,112,518
Requirements							
Personnel Services							
Salary & Wages	-	-	-	421,759	436,044	436,044	436,044
Benefits	-	-	-	185,263	190,978	190,978	190,978
Personnel Services Total	-	-	-	607,022	627,022	627,022	627,022
Materials & Services							
Administrative	-	-	-	23,300	23,300	23,300	23,300
Miscellaneous	-	-	-	45,000	45,000	45,000	45,000
Professional & Contract Services	-	-	-	239,535	239,535	239,535	239,535
Supplies & Materials	-	-	-	16,250	16,250	16,250	16,250
Utilities & Communications	-	-	-	32,700	32,700	32,700	32,700
Materials & Services Total	-	-	-	356,785	356,785	356,785	356,785
Capital Outlay							
Other Improvements	-	-	-	32,500	32,500	32,500	32,500
Capital Outlay Total	-	-	-	32,500	32,500	32,500	32,500
Contingency	-	-	-	85,000	85,000	85,000	85,000
Ending Fund Balance							

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
PROGRAM BUDGET

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Restricted Ending Fund Balance	-	-	-	11,211	11,211	11,211
Unrestricted Ending Fund Balance	-	-	-	-	-	-
Ending Fund Balance Total	-	-	-	11,211	11,211	11,211
Requirements Total	-	-	-	1,092,518	1,112,518	1,112,518



FUND - PROGRAM NAME: Internal Service Fund - Equipment Maintenance

RESPONSIBLE MANAGER(S): Mark Lago, Director of Public Works

FUND DESCRIPTION/OVERVIEW:

The Equipment Maintenance Fund provides all maintenance and repairs to vehicles, rolling stock and numerous light equipment

Vehicles:

- 17 - Crew trucks
- 2 - Sewer/Storm combo cleaning trucks
- 3 - 5yd dump trucks
- 2 - Large sanders
- 2 - Small sanders
- 2 - Street sweepers
- 4 - WWTP Vehicles (Sludge truck, Bio-solids truck, Bio-solids slinger, and crew truck)
- 14 - Police vehicles
- 1 - City Administration vehicle

Rolling Stock:

- 4 - Heavy equipment (Backhoe, Loader, Mini track-hoe, and grader)
- 2 - Riding lawn mowers
- 4 - trailers
- 3 - WWTP equipment (Loader, sludge tanker, and riding lawn mower)

Light equipment:

- Small lawn mowers, weed whackers, chain saws, compactors, etc.

Contract maintenance performed outside of the maintenance shop: wheel and tires, alignments, body work, and warranty items.

This fund is self-sufficient by having vehicles and equipment used by each fund pay equivalent costs in parts and labor for maintenance and repairs.



City of Hood River Budget FY 2016-17

GOAL AND MEASURES:

GOAL	MEASURE(S)
1. Keep vehicles and equipment operating efficiently	Every Monday a visual inspection is performed on all vehicles and equipment and signed off by the operator 100% of the time. Any deficiencies are reported to the Fleet Mechanic
2. Preventive maintenance of all vehicles and equipment	All vehicles and equipment are scheduled for preventive maintenance by either 3000 miles or 250 hours of operating use

PERSONNEL SUMMARY:

Full-time Equivalents – Public Works Department

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17
15.00	15.10	17.10	19.40	19.45

Allocation of Public Works Staff

Position	Eng.	Parking	Parks	Roads	Sewer	Water	Storm	Equip. Maint.
Office Manager	0.0%	5.0%	11.0%	18.0%	20.0%	25.0%	12.0%	9.0%
Director	0.0%	5.0%	10.0%	23.0%	22.0%	26.0%	11.0%	3.0%
Senior Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Project Mgr	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
Construction Inspector	15.0%	0.0%	0.0%	24.0%	31.0%	30.0%	0.0%	0.0%
PW Worker	0.0%	8.0%	13.0%	20.0%	18.0%	28.0%	13.0%	0.0%
Mechanic	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

PROGRAM BUDGET

PROGRAM: ISF - Equipment Maintenance						
	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget	FY16-17 Approved Budget	FY16-17 Adopted Budget
Resources						
Beginning Fund Balance	-	3,632	(18,385)	19,085	19,085	19,085
Program Revenues						
Charges for Services	176,236	166,629	189,540	152,210	152,210	152,210
Misc. Revenues	755	-	-	-	-	-
Program Revenues Total	176,991	166,629	189,540	152,210	152,210	152,210
Resources Total	176,991	170,261	171,155	171,295	171,295	171,295
Requirements						
Personnel Services						
Salary & Wages	66,820	63,561	73,601	65,836	65,836	65,836
Benefits	37,648	34,392	38,238	38,290	38,290	38,290
Overtime	624	656	2,845	2,000	2,000	2,000
Personnel Services Total	105,092	98,609	114,684	106,126	106,126	106,126
Materials & Services						
Administrative	-	-	-	12,452	12,452	12,452
Miscellaneous	11,892	13,890	12,471	8,000	8,000	8,000
Supplies & Materials	58,386	51,921	34,000	32,000	32,000	32,000
Materials & Services Total	70,278	65,811	46,471	52,452	52,452	52,452
Contingency	-	-	10,000	10,000	10,000	10,000
Ending Fund Balance						
Restricted Ending Fund Balance	-	-	-	2,713	2,713	2,713
Unrestricted Ending Fund Balance	1,621	5,841	-	4	4	4
Ending Fund Balance Total	1,621	5,841	-	2,717	2,717	2,717
Requirements Total	176,991	170,261	171,155	171,295	171,295	171,295



Appendix I

Financial Resolution 2016–09, Budget Policy



City of Hood River – Proposed Budget FY 2016-17

Responses to Resolution No. 2016-09

The following notes discuss the City's compliance with Resolution No. 2016-09, a policy for preparing the City budget, as adopted by City Council in February, 2016. This resolution updated prior Resolution No. 2012-22. Responses are below:

1. **The budget will show an operating surplus of at least \$100,000 per year in the General Fund. The \$100,000 will be indexed for inflation annually.**

Resolution No. 2016-09 reduced this target from \$250,000 to \$100,000. The proposed General Fund budget has a \$530,597 operating surplus, calculated based on ongoing revenues less ongoing expenses. This exceeds the required minimum operating surplus by \$430,597.

2. **The priority of funding reserves in the General Fund is first unrestricted ending balance (contingency plus unappropriated ending fund balance), then equipment replacement, then accrued compensated absences.**

Reserves are being funded in the priority established by this resolution. First priority is Unrestricted General Fund Reserve (see #3 below). Second priority is the annual contribution amount for the Equipment Replacement Reserve (see #5 below). Third priority is funding the accrued compensated absences liability (see #6 below).

3. **The General Fund shall maintain an unrestricted ending fund balance of at least 15% of regular General Fund operating revenues except for extraordinary circumstances. The opportunity to internally-finance capital acquisitions will also be considered when establishing the unrestricted reserve amount.**

Resolution No. 2016-09 reduced this target from 17% to 15%. The unrestricted balance (contingency plus unappropriated ending fund balance) in the proposed General Fund budget is 37% of regular operating revenues.

4. **As General Fund debt service is retired (regardless of whether internally or externally financed), the amount previously budgeted to repay the loan will be added to the annual amount transferred to the equipment replacement fund. This methodology will continue until the requirements for equipment replacement are funded.**

The FY 2016-17 Proposed Budget complies with this requirement.



City of Hood River – Proposed Budget FY 2016-17

5. **Equipment Replacement Reserves will be considered funded when the backlog amount is budgeted and the transfer to equipment replacement equals the annual amount from the equipment replacement schedule.**

The annual contribution amount for vehicle replacement is calculated at the individual asset level based on an estimated replacement value divided by the estimated useful life of the asset. 3% is added to programs that are not fully funded. Annual contribution amounts for General Fund programs have been budgeted as transfers from the related programs to a separate Equipment Replacement program in the Reserves Fund.

6. **The accrued compensated absences liability will be calculated annually and presented to the Budget Committee. This reserve will be considered to be funded when 100% of the liability for all employees who are PERS retirement age-eligible is funded and the liability for all other employees is 25% funded. After funding this reserve, the annual amount of change in the accrued compensated absences liability calculation will be funded each year.**

The proposed budget includes transfers to fully fund the accrued compensated absences liability for General Fund employees. A summary of the Accrued Compensated Absences Liability funding status is included in the Reserves Fund section of the budget.

7. **Each year, the City Council shall review the actual beginning fund balances shown in the external audit. If the General Fund amount is in excess of the budgeted amount, the City Council shall determine the disposition of the excess.**

Audited beginning fund balance for General Fund exceeded budget estimated by \$288,151. Staff recommendation is to consider using this amount when preparing the supplemental budget for FY 2015-16, which is expected to be presented to City Council in June, 2016.

8. **All operating funds shall have a budgeted contingency reasonable to the purpose of the particular fund.**

The FY 2016-17 Proposed Budget complies with this requirement.



City of Hood River – Proposed Budget FY 2016-17

- 9. Fund accounting and expense allocation shall reasonably reflect actual intended resource use as established by City Council resolution, goal setting, and City management policies.**

All Projected Revenues have been reviewed to ensure they are reasonable and expected. Fund accounting and expense allocations in the proposed budget are based on estimated actual use of resources.

- 10. Special revenue funds shall be created only as needed to segregate funds due to statutory requirements, ordinances or contractual commitments.**

The FY 2016-17 Proposed Budget includes the same number of funds as the previous year. The City expects to report two (2) special revenues funds: Road Fund and Misc. Restricted Fund.

- 11. Except for extraordinary circumstances, current City services shall be funded by current resources. Under normal circumstances, cash carryover from previous years shall be used only after reserves are funded.**

General Fund expects to use approximately \$720,000 of cash carryover to fund reserves, including a \$500,000 contribution to a PERS Stabilization Reserve.

Road Fund expects to use approximately \$1,650,000 of cash carryover for capital projects, including 1) the signalization and realignment of the Cascade and Rand intersection and 2) replacement of the May Street Elevated Sidewalk.

Water Fund expects to use approximately \$1,170,000 of cash carryover for capital projects, including waterline improvements 4th & 7th from Serpentine & Sherman.

