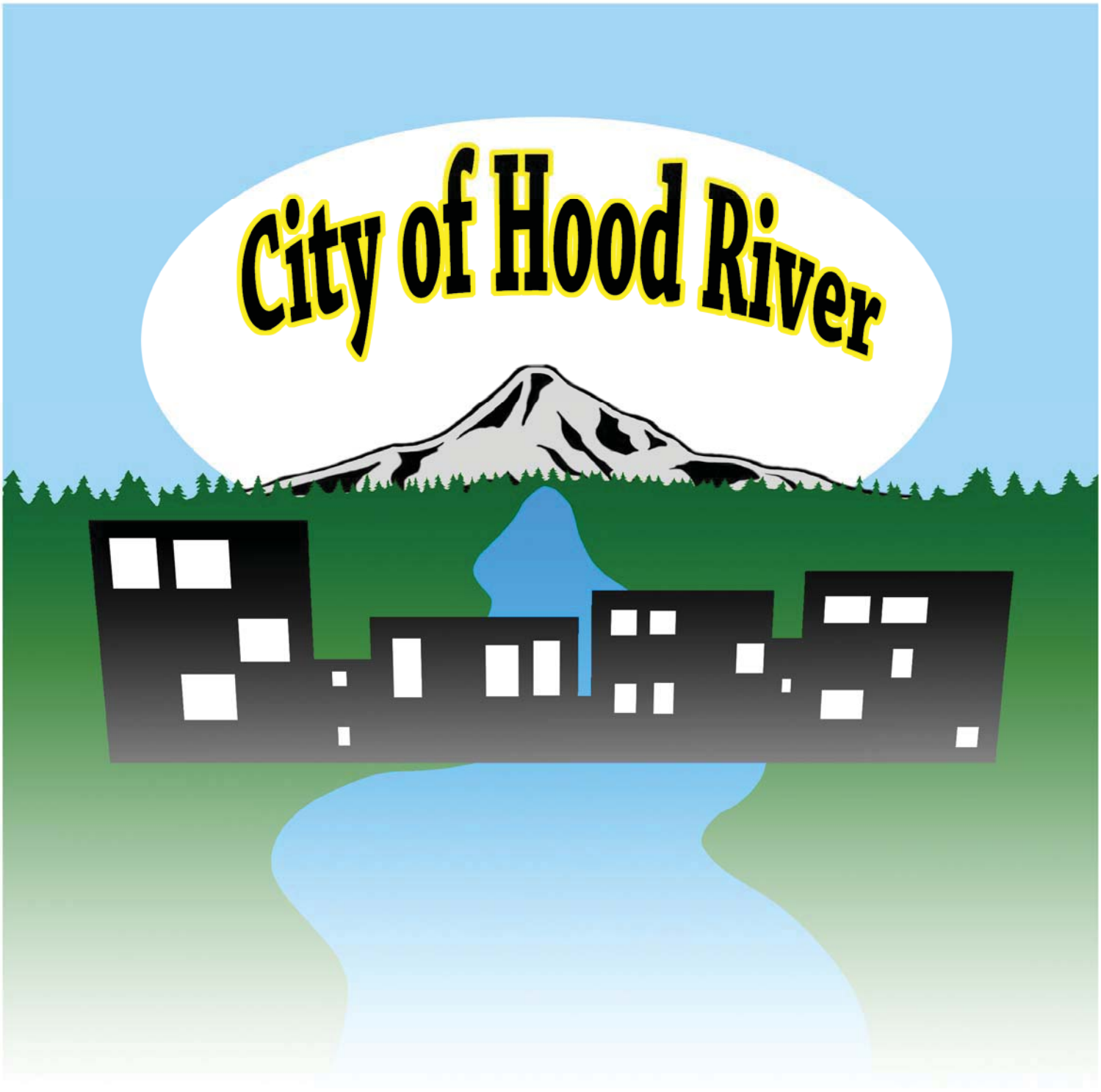

2017-2018 City Budget

CITY OF HOOD RIVER

FY 2017-18 Adopted Budget

Budget Committee

Paul Blackburn	Ross Brown
Kate McBride	Dave Bick
Megan Saunders	Grant Polson
Mark Zanmiller	Vacant
Becky Brun	Vacant
Susan Johnson	Vacant
Peter Cornelison	Vacant

Budget Officer / City Manager - Steve Wheeler
Finance Dir. / Asst. City Manager - Will Norris

Administered by:
City of Hood River
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Hood River, Oregon
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Budget Cover Design by Officer Isaac Miller, City of Hood River Police

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City of Hood River and Urban Renewal Agency
FY 2017-18 Budget Calendar

April 19	URA & City (Joint) Budget Committee Workshop Budget Process Overview City Fund/Program Structure Proposed Budgets Distributed Tours	4:30 p.m.
April 26	Budget Committee Meeting # 1 - City Presiding Officer Election Budget Message Three-year Revenue, Personnel Forecasts (Res. 2016-09) General Fund	6:00 p.m.
May 03	Budget Committee Meeting # 2 - City Public Works – Roads, Water, Sewer, Storm Water, Parks, Building, Engineering, Parking Misc. Restricted Funds Internal Service Funds – Admin, Equipment Maintenance Reserves	6:00 p.m.
May 10	Budget Committee Meeting – URA Presiding Officer Election Budget Message & Presentation	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 7:30p.m.
June 12	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 at City Hall
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	$1,328,302,208
Assessed Value	$916,476,146

POPULATION

2016	7,760
2010	7,167
2000	5,831

REGISTERED VOTERS – April 2016

City of Hood River registered voters
4,597
County of Hood River registered voters
13,633

GEOGRAPHY

The city has a total area of 3.39 square miles.

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 and Port of Hood River.

ZONING

Commercial	252 Acres
Industrial	111 Acres
Residential	688 Acres

Other: Includes

Unzoned Water	518 Acres
Open Space /Public Facility	148 Acres
Recreational/Commercial	18 Acres
Total Acres	**1735**

DWELLING UNITS

Multi-family	1246
Single Family	2427
Total	3673

UTILITY ACCOUNTS

Utility Accounts	4110

SCHOOLS

Hood River has three schools in the City of Hood River:
- May Street Elementary School
- Hood River Middle School
- Columbia Gorge Community College

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

2017-18 Council Goals

(as set December 3rd, 2016)

Housing - Follow the three adopted strategies from the 2015 Housing Needs Analysis

Annexation - Pursue with vigor, first Barrel Springs, 2nd Marchesi/Kitts, then generally look for opportunities reasons to bring in other properties from the nearby residentially developed areas

Planning Capacity - The Panning Department remains first in line for staffing assistance (consulting and contract services count toward this) to fulfill the critical quality of life mission issues confronting the City: housing, annexation, townhouse regulation, west side growth, general site planning, regional connectivity, etc.

Urban Renewal Next Steps - Focus on key policy decisions in each of the three districts, especially as related to housing opportunities (and perhaps intersection safety). Obtain professional assistance to evaluate and move forward on housing opportunity assistance in the Downtown and Heights districts. Do not move to shut down the downtown district until a full evaluation of housing opportunity is complete.

Communications Strategies – Hire and organize part-time help (contract basis OK). Multicultural orientation preferred, close staff coordination, help with web page, Facebook and similar social media opportunities and present a consistent City face to the various Hood River communities.

Intersection Safety Review – Dedicate staff time and prioritize working with ODOT (where applicable) to fund intersection safety improvements at key identified key intersections.

DATE: April 19, 2017

TO: Hood River Budget Committee

FROM: Steve Wheeler, City Manager

SUBJECT: FY 2017-18 Budget Message

OVERVIEW

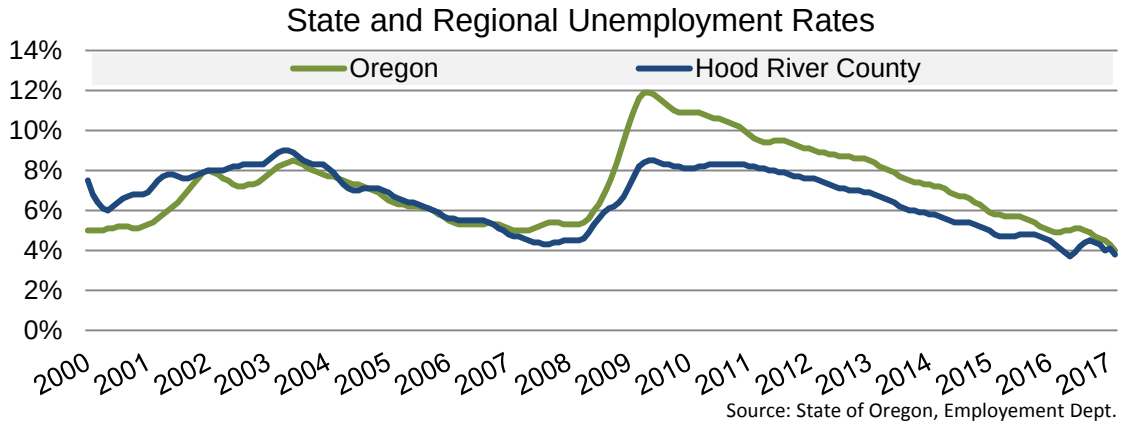
In April 2017 the City of Hood River is the hub of thriving economy made most notable by record, or near record, low unemployment in this region and State of Oregon. While impacted in a positive sense through overall revenue growth the City Council's policy directions recognize that there are significant problems and needs to be addressed in this time of (relative) economic prosperity. This budget and the related Urban Renewal Agency budget seek to carry forward these Council goals. In essence, the Council policies as expressed for the City seek to maintain a vibrant City that is available to helpfully serve the interests and needs of its residents, businesses and visitors.

Fiscal year 2017-18 will see no significant change in the City's fund structure and organization. This is a quiet spell after two consecutive years spent updating and modernizing the City organization chart and fund structure. The bottom line remains that all City funds are balanced between resources and requirements as required by State law.

ECONOMY/CONTEXT/DIRECTION

We continue to track the University of Oregon economic report prepared by Tim Duy in conjunction with Key Bank. We also track Mid-Columbia Labor Trends for the Columbia Gorge Economic Indicators prepared by the State of Oregon Employment Department. A couple of reference points germane to Hood River from the January 2017 University of Oregon (most recent) report:

- "Strong sales numbers reveal housing activity remains at an elevated pace across the state… (but) new supply is insufficient to constrain housing prices".
- "Labor markets are generally solid across most regions…"



From the Columbia Gorge Economic Indicators of February 2017 (most recent available) the Hood River County unemployment rate is at 3.8 percent, virtually full employment. Countywide the year over year net increase in non-farm job growth is 580 (January 2016-2017). Unemployment in Hood River has been trending steadily downward since 2010, when it reached a peak of 8.4 percent. A significant economic concern, given this scenario, is rising interest rates for local debt activity - personal, business and governmental. The most recent consumer price index from the Portland-Salem urban consumers index (the closest to Hood River) has risen from 1.2 percent a year ago to 2.1 percent this year, an indicator of this trend. In mid-January department managers received direction to prepare budgets with a not to exceed 1.5% increase (for areas under their control and an increase from 1.0 percent last year) in their Materials and Services accounts.

Hood River's July 2016 population estimate is 7760. The population estimate we are using for July 2017 is 7,840 (rounded), the same 1.0 percent increase that occurred from 2015 to 2016. To this estimate we are adding 120 residents, assuming three residents per home in the approximately 40 homes recently annexed in the Henderson Rd. and St. Charles area. That makes the projected July 2017 population estimate 7960.

The proposed budget assumes funding all negotiated labor contract wage and benefit adjustments and has adequate contingencies to support the two labor agreements currently being negotiated (Police and Public Works). Similar assumptions have been made for non-represented employees. We are estimating a five percent increase in health insurance effective January 1, 2018, that amount has been included in the proposed budget.

The proposed budget contains funds for the July 2017 across the board PERS rate increase. Across all funds the new rates increase City costs by approximately $187,000. Of this amount, 57% or roughly $107,000 will be in the General Fund. The budget is presently balanced without using the $500,000 PERS Reserve Fund. That fund does remain available to backfill as necessary as the 2017-18 is considered by the Budget Committee.

City of Hood River PERS Rates

Biennium	Tier 1&2	OPSRP	PS OPSRP
2015-17	18.21%	9.93%	14.04%
2017-19	23.21%	12.98%	17.75%

PERS rates charged as a percentage of wages

BUDGET NUMBERS

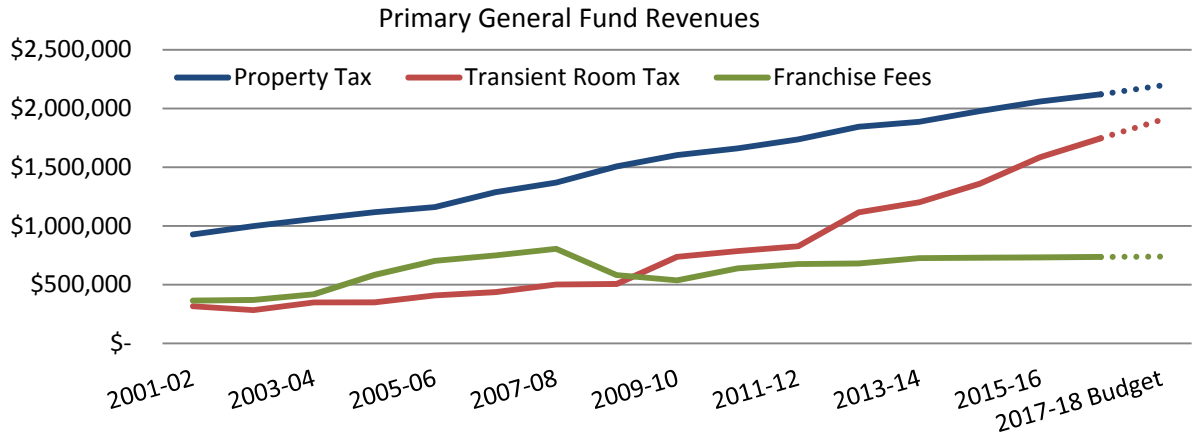
There are eight separate funds that make up the Hood River City budget – General, Road, Water, Sewer, Stormwater, Miscellaneous Restricted, Reserves and Internal Services. Total Resources of $35,866,349 balance with Requirements of $35,866,349

General Fund Resources are reduced by 1.9 percent or $173,026 from FY 16-17 to FY 17-18. This is due to an appropriate reduction of Beginning Fund Balance, which remains projected at a healthy $1,598,005. Solid growth in key General Fund revenues is anticipated, (all numbers are from projected actuals, not current budget), for example:

Property Taxes +$114,531 or 6% higher than the FY2016-17 Adopted Budget (reflects increased assessed value, including annexations)

Transient Room Tax + $236,711 or 14% higher than the FY2016-17 Adopted Budget (reflects continued strong growth in regional tourism)

Franchise Fees + $3,000 or roughly equivalent to the FY2016-17 Adopted Budget (reflects the long-term trend of flat revenue growth)



Hood River has a solid triumvirate of General Fund revenue sources. A new item to consider in this area is marijuana taxation. There are two emerging sources. State taxation is one which is 17 percent of retail sales. Eventually, 10 percent of total state sales taxes on marijuana will be passed back to cities that permit (as does Hood River) the retail commercial sale of marijuana. Also, in November 2016, City voters approved a three percent tax on marijuana sales. In FY 2016-17 a conservative $4,000 ($3,000 local tax, $1,000 state tax) was budgeted. In FY 2017-18; we are projecting state revenues of $40,000 and local revenues of $60,000 from marijuana sales. Also

included in the budget revenue estimate is $24,090 in revenue from the City's short-term rental (STR) licensing fee.

All revenues include changes made by the City Council in January 2016 to the consolidated fee schedule and planned utility fee increases. Per adopted rate schedules the water base fee will increase by five percent (to $37.18) and the sewer base fee will increase by seven percent (to $55.00). The increases are to pay accumulated debt for the water trunk line from Mt. Hood and sewer debt for the Indian Creek pump station project and the Columbia River Outfall relocation.

STAFFING

The City continues to add back needed staffing that was reduced starting in 2009 reflecting the extreme recession gripping the economy at that time. Proposed in the 2017-18 budget are several needed positions. The full-time Parking and Code enforcement positon that was anticipated to be added in April 2017 is not presently moving forward. It was to be partially funded by the Port of Hood River, in anticipation of establishing metered parking in the Waterfront area. That program is now on hold, pending continued deliberations between the City, Port, property owners and business representatives in the waterfront area.

FY 2017-18

- A new Police Officer will be hired to assist with coverage and workload requirements. This position will also allow the City to resume participation in the "MINT" (Mid-Columbia Interagency Task Force) regional team – Hood River has been absent for the last several years due to low Police staffing. The position will be funded via new marijuana revenues from the taxation of retail products, as directed by the City Council through Resolution 2016-29. To ensure the viability of the marijuana funding for this position the actual hire will be initiated in the second quarter, after we have confirmed the marijuana tax receipts bear out as projected. Also. the Police Department it is proposed we reclassify one of the three Police Sergeant's to a Lieutenant Positon.
- Two new Firefighter/EMT's are proposed for hiring. It is anticipated that ramping up the City's fire staffing will also allow the City to increase its transportation capacity for Emergency Medical Services. With its present staffing the City frequently has to decline EMS transport requests. It also provides more operational flexibility. As with Police staffing we plan to proceed carefully, only filling the second position near the third quarter (January) after we demonstrate transport revenues are adequate for moving forward.
- Adding one FTE Public Works position to support in-house GIS efforts is proposed. The City's contracted services are not working out and the $51,000 annual contract will not be renewed. There is more than enough work for a fulltime position. The $31,500 total increased cost differential will be made up with small assessments from the public Works utility funds.

With these changes, Hood River will be at approximately 64 full-time equivalent positions (FTE's) in FY 17-18.

PROJECTS, PROGRAMS and POLICY ISSUES

There are some many positive projects and programs anticipated for FY 2017-18:

- Last year EMS transport fees were raised for out of City service users. The hope was that this would lead to a self-supporting enterprise fund of balanced revenues and expenditures. Unfortunately the projected revenues have not materialized. The updated approach, as previously mentioned, is to add first one, then a second Firefighter/EMS position to pick up more paid service calls that we are not able to handle at this time.

- This year's budget is balanced without backfilling any of the increased PERS retirement costs from the PERS reserve fund. However, the $500,000 could be used if additional funding priorities present themselves. No fund additions are planned. PERS rates are adjusted every other year and it is predicted they will increase July 1, 2019 and 2021 at the very least, so keeping the Reserve Fund healthy is recommended.

- At the December 2016 goal setting the City Council identified a variety of related goals around the broad topics of affordable housing, annexation, planning capacity and urban renewal. This budget addresses these goal areas by continuing with the strategy elements to address affordable housing. $90,000 in consulting assistance is budgeted for strategy 1 updates to zoning map changes, text changes to the comprehensive plan and implementation of changes coming from the soon to be completed Westside Concept Plan. $40,000 is budgeted for significant part-time Planning Department counter help. Short-term rental management assistance is bolstered by $14,780 in contacted assistance to provide help-line coverage. City efforts to rezone Lot 700 for affordable housing will be continued in this budget and the related Urban Renewal Budget there will have funding provided for contract assistance to evaluate the viability of using UR funds to help provide affordable downtown rental housing.

- $30,000 is budgeted in Administration to contract for enhanced communication assistance. Consistent press releases, a larger social media presence and assistance with upgrades to the City's web page are contemplated.

- $150,000 is budgeted as a City contribution to the repair and ultimate replacement of updated playground equipment at Children's Park. We are hopeful of assistance from the Hood River Valley Recreation District as well as volunteer contributions as part of wide-ranging community effort to update this structure.