Sewer Fund expects to use approximately \$2,270,000 of cash carryover for various capital projects, including:

- 12th Street Improvements,
- East Marina Way Lift Station Improvements,
- Additional Sludge Storage at the Waste Water Treatment Plant, and
- Odor Control at the Waste Water Treatment Plant.

Storm Water Fund expects to use approximately \$437,634 in cash carryover to fund 1) preparation of the Storm Water Master and Capital Facilities Plans, and 2) capital projects, including repairs to the Cottonwood Storm Pipe.



City of Hood River – Proposed Budget FY 2016-17

- 12. The City Budget Officer shall annually present to the Budget Committee a three-year forecast of revenues and personnel service expenses. Forecasts will be based on a reasonable indexing of the current year and the Budget Officer will also note significant changes in revenue expectations. Forecasts will not be included in the annual Budget Message.**

A three-year forecast of Revenue and Personnel Costs will be presented as part of the 1st Budget Committee meeting on April 27, 2016.

- 13. The City Council shall, as part of annual goal setting, prepare a resolution with any specific guidance for the following fiscal year's budget preparation.**

Resolution No. 2016-09 was adopted on February 22, 2016.

- 14. The Budget Message, as prepared by the Budget Officer, will present a clear description of the financial policies for the coming fiscal year as outlined by the City Council at Goal Setting. The Budget Message will also describe the changes from the prior year budget in sufficient detail to provide transparency and assist the public and Budget Committee to understand the proposed budget.**

The FY 2016-17 Budget Message complies with this requirement.

- 15. The City Council shall approve all collective bargaining agreements.**

City Council approved all collective bargaining agreements in FY 2015-16.

- 16. The City shall have a replacement plan for all motorized equipment used in ongoing operations.**

A replacement plan is in place for all motorized equipment in accordance with this requirement.

- 17. The City shall annually review its fees or charges for services provided and consider the extent to which cost of services is recovered. Annual automatic increases should be indexed to an acceptable factor.**

The City's Consolidated Schedule of Fees, Rates, and Charges was approved on January 25, 2016. Reference Resolution No. 2016-03.



City of Hood River – Proposed Budget FY 2016-17

18. Capital facilities improvement plans shall be reviewed annually for progress and compliance.

Capital facilities improvement plans are managed at the Fund/Program level and are reviewed annually by City Manager and Department Heads during budget preparation.



Appendix II

Adopted FY 2016-17 Consolidated Schedule of Fes, Rates, and Charges

City of Hood River

[illegible]

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
27	FIRE/EMS DEPARTMENT			
28	Fire/EMS Department Emergency Response			
29	(All rates are per hour)			
30				
31	Engine, with crew	Fire	\$ 414.00	
32	Tower, with crew	Fire	\$ 477.00	
33	Ambulance, with crew - use at emergency scene, no pt transport	Fire	\$ 192.00	
34	Brush truck, with crew	Fire	\$ 192.00	
35	Salvage unit, with crew	Fire	\$ 129.00	
36	Command vehicle w/crew	Fire	\$ 259.00	
37	Rescue equipment use	Fire	\$ 373.00	
38	Field decontamination	Fire	IRS rate	
39	Mileage	Fire	At cost + 5%	
40	Paid staff w/o apparatus	Fire	\$ 20.00	
41	Volunteer FF w/o apparatus	Fire	At cost + 5%	
42	Miscellaneous expenses	Fire	At cost + 5%	
43	Damaged property	Fire		
44				
45	Ambulance Transportation Rates			
46	Basic Life Support, per transport	Fire	\$ 1,750.00	
47	Advanced Life Support, Level 1 (ALS1), per transport	Fire	\$ 1,750.00	
48	Advanced Life Support, Level 2 (ALS2), per transport	Fire	\$ 1,950.00	
49	Specialty Care Transport (SCT), per transport	Fire	\$ 1,950.00	
50	Basic Life Support mileage rate, 1 mile minimum	Fire	\$ 20.50	
51	Advanced Life Support mileage rate, 1 mile minimum	Fire	\$ 20.50	
52	Non-City Resident Surcharge, per transport	Fire	\$ 400.00	
53	Care Facility Assistance, per occurrence, if more than 1 time in 30 days	Fire	\$ 250.00	
54				
55	Special Events			
56	(Pre-scheduled events with an approved license)			
57	ALS Ambulance Standby, with crew, per hour	Fire	\$ 109.00	
58	Event medical crew, without ambulance, with bikes or RAV's	Fire	\$ 83.00	
59	Fireworks Booth	Fire	\$ 109.00	
60	Fireworks in Tent	Fire	\$ 139.00	
61	Fireworks Display	Fire	\$ 192.00	
62				

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
63	Fire Department Service Charge			
64	[Response to Protect Covered Property from a Covered Loss]			
65	Up to maximum amount provided by policy of insurance	Fire	Max	
66				
67	Fire Alarm Systems - HRCM 08.32			
68	4th and greater False Alarm within 12 months - 1/2 hour minimum	Fire		As outlined above for FD Response
69	Automatic Dialing Device Connected to City Phone Service	Fire	\$ 500.00	Municipal Code Violation - maximum penalty
70				
71	Burn Permits - HRCM 8.43			
72	Burn Permit for Open Burning	Fire	no charge	no fines for corrective action
73				
74	Fire Inspection Fee			
75	First inspection	Fire	no charge	
76	Second inspection, with compliance	Fire	no charge	No fines for corrective action
77	Second inspection, without compliance	Fire	\$ 93.00	+ \$20 per violation class
78	Third inspection, with compliance	Fire	no charge	No fines for corrective action
79	Third inspection, without compliance	Fire	\$ 187.00	+ \$20 per violation class
80	Fourth inspection, with compliance	Fire	no charge	No fines for corrective action
81	Fourth inspection, without compliance	Fire	\$ 373.00	+ \$20 per violation class
82	Fifth(& above) Inspection, with compliance	Fire	no charge	No fines for corrective action
83	Fifth(& above) Inspection, without compliance	Fire	\$ 518.00	+ \$20 per violation class
84				
85	Specific Violation Fees			
86	Failure to adhere to Occupant load limit	Fire	\$ 104.00	
87	Exit Blocked, Locked or Obstructed	Fire	\$ 114.00	
88	Fire Protection System not functioning	Fire	\$ 114.00	
89	Burning in violation of Fire Code	Fire	\$ 78.00	
90	Parking on posted Fire Access Road/Lane	Fire	\$ 83.00	
91	Obstructing FD Appliance	Fire	\$ 156.00	
92	Imminent hazard to life & Property	Fire	\$ 311.00	
93				
94				
95	FRANCHISE APPLICATION FEE	City Recorder	\$ 200.00	
96				

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
97	LIQUOR LICENSE PROCESSING FEES ORS 471.166			
98	Any new or renewal application	City Recorder	\$ 26.00	
99	Any addition or change - Per change	City Recorder	\$ 26.00	
100	Expedited processing	City Recorder	\$ 50.00	
101				
102	LOADING ZONE/HANDICAP PARKING SPACE FORMATION			
103	[Includes any signage placed at request of private party]			
104	To create space or sign	Public Works	\$ 412.00	
105	To remove any old markings	Public Works	\$ 137.00	
106	Yearly maintenance	Public Works	\$ 116.00	
107				
108	MOBILE HOMES & RECREATIONAL VEHICLES HRMC 13.48			
109	Permit for use for sleeping or living	City Recorder	\$ 65.00	
110	Permit for emergency use for sleeping or living	City Recorder	\$ 33.00	
111	Use for live-in at Construction site	City Recorder	\$ 65.00	
112	Extension fee per month	City Recorder	\$ 45.00	
113				
114	MOVING BUILDINGS			
115	Permit - Application	Engineering	\$ 137.00	
116				
117	MUNICIPAL COURT			
118				
119	Copy of Video and Audio Tapes - Per tape	Municipal Court		see Public Records Request section
120	Copy of CD or DVD	Municipal Court		see Public Records Request section
121	Evidentiary Communications - Per tape	Municipal Court		see Public Records Request section
122	Color Reprints of Digital Photos	Municipal Court		see Public Records Request section
123	Records check	Municipal Court		See Police Section
124	Payment arrangements	Municipal Court	\$ 25.00	
125	Warrant Fee	Municipal Court	\$ 100.00	
126	Release Cost	Municipal Court	15% of bail	
127	Suspension Hold Fee	Municipal Court	\$ 25.00	
128				
128	Collections fee - charged by Collection Agency	Parking	25% of fines due	
129	collections interest - 50% to Agency/City	Parking	9% per annum	
130				

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
131	NOTARY PUBLIC			
132	City-related business	City Recorder	no charge	
133	Non-City business	City Recorder	\$ 7.50	
134				
135	PARKING			
136				
137	Parking Fines			
138	Disabled Zone	Police	\$ 450.00	
139	Expired meter	Police	\$ 25.00	
140	Loading zone	Police	\$ 30.00	
141	Obstructing a street	Police	\$ 75.00	
142	Overtime limit	Police	\$ 25.00	
143	Parked against traffic	Police	\$ 30.00	
144	Parked for repair	Police	\$ 30.00	
145	Parked for sale	Police	\$ 30.00	
146	Parked in a crosswalk	Police	\$ 75.00	
147	Parked in an intersection	Police	\$ 75.00	
148	Parked in front of a driveway	Police	\$ 75.00	
149	Parked on a sidewalk	Police	\$ 75.00	
150	Parked over/across lines	Police	\$ 30.00	
151	Parked over 72 hours	Police	\$ 30.00	
152	Parking by permit only	Police	\$ 25.00	
153	Prohibited zone	Police	\$ 25.00	
154	RV/Trailer (not for occupancy) parked over 72 hours	Police	\$ 30.00	
155	RV/Trailer parked over 72 hours	Police	\$ 30.00	
156	Snow emergency	Police	\$ 30.00	
157	Within 10' of fire hydrant	Police	\$ 150.00	
158				
159	Parking Collection Fees			
160	Late Fee (28 day)	Parking	\$ 10.00	
161				
162	Collections fee - charged by Collection Agency	Parking	25% of fines due	
163	collections interest - 50% to Agency/City	Parking	9% per annum	