- Rand Cascade intersection improvements are budgeted at $550,000. This will likely be the first stage of a multi-year project, at this time featuring land assembly. $275,000 represents the City generated funding sources and $275,000 is the anticipated ODOT contributing for this stage of the work.

- Significant improvements and upgrades to the City's wastewater treatment plan (operated under contract by CH2M) are planned in FY 17-18. The odor control improvements will continue, and operational features such as pumps and digester upgrades are planned

- The City will maintain its leadership efforts in clean and renewable energy. Funds will be available to continue our efforts with Marla Harvey if a second year follow-up with the RARE program is possible with our partners. We also anticipate the retrofitting of the public works facility for solar energy as we continue to work with the Oregon Clean Power Cooperative.

ISSUES LOOKING FORWARD

It is time to start thinking ahead to consider upgrading the City's police facility. It is space constrained in the basement of City Hall and lacks close-by secure parking, a holding cell, locker space and a variety of other normal features. But, even more importantly as the City grows there is not going to be enough secure storage space or office space for the workforce. This is not immediate, but the thought process and long-range planning should start.

A potentially related issue is that the forthcoming extinguishment of Fire debt payments, for the Meyer Parkway facility and equipment lends itself to a replacement debt issuance at possibly no tax increase to Hood River tax payers. The Fire debt will be extinguished in FY 2021-22.

The establishment of paid parking in the Waterfront area, coordinated with the Port of Hood River is under review. In the meantime, should the City consider replacing the downtown Duncan Meters with the Cale meters that are the only type meter now installed by the City? The Cale meters offer more payment flexibility and it is more efficient to have one, rather than two, meter styles to service and maintain.

Should the City establish sinking funds to provide for replacement of park facilities at Waterfront, Jackson and perhaps other parks? It is a financial shock to fund the play structure at Children's Park, and all structures wear out. The City has a funding plan for vehicles, perhaps the same for Parks as well? Should a long-range funding plan for other features and facilities be developed?

Finally, it may be timely to consider self-funding the City's debt obligation to the U.S. Department of Agriculture for the City's waterline. The 4.25 percent interest rate is well above the City's other outstanding debt and could be self-financed with significant long-term savings over the remaining 34 years of the loan. Using some City general or reserve funds with available resources could be considered with a payment rate of perhaps 3 percent of Interfund interest – greater than the 1.15 percent earned on deposits for the lending Funds and a significant savings over the current USDA interest rate for the Water Fund.

****

Sincere thanks to all of the department managers and staff members who worked hard to produce the proposed FY 2017-18 budget. It is truly appreciated. A special note of thanks to Finance Director/ Assistant City Manager Will Norris, his hard work and advice is an essential component of this budget. Also thanks to Jennifer Gray who did much to assist in the production of this document.

Fund/Program Structure
FY 2017-18 Budget

Budgetary Fund
Program

CITY OF HOOD RIVER, OREGON

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

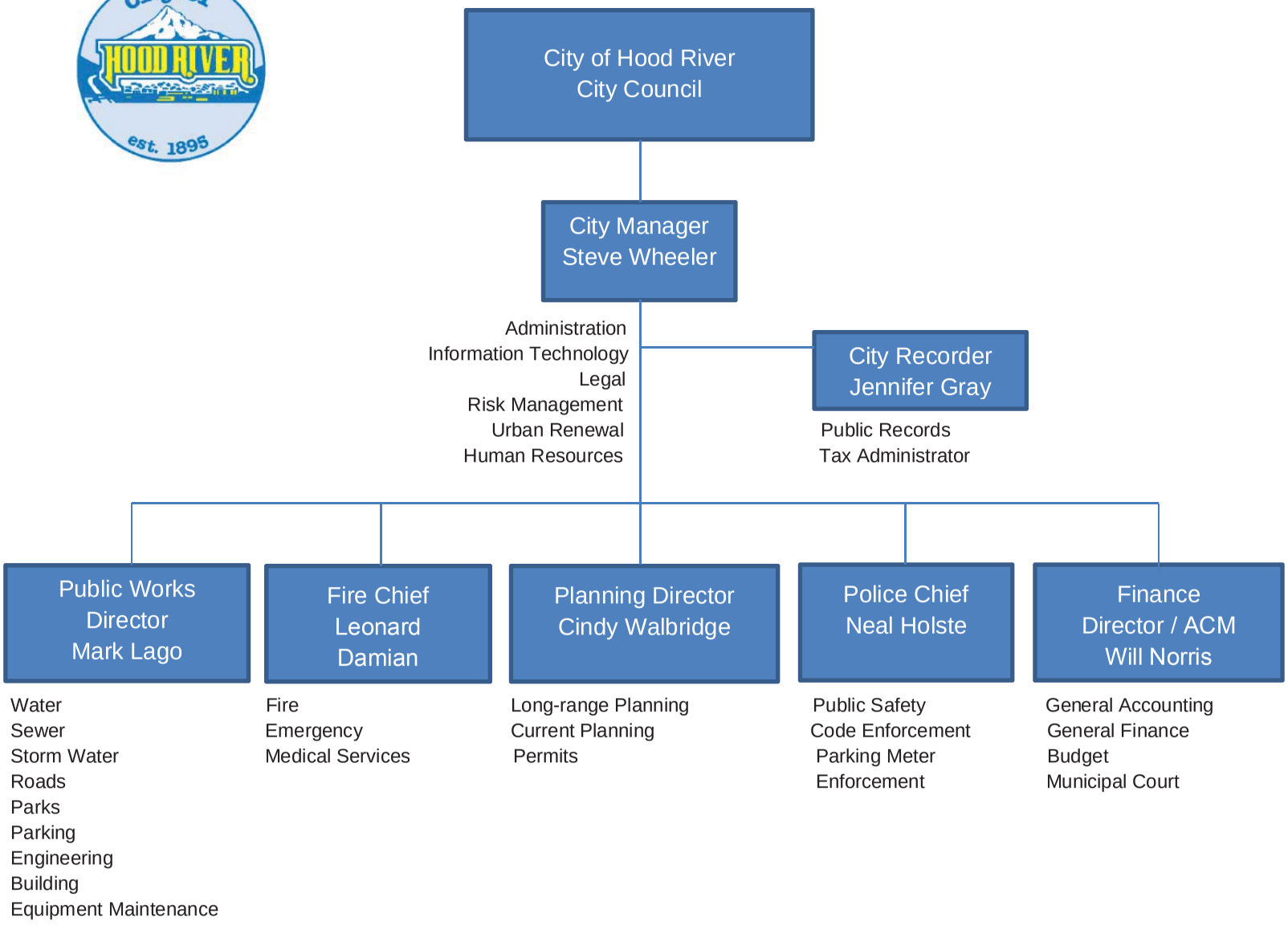
GENERAL FUND	RESTRICTED FUNDS	OTHER FUND TYPES	URBAN RENEWAL FUNDS
General Fund	**Road Fund**	**Reserves Fund**	**URA - General Fund**
Public Safety - Police	Operations	Reserve - Parking in Lieu	**URA - Columbia Cascade District**
Public Safety - Fire	SDC	Reserve - General Equip. Replacement	Development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

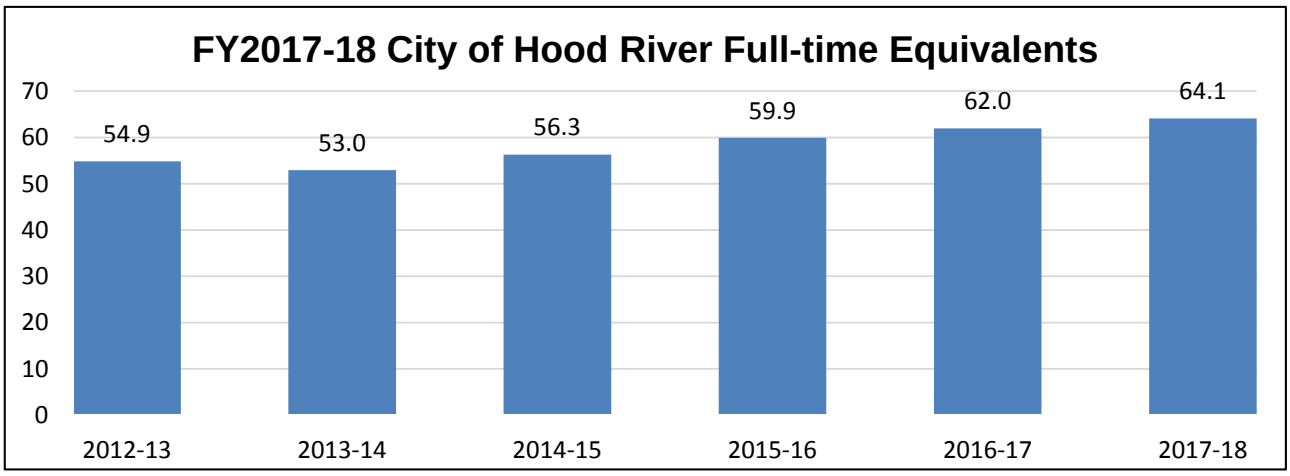
* Separated from General Fund
^ Includes City Manager, City Recorder, Finance, Legal, and Information Technology
~ new for FY16-17

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

	Beginning Fund Balance	Program Revenues	Transfers In	Resources Total	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Transfers Out	Contingency	Ending Fund Balance	Requirements
ENERAL FUND												
City Council	-	-	-	-	5,256	29,000	-	-	-	-	-	34,256
Fire	-	103,850	-	103,850	1,703,129	359,886	-	-	257,060	-	-	2,320,075
Parks	-	6,500	-	6,500	195,785	260,744	225,000	-	11,201	-	-	692,730
Planning	-	55,981	-	55,981	391,786	126,319	-	-	3,522	-	-	521,627
Police	-	30,454	-	30,454	1,718,667	336,436	-	-	84,239	-	-	2,139,342
Non-Departmental	1,997,098	5,864,455	550,000	8,411,553	-	572,562	-	-	140,696	589,045	1,598,005	2,900,308
	1,997,098	**6,061,240**	**550,000**	**8,608,338**	**4,014,623**	**1,684,947**	**225,000**	**-**	**496,718**	**589,045**	**1,598,005**	**8,608,338**
OAD FUND												
Road Operations	1,108,224	1,121,162	-	2,229,386	427,673	484,343	577,000	-	7,446	305,045	427,879	2,229,386
Road SDC	1,155,066	472,363	-	1,627,429	-	-	1,050,000	-	-	38,826	538,603	1,627,429
Road Capital Reserve	171,331	-	7,446	178,777	-	-	113,447	-	-	50,000	15,330	178,777
	2,434,621	**1,593,525**	**7,446**	**4,035,592**	**427,673**	**484,343**	**1,740,447**	**-**	**7,446**	**393,871**	**981,812**	**4,035,592**
/ATER FUND												
Water Operations	1,490,244	2,668,112	-	4,158,356	542,485	702,748	1,676,000	704,112	117,604	112,380	303,027	4,158,356
Water SDC	398,056	127,404	-	525,460	-	-	310,000	-	-	25,000	190,460	525,460
Water Reserve - Debt Requirements	393,499	1,746	75,000	470,245	-	40,000	-	-	-	50,000	380,245	470,245
Water Reserve - Capital	177,193	811	42,604	220,608	-	-	45,000	-	-	50,000	125,608	220,608
	2,458,992	**2,798,073**	**117,604**	**5,374,669**	**542,485**	**742,748**	**2,031,000**	**704,112**	**117,604**	**237,380**	**999,340**	**5,374,669**
EWER FUND												
Sewer Operations/WWTP	2,127,973	3,636,105	-	5,764,078	412,197	2,027,904	2,165,000	491,773	455,170	59,543	152,491	5,764,078
Sewer SDC	918,687	97,128	300,000	1,315,815	-	-	1,115,000	-	-	100,000	100,815	1,315,815
Sewer Reserve - Debt Requirements	537,427	1,678	-	539,105	-	25,000	-	-	-	100,000	414,105	539,105
Sewer Reserve - Capital	703,696	3,792	155,170	862,658	-	-	45,000	-	-	50,000	767,658	862,658
	4,287,783	**3,738,703**	**455,170**	**8,481,656**	**412,197**	**2,052,904**	**3,325,000**	**491,773**	**455,170**	**309,543**	**1,435,069**	**8,481,656**
:orm Water Fund												
Stormwater Operations	364,179	501,024	-	865,203	201,654	234,572	140,000	38,396	136,164	34,013	80,404	865,203
Stormwater SDC	95,633	26,701	-	122,334	-	-	50,000	-	-	40,000	32,334	122,334
Stormwater Reserve - Capital	150,776	-	136,164	286,940	-	-	210,000	-	-	50,000	26,940	286,940
	610,588	**527,725**	**136,164**	**1,274,477**	**201,654**	**234,572**	**400,000**	**38,396**	**136,164**	**124,013**	**139,678**	**1,274,477**
ISC RESTRICTED												
Emergency Medical Services	25,000	886,750	-	911,750	507,348	216,209	-	-	49,329	51,155	87,709	911,750
Engineering	15,000	35,000	80,000	130,000	36,985	39,884	-	-	-	21,993	31,138	130,000
Municipal Court	65,000	266,544	-	331,544	94,920	26,728	-	-	100,123	14,835	94,938	331,544
Parking	190,000	971,060	-	1,161,060	260,254	192,285	165,500	-	453,945	32,975	56,101	1,161,060
Building	330,000	318,274	-	648,274	56,213	297,401	2,000	-	-	50,000	242,660	648,274
Fire G/O	59,073	692,993	-	752,066	-	150	-	668,451	-	30,350	53,115	752,066
	684,073	**3,170,621**	**80,000**	**3,934,694**	**955,720**	**772,657**	**167,500**	**668,451**	**603,397**	**201,308**	**565,661**	**3,934,694**
ESERVES FUND												
Parking in Lieu	6,323	55	-	6,378	-	-	-	-	-	6,323	55	6,378
LID Assessments (pass-through)	-	163,109	-	163,109	-	163,109	-	-	-	-	-	163,109
Misc. Reserves	114,424	77	-	114,501	-	-	-	-	-	114,501	-	114,501
Equipment Replacement	1,357,165	6,263	410,533	1,773,961	-	-	92,000	-	-	100,000	1,581,961	1,773,961
Compensated Absences	197,728	1,342	66,501	265,571	107,892	-	-	-	-	50,000	107,679	265,571
PERS Stabilization	500,000	-	-	500,000	-	-	-	-	-	-	500,000	500,000
	2,175,640	**170,846**	**477,034**	**2,823,520**	**107,892**	**163,109**	**92,000**	**-**	**-**	**270,824**	**2,189,695**	**2,823,520**
NTERNAL SERVICES FUND												
ISF Equipment Maintenance	4,907	184,174	-	189,081	114,735	57,024	-	-	-	12,078	5,244	189,081
Administration	45,000	1,104,322	-	1,149,322	639,259	376,858	-	-	6,919	86,824	39,462	1,149,322
	49,907	**1,288,496**	**-**	**1,338,403**	**753,994**	**433,882**	**-**	**-**	**6,919**	**98,902**	**44,706**	**1,338,403**
ENTITY-WIDE	**14,698,702**	**19,349,229**	**1,823,418**	**35,871,349**	**7,416,238**	**6,569,162**	**7,980,947**	**1,902,732**	**1,823,418**	**2,224,886**	**7,953,966**	**35,871,349**

City of Hood River Organization Chart





Program	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Police	14.00	14.00	13.40	13.65	14.50	15.25
Fire	17.00	15.00	15.10	11.06	11.85	12.19
EMS	-	-	-	3.94	3.40	3.82
Planning	2.00	2.00	2.00	2.88	2.78	3.75
Municipal Court	1.10	1.10	1.10	1.10	1.10	1.10
Parking	1.00	1.00	1.60	1.68	2.67	1.95
Administration	4.75	4.75	6.00	6.20	6.20	6.20
Public Works	15.00	15.10	17.10	19.40	19.45	19.85
	54.85	52.95	56.30	59.91	61.95	64.10

Substantive Changes FY2017-18

- Add One Police Officer in the second quarter of FY2017-18, contingent on suffient local and state marijuana tax revenues. Equal to 0.75 FTE in the budget year
- Add two Firefighters, one hired mid-year contingent on anticipated Ambulance Billings. Total of 1.5 FTE in FY2017-18 split 29% EMS & 71% Fire
- Add One Geographical Information Systems Tech. The position is budgeted across Sewer, Water, Storm, Building, and Road Funds, partially offset by reduced GIS contract services
- Adjustments to part-time positions for various reasons, including expiring grants, delay of port area metering, and planning department demands
- Add one part-time Planning Assistant

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 $7.0 million.

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.

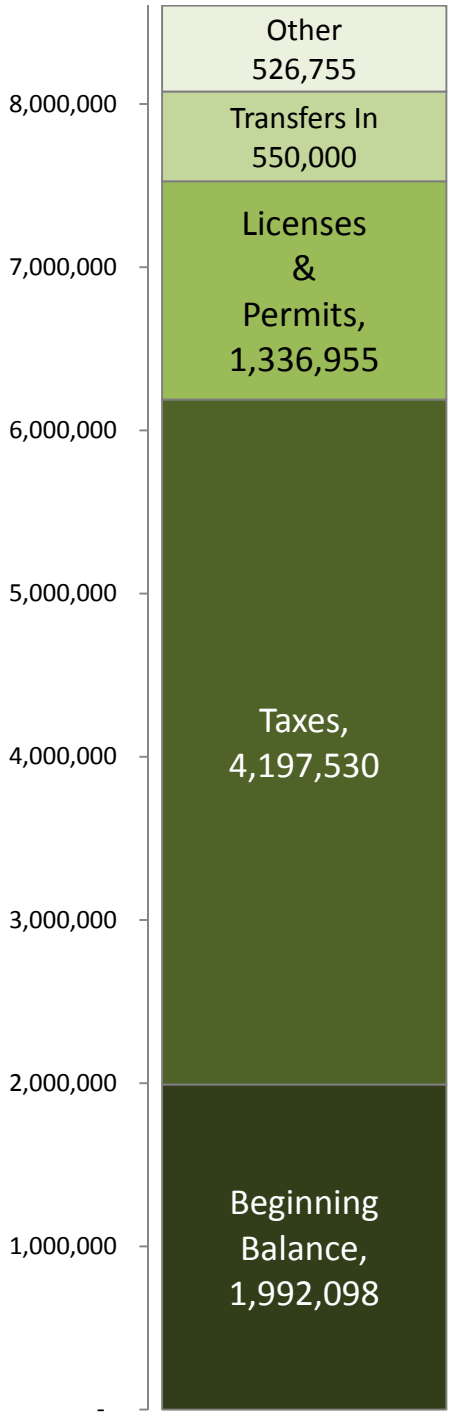
The City of Hood River's General Fund has good diversification in its major resources, including:

Property Taxes	33%
Transient Room Taxes	29%
Franchise Fees	11%
Remaining Sources	27%
(ex. utility fees, state shared revenue, transfers in from parking & court)	

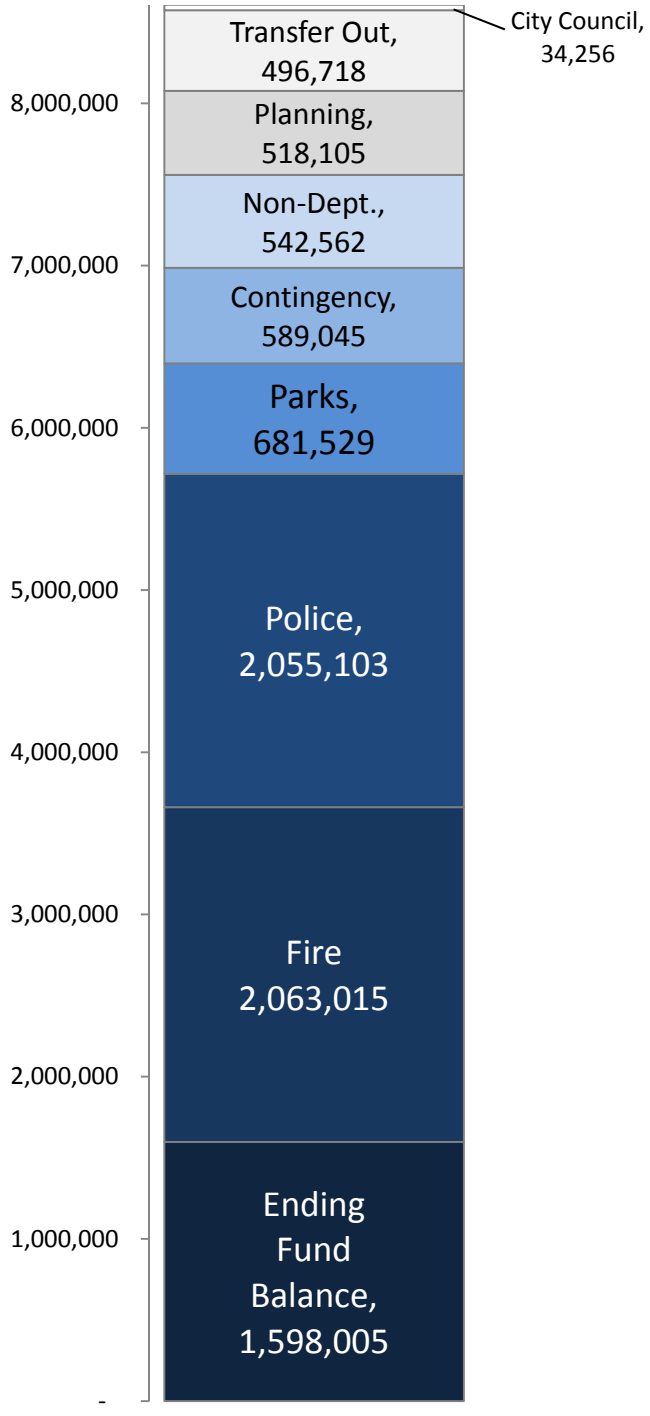
Public safety expenditures for Police and Fire make up 63.6% of General Fund expenditures.