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
164	Parking Meter			
165	Meter hourly rate	Parking	\$ 1.00	
166	Meter pass - Monthly	Parking	\$ 35.00	
167	Local delivery vehicle pass - Monthly	Parking	\$ 5.00	
168	Work permit - Daily	Parking	\$ 8.00	
169	Lost meter Bag Fee	Parking	\$ 25.00	\$150 max
170	Per parking space per day (any street)	Parking	\$ 8.00	
171	Oak Street Apartments - Monthly	Parking	\$ 20.00	
172	Hotel Guest Parking - 1/2 Day	Parking	\$ 4.00	Downtown metered spaces except Oak St.
173	Hotel Guest Parking - Full Day	Parking	\$ 7.00	Downtown metered spaces except Oak St.
174				
175	Municipal Parking Lot Fees - Monthly			
176	Columbia Street Lot	Parking	\$ 20.00	
177	Cascade Lot (formerly West)	Parking	\$ 35.00	
178	Front Street Lot	Parking	\$ 35.00	
179	State Street Lot (formerly East)	Parking	\$ 35.00	
180	Additional pass (Front & State Street Lots only)	Parking	\$ 1.00	
181				
182	Parking Lot Closure			
183	Columbia Street Lot -			
184	First day	Parking	\$ 308.00	
185	each consecutive add'l day	Parking	\$ 103.00	not to exceed 3 consecvtv days (max = \$600)
186	All other lots - per space per day	Parking	\$ 6.00	not to exceed 3 consecvtv days
187	Late / expedited process fee	Parking	\$ 32.00	
188				
189	PARKING IN LIEU (2010-07)			
190	Central Business District			
191	residential or combined non-residential - per space	Planning	\$ 20,275.00	
192	commercial - per space	Planning	\$ 1,125.00	
193	industrial or light industrial - per space	Planning	\$ 1,125.00	
194	Waterfront Business District			
195	residential or combined non-residential - per space	Planning	\$ 20,275.00	
196	commercial - per space	Planning	\$ 20,275.00	
197	industrial or light industrial - per space	Planning	\$ 20,275.00	
198	Heights Business District			
199	residential or combined non-residential - per space	Planning	\$ 18,125.00	
200	commercial - per space	Planning	\$ 1,125.00	
201				

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
202	PLANNING APPLICATION FEES - 17,09,090			
203				
204	Accessory Dwelling Unit	Planning	\$ 358.00	
205	Adequate Public Facilities	Planning	\$ 458.00	
206	Annexation		\$ 2,572.00	
210	Amendments to Planning Application	Various		
211	Minor Amendments		\$ 600.00	
214	Major Amendments	Various	\$ 800.00	
			Equal to	
217	Appeal	Planning	Application Fee	1/2 refunded if Appellant prevails on appeal
218	Bed & Breakfast	Planning	\$ 880.00	
219	Change of Use	Planning	\$ 880.00	
220	Conditional Use Permit (CUP)			
221	all CUP except PUD and Greater than 1.5 Acres	Various	\$ 3,574.00	
225	Conditional use - 1.5 acres and larger	Various	\$ 5,574.00	
230	Conditional use - PUD	Various		
231	MP or SUB (as applicable) plus	Various	\$ 3,574.00	
235	Conditional use - TWN			
236	MP or SUB (as applicable) plus	Various	\$ 3,574.00	
240	Conditional Use Permit Modification	Various		
241	Major - Quasi-Judicial	Planning	\$ 871.00	
242	Minor - Administrative	Planning	\$ 574.00	
243	Conditional Use Permit Extension	Planning	\$ 116.00	
244	Expedited Land Division	Various	\$ 1,200.00	
247	Final Plat Approval - Subdivisions	Planning	\$ 928.00	
248	Final Plat Approval - Minor Partition	Planning	\$ 464.00	
249	Landmarks Review Board			
250	Plan review (administration)	Planning	\$ 908.00	
251	Alteration	Planning	\$ 659.00	
252	New construction	Planning	\$ 1,367.00	
253	Mobile Home Parks	Various	\$ 4,824.00	+\$45 per pad
257	Minor Partition	Various	\$ 1,110.00	
260	Natural Resource	Planning	\$ 688.00	
261	Non Conforming Use	Planning	\$ 464.00	
262	Pre-application Conference		\$ 716.00	
266	Property Line Adjustment	Various	\$ 666.00	
269	Replat/Partition	Various	\$ 1,094.00	

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
	Site Plan Review	Various		
272	Site Plan Review - Administrative	Planning	\$ 1,379.00	
273	< 1 acre - Quasi-judicial	Various	\$ 2,852.00	
274	1 to 5 acres - Quasi-judicial	Various	\$ 3,165.00	
279	> 5 acres - Quasi-judicial	Various	\$ 4,487.00	
284	Site Plan Review Extension	Planning	\$ 116.00	
289	Site Plan Review Modification	Planning	\$ 574.00	
290	Planning Director Interpretation	Planning	\$ 500.00	
291	(To include Use Determination)			
292	Street Vacation			
293	Deposit		\$ 301.00	
294	Planning	Planning	\$ 2,294.00	
295	Engineering	Engineering	\$ 158.00	
296	Subdivision		\$ 3,112.00	+ \$100/lot in addition to Subdivision fee
297	Subdivision Amendment			
302	Minor Amendment		\$ 440.00	+ \$100/lot in addition to Subdivision fee
303	Major Amendment		\$ 1,532.00	+ \$109/lot in addition to Subdivision fee
307	Temporary Use Permit	Planning	\$ 116.00	
311	Townhouse Partition		\$ 1,014.00	
312	Variance, including Natural Resource		\$ 1,775.00	
315	Zone Change - Map	Planning	\$ 3,640.00	
318	Zone Change - Text	Planning	\$ 3,130.00	
319	Zoning Confirmation Letter	Planning	\$ 100.00	
320	Planning Documents			
321	Background Report	Planning	\$ 26.00	
322	Comprehensive Plan	Planning	\$ 19.00	
323	Vision Statement	Planning	\$ 8.00	
324	Title 16 - Land Division	Planning	\$ 24.00	
325	Title 17 - Zoning	Planning	\$ 68.00	
326	Zoning Map	Planning	\$ 25.00	
327	Transportation System Plan	Planning	\$ 40.00	
328	Deposits - 3rd Party Review	Planning	\$ 1,719.00	
329				
330				

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
331	PLANNING, ENGINEERING & FIRE MARSHAL			
332				
333	Building Permit Review - County/UGA			
334	Administrative Review	Engineering	\$ 52.00	
335	Fire Protection System Plans (Alarms, Sprinklers, Standpipes, etc.)			
336	Based on value:			
337	\$0 to \$4,999	Fire	\$ 207.00	
338	\$5,000 to \$24,999	Fire	\$ 414.00	
339	\$25,000 to \$49,999	Fire	\$ 828.00	
340	\$50,000 to \$99,999	Fire	\$ 1,553.00	
341	\$100,000 and greater	Fire	\$ 1,553.00	
342	plus value over \$100,000 - per \$1,000	Fire	\$ 5.00	
343	Formation of Reimbursement District	Engineering	\$ 404.00	
344	Planner/Engineering/Fire Marshal Review of Building Permits			
345	Residential - New	Various	\$ 247.00	
349	Residential - Addition/Remodel/Demolition	Various	\$ 146.00	
353	Commercial, Industrial or Multi-Family	Planning	\$ 207.00	
354	Engineering - Based on value:			
355	\$0 to \$4,999	Engineering	\$ 67.00	
356	\$5,000 to \$24,999	Engineering	\$ 232.00	
357	\$25,000 to \$99,999	Engineering	\$ 619.00	
358	\$100,000 to \$499,999	Engineering	\$ 1,029.00	
359	\$500,000 to \$999,999	Engineering	\$ 1,376.00	
360	\$1M to \$4,999,999	Engineering	\$ 2,406.00	
361	\$5M and greater	Engineering	\$ 4,129.00	
362	Fire - Based on value:			
363	Minimal Review Fee	Fire	\$ 74.00	
364	\$0 to \$4,999	Fire	\$ 169.00	
365	\$5,000 to \$24,999	Fire	\$ 331.00	
366	\$25,000 to \$99,999	Fire	\$ 663.00	
367	\$100,000 to \$499,999	Fire	\$ 1,104.00	
368	\$500,000 to \$999,999	Fire	\$ 1,656.00	
369	\$1M to \$4,999,999	Fire	\$ 2,649.00	
370	\$5M and greater	Fire	\$ 4,416.00	
371	Demolition Fee - Administrative Review	Planning	\$ 52.00	
372				

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
373	POLICE DEPARTMENT			
374				
375	Police Reports		\$ 12.00	
376	Basic (30 pages or less)	Police		see Public Records Request section
377	Plus per page, if over 30 pages	Police		see Public Records Request section
378	Finger printing			
379	Blue Card (first card)	Police	\$ 15.00	
380	additional finger printing cards (per card)	Police	\$ 5.00	
381	Vehicle impound fee	Police	\$ 76.00	
382	Records check	Police	\$ 10.00	
383	Decoy Services			
384	Officer only	Police	At cost + 5%	
385	Officer plus vehicle	Police	At cost + 10%	
386	Security Service for Private Events (Police Officers)			
387	Per hour or partial hour	Police	\$ 56.00	
388	Removal of illegally posted flyers, advertisements, etc.	Police	\$ 67.00	incl. discarded windshield flyers
389				
390	PROPORTIONATE SHARE			
391	Cascade & Rand - per PM Peak Hour trip (Res. No. 2009-10)	Planning	\$ 540.00	To be increased by separate resolution
392	2nd & Oak Street - per PM Peak Hour trip	Planning	\$ 662.00	
393				
394	PUBLIC RECORDS REQUESTS ORS 192.440(4)			
395	Research fees			
396	including summarizing, compiling, tailoring, copying or certifying the			
397	Minimum Fee	City Recorder	\$ 8.00	
398	Hourly Fee (payable in 1/4 hour increments)	City Recorder	\$ 30.00	
399	Copies - CD, DVD, thumb drive (charge per item)	City Recorder	\$ 30.00	
400	Copies - audio, video tapes - Charge per copy [When equipment	City Recorder	\$ 30.00	
401	Copies - Photocopies			
402	Standard size (8.5 x 11)			
403	Black and white	City Recorder	\$ 0.50	
404	Color	City Recorder	\$ 1.08	
405	All non-standard copies			
406	Black and white	City Recorder	\$ 0.66	
407	Color	City Recorder	\$ 2.16	
408	CAD Drawings - on Plotter			
409	Minimum Fee	Public Works	\$ 10.00	
410	Hourly Fee (payable in 1/4 hour increments)	Public Works	\$ 42.00	
411	Other Public Records Charges			