The General fund is well balanced with significant unappropriated funds available including a substantial contingency ($589,045) and projected ending fund balance ($1,598,005).

GENERAL FUND RESOURCES AND REQUIREMENTS



RESOURCES
$8,603,338



REQUIREMENTS
$8,603,338

Category/Program	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
General Fund						
030 Beginning Fund Balance	1,658,843	2,088,557	2,589,214	1,992,098	1,997,098	1,997,098
REVENUE						
031 Taxes	3,338,879	3,646,963	3,791,128	4,197,530	4,197,530	4,197,530
032 Licenses & Permits	1,694,094	1,262,182	1,333,133	1,336,955	1,336,955	1,336,955
033 Fines & Forfeitures	428,141	5,400	4,500	4,000	4,000	4,000
034 Intergovernmental Revenues	457,900	258,212	299,283	298,049	298,049	298,049
035 Charges for Services	1,440,804	1,761,334	74,218	95,981	95,981	95,981
036 Assessment Revenues	-	604	-	-	-	-
037 Interest Earnings	24,676	59,463	44,000	74,871	74,871	74,871
038 Misc. Revenues	95,497	72,805	198,750	53,854	53,854	53,854
REVENUE	**7,479,991**	**7,066,963**	**5,745,012**	**6,061,240**	**6,061,240**	**6,061,240**
039 Interfund Transfers In	-	350,000	442,138	550,000	550,000	550,000
Total RESOURCES	**9,138,834**	**9,505,520**	**8,776,364**	**8,603,338**	**8,608,338**	**8,608,338**
105 MOVED: Administration	946,882	819,211	-	-	-	-
110 CLOSED: Fire Grant	80,518	-	-	-	-	-
115 City Council	13,076	8,495	40,258	64,256	34,256	34,256
120 MOVED: Engineering	73,631	-	-	-	-	-
125 Public Safety - Fire	2,207,782	1,921,492	2,248,625	2,320,075	2,320,075	2,320,075
126 MOVED: Information Technology	71,553	-	-	-	-	-
127 MOVED: Public Safety - EMS	-	804,793	-	-	-	-
128 MOVED: Parking	247,706	-	-	-	-	-
130 Parks	305,681	383,731	600,421	687,730	692,730	692,730
135 Planning	331,609	345,622	462,616	521,627	521,627	521,627
140 Public Safety - Police	1,671,108	1,983,312	2,169,192	2,139,342	2,139,342	2,139,342
190 Non-Departmental	1,001,754	642,053	2,365,904	1,272,303	1,302,303	1,302,303
195 CLOSED: Pass-through	98,973	7,599	-	-	-	-
Total REQUIREMENTS	**7,050,273**	**6,916,308**	**7,887,016**	**7,005,333**	**7,010,333**	**7,010,333**
ENDING FUND BALANCE	**2,088,561**	**2,589,212**	**889,348**	**1,598,005**	**1,598,005**	**1,598,005**

Category	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
General Fund						
030 Beginning Fund Balance	1,658,843	2,088,557	2,589,214	1,992,098	1,997,098	1,997,098
REVENUE						
031 Taxes	3,338,879	3,646,963	3,791,128	4,197,530	4,197,530	4,197,530
032 Licenses & Permits	1,694,094	1,262,182	1,333,133	1,336,955	1,336,955	1,336,955
033 Fines & Forfeitures	428,141	5,400	4,500	4,000	4,000	4,000
034 Intergovernmental Revenues	457,900	258,212	299,283	298,049	298,049	298,049
035 Charges for Services	1,440,804	1,761,334	74,218	95,981	95,981	95,981
036 Assessment Revenues	-	604	-	-	-	-
037 Interest Earnings	24,676	59,463	44,000	74,871	74,871	74,871
038 Misc. Revenues	95,497	72,805	198,750	53,854	53,854	53,854
REVENUE	**7,479,991**	**7,066,963**	**5,745,012**	**6,061,240**	**6,061,240**	**6,061,240**
039 Interfund Transfers In	-	350,000	442,138	550,000	550,000	550,000
Total RESOURCES	**9,138,834**	**9,505,520**	**8,776,364**	**8,603,338**	**8,608,338**	**8,608,338**
EXPENDITURES						
041 Personnel Services	4,638,210	4,490,177	3,843,610	3,974,623	4,014,623	4,014,623
042 Materials & Services	1,570,321	1,778,793	1,588,430	1,719,947	1,684,947	1,684,947
043 Capital Outlay	124,672	124,026	206,000	225,000	225,000	225,000
044 Debt Service	98,973	7,599	-	-	-	-
EXPENDITURES	**6,432,176**	**6,400,595**	**5,638,040**	**5,919,570**	**5,924,570**	**5,924,570**
045 Interfund Transfers Out	618,097	515,713	1,146,226	496,718	496,718	496,718
047 Contingency	-	-	1,102,750	589,045	589,045	589,045
Total REQUIREMENTS	**7,050,273**	**6,916,308**	**7,887,016**	**7,005,333**	**7,010,333**	**7,010,333**
ENDING FUND BALANCE	**2,088,561**	**2,589,212**	**889,348**	**1,598,005**	**1,598,005**	**1,598,005**

PROGRAM NAME: General Fund – Public Safety - Police

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

PROGRAM DESCRIPTION:
The Hood River Police Department is funded through the Hood River City General Fund. The Police Department 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 at times, the surrounding area outside the City limit boundaries. This responsibility is accomplished through the enforcement of State and Local Ordinances and Regulations. The Police Department is responsible to promote community livability by reducing crime and disorder. With this responsibility, also comes the obligation to foster a culture of trust between the Police Department and ***all*** community members that live and visit.

The City of Hood River thrives as one of the most desirable places to live, visit, and engage in recreation. The City continues to have nationwide notoriety, not only as an epicenter for wind sports, but also for all types of outdoor activities, arts, and craft breweries. With the notoriety comes increase in population and tourism. Police services continue to be strained to meet the daily service responsibilities. Currently the Police Department's geographic service area is 3.35 square miles. With anticipated annexation and residential growth, the City should see an estimated population growth of just under 3% in the coming year. With the population growth also comes a larger geographical area the Police Department will be patrolling.

The City of Hood River is the daily service hub for the entire Hood River County, Mosier and neighboring Washington cities. Hood River continues to draw
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 twenty to twenty-five thousand daily and can grow even higher during recreational and/or social events throughout the year. The waterfront recreation brings Hundreds of thousands of people to the waterfront each year. The large population flux can create challenges for the staff and resources of the Police Department.

Officers responded to 12,721 calls for service in 2016. This resulted in a 1% increase over the last year. With only a 1% increase, reports written by Officers increased over 10% from the prior year. This increase is a reflection of more of the incidents reported are criminal in substance. Which in turn, require more time of the Officers.

The Police Department provides 24/7 police services to the City of Hood River. For the safety of our citizens and patrol, a minimum staffing level is 2 patrolman on duty at any one time. In the 2016 calendar year, 15% of patrol time was single coverage do to staffing challenges.

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 are of the City limits. The Police Department 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 2017/18 Police Department budget reflects 15 full time employees. Of the 15 employees, 13 are State Certified Police Officers (includes Chief of Police), 1 Community Service Officer, and 1 Office Clerk. Also in the 2017/18 budget is a "Seasonal" parking assistant. This person enforces parking violations during the busy summer months.

The 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 strives to be actively involved in Community Outreach Programs.

One Patrol Officer is assigned as a Criminal Detective. With Department's staffing level and to accommodate sick, vacation and training mandates, the Criminal Detective is obligated to back fill patrol shifts throughout the year. When pulling our only Detective from their duties, 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, 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, in parking enforcement. Issued parking citations have increased 20% from the previous year. Code enforcement responsibilities continue to increase every year. Code enforcement/investigations have increased 24% from the previous year.

For the second year in a row, the Police Department will hire a seasonal Parking Officer to assist the Community Service Officer with parking enforcement. The seasonal position will be mid-May thru mid-September. The first year the Police Department implemented the seasonal hire, the downtown business community was very receptive. The position last year was financially self-sustaining by the citations issued.

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.

GOALS AND MEASURES – Police:

GOAL	MEASURE(S)
1. Continue to engage with Community Outreach at the same level or better. *Community Involvement: Dairy Queen Voucher Program, Shop w/ a Cop, Community Easter Egg Hunt, Leaders for Tomorrow, Special Olympics Bowling, Warming Shelter, Child Safety Seat Check Program, Community Drug Take Back Program, Tierra Radio, Cub Scouts, Multiple School Presentations(Preschool-High School)	Continue to increase our level of outreach with the community and programs. We recognize activities that are currently occurring within our community and make a priority to attend when applicable. The Department documented a 19% increase in *community involvement over the previous fiscal year. We have see an increase with community members reaching out to the Police Department for community outreach events/activities. Social media i.e. Facebook, is very active and has been a great resource to disseminate information with community response, over 1,800 followers.
2. Continue to amplify Police presence downtown, waterfront and engage businesses during evening nightlife tourist times (summer months).	Conducted two underage decoy missions w/ OLCC. Bar checks and Marijuana retail compliance checks by Patrol. PD continues to build relationship with Oregon liquor Control Commission by assist in bar checks during OLCC's present in our community. Seasonal parking enforcement assisted in parking and community interactions w/ tourist and residence
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	Average Response Time to Calls for Service: Type Calls — 2015 Minutes — 2016 Minutes Domestics: 1.53 2.58 MVCs: 3.11 3.25 motor vehicle crash Alarms: 2.54 3.56 Assaults: 2.00 4.24
4. Focus on crime prevention and apprehension through active enforcement and investigations. To maintain quality of life throughout our community.	Measure: See 2015 & 2016 stat graph below. From 2015 to 2016, a 9% arrest clearance rate increase has occurred regarding incidents.

HOOD RIVER POLICE DEPARTMENT
CRIME STATS NATIONAL COMPARISON

*All information is based on calendar year

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		

2016 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)	66 ↓ 2%	35	9	53%	N/A*
Crimes Against Property: (Robbery, Burglary, larceny, Motor Vehicle Theft, Arson, Forgery/Counterfeit, fraud, Stolen Property, Vandalism)	378 ↑ 40%	74	15	20%	N/A*
Crimes Against Society: Weapon laws, Prostitution, Sex crimes, drug Laws, Gambling, DUI, Disorderly Conduct, Liquor Laws, Warrants, Recovered Stolen, Other)	366 ↓ 46%	335	8	92%	N/A*
Crimes Against Other: (Traffic Crimes, Fish & Game laws, Marine)	144 ↑ 26%	47	4	33%	N/A*
TOTAL:	954	490	36		

*2016 National Average hasn't been calculated by the FBI
* Percentages compared with 2015 Stats

GOALS AND MEASURES – Parking/Code Enforcement:

GOAL	MEASURE(S)
1. Maintain patrol of the residential areas to further improve living conditions within the City.	Monitor dispatched complaints and self initiated Code Enforcement issues to evaluate current practices. Compare current monthly statistics to last year's statistics. Yearly Stats: Year — Code Enforcement Cases 2015 — 167 2016 — 221
2. Address violations in accordance with City codes, Ordinances and State statutes.	Parking citations from 2015 to 2016 increased 20%. Code Enforcement tasks from 2015 to 2016 increased 24%.

PERSONNEL SUMMARY:

2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
14.00	14.00	13.40	13.65	14.50	15.25

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
100-140	**Public Safety - Police**								
RESOURCES									
	REVENUE								
33035-38030	Towed Vehicle	4,350	5,400	4,500	4,000	4,000	4,000	(500)	-11%
34030-34035	Federal Grants- BP Vests CFDA#	1,657	-	1,776	1,200	1,200	1,200	(576)	-32%
34035-34032	State Grants-Safety Belt	3,225	1,539	3,500	3,000	3,000	3,000	(500)	-14%
34035-34034	State Grants-DUII	1,480	1,890	2,000	3,500	3,500	3,500	1,500	75%
34100-34100	Intergovernmental - Port of HR	-	-	1,250	-	-	-	(1,250)	-100%
38035-38010	Police Misc revenue	4,868	4,652	2,280	8,500	8,500	8,500	6,220	273%
38035-38035	PD Alarm Permits	3,142	4,349	4,640	4,280	4,280	4,280	(360)	-8%
38035-38045	Finger printing fee	2,053	2,646	2,100	3,474	3,474	3,474	1,374	65%
38035-38050	Police reports	7,281	5,692	6,630	2,500	2,500	2,500	(4,130)	-62%
	TOTAL REVENUE	**28,056**	**26,168**	**28,676**	**30,454**	**30,454**	**30,454**	**1,778**	**6%**
39815-00000	Trans From - Comp Abs Reserve	-	-	29,864	-	-	-	(29,864)	-100%
TOTAL RESOURCES		**28,056**	**26,168**	**58,540**	**30,454**	**30,454**	**30,454**	**(28,086)**	**-48%**
GENERAL FUND SUBSIDY		1,643,052	1,957,144	2,110,652	2,108,888	2,108,888	2,108,888	(1,764)	-
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	872,101	907,946	990,380	996,250	996,250	996,250	5,870	1%
41006-00000	Overtime - Police	38,188	32,753	43,000	44,000	44,000	44,000	1,000	2%
41010-00000	FRINGE BENEFITS	503,098	511,573	604,842	618,417	618,417	618,417	13,575	2%
41060-00000	HOLIDAY CASHOUTS	30,191	82,198	60,409	60,000	60,000	60,000	(409)	-1%
41065-00000	Retirement Payouts	-	-	23,486	-	-	-	(23,486)	-100%
	TOTAL PAYROLL	**1,443,578**	**1,534,470**	**1,722,117**	**1,718,667**	**1,718,667**	**1,718,667**	**(3,450)**	**-**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Police	2,817	2,500	2,828	2,870	2,870	2,870	42	1%
42005-40015	Operating Materials - Police	1,659	1,014	2,070	2,101	2,101	2,101	31	1%
42005-40020	Fuel & Lube - Police	29,120	22,417	35,000	35,525	35,525	35,525	525	2%
42005-40025	Uniforms & Clothing - Police	9,158	8,605	10,638	10,798	10,798	10,798	160	2%
42005-40030	Ammunition	7,459	2,401	4,141	4,203	4,203	4,203	62	1%
42005-40035	Printing - Police	338	123	518	526	526	526	8	2%
42005-40040	Evidence Supplies	1,315	687	1,540	1,563	1,563	1,563	23	1%
42010-11501	IT Services - Police	-	1,605	1,500	1,523	1,523	1,523	23	2%
42010-40105	Legal Svcs - Police	17	-	-	-	-	-	-	-
42010-40115	Contract Svcs - Police	6,942	31,885	31,361	33,086	33,086	33,086	1,725	6%
42010-40150	Professional Svcs - Police	1,711	180	2,100	2,132	2,132	2,132	32	2%
42015-40205	Telephone - Police	-	2,590	3,400	3,451	3,451	3,451	51	2%
42015-40210	Postage - Police	981	1,224	1,035	1,051	1,051	1,051	16	2%

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
42015-40230	Internet Svc - Police	-	49	500	508	508	508	8	2%
42020-42000	Advertising & Pub - police	1,040	829	1,010	1,025	1,025	1,025	15	1%
42030-42030	Insurance- Police	52,960	56,575	61,000	61,915	61,915	61,915	915	2%
42035-40305	Electricity - Police	4,948	4,569	-	-	-	-	-	-
42035-40310	Heating (Gas/Oil) - Police	1,489	662	2,070	2,101	2,101	2,101	31	1%
42035-40315	Garbage Svc - Police	740	706	-	-	-	-	-	-
42035-40320	City Utilities - Police	781	838	-	-	-	-	-	-
42040-40405	Equipment Repairs - Police	343	152	356	361	361	361	5	1%
42040-40415	Facility Maint- Police	1,969	1,527	-	-	-	-	-	-
42040-40420	Janitorial - Police	2,857	2,671	3,003	3,048	3,048	3,048	45	1%
42050-40505	Dues & Subscriptions - Police	1,321	460	828	840	840	840	12	1%
42050-40510	Books & Manuals - Police	-	230	207	210	210	210	3	1%
42050-40525	Trainings & Meetings - Police	8,889	9,401	15,012	15,237	15,237	15,237	225	1%
42050-40532	Public Education - Police	767	-	518	526	526	526	8	2%
42075-40620	Misc Minor Tools & Equip - Pol	12,626	17,026	17,293	17,552	17,552	17,552	259	1%
42080-00000	MISCELLANEOUS	37	-	-	-	-	-	-	-
42080-42000	Equiptment Maint chrgbck Polic	24,584	21,486	22,300	22,635	22,635	22,635	335	2%
42080-42081	ADMIN SERVICES ALLOC (GEN)	-	111,568	134,673	111,649	111,649	111,649	(23,024)	-17%
42090-42005	Intergovernmental - HRC	12,600	-	-	-	-	-	-	-
	TOTAL MATERIALS & SERVICES	**189,468**	**303,980**	**354,901**	**336,436**	**336,436**	**336,436**	**(18,465)**	**-5%**
	CAPITAL OUTLAY								
43020-00000	MACHINERY AND EQUIPMENT	4,609	-	-	-	-	-	-	-
43025-40620	Vehicles	33,453	88,545	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**38,062**	**88,545**						**-**
TOTAL EXPENDITURES		**1,671,108**	**1,926,995**	**2,077,018**	**2,055,103**	**2,055,103**	**2,055,103**	**(21,915)**	**-1%**
	CONTINGENCY/TRANSFER								
45810-00000	TRANSFER TO - EQUIP REPLACE	-	56,317	71,085	75,222	75,222	75,222	4,137	6%
45815-00000	Transfer To - Comp Absence Rsv	-	-	21,089	9,017	9,017	9,017	(12,072)	-57%
	TOTAL CONTINGENCY/TRANSFER		**56,317**	**92,174**	**84,239**	**84,239**	**84,239**	**(7,935)**	**-9%**
TOTAL REQUIREMENTS		**1,671,108**	**1,983,312**	**2,169,192**	**2,139,342**	**2,139,342**	**2,139,342**	**(29,850)**	**-1%**

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PROGRAM NAME: General Fund – Public Safety – Fire

RESPONSIBLE MANAGER(S): Leonard Damian, 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 1785 Meyer Parkway with 7 vehicles, including 2 fire engines, 1 95′ Tower Ladder, 1 brush fire vehicle, 2 command vehicles, and 1 support pick-up. In 2015, HRFD entered into an IGA with the School District to utilize the Wilson Street Fire Station as a part-time classroom for opportunity education students, in return for building training props for the fire department.

The fire department answered 1,612 emergency calls for service in calendar year 2016, with approximately 23.3% (376) being Fire/Rescue related. The department participated in the public education of an estimated 2,000 children on fire safety and conducted over 40 CPR courses for the community in both English and Spanish-only classes. The fire department staff includes the Fire Chief, Volunteer Coordinator (funded by a Staffing for Adequate Fire and Emergency Response (SAFER) Grant which ends 9/15/2017), and 13 shift firefighter/paramedics, consisting of 3 Captains, 3 Lieutenants, and 7 Engineers. The paid staff are all dual role employees, filling both firefighting and EMS related functions. Additionally, the department has a roster of 35 volunteers, of which 11 are operational firefighters, 5 are in recruit firefighter training, 5 are high school student firefighters, and 14 fill various support functions (photographer, CPR instructors, etc.).

In Fiscal Year 2015-16 the EMS expenses were 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 (2017-2018), the EMS budget remains separated. The FY2017-18 Budget includes the addition of several personnel offset with anticipated additional ambulance revenue. The planned staffing changes are detailed in the Emergency Medical Services budget.

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Develop use of city GIS data and access to improve pre-fire planning processes	Utilize both Geocortex and ArcGIS to develop ability to provide pre-fire planning and maps by June 30, 2017.
2. Utilize 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 HRFD policies and procedures that align with both COHR employee handbook, known compliance standards and update a new set of expectations.	A complete set of Standard Operating Guidelines with associated forms for both reporting, documentation and associated metric tracking to assist with improvement of delivery of services.

PERSONNEL SUMMARY:

Full-time Equivalents

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18
17.00	15.00	15.10	11.06	11.85	12.62

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
100-125	**Public Safety - Fire**								
RESOURCES									
	REVENUE								
32020-32015	Fire Marshall Fees	21,843	35,812	40,000	35,000	35,000	35,000	(5,000)	-13%
34030-34043	Fed. Grant- SAFER - Vol Coord	91,007	87,040	87,705	23,750	23,750	23,750	(63,955)	-73%
34030-34044	Fed. Grant- FEMA AFG	-	-	-	-	-	-	-	-
35010-00000	Fire Response Reimbursements	26,491	45,351	25,000	20,000	20,000	20,000	(5,000)	-20%
35015-00000	Ambulance Fee Receipts	690,925	-	-	-	-	-	-	-
35030-00000	Fire Med Memberships	25,722	-	-	-	-	-	-	-
35060-00000	PHRMH Transfer Program	20,000	-	-	20,000	20,000	20,000	20,000	-
38040-00000	Facilities Rental Income	-	-	7,500	-	-	-	(7,500)	-100%
38070-00000	Fire Dept- Misc Revenue	5,571	8,342	5,100	5,100	5,100	5,100	-	-
	TOTAL REVENUE	**881,559**	**176,545**	**165,305**	**103,850**	**103,850**	**103,850**	**(61,455)**	**-37%**
39810-00000	Transfer From - Euip Replace	-	-	12,274	-	-	-	(12,274)	-100%
TOTAL RESOURCES		**881,559**	**176,545**	**177,579**	**103,850**	**103,850**	**103,850**	**(73,729)**	**-42%**
GENERAL FUND SUBSIDY		1,326,223	1,744,947	2,071,046	2,216,225	2,216,225	2,216,225	145,179	7%
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	1,057,504	846,163	907,122	952,648	952,648	952,648	45,526	5%
41006-00000	Overtime - Fire	207,081	111,333	100,000	100,000	100,000	100,000	-	-
41010-00000	FRINGE BENEFITS	586,685	445,650	526,529	590,481	590,481	590,481	63,952	12%
41060-00000	HOLIDAY CASHOUTS	48,728	41,568	73,500	60,000	60,000	60,000	(13,500)	-18%
	TOTAL PAYROLL	**1,899,998**	**1,444,714**	**1,607,151**	**1,703,129**	**1,703,129**	**1,703,129**	**95,978**	**6%**
	MATERIALS & SERVICES								
42005-40005	Supplies - Fire	3,926	4,504	3,500	3,675	3,675	3,675	175	5%
42005-40005	Supplies- EMS	27,045	-	-	-	-	-	-	-
42005-40010	Office Supplies - Fire	2,659	2,076	1,400	1,450	1,450	1,450	50	4%
42005-40015	Operating Materials - Fire	121	3,494	-	-	-	-	-	-
42005-40015	Operating Materials- Ambulance	1,657	-	-	-	-	-	-	-
42005-40020	Fuel & Lube - Fire	7,209	5,775	7,000	7,350	7,350	7,350	350	5%
42005-40020	Fuel & Lube- Ambulance	7,262	-	-	-	-	-	-	-
42005-40025	Uniforms & Clothing - Fire	18,518	15,308	15,000	15,750	15,750	15,750	750	5%
42005-40032	Fire Prevention Supplies	1,369	470	1,000	1,000	1,000	1,000	-	-
42005-40035	Printing - Fire	-	135	250	250	250	250	-	-
42005-40035	Printing- Ambulance	661	-	-	-	-	-	-	-
42010-11501	IT Services - Fire	-	1,118	500	500	500	500	-	-
42010-40115	Contract Svcs - Fire	44	19,912	35,000	35,000	35,000	35,000	-	-
42010-40120	PHRMH Transfer Program	17,251	-	-	-	-	-	-	-

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
42010-40150	Professional Svcs - Fire	10,297	5,782	5,000	5,500	5,500	5,500	500	10%
42010-40150	Professional Svcs- Ambulance	48,789	-	-	-	-	-	-	-
42015-40205	Telephone - Fire	-	(34)	-	-	-	-	-	-
42015-40210	Postage - Fire	445	340	500	500	500	500	-	-
42015-40210	Postage- Ambulance	48	-	-	-	-	-	-	-
42015-40230	Internet Svc - Fire	397	643	-	-	-	-	-	-
42015-40235	Radio's	4,059	1,573	6,000	6,000	6,000	6,000	-	-
42020-00000	ADVERTISING AND PUBLISHING	28	-	-	-	-	-	-	-
42020-42000	Advertising & Pub-Fire	-	3,531	5,000	4,000	4,000	4,000	(1,000)	-20%
42020-42000	Advertising & Pub-Fire	59	-	-	-	-	-	-	-
42030-42030	Insurance- Fire	30,177	33,834	36,500	37,500	37,500	37,500	1,000	3%
42030-42030	Insurance- EMS	11,735	-	-	-	-	-	-	-
42035-40305	Electricity - Fire	15,252	10,994	16,700	17,200	17,200	17,200	500	3%
42035-40310	Heating (Gas/Oil) - Fire	7,720	5,682	5,500	5,800	5,800	5,800	300	5%
42035-40315	Garbage Svc - Fire	1,479	999	1,400	1,500	1,500	1,500	100	7%
42035-40320	City Utilities - Fire	5,192	6,833	8,500	8,900	8,900	8,900	400	5%
42040-40405	Equipment Repairs - Fire	6,157	9,631	7,000	7,500	7,500	7,500	500	7%
42040-40405	Equipment Repairs- Amb	182	-	-	-	-	-	-	-
42040-40410	Vehicle Maint/Rep - Fire	7,126	15,966	15,000	16,000	16,000	16,000	1,000	7%
42040-40410	Vehicle Maint/Rep - Ambulance	10,226	-	-	-	-	-	-	-
42040-40415	Facility Maint- Fire	15,379	14,378	20,000	20,500	20,500	20,500	500	3%
42040-40420	Janitorial - Fire	3,640	1,416	3,600	3,500	3,500	3,500	(100)	-3%
42050-40505	Dues & Subscriptions - Fire	481	284	750	775	775	775	25	3%
42050-40510	Books & Manuals - Fire	817	379	750	750	750	750	-	-
42050-40510	Books & Manuals - Ambulance	357	-	-	-	-	-	-	-
42050-40525	Trainings & Meetings - Fire	10,523	20,446	25,000	29,870	29,870	29,870	4,870	19%
42050-40525	Trainings & Meetings - Amb	5,563	-	-	-	-	-	-	-
42050-40530	Public Education - Fire	174	-	-	-	-	-	-	-
42050-40535	Staff Recognition	1,710	348	1,500	1,600	1,600	1,600	100	7%
42075-00000	MINOR TOOLS AND EQUIPMENT	2,297	-	-	-	-	-	-	-
42075-40620	Misc Minor Tools & Equip - Fir	7,676	6,137	8,000	8,500	8,500	8,500	500	6%
42075-40620	Misc Minor Tools & Equip-Amb	2,429	-	-	-	-	-	-	-
42080-40700	Miscellaneous- Misc. - Fire	-	(4,645)	-	-	-	-	-	-
42080-40705	Volunteer Expenses - Fire	6,000	11,000	6,000	6,300	6,300	6,300	300	5%
42080-42081	ADMIN SERVICES ALLOC (GEN)	-	98,766	121,244	108,516	108,516	108,516	(12,728)	-10%
42080-42085	Miscellaneous- Misc.	3,648	4,873	4,000	4,200	4,200	4,200	200	5%
	TOTAL MATERIALS & SERVICES	**307,784**	**301,948**	**361,594**	**359,886**	**359,886**	**359,886**	**(1,708)**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
	CAPITAL OUTLAY								
43025-40620	Vehicles	-	-	50,000	-	-	-	(50,000)	-100%
	TOTAL CAPITAL OUTLAY			**50,000**				**(50,000)**	**-100%**
	TOTAL EXPENDITURES	**2,207,782**	**1,746,662**	**2,018,745**	**2,063,015**	**2,063,015**	**2,063,015**	**44,270**	**2%**
	CONTINGENCY/TRANSFER								
45810-00000	TRANSFER TO - EQUIP REPLACE	-	174,830	188,077	222,370	222,370	222,370	34,293	18%
45815-00000	Transfer To - Comp Absence Rsv	-	-	41,803	34,690	34,690	34,690	(7,113)	-17%
	TOTAL CONTINGENCY/TRANSFER		**174,830**	**229,880**	**257,060**	**257,060**	**257,060**	**27,180**	**12%**
TOTAL REQUIREMENTS		**2,207,782**	**1,921,492**	**2,248,625**	**2,320,075**	**2,320,075**	**2,320,075**	**71,450**	**3%**

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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 August 2017

PERSONNEL SUMMARY:

Refer to Public Works Overview.

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
100-130	**Parks**								
RESOURCES									
	REVENUE								
32005-32005	PARK USAGE FEES	-	11,082	5,000	6,500	6,500	6,500	1,500	30%
38005-00000	SURPLUS PROPERTY SALES	-	35	-	-	-	-	-	-
38035-00000	Miscellaneous - Parks	-	-	140,000	-	-	-	(140,000)	-100%
38035-38025	Donations for Children's Park	-	-	-	-	-	-	-	-
38050-00000	Misc - Capital Contributions	-	2,119	-	-	-	-	-	-
	TOTAL REVENUE		**13,236**	**145,000**	**6,500**	**6,500**	**6,500**	**(138,500)**	**-96%**
TOTAL RESOURCES			**13,236**	**145,000**	**6,500**	**6,500**	**6,500**	**(138,500)**	**-96%**
GENERAL FUND SUBSIDY		305,681	370,495	455,421	681,230	686,230	686,230	230,809	51%
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	98,089	120,214	122,406	125,271	125,271	125,271	2,865	2%
41006-00000	Overtime - Parks	2,736	2,336	4,000	500	500	500	(3,500)	-88%
41010-00000	FRINGE BENEFITS	53,490	57,569	65,301	70,014	70,014	70,014	4,713	7%
	TOTAL PAYROLL	**154,315**	**180,119**	**191,707**	**195,785**	**195,785**	**195,785**	**4,078**	**2%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Parks & Rec	-	286	100	500	500	500	400	400%
42005-40015	Operating Materials - Parks	11,719	20,741	18,000	18,000	18,000	18,000	-	-
42005-40020	Fuel & Lube - Parks & Rec	4,811	2,602	4,800	4,800	4,800	4,800	-	-
42005-40025	Uniforms & Clothing - Parks	704	1,341	1,500	1,500	1,500	1,500	-	-
42005-40035	Printing - Parks	156	-	-	-	-	-	-	-
42010-40115	Contract Svcs - Parks	16,855	17,103	20,000	40,000	40,000	40,000	20,000	100%
42010-40150	Professional Svcs - Parks	-	1,510	20,000	-	-	-	(20,000)	-100%
42015-40210	Postage - Parks	9	-	-	-	-	-	-	-
42020-42000	ADVERTISING AND PUBLISHING	320	1,570	1,200	-	-	-	(1,200)	-100%
42030-42030	Insurance- Parks	-	-	1,000	-	-	-	(1,000)	-100%
42035-40305	Electricity - Parks	14,305	13,570	12,500	13,000	13,000	13,000	500	4%
42035-40315	Garbage Svc - Parks	4,670	5,662	7,500	8,000	8,000	8,000	500	7%
42035-40320	City Utilities - Parks	58,268	68,120	66,000	68,000	68,000	68,000	2,000	3%
42040-40415	Facility Maint- Parks	2,985	5,323	30,000	33,600	33,600	33,600	3,600	12%
42040-40420	Janitorial - Parks & Rec	14,916	10,836	16,000	16,000	16,000	16,000	-	-
42050-40505	Dues & Subscriptions - Parks	25	50	50	-	-	-	(50)	-100%
42050-40525	Trainings & Meetings - Parks	-	107	-	1,200	1,200	1,200	1,200	-
42075-40620	Misc Minor Tools & Equip-Prks	200	-	-	-	-	-	-	-
42080-00000	MISCELLANEOUS	100	530	-	-	5,000	5,000	5,000	-
42080-42000	Equiptment Maint chrgbck parks	21,323	18,285	15,349	19,547	19,547	19,547	4,198	27%

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
42080-42081	ADMIN SERVICES ALLOC (GEN)	-	28,026	32,093	31,597	31,597	31,597	(496)	-2%
	TOTAL MATERIALS & SERVICES	**151,366**	**195,662**	**246,092**	**255,744**	**260,744**	**260,744**	**14,652**	**6%**
	CAPITAL OUTLAY								
43015-43000	Imp O/T Build - Tennis Courts	-	-	150,000	75,000	75,000	75,000	(75,000)	-50%
43015-43001	Children's Park Play Structure	-	-	-	150,000	150,000	150,000	150,000	-
	TOTAL CAPITAL OUTLAY			**150,000**	**225,000**	**225,000**	**225,000**	**75,000**	**50%**
TOTAL EXPENDITURES		**305,681**	**375,781**	**587,799**	**676,529**	**681,529**	**681,529**	**93,730**	**16%**
	CONTINGENCY/TRANSFER								
45810-00000	TRANSFER TO - EQUIP REPLACE	-	7,950	9,587	9,968	9,968	9,968	381	4%
45815-00000	Transfer To - Comp Absence Rsv	-	-	3,035	1,233	1,233	1,233	(1,802)	-59%
	TOTAL CONTINGENCY/TRANSFER		**7,950**	**12,622**	**11,201**	**11,201**	**11,201**	**(1,421)**	**-11%**
TOTAL REQUIREMENTS		**305,681**	**383,731**	**600,421**	**687,730**	**692,730**	**692,730**	**92,309**	**15%**

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PROGRAM NAME: General Fund - Planning

RESPONSIBLE MANAGER(S): Cindy Walbridge, Planning Director

PROGRAM DESCRIPTION: The Planning department plays an integral role in shaping the long term character of the City through the development and implementation of the City of Hood River Comprehensive Plan and other long-range planning documents.

FY2016-17 was an exceptionally busy year for the City's Planning Department. Over the last year, short-term rental regulations were implemented, a state required update of the City's townhome zoning code was completed, the Westside Area Concept planning process was initiated, and the first two large-scale annexations in over a decade were finalized.

The FY2017-18 budget proposes to augment Planning capacity with the addition of a part-time Planning Assistant to help with short-term planning (land use applications) and other administrative tasks, such as note taking at Planning Commission meetings. $40,000 in new funding is proposed for this assistance.