City of Hood River

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
	Any charges from 3rd parties, including the City Attorney, necessarily incurred by the City in response to requests for public records shall be reimbursed.			
412		City Recorder	actual cost	
413	Postage			
414	Any postage or packing charges incurred by the City shall be reimbursed	City Recorder	actual cost	
415				
416	RECORDING FEES			
417	Documents recorded at HR County	City Recorder	actual cost	
418				
419	SHORT TERM RENTALS			
420	Registration Fee	City Recorder	to be determined	
421	Ministerial Review	Planning	to be determined	
422				
423	SYSTEM DEVELOPMENT CHARGES (SDC)			
424	SDC Evaluation Fee	Public Works	actual cost	
425	Stormwater System Development Charges (Res 2007-21)			
426	SDC per ERU	Public Works	\$ 662.00	
427				
428	Water System Development Charges (Res. 2015-19)			
429	Reimbursement			
430	3/4"	Public Works	\$ 1,563.00	
431	1"	Public Works	\$ 2,605.00	
432	1 1/2"	Public Works	\$ 5,211.00	
433	2"	Public Works	\$ 8,337.00	
434	3"	Public Works	\$ 26,053.00	
435	4"	Public Works	\$ 52,106.00	
436	6"	Public Works	\$ 104,213.00	
437	8"	Public Works	\$ 140,686.00	
438	Improvement			
439	3/4"	Public Works	\$ 2,332.00	
440	1"	Public Works	\$ 3,886.00	
441	1 1/2"	Public Works	\$ 7,772.00	
442	2"	Public Works	\$ 12,435.00	
443	3"	Public Works	\$ 38,860.00	
444	4"	Public Works	\$ 77,719.00	
445	6"	Public Works	\$ 155,439.00	
446	8"	Public Works	\$ 209,843.00	
447				

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
448	Sewer System Development Charges (Res. 2015-20)			
449	Reimbursement			
450	3/4"	Public Works	\$ 924.00	
451	1"	Public Works	\$ 1,544.00	
452	1 1/2"	Public Works	\$ 3,079.00	
453	2"	Public Works	\$ 4,928.00	
454	3"	Public Works	\$ 15,411.00	
455	4"	Public Works	\$ 30,814.00	
456	6"	Public Works	\$ 61,635.00	
457	8"	Public Works	\$ 83,204.00	
458	Improvement			
459	3/4"	Public Works	\$ 828.00	
460	1"	Public Works	\$ 1,383.00	
461	1 1/2"	Public Works	\$ 2,756.00	
462	2"	Public Works	\$ 4,412.00	
463	3"	Public Works	\$ 13,799.00	
464	4"	Public Works	\$ 27,589.00	
465	6"	Public Works	\$ 55,187.00	
466	8"	Public Works	\$ 74,499.00	
467				
468	Transportation System Development Charges (Res. 2013-02)			
469	Residential			
470	Single Family (ITE 210) - per dwelling unit	Planning	\$ 1,835.00	
471	Multi-Family (ITE 220) - per dwelling unit	Planning	\$ 1,285.00	
472	Residential Townhome/Plex (ITE 230) - per dwelling unit	Planning	\$ 1,123.00	
473	Assisted Living (ITE 254) - per bed	Planning	\$ 525.00	
474	Continuing Care Retirement (ITE 255) - per unit	Planning	\$ 539.00	
475	Non-Residential			
476	Hotel/Motel/B&B (ITE 310) - per room	Planning	\$ 3,154.00	
477	Elementary School (Public) (ITE 520) - per student	Planning	\$ 99.00	
478	Middle/Jr High School (Public) (ITE 522) - per student	Planning	\$ 124.00	
479	High School (public) (ITE 530) - per student	Planning	\$ 245.00	
480	Community College (Public) (ITE 540) - per student	Planning	\$ 172.00	
481	Church (ITE 560) - per T.S.F.G.F.A	Planning	\$ 1,310.00	
482	Daycare/Preschool (ITE 565) - per student	Planning	\$ 343.00	
483	Parking Lot (ITE 090) - per space	Planning	\$ 958.00	
484	Campground/RV (ITE 416) - per campsite	Planning	\$ 873.00	

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17		Comments
			Fee Amount		
	Non-Residential (continued)				
485	Multipurpose Recreation/Arcade (ITE 435) - per T.S.F.G.F.A	Planning	\$ 7,129.00		
486	Multiplex Movie Theater (ITE 445) - per screen	Planning	\$ 29,027.00		
487	Sports Field/Complex (ITE 448) - per field	Planning	\$ 15,180.00		
488	Health/Fitness Club (ITE 492) - per T.S.F.G.F.A	Planning	\$ 7,008.00		
489	Amusement Park (ITE 480)- per acre	Planning	\$ 38,352.00		
490	Hospital (ITE 610) - per bed	Planning	\$ 2,400.00		
491	Clinic (ITE 630) - per T.S.F.G.F.A	Planning	\$ 6,391.00		
492	Specialty Retail Center (ITE 814) - per T.S.F.G.F.A	Planning	\$ 3,140.00		
493	Shopping Center (ITE 820) - per T.S.F.G.F.A	Planning	\$ 3,042.00		
494	Car Sales (ITE 841) - per T.S.F.G.F.A	Planning	\$ 3,543.00		
495	Auto Part Sales (ITE 843) - per T.S.F.G.F.A	Planning	\$ 5,683.00		
496	Tire Superstore (ITE 849) - per T.S.F.G.F.A	Planning	\$ 2,361.00		
497	Discount Club (ITE 861)- per T.S.F.G.F.A	Planning	\$ 5,588.00		
498	Supermarket (ITE 850) - per T.S.F.G.F.A	Planning	\$ 10,538.00		
499	Convenience Market (ITE 853) - per T.S.F.G.F.A	Planning	\$ 23,175.00		
500	Pharmacy/Drugstore (ITE 880) - per T.S.F.G.F.A	Planning	\$ 7,397.00		
501	Bank/Savings (ITE 911) - per T.S.F.G.F.A	Planning	\$ 13,356.00		
502	Quality Restaurants (ITE 931) - per T.S.F.G.F.A	Planning	\$ 4,915.00		
503	Fast Food Restaurants (ITE 934) - per T.S.F.G.F.A	Planning	\$ 20,450.00		
504	Automobile Care Center (ITE 942) - per T.S.F.G.F.A	Planning	\$ 2,842.00		
505	Gasoline/Service Station (ITE 944)- per V.F.P	Planning	\$ 5,836.00		
506	General Office Buildings (ITE 710) - per T.S.F.G.F.A	Planning	\$ 2,111.00		
507	Medical-Dental Office Building (ITE 720) - per T.S.F.G.F.A	Planning	\$ 6,927.00		
508	Government Office Building (ITE 730) - per T.S.F.G.F.A	Planning	\$ 13,216.00		
509	State Motor Vehicles Dept. (ITE 731) - per T.S.F.G.F.A	Planning	\$ 31,830.00		
510	US Post Office (ITE 732)- per T.S.F.G.F.A	Planning	\$ 17,216.00		
511	General Light Industrial (ITE 110) - per T.S.F.G.F.A	Planning	\$ 1,336.00		
512	General Heavy Industrial (ITE 120) - per T.S.F.G.F.A	Planning	\$ 287.00		
513	Warehouse (ITE 150) - per T.S.F.G.F.A	Planning	\$ 951.00		
514	Mini-Warehouse (ITE 151) - per T.S.F.G.F.A	Planning	\$ 480.00		
515					
516					
517	SEPARATION OF ASSESSMENTS HRMC 3.16				
518	Per newly-configured lot		\$ 337.00		
519					
520	SEPTAGE RECEIVING FEE - Per Gallon	Public Works	\$ 0.16		
521					

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
522	SIGN HANGING FEE [e.g. banner in park]			
523	Hang and remove temporary sign [7 day limit]			
524	Non-profit	Public Works	\$ 31.00	
525	For profit	Public Works	\$ 52.00	
526				
527	SIGNS			
528	Sign Permits	Engineering	\$ 121.00	
529				
530	SOLICITOR'S LICENSE HRMC 5.12			
531	Door to door	City Recorder	\$ 76.00	
532				
533	STREET CLOSURE FEE			
534	Street Closure - per day, plus per street, per block	City Recorder	\$ 106.00	
535	Late / expedited process fee	City Recorder	\$ 32.00	
536				
537	TAXICABS HRMC 5.20			
538	License--Per vehicle--Annual fee [includes safety inspection]	City Recorder	\$ 78.00	
539	License--Per vehicle--After July 1 [includes safety inspection]	City Recorder	\$ 59.00	
540	Cab Driver Permit	City Recorder	\$ 45.00	
541	Cab Driver Permit--Renewal	City Recorder	\$ 45.00	
542				Ord 1781 - Resolution 99-15
543	TELECOMMUNICATIONS REGISTRATION			
544	Registration (non-refundable)	City Recorder	\$ 72.00	
545	Construction Site Permit			
546	No street cut	Engineering	\$ 87.00	
547	Street cut	Engineering	\$ 156.00	
548	Application and Review	Planning	\$ 692.00	
549				
550	TELEVISION AND RADIO TOWERS HRMC 15.20			to be covered by separate resolution after
559				Wireless Ord. adopted

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

			Department	FY 2016-17 Fee Amount	Comments
	DESCRIPTION				
560	TRANSIENT MERCHANTS & SPECIAL EVENTS HRMC 5.07				
561	Class 1 connecting directly to City water or sewer:				
562	Annual Application Fee	City Recorder	\$	293.00	
563	Annual Issuance Fee (Max 180 days/No annual renewals)	City Recorder	\$	293.00	
564	Class 2 (All others):				
565	Initial Fee (1st 30 days)	City Recorder	\$	76.00	
566	Renewal Fee (if no changes) - Per each 30 day renewal	City Recorder	\$	15.00	
567	(Renewal fee applies to subsequent years only if no changes)				
568	Transient merchant inspection fees - Fire Dept				
569	Transient Merchant Fire and Life Safety Inspection Fee	Fire	\$	80.00	
570	Special Event/Dance License				
571	Special Event license fee	City Recorder	\$	65.00	
572	Temporary ROW- Tables	City Recorder	\$	53.00	
573	Appeal Fee				
574	Fee stated or 1/2 the license fee, whichever is greater	City Recorder	\$	60.00	Minimum
575	Late / expedited process fee	City Recorder	\$	32.00	
576					
577	USE OF CITY PROPERTY				
578	(excluding City Parking Lots - under Street/Parking Lot)				
579	City Parks				
580	Stratton Rose Garden Rental Fee - 3 hours	Public Works	\$	104.00	
581	Jackson Park - daily fee				
582	Entire Park	Public Works	\$	285.00	
583	General Use: 0 - 50 people	Public Works	\$	52.00	
584	General Use: over 50 people	Public Works	\$	78.00	
585	Stage Use	Public Works	\$	52.00	
586	Waterfront Park - daily fee				
587	Entire Park	Public Works	\$	518.00	
588	Shelter Use	Public Works	\$	104.00	
589	Stage Use: 0 to 50 People	Public Works	\$	104.00	
590	Stage Use: over 50 People	Public Works	\$	156.00	
591	Event Vendor Site (3) - daily	Public Works	\$	52.00	
592	Electrical Spider Box Refundable Deposit - per event	Public Works	\$	518.00	
593	Electrical Spider Box Use Fee - per event	Public Works	\$	25.00	
594	All other City Parks - daily	Public Works	\$	78.00	
595	City Fields				
596	Collins Field - daily use	Public Works	\$	20.00	
597					

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
598	USED ARTICLE DEALERS HRMC 5.24 - Per Year	City Recorder	\$ 33.00	
599				
600	UTILITY BILLING FEES			
601	Water turn on/turn off			
602	After hours- per trip	Public Works	\$ 83.00	
603	Delinquent shut off/turn on	Public Works	\$ 31.00	
604	Water meter removal and/or reinstallation fee	Public Works	\$ 52.00	
605	Water meter read (other than routine)	Public Works	\$ 21.00	
606	Water shut-off notice (doorhanger)	Public Works	\$ 21.00	
607	Water calibration/testing of meter - requested by customer	Public Works	\$ 26.00	no fee if meter is working improperly
608	Processing Fee - New Accounts	Public Works	\$ 10.00	
609	Process Fee - Closed Accounts	Public Works	\$ 10.00	
610	Collections fee - charged by Collection Agency	Parking	25% of fines due	
611	collections interest - 50% to Agency/City	Parking	9% per annum	
612				
613	UTILITY CONNECTION FEES			
614	Water Connection Fees			
615	3/4"	Public Works	\$ 2,024.00	
616	1"	Public Works	\$ 2,220.00	
617	1 1/2"	Public Works	\$ 3,396.00	
618	2"	Public Works	\$ 3,711.00	
619	3"	Public Works	Actual + 10%	
620	4"	Public Works	Actual + 10%	
621	6"	Public Works	Actual + 10%	
622	8"	Public Works	Actual + 10%	
623				
624	UTILITY INSPECTION FEES			
625	Sewer Inspection Fees			
626	3/4"	Public Works	\$ 150.00	
627	1"	Public Works	\$ 150.00	
628	1 1/2"	Public Works	\$ 150.00	
629	2"	Public Works	\$ 150.00	
630	3"	Public Works	\$ 150.00	
631	4"	Public Works	\$ 150.00	
632	6"	Public Works	Actual + 10%	
633	8"	Public Works	Actual + 10%	
634				

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17		Comments
			Fee Amount		
635	UTILITY RATES (12.01.030)				
636	Water Meter Monthly Base Fee (Res. 2015-21)				
637	3/4"	Public Works	\$ 35.41		
638	1"	Public Works	\$ 60.19		
639	1 1/2"	Public Works	\$ 106.24		
640	2"	Public Works	\$ 190.12		
641	3"	Public Works	\$ 378.86		Updated resolution needed
642	4"	Public Works	\$ 591.27		
643	6"	Public Works	\$ 1,179.07		
644	Water Commodity Charge (Res. 2015-01)				
645	Residential > 5,000 gallons/month, per 1,000 gallons	Public Works	\$ 2.19		
646	Commercial > 0 gallons/month, per 1,000 gallons	Public Works	\$ 2.19		
647	Stormwater Monthly Base Fee				
648	3/4"	Public Works	\$ 8.84		
649	1"	Public Works	\$ 42.42		
650	1 1/2"	Public Works	\$ 74.24		
651	2"	Public Works	\$ 81.31		
652	3"	Public Works	\$ 141.40		
653	4"	Public Works	\$ 282.80		
654	6"	Public Works	\$ 441.88		
655	Sewer Monthly Base Fee				
656	Residential - Inside City Limits				
657	3/4"	Public Works	\$ 51.40		
658	1"	Public Works	\$ 87.30		
659	1 1/2"	Public Works	\$ 169.50		
660	2"	Public Works	\$ 272.30		
661	3"	Public Works	\$ 549.62		
662	4"	Public Works	\$ 857.92		
663	6"	Public Works	\$ 1,710.66		Updated resolution needed
664	Residential - Outside City Limits				
665	3/4"	Public Works	\$ 64.20		
666	1"	Public Works	\$ 109.10		
667	1 1/2"	Public Works	\$ 211.90		
668	2"	Public Works	\$ 340.30		
669	3"	Public Works	\$ 687.50		
670	4"	Public Works	\$ 1,072.10		
671	6"	Public Works	\$ 2,137.80		

City of Hood River
FY 2016-17 Consolidated Schedule of Fees, Rates, and Charges

	DESCRIPTION	Department	FY 2016-17 Fee Amount	Comments
672	Sewer Non-Residential Commodity Rates - Per 1,000 gallons			
673	Low BOD <401	Public Works	\$ 2.24	
674	Medium BOD <801	Public Works	\$ 3.36	
675	High BOD > 800	Public Works	\$ 4.46	
676	Permitted Industrial Users			
677	FLOW per gallon	Public Works	\$ 0.00118	
678	BOD per lbs	Public Works	\$ 0.15	
679	TSS per lbs	Public Works	\$ 0.25	
680	Utility Rate Assistance Program - Residential Only			
681	Water Rate Reduction - as % of Base Rate	Public Works	40%	
682	Sewer Rate Reduction - as % of Base Rate	Public Works	30%	
683	Stormwater - No Rate Reduction	Public Works	n/a	
684				



Appendix III

Schedule of Transfers In/Out

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET**

SUMMARY OF INTERFUND TRANSFERS IN/OUT

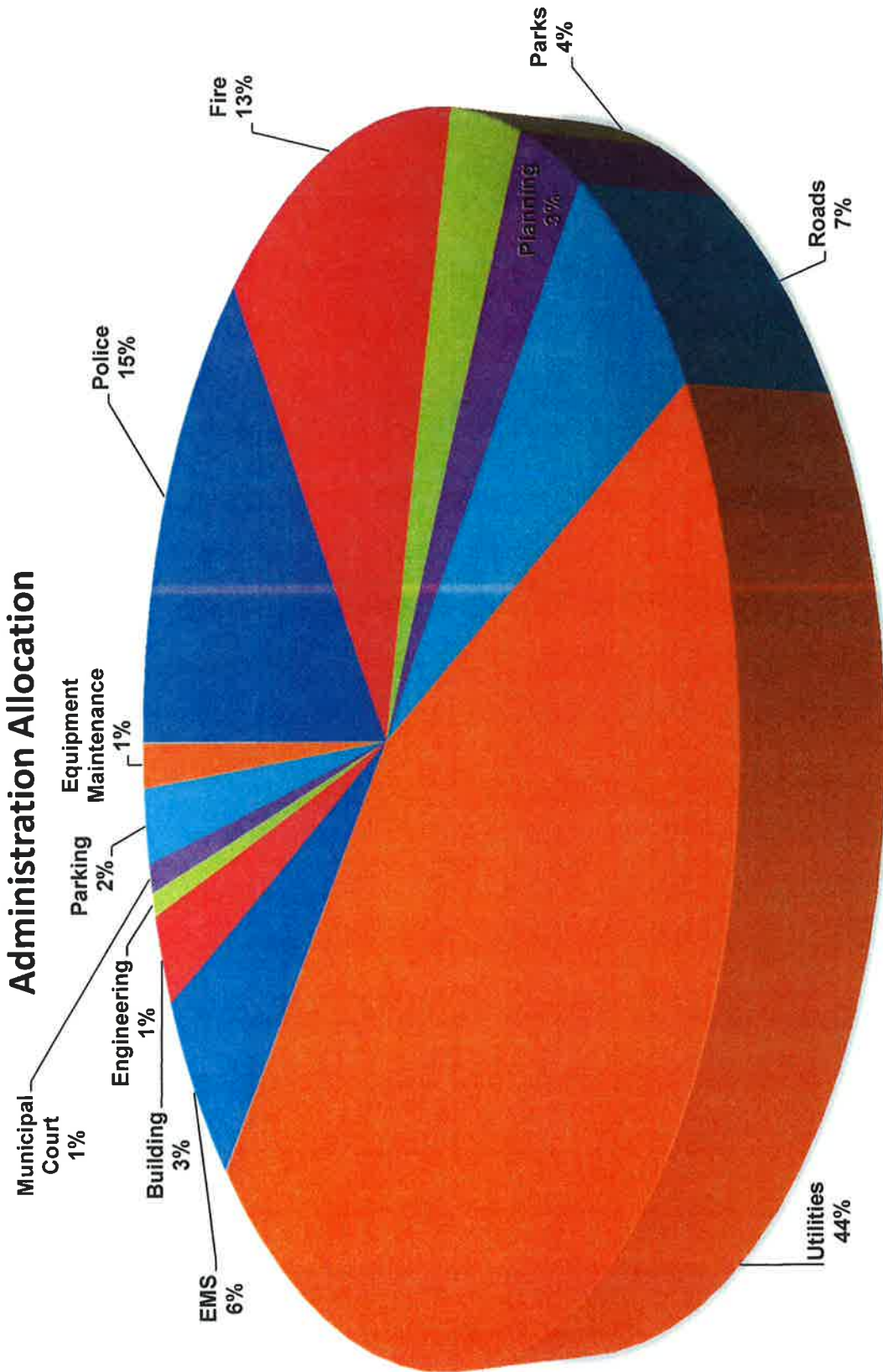
	FY16-17 Adopted Budget
Interfund Transfers In	
Public Safety - Police	29,864
Public Safety - Fire	12,274
Planning	-
Non-Departmental	400,000
Road Operations	101,102
Road Proportionate Share	122,369
Road Reserve - Capital	171,331
Water Operations	1,875
Water SDC	50,000
Water Reserve - Debt Requirements	74,846
Water Reserve - Capital	49,020
Waterline Project IIA	-
Sewer Operations/WWTP	782,793
Sewer Reserve - Debt Requirements	236,530
Sewer Reserve - Capital	156,751
Storm Water Operations	54,364
Storm Water SDC	80,000
Storm Water Reserve - Capital	150,776
Public Safety - EMS	86,999
Engineering	35,938
Parking	2,046
Reserve - Equipment Replacement	329,445
Reserve - Compensated Absences	78,924
Reserve - PERS Stabilization	500,000
ISF - Administration	8,559
MOVED: Public Safety - EMS	-
CLOSED: Indian Creek Project	-
Interfund Transfers In Total	3,515,806