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Current Planning: Reduce the time it takes to process land use applications and permits for the public and process short term rental applications.	Farming out land use application to a consultant to ensure100% compliance with the state's current planning deadline of 120 day completion of all applications through the appeal process.
2. Westside Transportation Growth Management Plan 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	The Westside Plan will conclude by June 30th, and the work of implementation of the plan through legislative zoning map and code changes will begin. This process will take most of the fiscal year. The plan is to hire a consultant to assist in code writing. Who performs work: Consultant 65%; Staff 35%

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.	
3. <u>Complete Strategy 1 (Efficiency of land):</u> • 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. • Other	• Form a stakeholder committee to work with the Planning Commission to draft code; • Hold a town hall meetings 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%

PERSONNEL SUMMARY:

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
2.00	2.00	2.00	2.00	2.20	3.00	3.75

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
100-135	**Planning**								
RESOURCES									
	REVENUE								
34035-34040	State Grant- DLCD	30,000	-	-	-	-	-	-	-
34100-34100	Intergovernmental - Port of HR	25,000	-	-	-	-	-	-	-
35025-30105	Planning Fees - Annexation	1,905	4,520	4,300	4,373	4,373	4,373	73	2%
35025-30120	Planning Fee - Conditional Use	8,649	6,652	5,490	5,983	5,983	5,983	493	9%
35025-30125	Planning Fees - Documents	21	443	400	-	-	-	(400)	-100%
35025-30130	Planning Fees - Land Division	13,169	10,240	14,344	18,553	18,553	18,553	4,209	29%
35025-30135	Planning Fee - Land Use Permit	17,013	13,540	17,000	13,778	13,778	13,778	(3,222)	-19%
35025-30140	Planning Fee-Plan & Zone Amend	-	3,368	-	-	-	-	-	-
35025-30145	Planning Fees-Site Plan Review	13,653	11,230	4,137	7,825	7,825	7,825	3,688	89%
35025-30155	Planning Fees - Variance	1,016	1,042	1,147	1,167	1,167	1,167	20	2%
35025-30160	Planning Fees-Pre Application	-	1,452	2,400	2,441	2,441	2,441	41	2%
35025-30165	Planning Fee-Zone Boundary Adj	606	-	-	-	-	-	-	-
35025-30170	Planning Fee- PUD	2,042	521	-	1,861	1,861	1,861	1,861	-
35025-30180	PLANNING FEE - EVAL PR STR	-	-	-	-	-	-	-	-
35025-30181	PLANNING FEE - STR APPL FEE	-	-	-	-	-	-	-	-
35025-30182	PLANNING FEE - STR ANNUAL FEE	-	-	-	-	-	-	-	-
	TOTAL REVENUE	**113,074**	**53,008**	**49,218**	**55,981**	**55,981**	**55,981**	**6,763**	**14%**
TOTAL RESOURCES		**113,074**	**53,008**	**49,218**	**55,981**	**55,981**	**55,981**	**6,763**	**14%**
GENERAL FUND SUBSIDY		218,535	292,614	413,398	465,646	465,646	465,646	52,248	13%
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	158,285	188,127	221,617	227,843	267,843	267,843	46,226	21%
41006-00000	Overtime - Planning	3,286	3,508	2,000	5,000	5,000	5,000	3,000	150%
41010-00000	FRINGE BENEFITS	61,049	71,408	93,760	118,943	118,943	118,943	25,183	27%
	TOTAL PAYROLL	**222,620**	**263,043**	**317,377**	**351,786**	**391,786**	**391,786**	**74,409**	**23%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Planning	1,144	1,879	1,000	1,000	1,000	1,000	-	-
42005-40015	Operating Materials - Planning	304	825	300	300	300	300	-	-
42005-40020	Fuel & Lube - Planning	62	-	-	-	-	-	-	-
42005-40035	Printing - Planning	45	698	450	450	450	450	-	-
42010-11501	IT Services	-	435	3,000	3,000	3,000	3,000	-	-
42010-40115	Contract Svcs - Planning	1,776	7,962	-	-	-	-	-	-
42010-40150	Professional Svcs - Planning	97,335	30,687	90,000	128,000	88,000	88,000	(2,000)	-2%
42015-40205	Telephone - Planning	-	483	-	-	-	-	-	-
42015-40210	Postage - Planning	941	2,016	1,200	1,200	1,200	1,200	-	-

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
42020-42000	Advertising & Pub-Planning	901	879	5,000	5,000	5,000	5,000	-	-
42030-42030	Insurance	-	-	1,000	-	-	-	(1,000)	-100%
42035-40305	Electricity - Planning	990	938	-	-	-	-	-	-
42035-40310	Heating (Gas/Oil) - Planning	319	238	-	-	-	-	-	-
42035-40315	Garbage Svc.-Planning	148	139	-	-	-	-	-	-
42035-40320	City Utilities - Planning	156	249	-	-	-	-	-	-
42040-40415	Facility Maint-Planning	305	146	-	-	-	-	-	-
42040-40420	Janitorial - Planning	922	1,295	-	-	-	-	-	-
42050-40505	Dues & Subscriptions - Plan	367	70	200	200	200	200	-	-
42050-40525	Training & Meetings - Planning	2,120	1,038	2,000	3,000	3,000	3,000	1,000	50%
42080-42081	ADMIN SERVICES ALLOC (GEN)	-	25,602	28,092	24,169	24,169	24,169	(3,923)	-14%
42080-42085	Misc- Planning	1,154	-	-	-	-	-	-	-
	TOTAL MATERIALS & SERVICES	**108,989**	**75,579**	**132,242**	**166,319**	**126,319**	**126,319**	**(5,923)**	**-4%**
	CAPITAL OUTLAY								
43020-40625	Computers & Software	-	7,000	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY		**7,000**						**-**
	TOTAL EXPENDITURES	**331,609**	**345,622**	**449,619**	**518,105**	**518,105**	**518,105**	**68,486**	**15%**
	CONTINGENCY/TRANSFER								
45815-00000	Transfer To - Comp Absence Rsv	-	-	12,997	3,522	3,522	3,522	(9,475)	-73%
	TOTAL CONTINGENCY/TRANSFER			**12,997**	**3,522**	**3,522**	**3,522**	**(9,475)**	**-73%**
TOTAL REQUIREMENTS		**331,609**	**345,622**	**462,616**	**521,627**	**521,627**	**521,627**	**59,011**	**13%**

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PROGRAM NAME: General Fund – City Council

RESPONSIBLE MANAGER(S): Steve Wheeler, City Manager

PROGRAM DESCRIPTION:
The City Council program account budgets for Council member stipends, meeting expenses, and strategic initiatives/priorities. The FY2017-18 Budget includes funds for a contract Public Information Officer in the professional services line-item.

GOALS AND MEASURES:

n/a

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
100-115	**City Council**								
GENERAL FUND SUBSIDY		13,076	8,495	40,258	64,256	34,256	34,256	(6,002)	-15%
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	4,800	4,800	4,872	4,872	4,872	4,872	-	-
41010-00000	FRINGE BENEFITS	472	322	386	384	384	384	(2)	-1%
	TOTAL PAYROLL	**5,272**	**5,122**	**5,258**	**5,256**	**5,256**	**5,256**	**(2)**	**-**
	MATERIALS & SERVICES								
42005-00000	OPERATING SUPPLIES	15	-	-	-	-	-	-	-
42005-40035	Printing - Council	420	212	500	500	500	500	-	-
42010-00000	Professional Svcs - Council	-	-	20,000	50,000	20,000	20,000	-	-
42010-11501	IT Services - Council	-	111	500	500	500	500	-	-
42010-40150	Professional services	2,531	1,902	3,000	3,000	3,000	3,000	-	-
42015-40205	Telephone - Council	-	136	-	-	-	-	-	-
42050-40505	Dues & Subscriptions - Council	848	683	1,000	1,000	1,000	1,000	-	-
42050-40525	Trainings & Meetings - Council	3,990	329	4,000	4,000	4,000	4,000	-	-
	TOTAL MATERIALS & SERVICES	**7,804**	**3,373**	**29,000**	**59,000**	**29,000**	**29,000**		**-**
	CAPITAL OUTLAY								
43020-40620	Machinery & Equipment	-	-	6,000	-	-	-	(6,000)	-100%
	TOTAL CAPITAL OUTLAY			**6,000**				**(6,000)**	**-100%**
TOTAL EXPENDITURES		**13,076**	**8,495**	**40,258**	**64,256**	**34,256**	**34,256**	**(6,002)**	**-15%**
TOTAL REQUIREMENTS		**13,076**	**8,495**	**40,258**	**64,256**	**34,256**	**34,256**	**(6,002)**	**-15%**

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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 Chamber of Commerce for tourism promotion, and General Fund ending fund balance.

GOALS AND MEASURES:

n/a

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
100-190	**Non-Departmental**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	1,532,926	2,088,557	2,589,214	1,992,098	1,997,098	1,997,098	(592,116)	-23%
30150-00000	PRIOR PERIOD ADJUSTMENT	125,917	-	-	-	-	-	-	-
	REVENUE								
31005-00000	CURRENT TAXES	1,942,651	2,000,772	2,081,906	2,196,437	2,196,437	2,196,437	114,531	6%
31010-00000	PREVIOUSLY LEVIED TAXES	35,539	59,521	39,818	40,378	40,378	40,378	560	1%
31020-00000	TRANSIENT ROOM TAX	1,360,689	1,586,670	1,666,404	1,903,115	1,903,115	1,903,115	236,711	14%
31035-00000	Local Marijuana Tax	-	-	3,000	57,600	57,600	57,600	54,600	1820%
32005-00000	LICENSES	14,338	10,195	5,000	5,000	5,000	5,000	-	-
32005-32005	PROPERTY USE FEES	14,239	-	-	-	-	-	-	-
32005-32010	Short Term Rental Registration	-	-	30,000	24,090	24,090	24,090	(5,910)	-20%
32015-00000	FRANCHISE FEES	730,136	732,736	736,837	740,000	740,000	740,000	3,163	-
32015-32015	I/D - City Utility Fee	385,557	472,357	516,296	526,365	526,365	526,365	10,069	2%
34005-00000	STATE REVENUE SHARING	79,987	58,443	78,952	90,034	90,034	90,034	11,082	14%
34015-00000	CIGARETTE TAX	10,014	8,378	9,600	10,080	10,080	10,080	480	5%
34020-00000	STATE LIQUOR TAX	108,278	100,922	113,500	134,229	134,229	134,229	20,729	18%
34025-00000	State Marijuana Tax	-	-	1,000	32,256	32,256	32,256	31,256	3126%
35015-00000	INTERDEPARTMENTAL CHARGES	340	-	-	-	-	-	-	-
36005-00000	ASSESSMENT REVENUE	-	450	-	-	-	-	-	-
36010-00000	ASSESSMENT INTEREST REVENUE	-	154	-	-	-	-	-	-
37005-00000	INTEREST REVENUE	24,676	44,914	44,000	74,871	74,871	74,871	30,871	70%
38015-00000	REFUNDS	58,595	-	-	-	-	-	-	-
38017-00000	SAIF DIVIDEND	-	30,780	25,000	30,000	30,000	30,000	5,000	20%
38035-00000	MISCELLANEOUS	13,263	7,226	5,500	-	-	-	(5,500)	-100%
	TOTAL REVENUE	**4,778,302**	**5,113,518**	**5,356,813**	**5,864,455**	**5,864,455**	**5,864,455**	**507,642**	**9%**
39240-00000	Trans From - Court	-	-	100,000	100,000	100,000	100,000	-	-
39245-00000	TRANSFER IN	-	350,000	300,000	450,000	450,000	450,000	150,000	50%
TOTAL RESOURCES		**6,437,145**	**7,552,075**	**8,346,027**	**8,406,553**	**8,411,553**	**8,411,553**	**65,526**	**1%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES & WAGES	-	66	-	-	-	-	-	-
41010-00000	FRINGE BENEFITS	(4)	(145)	-	-	-	-	-	-
	TOTAL PAYROLL	**(4)**	**(79)**						**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
	MATERIALS & SERVICES								
42010-11501	IT Services	-	339	-	-	-	-	-	-
42010-40115	Professional Services- Non-Dep	-	9,912	-	14,783	44,783	44,783	44,783	-
42010-40145	Transient Room Tax- Non Dept.	337,074	389,647	416,601	475,779	475,779	475,779	59,178	14%
42015-40210	Postage - Admin	-	-	-	-	-	-	-	-
42045-42000	Filing & Recording Fees-NonDep	4,914	5,859	1,500	1,500	1,500	1,500	-	-
42080-42060	City Contributions/Donations	-	-	28,500	28,500	28,500	28,500	-	-
42080-42075	Tsuruta Trip	-	-	6,000	6,000	6,000	6,000	-	-
42080-42085	Misc - Non-Departmental	27,732	2,527	4,000	4,000	4,000	4,000	-	-
42080-47020	City Grants/Contributions	-	3,000	-	-	-	-	-	-
42090-00000	INTERGOVERNMENTAL	4,541	-	-	-	-	-	-	-
42090-42005	Intergovernmental- HRC	9,400	-	-	-	-	-	-	-
42090-42092	INTERGOVERNMENTAL - ANNEXATION	-	7,880	8,000	12,000	12,000	12,000	4,000	50%
	TOTAL MATERIALS & SERVICES	**383,661**	**419,164**	**464,601**	**542,562**	**572,562**	**572,562**	**107,961**	**23%**
	TOTAL EXPENDITURES	**383,657**	**419,085**	**464,601**	**542,562**	**572,562**	**572,562**	**107,961**	**23%**
	CONTINGENCY/TRANSFER								
45200-00000	TRANS TO- ROAD	232,943	-	-	-	-	-	-	-
45230-00000	TRANS TO-EMS	-	-	55,000	-	-	-	(55,000)	-100%
45235-00000	TRANSFER TO - ENGINEERING	-	20,000	82,857	80,000	80,000	80,000	(2,857)	-3%
45350-00000	Transfer To - Misc Reserve	-	-	-	-	-	-	-	-
45810-00000	TRANSFER TO - EQUIP REPLACE	385,154	60,696	60,696	60,696	60,696	60,696	-	-
45815-00000	TRANSFER TO - COMP ABSENCES	-	142,272	-	-	-	-	-	-
45820-00000	Transfer To - PERS Stabl Rsv	-	-	500,000	-	-	-	(500,000)	-100%
45825-00000	Transfer To - Misc Reserve	-	-	100,000	-	-	-	(100,000)	-100%
47005-00000	CONTINGENCY	-	-	1,102,750	589,045	589,045	589,045	(513,705)	-47%
	TOTAL CONTINGENCY/TRANSFER	**618,097**	**222,968**	**1,901,303**	**729,741**	**729,741**	**729,741**	**(1,171,562)**	**-62%**
TOTAL REQUIREMENTS		**1,001,754**	**642,053**	**2,365,904**	**1,272,303**	**1,302,303**	**1,302,303**	**(1,063,601)**	**-45%**
48010-00000	Unappropriated Fund Balance	-	-	889,348	-	-	-	(889,348)	-100%
100-190	**TOTAL Non-Departmental**	**5,435,391**	**6,910,022**	**5,090,775**	**7,134,250**	**7,109,250**	**7,109,250**	**2,018,475**	**40%**

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

CAPITAL PROJECTS

CITY OF HOOD RIVER
FY2017-18 BUDGET
PUBLIC WORKS CAPITAL PROJECTS

GENERAL FUND	
Imp O/T Build - Tennis Courts	75,000
Children's Park Play Structure	150,000
General Fund Total	**225,000**
MISC. RESTRICTED FUND	
Machinery & Equipment	165,500
Misc. Restricted Fund Total	**165,500**
ROAD FUND	
STP Projects	300,000
Serpentine Sidewalk Project	170,000
Pavement Management System	100,000
MACHINERY AND EQUIPMENT	7,000
2nd and Oak Signalization	500,000
Traffic Signal, Realign C&Rand	550,000
Road Fund Total	**1,627,000**
SEWER FUND	
IMPROVEMENTS OTHER THAN BLDGS	20,000
2nd St Stairs Sewer Impr (M-3)	100,000
Elevated Sewer Access Road	500,000
Pipe Replacement	60,000
WAS Pump Replacement	125,000
Digester Structural Improvements	125,000
UV System	770,000
WWTP CHP Feasibility Study Part II	60,000
WWTP PH Monitoring	18,000
WWTP-7 Odor Control	300,000
Machinery & Equiptment- WWTP	65,000
Computers & Software	22,000
East Marina Way Lift Station	575,000
Influent Pipe	540,000
Sewer Fund	**3,280,000**

WATER FUND	
LEADED JOINT (LJ-1)	100,000
4th & 7th; Serpt & Sherm-STP6	866,000
STP 9 East Heights Improvements	500,000
Serpentine Zone (STP-3)	160,000
Large Meter Replacements	50,000
Sherman Improv. (STP 7 & 8)	310,000
Water Fund	**1,986,000**
STORM WATER FUND	
Storm Water Management Plan	50,000
Capital Facilities Plan	50,000
Storm Water Fund Total	**100,000**
CITY-WIDE TOTAL	**7,383,500**

PERSONNEL SUMMARY:

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
15.00	15.00	15.10	17.10	19.40	19.45	19.85

	Bldg	Eng.	Parking	Parks	Roads	Sewer	Water	Storm	Equip maint.
PW Workers	0%	0%	8%	13%	20%	18%	28%	13%	0%
Office Manager	0%	0%	5%	11%	18%	20%	25%	12%	9%
Director	0%	0%	5%	10%	23%	22%	26%	11%	3%
Senior Proj. Mngr	0%	0%	0%	0%	29%	35%	36%	0%	0%
Project Manager	0%	15%	0%	0%	24%	31%	30%	0%	0%
Construction Inspector	0%	0%	0%	0%	29%	35%	36%	0%	0%
Mechanic	0%	0%	0%	0%	0%	0%	0%	0%	100%
GIS Analyst	20%	0%	0%	0%	20%	20%	20%	20%	0%

Non-Union Staffing:

Office Manager, Senior Project Manager, Project Manager, GIS Analyst, and Construction Inspector

Union Staffing:

Public Works Foreman, 4 – Public Works Leads (Water, Sewer, Roads, and Parks), Mechanic, Water Meter Reader, 6 – Public Works Workers and 3 – seasonal workers

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.

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 to the Hood River Municipal Code (HRMC) height and set back limitations once 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, 2018
3. Complete the scheduled Pavement Management for 2017-18	Overlay, crack and slurry seal City Streets shown on the Pavement Management for 2017-18 by June 30, 2018
4. Traffic signal evaluation for 2nd Street & Oak Avenue	Final design plans for improvements to the 2nd Street & Oak Avenue intersection by June 2018

PERSONNEL SUMMARY:

Refer to Public Works Overview

Category/Program	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Road Fund						
030 Beginning Fund Balance	1,230,901	2,041,811	2,247,491	2,434,621	2,434,621	2,434,621
REVENUE						
031 Taxes	302,965	290,790	303,000	325,000	325,000	325,000
032 Licenses & Permits	14,506	25,611	16,500	15,700	15,700	15,700
034 Intergovernmental Revenues	683,679	701,159	1,058,850	1,048,000	1,048,000	1,048,000
035 Charges for Services	244,395	305,022	240,000	191,480	191,480	191,480
037 Interest Earnings	5,962	4,827	1,700	11,845	11,845	11,845
038 Misc. Revenues	42,996	46,629	-	1,500	1,500	1,500
REVENUE	**1,294,503**	**1,374,038**	**1,620,050**	**1,593,525**	**1,593,525**	**1,593,525**
039 Interfund Transfers In	232,943	99,602	394,802	7,446	7,446	7,446
Total RESOURCES	**2,758,347**	**3,515,451**	**4,262,343**	**4,035,592**	**4,035,592**	**4,035,592**
200 Road Operations	713,211	1,309,418	2,130,990	1,801,507	1,801,507	1,801,507
220 Road SDC	3,325	7,436	1,201,195	1,088,826	1,088,826	1,088,826
222 Road Proportionate Share	-	-	122,369	-	-	-
225 Road Reserve - Capital	-	-	50,000	163,447	163,447	163,447
Total REQUIREMENTS	**716,536**	**1,316,854**	**3,504,554**	**3,053,780**	**3,053,780**	**3,053,780**
ENDING FUND BALANCE	**2,041,811**	**2,198,597**	**757,789**	**981,812**	**981,812**	**981,812**