Appendix IV

Administrative Allocation Schedule

FY2016-17 Adopted Budget Administration Allocation





Appendix V

Debt Service Schedule

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DEBT SERVICE SCHEDULE**

	FY14-15 Actual	FY15-16 Budget	FY16-17 Adopted
Sewer Fund			
Sewer Operations/WWTP			
Principal -WWTP	170,000	180,000	180,000
Interest -WWTP	79,865	75,000	72,000
Principal -WWTP Outfall	-	-	61,839
Interest -WWTP Outfall	-	-	89,193
Principal - USDA Indian Creek	-	-	30,200
Interest - USDA Indian Creek	-	-	44,000
Sewer Fund Total	249,865	255,000	477,232
Storm Water Fund			
Storm Water Operations			
PRINCIPAL - SWEEPER	30,647	-	-
INTEREST - SWEEPER	748	-	-
Principal - Sweeper (2014-18)	33,356	35,000	36,000
Interest - Sweeper (2014-18)	4,496	3,700	2,500
Principal - Vactor	34,164	27,000	30,000
Interest - Vactor	1,987	1,000	-
Storm Water Fund Total	105,398	66,700	68,500
Water Fund			
Water Operations			
PRINCIPAL - Waterline Phase I	106,432	36,000	37,500
INTEREST - Waterline Phase I	261,246	125,000	123,000
PRINCIPAL - Waterline Phase II	116,838	195,500	200,000
INTEREST - Waterline Phase II	219,595	351,000	347,000
Water Fund Total	704,111	707,500	707,500
Misc. Restricted Fund			
Fire G/O - Debt Service			
Fire G/O Bond 2009 2nd-Princ	135,000	150,000	160,000
Fire G/O Bond 2009 2nd-Int	51,135	48,000	40,000
Fire G/O Bond 2010 2nd-Princ	295,000	315,000	350,000
Fire G/O Bond 2010 2nd-Int	133,513	123,000	110,000
Misc. Restricted Fund Total	614,648	636,000	660,000
Grand Total	1,674,022	1,665,200	1,913,232



Appendix VI

Discontinued Funds/Programs

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

General Fund		FY13-14	FY14-15	FY15-16	FY16-17
CLOSED: Fire Grant		Actual	Actual	Adopted	Adopted
Resources				Budget	Budget
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS					
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS		277,202	79,907	-	-
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS Total		277,202	79,907	-	-
Resources Total		277,202	79,907	-	-
Requirements					
Personnel Services					
Personnel Services		256,126	66,119	-	-
Personnel Services Total		256,126	66,119	-	-
Materials & Services					
Administrative		-	1,533	-	-
Supplies & Materials		6,583	7,683	-	-
Miscellaneous		14,493	4,572	-	-
Materials & Services Total		21,076	13,788	-	-
Requirements Total		277,202	79,907	-	-

**CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS**

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Adopted Budget
General Fund				
CLOSED: Pass-through				
Resources				
Pass-through Revenues				
Pass-through	112,779	107,252	130,000	-
Pass-through Revenues Total	112,779	107,252	130,000	-
Resources Total	112,779	107,252	130,000	-
Requirements				
Pass-through Expenses				
Pass-through	116,010	98,973	130,000	-
Pass-through Expenses Total	116,010	98,973	130,000	-
Requirements Total	116,010	98,973	130,000	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Adopted Budget
General Fund					
MOVED: Administration					
Resources					
Program Revenues					
Administrative Services		534,209	552,481	921,727	-
Fines & Forfeitures		274,411	288,524	-	-
Interest Earnings		-	-	-	-
Misc. Revenues		1,288	366	-	-
Program Revenues Total		809,908	841,371	921,727	-
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS					
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS		220,474	99,063	-	-
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS Total		220,474	99,063	-	-
Resources Total		1,030,382	940,434	921,727	-
Requirements					
Personnel Services					
Personnel Services		507,434	630,529	593,369	-
Personnel Services Total		507,434	630,529	593,369	-
Materials & Services					
Administrative		12,559	15,036	16,750	-
Professional & Contract Services		343,950	221,467	231,700	-
Supplies & Materials		40,066	7,539	20,900	-
Utilities & Communications		56,878	37,407	24,650	-
Miscellaneous		69,495	27,730	23,825	-
Materials & Services Total		522,948	309,179	317,825	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Adopted Budget
General Fund				
Capital Outlay				
Improvements Other than Buildings	-	-	8,500	-
Machinery & Equipment	-	726	-	-
Capital Outlay Total	-	726	8,500	-
Interfund Transfers Out				
Interfund Transfers Out	-	-	2,033	-
Interfund Transfers Out Total	-	-	2,033	-
Requirements Total	1,030,382	940,434	921,727	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Adopted Budget
General Fund				
MOVED: Engineering				
Resources				
Program Revenues				
Charges for Services	71,371	66,771	-	-
Program Revenues Total	71,371	66,771	-	-
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS				
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS	118,938	140,227	-	-
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS Total	118,938	140,227	-	-
Resources Total	190,309	206,998	-	-
Requirements				
Personnel Services				
Personnel Services	16,958	17,264	-	-
Personnel Services Total	16,958	17,264	-	-
Materials & Services				
Professional & Contract Services	30,609	56,113	-	-
Supplies & Materials	-	79	-	-
Materials & Services Total	30,609	56,192	-	-
Requirements Total	47,567	73,456	-	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Adopted Budget
General Fund					
MOVED: Information Technology					
Resources					
Program Revenues					
Administrative Services					
Program Revenues Total		31,473	-	-	-
		31,473	-	-	-
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS					
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS		31,582	71,553	-	-
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS Total		31,582	71,553	-	-
Resources Total		63,055	71,553	-	-
Requirements					
Materials & Services					
Professional & Contract Services					
		109	27	-	-
Utilities & Communications					
		-	256	-	-
Materials & Services Total		109	283	-	-
Capital Outlay					
Machinery & Equipment					
		-	71,270	-	-
Capital Outlay Total		-	71,270	-	-
Requirements Total		109	71,553	-	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Adopted Budget
General Fund				
MOVED: Parking				
Resources				
Program Revenues				
Fines & Forfeitures	110,198	135,267	-	-
Licenses & Permits	498,206	527,981	-	-
Misc. Revenues	43	358	-	-
Program Revenues Total	608,447	663,606	-	-
Resources Total	608,447	663,606	-	-
Requirements				
Personnel Services				
Personnel Services	171,554	189,529	-	-
Personnel Services Total	171,554	189,529	-	-
Materials & Services				
Professional & Contract Services	7,702	8,601	-	-
Supplies & Materials	22,183	24,867	-	-
Utilities & Communications	2,987	2,781	-	-
Miscellaneous	7,672	5,559	-	-
Materials & Services Total	40,544	41,808	-	-
Capital Outlay				
Machinery & Equipment	-	14,614	-	-
Capital Outlay Total	-	14,614	-	-
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS				
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS	396,349	417,655	-	-
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS Total	396,349	417,655	-	-
Requirements Total	608,447	663,606	-	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Adopted Budget
General Fund					
MOVED: Public Safety - EMS					
Resources					
Program Revenues					
Ambulance Fee Receipts		-	-	700,000	-
FireMed Memberships		-	-	25,000	-
Other Grants/Contributions		-	-	20,000	-
Program Revenues Total		-	-	745,000	-
Interfund Transfers In					
Interfund Transfers In		-	-	-	-
Interfund Transfers In Total		-	-	-	-
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS					
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS		-	-	71,715	-
NET GENERAL FUND SUPPORT TO/FROM PROGRAMS Total		-	-	71,715	-
Resources Total		-	-	816,715	-
Requirements					
Personnel Services					
Personnel Services		-	-	508,613	-
Personnel Services Total		-	-	508,613	-
Materials & Services					
Administrative		-	-	53,341	-
Professional & Contract Services		-	-	47,576	-
Supplies & Materials		-	-	60,650	-
Utilities & Communications		-	-	9,470	-
Miscellaneous		-	-	58,450	-
Materials & Services Total		-	-	229,487	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Adopted Budget
General Fund				
Capital Outlay				
Vehicles	-	-	-	-
Machinery & Equipment	-	-	27,000	-
Capital Outlay Total	-	-	27,000	-
Interfund Transfers Out				
Interfund Transfers Out	-	-	51,615	-
Interfund Transfers Out Total	-	-	51,615	-
Requirements Total	-	-	816,715	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

		FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget
Sewer Fund					
CLOSED: Indian Creek Project					
Resources					
	Beginning Fund Balance	-	59,000	-	-
Program Revenues					
	Bond/Loan Proceeds	-	1,801,618	-	-
	Interest Earnings	-	48	-	-
	Program Revenues Total	-	1,801,666	-	-
	Interfund Transfers In	59,000	17,895	-	-
	Intrafund Transfers In	452,491	140,332	-	-
	Resources Total	511,491	2,018,893	-	-
Requirements					
Capital Outlay					
	Other Improvements	88,283	2,034,355	-	-
	Capital Outlay Total	88,283	2,034,355	-	-
	Interfund Transfers Out	385	-	-	-
	Intrafund Transfers Out	363,823	-	-	-
	Ending Fund Balance				
	Unrestricted Ending Fund Balance	59,000	(15,462)	-	-
	Ending Fund Balance Total	59,000	(15,462)	-	-
	Requirements Total	511,491	2,018,893	-	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget
Reserve - Stratton Gardens				
Reserve - Stratton Gardens				
Resources				
Beginning Fund Balance	18,235	11,438	4,238	-
Program Revenues				
Interest Earnings	3	1	-	-
Program Revenues Total	3	1	-	-
Resources Total	18,238	11,439	4,238	-
Requirements				
Materials & Services				
Professional & Contract Services	6,800	7,200	4,238	-
Materials & Services Total	6,800	7,200	4,238	-
Ending Fund Balance				
Unrestricted Ending Fund Balance	11,438	4,239	-	-
Ending Fund Balance Total	11,438	4,239	-	-
Requirements Total	18,238	11,439	4,238	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget
Fire G/O - Capital				
Fire G/O - Capital				
Resources				
Program Revenues				
Intergovernmental Revenues	67,925	65,975	-	-
Program Revenues Total	67,925	65,975	-	-
Resources Total	67,925	65,975	-	-
Requirements				
Debt Service				
Debt Service	67,925	65,975	-	-
Debt Service Total	67,925	65,975	-	-
Requirements Total	67,925	65,975	-	-

CITY OF HOOD RIVER
FY2016-17 ADOPTED BUDGET
DISCONTINUED FUNDS/PROGRAMS

	FY13-14 Actual	FY14-15 Actual	FY15-16 Adopted Budget	FY16-17 Proposed Budget
Waterline Project IIA				
Waterline Project IIA				
Resources				
Beginning Fund Balance	(32,018)	402,047	-	-
Program Revenues				
Federal Grants/Reimbursements	5,028,641	-	-	-
Interest Earnings	118	121	-	-
Program Revenues Total	5,028,759	121	-	-
Intrafund Transfers In	2,400,000	-	-	-
Resources Total	7,396,741	402,168	-	-
Requirements				
Materials & Services				
Professional & Contract Services	640,061	32,298	-	-
Materials & Services Total	640,061	32,298	-	-
Capital Outlay				
Other Improvements	6,354,633	116,296	-	-
Capital Outlay Total	6,354,633	116,296	-	-
Intrafund Transfers Out	-	-	-	-
Ending Fund Balance				
Unrestricted Ending Fund Balance	402,047	253,574	-	-
Ending Fund Balance Total	402,047	253,574	-	-
Requirements Total	7,396,741	402,168	-	-



Appendix VII

Affidavits of Publication

AFFIDAVIT OF PUBLICATION

STATE OF OREGON
COUNTY OF HOOD RIVER

I, Chelsea Marr, being first duly sworn, depose and say that I am the publisher of the Hood River News, 419 State St., Hood River, Oregon, a newspaper of general circulation printed and published at Hood River in the aforesaid county and state, as defined by ORS 193.010 and 193.020 and that CITY OF HOOD RIVER BUDGET COMMITTEE VACANCY, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 4 times in the following issues:
Feb. 3, 6, 10 & 13, 2016



Subscribed and sworn to before me this 16th
Day of February, 2016



**PUBLIC NOTICE
CITY OF HOOD
RIVER BUDGET
COMMITTEE VA-
CANCY**

The City of Hood River is accepting applications for its Budget Committee. Committee members participate in four (4) evening meetings between April 27th and May 11th to review the

City's proposed budget. Appointees must be qualified voters residing in the City of Hood River and may not be officers, agents or employees of the City. Applications will be accepted until 5:00 p.m. on February 29, 2016 and interviews will be conducted at the March 14th City Council meeting.

Applications are available and may be filed with the City Recorder at City Hall, 211 2nd Street. Applications are also available online at www.ci.hood-river.or.us or by calling (541) 387-5212. Any information provided may be disclosed to the public upon request.
10,11,12,13-4t

AFFIDAVIT OF PUBLICATION

STATE OF OREGON
COUNTY OF HOOD RIVER

I, Chelsea Marr, being first duly sworn, depose and say that I am the publisher of the Hood River News, 419 State St., Hood River, Oregon, a newspaper of general circulation printed and published at Hood River in the aforesaid county and state, as defined by ORS 193.010 and 193.020 and that NOTICE OF BUDGET COMMITTEE MEETING, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time in the following issues:
April 16, 2016



Subscribed and sworn to before me this 2nd
Day of May, 2016



NOTICE OF BUDGET COMMITTEE MEETING

Public meetings of the Budget Committee of the City of Hood River, Hood River County, State of Oregon, to discuss the budget for the fiscal year July 1, 2016, to June 30, 2017, will be held in the City Hall Council Chambers, 211 Second Street, Hood River, Oregon, on Wednesday, April

27, 2016, and Wednesday, May 4, 2016, at 6:00 PM. The purpose of these public meetings is for the Budget Committee to receive the budget message and deliberate on the FY 2016-17 Budget. An additional, separate meeting will be held in the City Hall Council Chambers on Wednesday, May 11, 2016, no earlier than 7:00 PM, to

take public comment and complete deliberations. Any person may appear at that meeting and discuss the proposed programs with the Budget Committee. A copy of the budget document will be available on the City of Hood River's website (www.ci.hood-river.or.us) on or after April 20, 2016.

31-11

AFFIDAVIT OF PUBLICATION

STATE OF OREGON
COUNTY OF HOOD RIVER

I, Chelsea Marr, being first duly sworn, depose and say that I am the publisher of the Hood River News, 419 State St., Hood River, Oregon, a newspaper of general circulation printed and published at Hood River in the aforesaid county and state, as defined by ORS 193.010 and 193.020 and that NOTICE OF BUDGET HEARING, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time in the following issues:
June 1, 2016

Subscribed and sworn to before me this 15th
Day of June, 2016

NOTICE OF BUDGET HEARING

A public meeting of the Hood River City Council will be held on June 13, 2016, no earlier than 8:00am at Hood River City Hall, 211 2nd Street, Hood River, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016. A copy of the budget is available on the City's website at www.cityofhoodriver.com or at City Hall. This budget is for an annual budget period and was prepared on a basis of accounting that is the same as the preceding year.

Donna Summer Swann, Finance Director	Telephone number: 541-387-6574	Email: financedir@cityofhoodriver.com
FINANCIAL SUMMARY - REVENUES		
	Actual Amounts 2014-15	Adopted Budget 2015-16
TOTAL OF ALL FUNDS		Approved Budget 2016-17
1. Beginning Fund Balance/Ret	\$ 11,566,185	\$ 10,754,301
2. Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	\$ 11,726,336	\$ 12,233,600
3. Federal, State & Air Other Grants, Gifts, Allocations & Donations	\$ 1,020,320	\$ 1,476,470
4. Revenue from Bonds & Other Debt	\$ 1,501,618	\$ 2,000,000
5. Interfund Transfers/Annual Service Reimbursements	\$ 704,808	\$ 1,102,833
6. All Other Resources Except Current Year Property Taxes	\$ 494,281	\$ 499,881
7. Current Year Property Taxes Estimated to be Received	\$ 2,432,793	\$ 2,641,853
8. Total Resources	\$ 24,966,741	\$ 28,699,388
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION		
	2014-15	2015-16
9. Personnel Services	\$ 5,856,705	\$ 6,504,564
10. Materials and Services	\$ 4,984,007	\$ 5,227,876
11. Capital Outlay	\$ 8,811,854	\$ 7,221,539
12. Debt Service	\$ 1,738,997	\$ 1,565,760
13. Interfund Transfers	\$ 618,587	\$ 1,162,333
14. Contingencies	\$ -	\$ 2,326,638
15. Special Payments	\$ -	\$ -
16. Unappropriated Ending Balance and Reserved for Future Expenditure	\$ 12,734,931	\$ 6,788,877
17. Total Requirements	\$ 29,394,765	\$ 30,688,388
FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYMENT (FTE) BY PROGRAM		
Program	Requirements	FTE
Police	\$ 1,627,327	13.49
Fire	\$ 2,348,444	13.52
EMS	\$ -	0.00
Planning	\$ 329,281	2.60
Building	\$ 683,203	5.69
Engineering	\$ 73,456	0.61
Managerial Court	\$ -	0.00
Working	\$ 245,851	2.02
Administration	\$ 1,011,587	8.30
Public Works	\$ 18,376,788	15.15
Not Allocated to Organizational Unit or Program/FTE	\$ 4,316,219	35.72
Total Requirements / Total FTE	\$ 29,394,765	106.38
STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING		
There are no substantive changes in activities performed or programs offered by the City. Financing sources are increasing at a steady rate, including property taxes, transient room taxes, and utilities fees. The overall increase in the City budget of approximately \$3.1M (10%) is primarily due to increasing fund and reserve balances.		
PROPERTY TAX RATES		
	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (Rate Limit \$2.8112 Per \$1000)	\$2.8112	\$2.8112
Local Option Levy	\$ -	\$ -
Levy for General Obligation Bonds	\$ 254,877	\$ 408,804
DEBT SCHEDULE OF FINANCIAL NEEDS		
Long Term Debt	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, but not Incurred on July 1
General Obligation Bonds	\$ -	\$ 3,645,000
Other Bonds	\$ -	\$ 1,815,000
Other Borrowings	\$ -	\$ 17,577,000
Total	\$ -	\$ 23,037,000



OFFICIAL STAMP
STACEY ELLEN METHVIN
NOTARY PUBLIC-OREGON
COMMISSION NO. 937508
MY COMMISSION EXPIRES APRIL 05, 2019

AFFIDAVIT OF PUBLICATION

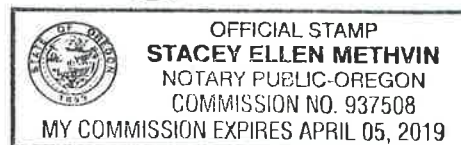
STATE OF OREGON
COUNTY OF HOOD RIVER

I, Chelsea Marr, being first duly sworn, depose and say that I am the publisher of the Hood River News, 419 State St., Hood River, Oregon, a newspaper of general circulation printed and published at Hood River in the aforesaid county and state, as defined by ORS 193.010 and 193.020 and that STATE REVENUE SHARING, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time in the following issues:

June 8, 2016



Subscribed and sworn to before me this 15th
Day of June, 2016



**NOTICE OF
PUBLIC HEARING**

A public hearing
before the Hood Riv-
er City Council will
be held on June 13,

2016, no earlier than
6:00 pm, at City
Council Chambers,
211 Second Street,
Hood River, Oregon,
on the proposed

uses of State Rev-
enue Sharing funds
in relation to the
FY2016-17 budget.