Category	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Road Fund						
030 Beginning Fund Balance	1,230,901	2,041,811	2,247,491	2,434,621	2,434,621	2,434,621
REVENUE						
031 Taxes	302,965	290,790	303,000	325,000	325,000	325,000
032 Licenses & Permits	14,506	25,611	16,500	15,700	15,700	15,700
034 Intergovernmental Revenues	683,679	701,159	1,058,850	1,048,000	1,048,000	1,048,000
035 Charges for Services	244,395	305,022	240,000	191,480	191,480	191,480
037 Interest Earnings	5,962	4,827	1,700	11,845	11,845	11,845
038 Misc. Revenues	42,996	46,629	-	1,500	1,500	1,500
REVENUE	**1,294,503**	**1,374,038**	**1,620,050**	**1,593,525**	**1,593,525**	**1,593,525**
039 Interfund Transfers In	232,943	99,602	394,802	7,446	7,446	7,446
Total RESOURCES	**2,758,347**	**3,515,451**	**4,262,343**	**4,035,592**	**4,035,592**	**4,035,592**
EXPENDITURES						
041 Personnel Services	345,754	348,706	418,046	427,673	427,673	427,673
042 Materials & Services	279,686	332,353	430,113	484,343	484,343	484,343
043 Capital Outlay	91,096	635,795	1,907,000	1,740,447	1,740,447	1,740,447
EXPENDITURES	**716,536**	**1,316,854**	**2,755,159**	**2,652,463**	**2,652,463**	**2,652,463**
045 Interfund Transfers Out	-	-	293,700	7,446	7,446	7,446
047 Contingency	-	-	455,695	393,871	393,871	393,871
Total REQUIREMENTS	**716,536**	**1,316,854**	**3,504,554**	**3,053,780**	**3,053,780**	**3,053,780**
ENDING FUND BALANCE	**2,041,811**	**2,198,597**	**757,789**	**981,812**	**981,812**	**981,812**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
200	**ROAD OPERATIONS**								
200-200	**Road Operations**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	783,990	1,323,996	1,286,996	1,108,224	1,108,224	1,108,224	(178,772)	-14%
30150-00000	PRIOR PERIOD ADJUSTMENT	11,381	-	-	-	-	-	-	-
REVENUE									
31025-00000	Local Gas Tax	302,965	290,790	303,000	325,000	325,000	325,000	22,000	7%
32005-32005	Street Closure Fees	-	939	500	700	700	700	200	40%
32070-32075	Right-of-Way Permits	14,211	13,501	14,500	12,000	12,000	12,000	(2,500)	-17%
32070-32080	Street degradation fee	295	8,631	-	500	500	500	500	-
32070-32085	Construction Site Permits	-	2,540	1,500	2,500	2,500	2,500	1,000	67%
34025-00000	State Gas Tax	433,679	451,159	458,850	473,000	473,000	473,000	14,150	3%
34050-34050	Intergovernmental - STP FUNDS	-	-	600,000	300,000	300,000	300,000	(300,000)	-50%
34050-34060	Intergovernmental - ODOT Grant	250,000	250,000	-	-	-	-	-	-
37005-00000	INTEREST REVENUE	5,193	2,467	1,000	5,962	5,962	5,962	4,962	496%
38005-00000	SURPLUS PROPERTY SALES	-	105	-	-	-	-	-	-
38010-38900	Vehicle Sales - PW	1,876	-	-	-	-	-	-	-
38015-00000	Refunds- Road	200	-	-	-	-	-	-	-
38070-00000	MISCELLANEOUS	474	5,050	-	1,500	1,500	1,500	1,500	-
TOTAL REVENUE		**1,008,893**	**1,025,182**	**1,379,350**	**1,121,162**	**1,121,162**	**1,121,162**	**(258,188)**	**-19%**
39100-00000	TRANS FROM - GENERAL	232,943	-	-	-	-	-	-	-
39270-00000	Trans From - LID Assessments	-	-	1,500	-	-	-	(1,500)	-100%
39350-00000	TRANS FROM - GENERAL ASSETS	-	99,602	99,602	-	-	-	(99,602)	-100%
TOTAL RESOURCES		**2,037,207**	**2,448,780**	**2,767,448**	**2,229,386**	**2,229,386**	**2,229,386**	**(538,062)**	**-19%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	213,565	225,869	220,975	238,319	238,319	238,319	17,344	8%
41006-00000	Overtime	7,033	4,147	64,000	25,000	25,000	25,000	(39,000)	-61%
41010-00000	FRINGE BENEFITS	125,156	118,690	131,728	164,354	164,354	164,354	32,626	25%
41065-00000	Retirement Payouts	-	-	1,343	-	-	-	(1,343)	-100%
	TOTAL PAYROLL	**345,754**	**348,706**	**418,046**	**427,673**	**427,673**	**427,673**	**9,627**	**2%**
	MATERIALS & SERVICES								
42005-40015	Operating Materials - Road	24,701	36,441	26,000	23,000	23,000	23,000	(3,000)	-12%
42005-40020	Fuel & Lube - Road	5,576	3,824	7,000	5,000	5,000	5,000	(2,000)	-29%
42005-40025	Uniforms & Clothing - Road	986	1,199	1,200	1,300	1,300	1,300	100	8%
42005-40035	Printing - Road	32	-	100	100	100	100	-	-
42010-11501	IT Services - Sewer	-	-	500	1,000	1,000	1,000	500	100%
42010-40115	Contract Svcs - Road	11,124	17,792	14,000	60,000	60,000	60,000	46,000	329%

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
42010-40150	Professional Svcs - Road	169	1,327	41,500	-	-	-	(41,500)	-100%
42015-40210	Postage - Road	110	-	500	500	500	500	-	-
42015-40230	Internet Svc - Road	-	-	500	-	-	-	(500)	-100%
42020-42000	Advertising & Publishing - Roa	1,236	128	-	-	-	-	-	-
42030-42030	Insurance- Road	26,520	30,883	33,500	37,000	37,000	37,000	3,500	10%
42035-40305	Electricity - Road	105,000	106,988	105,000	105,000	105,000	105,000	-	-
42035-40315	Garbage Svc - Road	25,903	19,686	30,000	25,000	25,000	25,000	(5,000)	-17%
42035-40320	City Utilities - Road	951	6,259	16,800	12,000	12,000	12,000	(4,800)	-29%
42040-40415	Facility Maint- Road	13,979	19,227	53,000	70,000	70,000	70,000	17,000	32%
42040-40420	Janitorial - Road	-	7,783	7,300	7,300	7,300	7,300	-	-
42050-40505	Dues & Subscriptions - Road	25	44	-	-	-	-	-	-
42050-40525	Trainings & Meetings - Road	43	70	4,000	4,000	4,000	4,000	-	-
42075-40620	Misc Minor Tools & Equip - Rd	-	1,309	6,000	6,000	6,000	6,000	-	-
42080-42000	Equiptment Maint chrgbck Road	23,967	26,670	20,800	29,946	29,946	29,946	9,146	44%
42080-42080	ADMIN SERVICES ALLOCATION	37,396	44,081	59,913	92,197	92,197	92,197	32,284	54%
42080-42085	Misc- Misc Road	1,968	1,206	2,500	5,000	5,000	5,000	2,500	100%
	TOTAL MATERIALS & SERVICES	**279,686**	**324,917**	**430,113**	**484,343**	**484,343**	**484,343**	**54,230**	**13%**
	CAPITAL OUTLAY								
43015-00000	IMPROVEMENTS OTHER THAN BLDGS	76,532	-	-	-	-	-	-	-
43015-00300	STP Projects	-	-	600,000	300,000	300,000	300,000	(300,000)	-50%
43015-00410	May Str-Safe Routes to School	-	540,088	-	-	-	-	-	-
43015-00420	Serpentine Sidewalk Project	-	1,442	170,000	170,000	170,000	170,000	-	-
43015-00500	Pavement Management System	3,341	44,422	75,000	100,000	100,000	100,000	25,000	33%
43020-00000	MACHINERY AND EQUIPMENT	6,053	30,050	22,000	7,000	7,000	7,000	(15,000)	-68%
43025-40620	Vehicles	1,845	19,793	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**87,771**	**635,795**	**867,000**	**577,000**	**577,000**	**577,000**	**(290,000)**	**-33%**
TOTAL EXPENDITURES		**713,211**	**1,309,418**	**1,715,159**	**1,489,016**	**1,489,016**	**1,489,016**	**(226,143)**	**-13%**
	CONTINGENCY/TRANSFER								
45225-00000	Trans To - Road Rrv - Capital	-	-	171,331	7,446	7,446	7,446	(163,885)	-96%
47005-00000	CONTINGENCY	-	-	244,500	305,045	305,045	305,045	60,545	25%
	TOTAL CONTINGENCY/TRANSFER			**415,831**	**312,491**	**312,491**	**312,491**	**(103,340)**	**-25%**
TOTAL REQUIREMENTS		**713,211**	**1,309,418**	**2,130,990**	**1,801,507**	**1,801,507**	**1,801,507**	**(329,483)**	**-15%**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
48005-30000	Comp Abs Reserve (Budget Only)	-	-	13,020	11,133	11,133	11,133	(1,887)	-14%
48005-40000	PERS Stabilization Rsv(Budget)	-	-	1,000	-	-	-	(1,000)	-100%
48010-00000	ENDING BALANCE (BUDGETARY)	-	-	622,438	-	-	-	(622,438)	-100%
Unappropriated Ending Balance 200-ROAD OPERATIONS		**1,323,996**	**1,139,362**		**416,746**	**416,746**	**416,746**	**416,746**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
220	**ROAD SDC**								
220-220	**Road SDC**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	435,530	717,815	960,495	1,155,066	1,155,066	1,155,066	194,571	20%
	REVENUE								
34050-34060	Intergovernmental - ODOT Grant	-	-	-	275,000	275,000	275,000	275,000	-
35010-30210	SDC Receipts - Improvement	244,395	305,022	240,000	191,480	191,480	191,480	(48,520)	-20%
37005-00000	INTEREST ON INVESTMENTS	769	2,360	700	5,883	5,883	5,883	5,183	740%
38035-00000	Prop share- Cascade & Rand	-	41,169	-	-	-	-	-	-
38035-00001	Prop. share- 2nd & Oak	40,446	305	-	-	-	-	-	-
	TOTAL REVENUE	**285,610**	**348,856**	**240,700**	**472,363**	**472,363**	**472,363**	**231,663**	**96%**
TOTAL RESOURCES		**721,140**	**1,066,671**	**1,201,195**	**1,627,429**	**1,627,429**	**1,627,429**	**426,234**	**35%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42010-40115	Contract Svcs	-	7,436	-	-	-	-	-	-
	TOTAL MATERIALS & SERVICES		**7,436**						**-**
	CAPITAL OUTLAY								
43015-43005	Imp O/T Build- Mt Adams	3,325	-	-	-	-	-	-	-
43015-43100	*New* Lights, Traffic Study	-	-	40,000	-	-	-	(40,000)	-100%
43015-43200	Traffic Signal, Realign C&Rand	-	-	1,000,000	550,000	550,000	550,000	(450,000)	-45%
43015-43300	2nd and Oak Signalization	-	-	-	500,000	500,000	500,000	500,000	-
	TOTAL CAPITAL OUTLAY	**3,325**		**1,040,000**	**1,050,000**	**1,050,000**	**1,050,000**	**10,000**	**1%**
	TOTAL EXPENDITURES	**3,325**	**7,436**	**1,040,000**	**1,050,000**	**1,050,000**	**1,050,000**	**10,000**	**1%**
	CONTINGENCY/TRANSFER								
45222-00000	Trans To - Road Proport Share	-	-	122,369	-	-	-	(122,369)	-100%
47005-00000	CONTINGENCY (BUDGETARY)	-	-	38,826	38,826	38,826	38,826	-	-
	TOTAL CONTINGENCY/TRANSFER			**161,195**	**38,826**	**38,826**	**38,826**	**(122,369)**	**-76%**
TOTAL REQUIREMENTS		**3,325**	**7,436**	**1,201,195**	**1,088,826**	**1,088,826**	**1,088,826**	**(112,369)**	**-9%**
Unappropriated Ending Balance 220-ROAD SDC		**717,815**	**1,059,235**		**538,603**	**538,603**	**538,603**	**538,603**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
222	**PROPORTIONATE SHARE**								
222-222	**Road Proportionate Share**								
RESOURCES									
39350-00000	Trans From - Road SDC	-	-	122,369	-	-	-	(122,369)	-100%
TOTAL RESOURCES				**122,369**				**(122,369)**	**-100%**
REQUIREMENTS									
	CONTINGENCY/TRANSFER								
47005-00000	Contingency (Budgetary)	-	-	122,369	-	-	-	(122,369)	-100%
	TOTAL CONTINGENCY/TRANSFER			**122,369**				**(122,369)**	**-100%**
TOTAL REQUIREMENTS				**122,369**				**(122,369)**	**-100%**
Unappropriated Ending Balance									
222-PROPORTIONATE SHARE									**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
225	**ROAD CAPITAL RESERVE**								
225-225	**Road Reserve - Capital**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	-	171,331	171,331	171,331	171,331	-
39200-00000	Trans From - Road Ops	-	-	171,331	7,446	7,446	7,446	(163,885)	-96%
TOTAL RESOURCES				**171,331**	**178,777**	**178,777**	**178,777**	**7,446**	**4%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43025-40620	Vehicles	-	-	-	113,447	113,447	113,447	113,447	-
	TOTAL CAPITAL OUTLAY				**113,447**	**113,447**	**113,447**	**113,447**	**-**
	TOTAL EXPENDITURES				**113,447**	**113,447**	**113,447**	**113,447**	**-**
	CONTINGENCY/TRANSFER								
47005-00000	Contingency (Budgetary)	-	-	50,000	50,000	50,000	50,000	-	-
	TOTAL CONTINGENCY/TRANSFER			**50,000**	**50,000**	**50,000**	**50,000**		**-**
TOTAL REQUIREMENTS				**50,000**	**163,447**	**163,447**	**163,447**	**113,447**	**227%**
48005-00000	Capital Reserve (Budget Only)	-	-	121,331	-	-	-	(121,331)	-100%
Unappropriated Ending Balance 225-ROAD CAPITAL RESERVE					**15,330**	**15,330**	**15,330**	**15,330**	**-**

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 supporting the water transmission main funding.

Water Reserve Capital program funds 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. Install remote sensors on Pressure Reducing Valves (PRV)	Install remote sensors on 10 out of the 20 PRV's by July 1, 2018

3. Have all backflow devices tested (1040) 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 2018

PERSONNEL SUMMARY:

Refer to Public Works Overview

Category/Program	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Water Fund						
030 Beginning Fund Balance	2,356,568	2,315,792	2,702,695	2,458,992	2,458,992	2,458,992
REVENUE						
035 Charges for Services	2,211,862	2,595,352	2,817,000	2,742,472	2,742,472	2,742,472
037 Interest Earnings	5,871	5,938	2,300	15,601	15,601	15,601
038 Misc. Revenues	70,009	32,322	28,000	40,000	40,000	40,000
REVENUE	**2,287,742**	**2,633,612**	**2,847,300**	**2,798,073**	**2,798,073**	**2,798,073**
039 Interfund Transfers In	126,007	494,278	175,741	117,604	117,604	117,604
Total RESOURCES	**4,770,317**	**5,443,682**	**5,725,736**	**5,374,669**	**5,374,669**	**5,374,669**
600 Water Operations	2,248,271	2,051,199	3,383,917	3,855,329	3,855,329	3,855,329
630 Waterline Project IIA	148,594	253,574	-	-	-	-
660 Water SDC	48,508	60,024	933,619	335,000	335,000	335,000
690 Water Reserve - Debt Requireme	9,151	123,000	75,000	90,000	90,000	90,000
691 Water Reserve - Equip	-	37,860	50,000	95,000	95,000	95,000
Total REQUIREMENTS	**2,454,524**	**2,525,657**	**4,442,536**	**4,375,329**	**4,375,329**	**4,375,329**
ENDING FUND BALANCE	**2,315,793**	**2,918,025**	**1,283,200**	**999,340**	**999,340**	**999,340**

Category	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Water Fund						
030 Beginning Fund Balance	2,356,568	2,315,792	2,702,695	2,458,992	2,458,992	2,458,992
REVENUE						
035 Charges for Services	2,211,862	2,595,352	2,817,000	2,742,472	2,742,472	2,742,472
037 Interest Earnings	5,871	5,938	2,300	15,601	15,601	15,601
038 Misc. Revenues	70,009	32,322	28,000	40,000	40,000	40,000
REVENUE	**2,287,742**	**2,633,612**	**2,847,300**	**2,798,073**	**2,798,073**	**2,798,073**
039 Interfund Transfers In	126,007	494,278	175,741	117,604	117,604	117,604
Total RESOURCES	**4,770,317**	**5,443,682**	**5,725,736**	**5,374,669**	**5,374,669**	**5,374,669**
EXPENDITURES						
041 Personnel Services	395,386	453,358	528,430	542,485	542,485	542,485
042 Materials & Services	838,700	713,447	732,524	742,748	742,748	742,748
043 Capital Outlay	372,425	160,463	2,121,722	2,031,000	2,031,000	2,031,000
044 Debt Service	704,111	704,111	707,500	704,112	704,112	704,112
EXPENDITURES	**2,310,622**	**2,031,379**	**4,090,176**	**4,020,345**	**4,020,345**	**4,020,345**
045 Interfund Transfers Out	143,902	494,278	173,866	117,604	117,604	117,604
047 Contingency	-	-	178,494	237,380	237,380	237,380
Total REQUIREMENTS	**2,454,524**	**2,525,657**	**4,442,536**	**4,375,329**	**4,375,329**	**4,375,329**
ENDING FUND BALANCE	**2,315,793**	**2,918,025**	**1,283,200**	**999,340**	**999,340**	**999,340**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
600	**WATER OPERATIONS**								
600-600	**Water Operations**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	1,055,346	961,886	1,525,935	1,490,244	1,490,244	1,490,244	(35,691)	-2%
30150-00000	PRIOR PERIOD ADJUSTMENT	12,679	-	-	-	-	-	-	-
REVENUE									
35005-00000	WATER USAGE RECEIPTS	2,015,294	2,289,432	2,600,000	2,552,472	2,552,472	2,552,472	(47,528)	-2%
35010-30215	Connection Fees	44,132	73,110	65,000	65,000	65,000	65,000	-	-
35050-00000	Water Outside Work	7,676	11,082	-	-	-	-	-	-
37005-00000	INTEREST REVENUE	5,022	2,959	1,500	10,640	10,640	10,640	9,140	609%
38005-00000	SURPLUS PROPERTY SALES	855	93	-	-	-	-	-	-
38035-00000	MISCELLANEOUS	69,154	32,229	28,000	40,000	40,000	40,000	12,000	43%
TOTAL REVENUE		**2,142,133**	**2,408,905**	**2,694,500**	**2,668,112**	**2,668,112**	**2,668,112**	**(26,388)**	**-1%**
39270-00000	TRANS FROM - ASSES IMP REV	-	-	1,875	-	-	-	(1,875)	-100%
39620-00000	TRANS FROM - USDA Phase II	-	187,649	-	-	-	-	-	-
TOTAL RESOURCES		**3,210,158**	**3,558,440**	**4,222,310**	**4,158,356**	**4,158,356**	**4,158,356**	**(63,954)**	**-2%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	244,792	294,619	328,373	332,947	332,947	332,947	4,574	1%
41006-00000	Overtime	7,944	5,073	10,000	4,000	4,000	4,000	(6,000)	-60%
41010-00000	FRINGE BENEFITS	142,650	153,666	188,379	205,538	205,538	205,538	17,159	9%
41065-00000	OPERATING SUPPLIES	-	-	1,678	-	-	-	(1,678)	-100%
	TOTAL PAYROLL	**395,386**	**453,358**	**528,430**	**542,485**	**542,485**	**542,485**	**14,055**	**3%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Water	7,162	6,620	6,000	7,000	7,000	7,000	1,000	17%
42005-40015	Operating Materials - Water	96,234	70,314	80,000	80,000	80,000	80,000	-	-
42005-40020	Fuel & Lube - Water	9,829	7,034	12,000	10,000	10,000	10,000	(2,000)	-17%
42005-40025	Uniforms & Clothing - Water	2,028	5,406	5,000	5,000	5,000	5,000	-	-
42005-40035	Printing - Water	2,212	101	-	2,000	2,000	2,000	2,000	-
42010-11501	IT Services - Water	-	2,560	1,000	1,000	1,000	1,000	-	-
42010-40115	Contract Svcs - Water	67,963	45,114	5,000	73,000	73,000	73,000	68,000	1360%
42010-40150	Professional Svcs - Water	6,021	4,599	54,500	-	-	-	(54,500)	-100%
42015-20502	Cellular Charges	-	384	-	-	-	-	-	-
42015-40205	Telephone - Water	-	1,407	500	2,000	2,000	2,000	1,500	300%
42015-40210	Postage - Water	7,708	3,735	8,000	1,000	1,000	1,000	(7,000)	-88%
42015-40225	Pager - Water	78	-	-	-	-	-	-	-
42015-40230	Internet Svc - Water	-	(12)	-	-	-	-	-	-
42020-42000	Advertising & Publishing	112	554	2,000	2,500	2,500	2,500	500	25%