46-1t



Appendix VIII

Budget Resolutions

RESOLUTION 2016-20

**(Declaring the City's Election to Receive State Revenue
Sharing for the Fiscal Year 2016-17)**


WHEREAS, a public hearing was held by the Budget Committee of the City of Hood River on May 11, 2016, and;

WHEREAS, a public hearing was held by the City Council on June 13, 2016, and;

WHEREAS, these public hearings provided citizens with an opportunity to comment on the use of STATE REVENUE SHARING FUNDS;

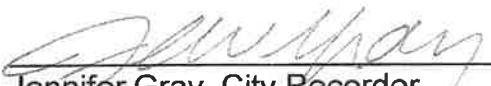
NOW THEREFORE BE IT RESOLVED that pursuant to ORS 221.770, the City of Hood River hereby elects to receive State Revenue Sharing Funds for the fiscal year 2016-17.

Adopted this 13th day of June, 2016.



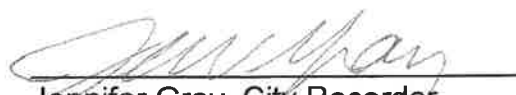
Paul Blackburn, Mayor

ATTEST:



Jennifer Gray, City Recorder

I, Jennifer Gray, certify that a public hearing before the Budget Committee was held on May 11, 2016, and a public hearing before the City Council was held on June 13, 2016, giving citizens an opportunity to comment on the use of State Revenue Sharing.



Jennifer Gray, City Recorder

RESOLUTION 2016-21

ADOPTING THE FY 2016-17 BUDGET

BE IT RESOLVED that the City Council of the City of Hood River hereby adopts the budget for fiscal year 2016-17 in the total amount of \$34,826,448*. The budget is now on file in the office of the City Recorder.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2016, for the following purposes:

GENERAL FUND

Public Safety – Police	\$ 2,077,018
Public Safety – Fire	1,950,245
Parks	587,799
Planning	449,619
Personnel Services (not allocated)	5,258
Materials & Services (not allocated)	473,601
Capital Outlay (not allocated)	6,000
Interfund Transfers Out	943,369
Contingency	1,266,250
TOTAL – GENERAL FUND	<u>\$ 7,759,159</u>

ROAD FUND

Road Operations	\$ 1,663,159
Road SDC	1,040,000
Contingency	507,695
TOTAL – ROAD FUND	<u>\$ 3,210,854</u>

WATER FUND

Water Operations	\$ 2,450,676
Water SDC	907,000
Water Reserve – Debt Requirements	25,000
Debt Service	707,500
Contingency	178,494
TOTAL – WATER FUND	<u>\$ 4,268,670</u>

SEWER FUND

Sewer Operations	\$ 3,212,320
Sewer WWTP	\$ 2,578,456
Sewer Reserve – Debt Requirements	15,000
Debt Service	477,232
Contingency	397,649
TOTAL – SEWER FUND	<u>\$ 6,680,657</u>

STORM WATER FUND

Storm Water Operations	\$ 761,049
Storm Water SDC	120,000
Debt Service	68,500
Contingency	131,235
TOTAL – STORM WATER FUND	<u>\$ 1,080,784</u>

MISC. RESTRICTED FUND

Public Safety - EMS	\$ 670,534
Building	408,818
Engineering	89,930
Municipal Court	121,434
Parking	558,901
Fire G.O. Bond	150
Debt Service	660,000
Interfund Transfers Out	400,000
Contingency	166,188
TOTAL – MISC. RESTRICTED FUND	<u>\$ 3,075,955</u>

RESERVES FUND

Materials & Services (not allocated)	\$ 248,119
Interfund Transfers Out	245,594
Contingency	170,671
TOTAL – RESERVES FUND	<u>\$ 664,384</u>

INTERNAL SERVICE FUND

Administration	\$ 1,016,307
Equipment Maintenance	\$ 158,578
Contingency	95,000
TOTAL – INTERNAL SERVICE FUND	<u>\$ 1,269,885</u>

SUMMARY

TOTAL APPROPRIATIONS, All Funds	\$28,010,348	
Total Unappropriated Amounts, All Funds	6,816,100	
TOTAL ADOPTED BUDGET	<u>\$34,826,448</u>	*

IMPOSING THE TAX

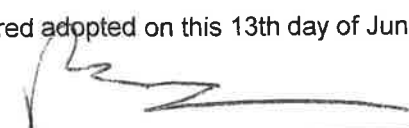
BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2016-17: 1) at the rate of \$2.8112 per \$1,000 of assessed value for permanent tax rate, and 2) in the amount of \$701,650 for general obligation bonds.

CATEGORIZING THE TAX


BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI 11b as:

	General Government Limitation	Excluded from Limitation
Permanent Rate Tax	\$2.8112 per \$1,000	---
General Obligation Bond Debt Service	---	\$701,650

The above resolution statements were approved and declared adopted on this 13th day of June, 2016.


Paul Blackburn, Mayor

ATTEST:


Jennifer Gray, City Recorder

RESOLUTION 2016-22

FY 2016-17 RESERVE FUNDS AND PROGRAMS

WHEREAS, ORS 294.346(1) states that a municipal corporation, by ordinance or resolution of its governing body, may establish one or more reserve funds to hold moneys to be accumulated and expended for the purposes specified in ORS 280.050 (Providing funds for financing cost of services, projects, property and equipment), without submitting the question of establishing the reserve fund to a vote of the electors.

WHEREAS, ORS 294.346(2) states that not less frequently than every 10th anniversary of the date upon which a reserve fund is established under subsection (1) of this section, the governing body of the municipal corporation shall review the reserve fund and determine whether the fund will be continued or abolished.

WHEREAS, the City of Hood River has adopted a budget for fiscal year 2016-17 that includes various reserve funds and programs; and

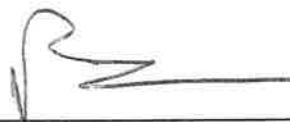
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hood River hereby establishes and continues the following reserve funds and programs:

Budgetary Fund	Program	Purpose
Road Fund	Reserve – Capital*	Accumulates moneys for vehicle and equipment replacement for Road Fund programs.
Water Fund	Reserve – Debt Requirements	Holds debt service and short-lived asset reserves on the water transmission main as required by the U.S. Dept of Agriculture.
	Reserve – Capital	Accumulates moneys for vehicle and equipment replacement for Water Fund programs.
Sewer Fund	Reserve – Debt Requirements	Holds debt service and short-lived asset reserves on the water transmission main as required by the U.S. Dept of Agriculture.
	Reserve – Capital	Accumulates moneys for vehicle and equipment replacement for Sewer Fund programs.
Storm Water Fund	Reserve – Capital*	Accumulates moneys for vehicle and equipment replacement for Storm Water Fund programs.

Budgetary Fund	Program	Purpose
Reserves Fund	Reserve – Parking in Lieu	Accumulates funds to operate, maintain, and expand the City's parking system.
	Reserve – LID Assessments	Tracks pass-through activity related to collection of City assessments for annexations, sidewalk improvements, and other local improvement districts.
	Reserve – Miscellaneous	Holds moneys received from external sources that are set aside for specific general purposes.
	Reserve – Equip. Replacement	Accumulates moneys for vehicle and equipment replacement. General Fund only.
	Reserve – Compensated Absences	Accumulates moneys for future payouts of compensated absences. General Fund only.
	Reserve – PERS Stabilization*	Accumulates moneys to stabilize future PERS rate increases. General Fund only.

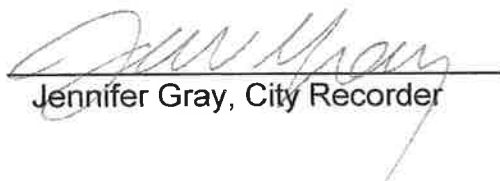
* New Reserve for FY 2016-17.

The above resolution statements were approved and declared adopted on this 13th day of June, 2016.



 Paul Blackburn, Mayor

ATTEST:



 Jennifer Gray, City Recorder



Appendix IX

Notice of Property Tax Levy (LB-50)

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of Hood River County

FORM LB-50
2016-2017

☐ Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Hood River has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Hood River County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>211 2nd Street</u>	<u>Hood River</u>	<u>OR</u>	<u>97031</u>	<u>June 14, 2016</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Monica Morris</u>	<u>Interim Finance Director</u>	<u>541-386-9437</u>	<u>m.morris@cityofhoodriver.com</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- ☒ The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
☐ The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
		Rate -or- Dollar Amount		
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	1	\$2.8112 per \$1,000		
2. Local option operating tax	2			
3. Local option capital project tax	3			
4. City of Portland Levy for pension and disability obligations	4			
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			701,650
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.			701,650

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	\$2.8112
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 Delinquent Sewer Charges		5990.92
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS 454.225 (Must be completed if you have an entry in Part IV)