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
42030-42030	Insurance- Water	12,793	14,525	16,250	17,800	17,800	17,800	1,550	10%
42035-40305	Electricity - Water	5,547	8,846	7,000	8,000	8,000	8,000	1,000	14%
42035-40310	Heating (Gas/Oil) - Water	2,273	1,830	2,500	2,000	2,000	2,000	(500)	-20%
42035-40315	Garbage Svc - Water	2,018	1,526	2,000	1,800	1,800	1,800	(200)	-10%
42035-40320	City Utilities - Water	1,058	2,607	5,000	4,500	4,500	4,500	(500)	-10%
42040-40405	Equipment Repairs - Water	372	-	3,000	2,000	2,000	2,000	(1,000)	-33%
42040-40415	Facility Maint- Water	152,712	145,920	71,000	76,000	76,000	76,000	5,000	7%
42040-40420	Janitorial - Water	4,455	3,942	4,500	4,500	4,500	4,500	-	-
42045-00000	FILING AND RECORDING FEES	773	-	-	-	-	-	-	-
42045-42000	Filing & Recording- Water	-	-	500	500	500	500	-	-
42050-00000	STAFF DEVELOPMENT	250	-	-	-	-	-	-	-
42050-40505	Dues & Subscriptions - Water	1,756	5,111	4,000	4,000	4,000	4,000	-	-
42050-40525	Trainings & Meetings - Water	6,108	4,401	6,000	6,000	6,000	6,000	-	-
42065-42055	BANK AND MERCHANT FEES	-	17,341	20,000	18,000	18,000	18,000	(2,000)	-10%
42075-40620	Misc Minor Tools & Equip - Wtr	5,322	19,668	8,000	2,000	2,000	2,000	(6,000)	-75%
42080-00000	MISCELLANEOUS	56,497	-	-	-	-	-	-	-
42080-42000	Equiptment Maint chrgbck Water	30,243	23,674	19,620	31,216	31,216	31,216	11,596	59%
42080-42080	ADMIN SERVICES ALLOCATION	140,274	113,785	151,154	131,734	131,734	131,734	(19,420)	-13%
42080-42085	Misc.- Misc. water	14,392	19,300	5,000	5,000	5,000	5,000	-	-
42080-42090	City Utility fee- Water	161,061	183,155	208,000	204,198	204,198	204,198	(3,802)	-2%
	TOTAL MATERIALS & SERVICES	**797,251**	**713,447**	**707,524**	**702,748**	**702,748**	**702,748**	**(4,776)**	**-1%**
	CAPITAL OUTLAY								
43010-43010	Buildings	160,861	16,840	-	-	-	-	-	-
43015-00000	IMPROVEMENTS OTHER THAN BLDGS	2,496	-	-	-	-	-	-	-
43015-00200	Waterline	5,440	-	-	-	-	-	-	-
43015-00230	12th St Waterline Improvments	-	156	20,000	-	-	-	(20,000)	-100%
43015-00240	STP-7 Sherman 9th-12th Improv.	-	-	191,000	-	-	-	(191,000)	-100%
43015-00255	Frankton Water Service Project	-	29,953	30,000	-	-	-	(30,000)	-100%
43015-00260	LEADED JOINT (LJ-1)	-	-	92,000	100,000	100,000	100,000	8,000	9%
43015-00550	Serpentine Zone (STP-3)	-	-	-	160,000	160,000	160,000	160,000	-
43015-00580	4th & 7th; Serpt & Sherm-STP6	-	1,638	733,000	866,000	866,000	866,000	133,000	18%
43015-00650	Engineering Standards	-	2,404	13,222	-	-	-	(13,222)	-100%
43015-00700	STP 9 East Heights Improvements	-	-	-	500,000	500,000	500,000	500,000	-
43020-40620	Machinery & Equipment-Water	-	-	7,500	-	-	-	(7,500)	-100%
43020-40630	Large Meter Replacements	-	-	50,000	50,000	50,000	50,000	-	-
43025-00000	VEHICLES	13,718	-	-	-	-	-	-	-
43025-40620	Vehicles	25,106	11,588	78,000	-	-	-	(78,000)	-100%
	TOTAL CAPITAL OUTLAY	**207,621**	**62,579**	**1,214,722**	**1,676,000**	**1,676,000**	**1,676,000**	**461,278**	**38%**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
	DEBT SERVICE								
44005-00000	PRINCIPAL - Waterline 91-01	106,432	35,760	37,500	38,863	38,863	38,863	1,363	4%
44005-00002	PRINCIPAL - WATERLINE PHASE II	-	-	200,000	204,991	204,991	204,991	4,991	2%
44010-00000	INTEREST - Waterline 91-01	261,246	124,218	123,000	121,115	121,115	121,115	(1,885)	-2%
44010-00002	INTEREST - WATERLINE PHASE II	-	-	347,000	339,143	339,143	339,143	(7,857)	-2%
44015-00000	PRINCIPAL - Waterline 91-03	116,838	74,115	-	-	-	-	-	-
44020-00000	INTEREST - Waterline 91-03	219,595	133,585	-	-	-	-	-	-
44025-00000	PRINCIPAL - Waterline 91-04	-	120,051	-	-	-	-	-	-
44030-00000	INTEREST - Waterline 91-04	-	216,382	-	-	-	-	-	-
	TOTAL DEBT SERVICE	**704,111**	**704,111**	**707,500**	**704,112**	**704,112**	**704,112**	**(3,388)**	**-**
	TOTAL EXPENDITURES	**2,104,369**	**1,933,495**	**3,158,176**	**3,625,345**	**3,625,345**	**3,625,345**	**467,169**	**15%**
	CONTINGENCY/TRANSFER								
45550-00000	TRANS TO - USDA IND. CREEK	17,895	-	-	-	-	-	-	-
45660-00000	TRANS TO - Water SDC	-	-	50,000	-	-	-	(50,000)	-100%
45690-00000	TRANSFER TO - WATER RESERVE	126,007	75,000	74,846	75,000	75,000	75,000	154	-
45691-00000	TRANSFER TO - WATER RESRV-Cap	-	42,704	49,020	42,604	42,604	42,604	(6,416)	-13%
47005-00000	CONTINGENCY	-	-	51,875	112,380	112,380	112,380	60,505	117%
	TOTAL CONTINGENCY/TRANSFER	**143,902**	**117,704**	**225,741**	**229,984**	**229,984**	**229,984**	**4,243**	**2%**
TOTAL REQUIREMENTS		**2,248,271**	**2,051,199**	**3,383,917**	**3,855,329**	**3,855,329**	**3,855,329**	**471,412**	**14%**
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	16,786	12,468	12,468	12,468	(4,318)	-26%
48005-40000	RESERVE BALANCES - PERS	-	-	1,000	-	-	-	(1,000)	-100%
48010-00000	ENDING BALANCE (BUDGETARY)	-	-	820,607	-	-	-	(820,607)	-100%
Unappropriated Ending Balance 600-WATER OPERATIONS		**961,887**	**1,507,241**		**290,559**	**290,559**	**290,559**	**290,559**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
630	**WATERLINE PROJECT IIA**								
630-630	**Waterline Project IIA**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	402,047	253,574	-	-	-	-	-	-
	REVENUE								
37005-00000	INTEREST REVENUE	121	-	-	-	-	-	-	-
	TOTAL REVENUE	**121**							**-**
TOTAL RESOURCES		**402,168**	**253,574**						**-**
REQUIREMENTS									
	MATERIALS & SERVICES								
42010-40150	Professional Svcs - Phase IIA	32,298	-	-	-	-	-	-	-
	TOTAL MATERIALS & SERVICES	**32,298**							**-**
	CAPITAL OUTLAY								
43015-43020	Improv. O/T Bldg	116,296	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**116,296**							**-**
	TOTAL EXPENDITURES	**148,594**							**-**
	CONTINGENCY/TRANSFER								
45600-00000	TRANS TO- WATER	-	187,649	-	-	-	-	-	-
45690-00000	TRANSFER TO - WATER RESERVE	-	65,925	-	-	-	-	-	-
	TOTAL CONTINGENCY/TRANSFER		**253,574**						**-**
TOTAL REQUIREMENTS		**148,594**	**253,574**						**-**
Unappropriated Ending Balance 630-WATERLINE PROJECT IIA		**253,574**							**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
660	**WATER SDC**								
660-660	**Water SDC**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	678,239	775,219	730,919	398,056	398,056	398,056	(332,863)	-46%
REVENUE									
35010-30205	SDC Receipts - Reimbursement	17,528	74,013	32,000	35,000	35,000	35,000	3,000	9%
35010-30210	SDC Receipts - Improvement	127,232	147,715	120,000	90,000	90,000	90,000	(30,000)	-25%
37005-00000	INTEREST REVENUE	728	2,133	700	2,404	2,404	2,404	1,704	243%
TOTAL REVENUE		**145,488**	**223,861**	**152,700**	**127,404**	**127,404**	**127,404**	**(25,296)**	**-17%**
39600-00000	Transfer from Water Fund	-	-	50,000	-	-	-	(50,000)	-100%
TOTAL RESOURCES		**823,727**	**999,080**	**933,619**	**525,460**	**525,460**	**525,460**	**(408,159)**	**-44%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43015-00110	Country Club Press Zone(STP-2)	39,987	26,345	448,000	-	-	-	(448,000)	-100%
43015-00200	Capital Facilities Plan	8,521	9,809	-	-	-	-	-	-
43015-00550	Serpentine Zone (STP-3)	-	22,634	114,000	-	-	-	(114,000)	-100%
43015-00575	12th St Waterline Improv	-	1,236	180,000	-	-	-	(180,000)	-100%
43015-00585	STP-8 Serpentine Water Improv	-	-	165,000	-	-	-	(165,000)	-100%
43015-00590	Sherman Improv. (STP 7 & 8)	-	-	-	310,000	310,000	310,000	310,000	-
	TOTAL CAPITAL OUTLAY	**48,508**	**60,024**	**907,000**	**310,000**	**310,000**	**310,000**	**(597,000)**	**-66%**
TOTAL EXPENDITURES		**48,508**	**60,024**	**907,000**	**310,000**	**310,000**	**310,000**	**(597,000)**	**-66%**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY (BUDGETARY)	-	-	26,619	25,000	25,000	25,000	(1,619)	-6%
	TOTAL CONTINGENCY/TRANSFER			**26,619**	**25,000**	**25,000**	**25,000**	**(1,619)**	**-6%**
TOTAL REQUIREMENTS		**48,508**	**60,024**	**933,619**	**335,000**	**335,000**	**335,000**	**(598,619)**	**-64%**
Unappropriated Ending Balance 660-WATER SDC		**775,219**	**939,056**		**190,460**	**190,460**	**190,460**	**190,460**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
690	**WATER RESERVE - DEBT REQUIREME**								
690-690	**Water Reserve - Debt Requireme**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	208,257	325,113	271,137	393,499	393,499	393,499	122,362	45%
	REVENUE								
37005-00000	INTEREST REVENUE	-	616	-	1,746	1,746	1,746	1,746	-
	TOTAL REVENUE		**616**		**1,746**	**1,746**	**1,746**	**1,746**	**-**
39600-00000	Transfer from Water Fund	126,007	140,925	74,846	75,000	75,000	75,000	154	-
TOTAL RESOURCES		**334,264**	**466,654**	**345,983**	**470,245**	**470,245**	**470,245**	**124,262**	**36%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42075-00000	MINOR TOOLS AND EQUIPMENT	9,151	-	-	-	-	-	-	-
42075-40620	Misc Minor Tools & Equip	-	-	25,000	40,000	40,000	40,000	15,000	60%
	TOTAL MATERIALS & SERVICES	**9,151**		**25,000**	**40,000**	**40,000**	**40,000**	**15,000**	**60%**
	TOTAL EXPENDITURES	**9,151**		**25,000**	**40,000**	**40,000**	**40,000**	**15,000**	**60%**
	CONTINGENCY/TRANSFER								
45691-00000	TRANS TO- WATER RSV CAPITAL	-	123,000	-	-	-	-	-	-
47005-00000	CONTINGENCY	-	-	50,000	50,000	50,000	50,000	-	-
	TOTAL CONTINGENCY/TRANSFER		**123,000**	**50,000**	**50,000**	**50,000**	**50,000**		**-**
TOTAL REQUIREMENTS		**9,151**	**123,000**	**75,000**	**90,000**	**90,000**	**90,000**	**15,000**	**20%**
48007-00000	DEBT RESERVE (BUDGET ONLY)	-	-	270,983	-	-	-	(270,983)	-100%
Unappropriated Ending Balance									
690-WATER RESERVE - DEBT REQUIREME		**325,113**	**343,654**		**380,245**	**380,245**	**380,245**	**380,245**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
691	**WATER RESERVE - EQUIP.**								
691-691	**Water Reserve - Equip**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	174,704	177,193	177,193	177,193	2,489	1%
	REVENUE								
37005-00000	INTEREST REVENUE	-	230	100	811	811	811	711	711%
	TOTAL REVENUE		**230**	**100**	**811**	**811**	**811**	**711**	**711%**
39600-00000	Transfer from Water Fund	-	42,704	49,020	42,604	42,604	42,604	(6,416)	-13%
39690-00000	TRANS FROM - WATER RESERVE	-	123,000	-	-	-	-	-	-
TOTAL RESOURCES			**165,934**	**223,824**	**220,608**	**220,608**	**220,608**	**(3,216)**	**-1%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43025-40620	Vehicles	-	37,860	-	45,000	45,000	45,000	45,000	-
	TOTAL CAPITAL OUTLAY		**37,860**		**45,000**	**45,000**	**45,000**	**45,000**	**-**
	TOTAL EXPENDITURES		**37,860**		**45,000**	**45,000**	**45,000**	**45,000**	**-**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY (BUDGETARY)	-	-	50,000	50,000	50,000	50,000	-	-
	TOTAL CONTINGENCY/TRANSFER			**50,000**	**50,000**	**50,000**	**50,000**		**-**
TOTAL REQUIREMENTS			**37,860**	**50,000**	**95,000**	**95,000**	**95,000**	**45,000**	**90%**
48005-00000	RESERVE BALANCES (BUDGET ONLY)	-	-	173,824	-	-	-	(173,824)	-100%
Unappropriated Ending Balance 691-WATER RESERVE - EQUIP.			**128,074**		**125,608**	**125,608**	**125,608**	**125,608**	**-**

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.

The Sewer Fund 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 60 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.

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 January 2018
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 2017
6. Improve the Ultra Violet (UV) system at the WWTP	Design and construct Ultra Violet (UV) system at the WWTP by January 2018

PERSONNEL SUMMARY:

Refer to Public Works Overview

Category/Program	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Sewer Fund						
030 Beginning Fund Balance	4,505,863	4,239,866	4,395,944	4,287,783	4,287,783	4,287,783
REVENUE						
034 Intergovernmental Revenues	20,000	-	-	-	-	-
035 Charges for Services	2,987,258	3,331,329	3,486,000	3,714,934	3,714,934	3,714,934
037 Interest Earnings	14,792	9,239	3,800	21,296	21,296	21,296
038 Misc. Revenues	2,003,652	3,668,077	6,685	2,473	2,473	2,473
REVENUE	**5,025,702**	**7,008,645**	**3,496,485**	**3,738,703**	**3,738,703**	**3,738,703**
039 Interfund Transfers In	547,787	840,354	1,176,074	455,170	455,170	455,170
Total RESOURCES	**10,079,352**	**12,088,865**	**9,068,503**	**8,481,656**	**8,481,656**	**8,481,656**
500 Sewer General Revenue	-	-	51,937	359,543	359,543	359,543
505 Sewer Operations	1,300,637	3,166,148	3,541,804	1,959,416	1,959,416	1,959,416
510 Waste Water Treatment Plant	2,159,680	3,585,278	3,119,485	3,292,628	3,292,628	3,292,628
550 CLOSED: Indian Creek Project	2,034,355	71,386	-	-	-	-
560 Sewer SDC	344,813	15,619	887,712	1,215,000	1,215,000	1,215,000
590 Sewer Reserve - Debt Requireme	-	514,000	115,000	125,000	125,000	125,000
591 Sewer Reserve - Equip	-	37,960	138,856	95,000	95,000	95,000
Total REQUIREMENTS	**5,839,485**	**7,390,391**	**7,854,794**	**7,046,587**	**7,046,587**	**7,046,587**
ENDING FUND BALANCE	**4,239,867**	**4,698,474**	**1,213,709**	**1,435,069**	**1,435,069**	**1,435,069**

Category	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Sewer Fund						
030 Beginning Fund Balance	4,505,863	4,239,866	4,395,944	4,287,783	4,287,783	4,287,783
REVENUE						
034 Intergovernmental Revenues	20,000	-	-	-	-	-
035 Charges for Services	2,987,258	3,331,329	3,486,000	3,714,934	3,714,934	3,714,934
037 Interest Earnings	14,792	9,239	3,800	21,296	21,296	21,296
038 Misc. Revenues	2,003,652	3,668,077	6,685	2,473	2,473	2,473
REVENUE	**5,025,702**	**7,008,645**	**3,496,485**	**3,738,703**	**3,738,703**	**3,738,703**
039 Interfund Transfers In	547,787	840,354	1,176,074	455,170	455,170	455,170
Total RESOURCES	**10,079,352**	**12,088,865**	**9,068,503**	**8,481,656**	**8,481,656**	**8,481,656**
EXPENDITURES						
041 Personnel Services	267,301	330,508	383,471	412,197	412,197	412,197
042 Materials & Services	1,836,618	2,012,989	1,899,855	2,052,904	2,052,904	2,052,904
043 Capital Outlay	2,955,809	2,041,539	3,522,450	3,325,000	3,325,000	3,325,000
044 Debt Service	249,865	2,165,001	477,232	491,773	491,773	491,773
EXPENDITURES	**5,309,593**	**6,550,037**	**6,283,008**	**6,281,874**	**6,281,874**	**6,281,874**
045 Interfund Transfers Out	529,892	840,354	1,174,137	455,170	455,170	455,170
047 Contingency	-	-	397,649	309,543	309,543	309,543
Total REQUIREMENTS	**5,839,485**	**7,390,391**	**7,854,794**	**7,046,587**	**7,046,587**	**7,046,587**
ENDING FUND BALANCE	**4,239,867**	**4,698,474**	**1,213,709**	**1,435,069**	**1,435,069**	**1,435,069**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
500	**SEWER OPERATIONS/WWTP**								
500-500	**Sewer General Revenue**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	3,511,755	3,014,024	3,021,751	2,127,973	2,127,973	2,127,973	(893,778)	-30%
30150-00000	PRIOR PERIOD ADJUSTMENT	8,042	-	-	-	-	-	-	-
REVENUE									
35005-00000	SEWER USAGE RECEIPTS	2,801,977	3,077,947	3,300,000	3,528,934	3,528,934	3,528,934	228,934	7%
35010-00000	Delinquent Utilities taxes	4,549	5,266	5,000	10,000	10,000	10,000	5,000	100%
35010-30215	Connection Fees	3,600	6,300	7,000	7,000	7,000	7,000	-	-
35040-00000	SLUDGE HAULING FEES	5,539	9,588	4,000	4,000	4,000	4,000	-	-
37005-00000	INTEREST REVENUE	6,419	5,722	2,700	11,171	11,171	11,171	8,471	314%
38005-00000	SURPLUS PROPERTY SALES	46,075	405	-	-	-	-	-	-
38035-00000	MISCELLANEOUS	265	211	200	-	-	-	(200)	-100%
TOTAL REVENUE		**2,868,424**	**3,105,439**	**3,318,900**	**3,561,105**	**3,561,105**	**3,561,105**	**242,205**	**7%**
39270-00000	TRANS FROM - ASSES IMP REV	-	-	1,937	-	-	-	(1,937)	-100%
39550-00000	TRANSFER FROM - USDA IND CRK	-	10,027	-	-	-	-	-	-
39560-00000	TRANS FROM - SEWER SDC	-	-	692,000	-	-	-	(692,000)	-100%
TOTAL RESOURCES		**6,388,221**	**6,129,490**	**7,034,588**	**5,689,078**	**5,689,078**	**5,689,078**	**(1,345,510)**	**-19%**
REQUIREMENTS									
	CONTINGENCY/TRANSFER								
45560-00000	Transfer to Sewer SDC	-	-	-	300,000	300,000	300,000	300,000	-
47005-00000	Contingency	-	-	51,937	59,543	59,543	59,543	7,606	15%
	TOTAL CONTINGENCY/TRANSFER			**51,937**	**359,543**	**359,543**	**359,543**	**307,606**	**592%**
TOTAL REQUIREMENTS				**51,937**	**359,543**	**359,543**	**359,543**	**307,606**	**592%**
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	11,246	8,015	8,015	8,015	(3,231)	-29%
48005-40000	RESERVE BALANCES - PERS	-	-	1,000	-	-	-	(1,000)	-100%
48010-00000	ENDING BALANCE (BUDGETARY)	-	-	472,972	-	-	-	(472,972)	-100%
500-500	**TOTAL Sewer General Revenue**	**6,388,221**	**6,129,490**	**6,497,433**	**5,321,520**	**5,321,520**	**5,321,520**	**(1,175,913)**	**-18%**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
500-505	**Sewer Operations**								
RESOURCES									
	REVENUE								
38005-00000	SURPLUS PROPERTY SALES	-	93	-	-	-	-	-	-
38025-00000	LOAN PROCEEDS	-	1,920,186	-	-	-	-	-	-
	TOTAL REVENUE		**1,920,279**						**-**
TOTAL RESOURCES			**1,920,279**						**-**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	166,115	216,935	234,175	253,439	253,439	253,439	19,264	8%
41006-00000	Overtime	5,312	3,304	10,000	4,000	4,000	4,000	(6,000)	-60%
41010-00000	FRINGE BENEFITS	95,874	110,269	137,562	154,758	154,758	154,758	17,196	13%
41065-00000	Retirement Payouts	-	-	1,734	-	-	-	(1,734)	-100%
	TOTAL PAYROLL	**267,301**	**330,508**	**383,471**	**412,197**	**412,197**	**412,197**	**28,726**	**7%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Sewer Sys	5,778	6,428	3,000	6,000	6,000	6,000	3,000	100%
42005-40015	Operating Materials-Sewer Sys	17,956	26,139	18,000	15,000	15,000	15,000	(3,000)	-17%
42005-40020	Fuel & Lube - Sewer Sys	6,866	4,540	7,500	6,000	6,000	6,000	(1,500)	-20%
42005-40025	Uniforms & Clothing-Sewer Sys	1,681	3,834	3,500	3,500	3,500	3,500	-	-
42005-40035	Printing - Sewer Sys	1,561	101	500	500	500	500	-	-
42010-11501	IT Services - Sewer	-	2,539	1,000	1,000	1,000	1,000	-	-
42010-40115	Contract Svcs - Sewer	110,235	34,175	-	83,000	83,000	83,000	83,000	-
42010-40150	Professional Svcs - Sewer	51	9,835	80,000	-	-	-	(80,000)	-100%
42015-20502	Cellular Charges	-	384	-	-	-	-	-	-
42015-40205	Telephone - Sewer Sys	-	600	-	1,000	1,000	1,000	1,000	-
42015-40210	Postage - Sewer Sys	7,710	3,692	8,000	1,000	1,000	1,000	(7,000)	-88%
42015-40225	Pager - Sewer Sys	78	-	-	-	-	-	-	-
42015-40230	Internet Svc - Sewer Sys	-	(12)	-	-	-	-	-	-
42020-42000	Advertising & Publishing - Sew	952	554	500	500	500	500	-	-
42030-42030	Insurance- sewer	12,793	14,257	15,500	17,000	17,000	17,000	1,500	10%
42035-40305	Electricity - Sewer Sys	3,613	10,382	8,000	8,000	8,000	8,000	-	-
42035-40310	Heating (Gas/Oil) - Sewer Sys	2,270	1,837	1,000	2,000	2,000	2,000	1,000	100%
42035-40315	Garbage Svc - Sewer Sys	2,066	1,526	1,500	1,500	1,500	1,500	-	-
42035-40320	City Utilities - Sewer	874	1,216	600	1,500	1,500	1,500	900	150%
42040-40415	Facility Maint- Sewer Sys	7,555	28,315	20,000	25,000	25,000	25,000	5,000	25%
42040-40420	Janitorial - Sewer Sys	4,455	3,945	4,000	3,500	3,500	3,500	(500)	-13%
42050-00000	STAFF DEVELOPMENT	250	-	-	-	-	-	-	-
42050-40505	Dues & Subscriptions-Sewer Sys	482	1,100	2,000	2,000	2,000	2,000	-	-

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
42050-40525	Trainings & Meetings-Sewer Sys	2,712	2,546	5,000	5,000	5,000	5,000	-	-
42065-42055	BANK AND MERCHANT FEES	-	17,341	20,000	20,000	20,000	20,000	-	-
42075-40620	Misc Minor Tools & Equip - Swr	-	4,311	5,000	5,000	5,000	5,000	-	-
42080-00000	MISCELLANEOUS	16,665	418	-	-	-	-	-	-
42080-42000	Equiptment Maint chrgbck Sewer	26,669	24,493	20,400	31,271	31,271	31,271	10,871	53%
42080-42080	ADMIN SERVICES ALLOCATION	186,781	116,010	71,399	172,676	172,676	172,676	101,277	142%
42080-42085	Misc. - Misc. Sewer	1,338	5,664	30,000	-	-	-	(30,000)	-100%
42080-42090	City Utility Fee	224,495	246,236	264,000	282,315	282,315	282,315	18,315	7%
	TOTAL MATERIALS & SERVICES	**645,886**	**572,406**	**590,399**	**694,262**	**694,262**	**694,262**	**103,863**	**18%**
	CAPITAL OUTLAY								
43010-00000	BUILDINGS	13,737	-	-	-	-	-	-	-
43010-43010	Buildings	-	15,889	-	-	-	-	-	-
43015-00000	IMPROVEMENTS OTHER THAN BLDGS	4,066	-	-	20,000	20,000	20,000	20,000	-
43015-00300	Improv OT Build - Outfall	23,528	-	-	-	-	-	-	-
43015-00310	Engineering Standards	-	-	10,600	-	-	-	(10,600)	-100%
43015-00340	2nd St Stairs Sewer Impr (M-3)	-	157,130	135,000	100,000	100,000	100,000	(35,000)	-26%
43015-00360	10th St Sewer Improv (M-2)	-	256	75,000	-	-	-	(75,000)	-100%
43015-00365	JAYMAR & WASCO (CIP-A)	-	-	55,000	-	-	-	(55,000)	-100%
43015-00370	COUNTRY CLUB PUMP STATION	-	-	60,000	-	-	-	(60,000)	-100%
43015-00375	Elevated Sewer Access Road	-	-	250,000	500,000	500,000	500,000	250,000	100%
43015-00380	East Marina Way Lift Station	-	46,861	700,000	-	-	-	(700,000)	-100%
43015-00385	12th Street Sewer Improvements	-	35,483	822,000	-	-	-	(822,000)	-100%
43015-00390	Pipe Replacement	-	-	80,000	60,000	60,000	60,000	(20,000)	-25%
43015-43005	Imp O/T Build- Indian Crk Lift	-	435	-	-	-	-	-	-
43020-40620	Machinery & Equiptment	1,845	-	7,500	-	-	-	(7,500)	-100%
43025-40620	VEHICLES	23,261	11,488	43,350	-	-	-	(43,350)	-100%
	TOTAL CAPITAL OUTLAY	**66,437**	**267,542**	**2,238,450**	**680,000**	**680,000**	**680,000**	**(1,558,450)**	**-70%**
	DEBT SERVICE								
44005-00000	PRINCIPAL	-	1,888,464	-	-	-	-	-	-
44010-00000	INTEREST	-	21,922	-	-	-	-	-	-
44015-00000	PRINCIPAL-USDA INDIAN CREEK	-	-	30,200	30,786	30,786	30,786	586	2%
44020-00000	INTEREST-USDA INDIAN CREEK	-	-	44,000	42,527	42,527	42,527	(1,473)	-3%
	TOTAL DEBT SERVICE		**1,910,386**	**74,200**	**73,313**	**73,313**	**73,313**	**(887)**	**-1%**
	TOTAL EXPENDITURES	**979,624**	**3,080,842**	**3,286,520**	**1,859,772**	**1,859,772**	**1,859,772**	**(1,426,748)**	**-43%**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
	CONTINGENCY/TRANSFER								
45590-00000	TRANS TO - SEWER RESERVE	321,013	-	155,640	-	-	-	(155,640)	-100%
45591-00000	TRANS TO - SEWER RESRV-Capital	-	85,306	99,644	99,644	99,644	99,644	-	-
	TOTAL CONTINGENCY/TRANSFER	**321,013**	**85,306**	**255,284**	**99,644**	**99,644**	**99,644**	**(155,640)**	**-61%**
TOTAL REQUIREMENTS		**1,300,637**	**3,166,148**	**3,541,804**	**1,959,416**	**1,959,416**	**1,959,416**	**(1,582,388)**	**-45%**
500-505	**TOTAL Sewer Operations**	**(1,300,637)**	**(1,245,869)**	**(3,541,804)**	**(1,959,416)**	**(1,959,416)**	**(1,959,416)**	**1,582,388**	**45%**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
500-510	**Waste Water Treatment Plant**								
RESOURCES									
	REVENUE								
35035-00000	SEPTAGE DUMPING FEES	86,121	113,695	75,000	75,000	75,000	75,000	-	-
38025-00000	Loan Proceeds	-	1,506,348	-	-	-	-	-	-
	TOTAL REVENUE	**86,121**	**1,620,043**	**75,000**	**75,000**	**75,000**	**75,000**		**-**
39560-00000	TRANS FROM - SEWER RESRVE CAP	-	-	88,856	-	-	-	(88,856)	-100%
39591-00000	TRANS FROM - SEWER RESRVE CAP	-	-	-	-	-	-	-	-
TOTAL RESOURCES		**86,121**	**1,620,043**	**163,856**	**75,000**	**75,000**	**75,000**	**(88,856)**	**-54%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42005-40015	Operating Materials - WWTP	510	-	500	1,500	1,500	1,500	1,000	200%
42010-40115	Contract Svcs - WWTP	808,769	963,127	927,123	956,846	956,846	956,846	29,723	3%
42010-40140	LOAN FEE (DEQ) - WWTP	-	-	13,810	-	-	-	(13,810)	-100%
42010-40150	Professional Svcs - WWTP	384	32,926	-	-	-	-	-	-
42035-40305	Electricity - WWTP	136,671	124,713	130,000	130,000	130,000	130,000	-	-
42035-40320	City Utilities - WWTP	182,100	135,938	28,000	28,000	28,000	28,000	-	-
42040-40405	Equipment Repairs - WWTP	-	-	10,000	20,000	20,000	20,000	10,000	100%
42040-40415	Facility Maint- WWTP	44,254	57,866	25,000	30,000	30,000	30,000	5,000	20%
42080-42000	Equiptment Maint chrgbck WWTP	3,714	-	3,100	1,693	1,693	1,693	(1,407)	-45%
42080-42050	WWTP- Permits & Licenses	13,247	10,377	12,500	15,000	15,000	15,000	2,500	20%
42080-42080	ADMIN SERVICES ALLOCATION	1,083	115,636	132,423	138,603	138,603	138,603	6,180	5%
42080-42085	Misc- Misc Sewer	-	-	12,000	12,000	12,000	12,000	-	-
	TOTAL MATERIALS & SERVICES	**1,190,732**	**1,440,583**	**1,294,456**	**1,333,642**	**1,333,642**	**1,333,642**	**39,186**	**3%**
	CAPITAL OUTLAY								
43015-00300	WWTP Outfall Project	-	1,603,087	-	-	-	-	-	-
43015-40000	Improv O/T Bldg - WWTP	230,457	-	-	-	-	-	-	-
43015-40110	WWTP CHP Feasibility Study Part II	-	-	70,000	-	-	-	(70,000)	-100%
43015-40112	WWTP CHP Feasibility Study Part II	-	-	-	60,000	60,000	60,000	60,000	-
43015-40120	WWTP PH Monitoring	-	-	36,000	18,000	18,000	18,000	(18,000)	-50%
43015-40125	WWTP-7 Odor Control	-	6,747	317,000	300,000	300,000	300,000	(17,000)	-5%
43015-40130	WWTP-1 Add'l Sludge Storage	-	-	576,000	-	-	-	(576,000)	-100%
43015-40135	WWTP Bypass Headworks & Pump	-	-	145,000	-	-	-	(145,000)	-100%
43015-40140	WAS Pump Replacement	-	-	-	125,000	125,000	125,000	125,000	-
43015-40145	Digester Structural Improvements	-	-	-	125,000	125,000	125,000	125,000	-
43015-40150	UV System	-	-	-	770,000	770,000	770,000	770,000	-
43020-40620	Machinery & Equiptment- WWTP	14,392	49,225	118,000	65,000	65,000	65,000	(53,000)	-45%
43020-40625	Computers & Software	-	-	22,000	22,000	22,000	22,000	-	-

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
43025-00000	VEHICLES - wwtp	265,355	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**510,204**	**1,659,059**	**1,284,000**	**1,485,000**	**1,485,000**	**1,485,000**	**201,000**	**16%**
	DEBT SERVICE								
44005-00000	Principal -WWTP	170,000	180,000	180,000	190,000	190,000	190,000	10,000	6%
44010-00000	Interest -WWTP	79,865	74,615	72,000	63,618	63,618	63,618	(8,382)	-12%
44015-00000	Principal - WWTP Outfall	-	-	61,839	61,839	61,839	61,839	-	-
44020-00000	INTEREST-WWTP OUTFALL	-	-	89,193	103,003	103,003	103,003	13,810	15%
	TOTAL DEBT SERVICE	**249,865**	**254,615**	**403,032**	**418,460**	**418,460**	**418,460**	**15,428**	**4%**
	TOTAL EXPENDITURES	**1,950,801**	**3,354,257**	**2,981,488**	**3,237,102**	**3,237,102**	**3,237,102**	**255,614**	**9%**
	CONTINGENCY/TRANSFER								
45550-00000	TRANS TO - USDA IND. CREEK	140,332	-	-	-	-	-	-	-
45590-00000	TRANS TO - SEWER RESERVE	68,547	158,000	80,890	-	-	-	(80,890)	-100%
45591-00000	TRANS TO - SEWER RESRV-Capital	-	73,021	57,107	55,526	55,526	55,526	(1,581)	-3%
	TOTAL CONTINGENCY/TRANSFER	**208,879**	**231,021**	**137,997**	**55,526**	**55,526**	**55,526**	**(82,471)**	**-60%**
TOTAL REQUIREMENTS		**2,159,680**	**3,585,278**	**3,119,485**	**3,292,628**	**3,292,628**	**3,292,628**	**173,143**	**6%**
500-510	**TOTAL Waste Water Treatment Plant**	**(2,073,559)**	**(1,965,235)**	**(2,955,629)**	**(3,217,628)**	**(3,217,628)**	**(3,217,628)**	**(261,999)**	**9%**
Unappropriated Ending Balance 500-SEWER OPERATIONS/WWTP		**3,014,025**	**2,918,386**		**144,476**	**144,476**	**144,476**	**144,476**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
550	**SEWER INDIAN CREEK PROEJCT**								
550-550	**CLOSED: Indian Creek Project**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	59,000	(15,462)	-	-	-	-	-	-
	REVENUE								
37005-00000	INTEREST REVENUE	48	1	-	-	-	-	-	-
38025-00000	LOAN PROCEEDS	1,801,618	86,846	-	-	-	-	-	-
	TOTAL REVENUE	**1,801,666**	**86,847**						**-**
39500-00000	Transfer from Sewer Fund	140,332	-	-	-	-	-	-	-
39600-00000	Transfer from Water Fund	17,895	-	-	-	-	-	-	-
TOTAL RESOURCES		**2,018,893**	**71,385**						**-**
REQUIREMENTS									
	CAPITAL OUTLAY								
43015-00000	IMPRVMNTS O/T BLDGS - SWR CNST	954	-	-	-	-	-	-	-
43610-00000	Indian Creek Capital Outlay	2,033,401	61,359	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**2,034,355**	**61,359**						**-**
	TOTAL EXPENDITURES	**2,034,355**	**61,359**						**-**
	CONTINGENCY/TRANSFER								
45500-00000	TRANS TO - SEWER	-	10,027	-	-	-	-	-	-
	TOTAL CONTINGENCY/TRANSFER		**10,027**						**-**
TOTAL REQUIREMENTS		**2,034,355**	**71,386**						**-**
Unappropriated Ending Balance									
550-SEWER INDIAN CREEK PROEJCT		**(15,462)**	**(1)**						**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
560	**SEWER SDC**								
560-560	**Sewer SDC**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	645,295	569,973	785,627	918,687	918,687	918,687	133,060	17%
REVENUE									
34035-34070	State Grant - IFA	20,000	-	-	-	-	-	-	-
35005-00000	SEWER SDC USAGE RECEIPTS	(1,818)	-	-	-	-	-	-	-
35010-30205	SDC Receipts - Reimbursement	40,610	60,547	46,000	46,000	46,000	46,000	-	-
35010-30210	SDC Receipts - Improvement	46,680	57,986	49,000	44,000	44,000	44,000	(5,000)	-10%
37005-00000	INTEREST REVENUE	8,325	1,811	600	4,655	4,655	4,655	4,055	676%
38030-00000	Loan Repayments	155,694	153,988	6,485	2,473	2,473	2,473	(4,012)	-62%
TOTAL REVENUE		**269,491**	**274,332**	**102,085**	**97,128**	**97,128**	**97,128**	**(4,957)**	**-5%**
39500-00000	Transfer from Sewer Fund	-	-	-	300,000	300,000	300,000	300,000	-
TOTAL RESOURCES		**914,786**	**844,305**	**887,712**	**1,315,815**	**1,315,815**	**1,315,815**	**428,103**	**48%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43015-00200	Capital Facilities Plan	57,027	11,466	-	-	-	-	-	-
43015-00210	22nd Sewer Improv (CIP-B)	287,786	4,120	-	-	-	-	-	-
43015-00300	INDIAN CREEK LIFT STATION	-	33	-	-	-	-	-	-
43015-00380	East Marina Way Lift Station	-	-	-	575,000	575,000	575,000	575,000	-
43015-40155	Influent Pipe	-	-	-	540,000	540,000	540,000	540,000	-
	TOTAL CAPITAL OUTLAY	**344,813**	**15,619**		**1,115,000**	**1,115,000**	**1,115,000**	**1,115,000**	**-**
TOTAL EXPENDITURES		**344,813**	**15,619**		**1,115,000**	**1,115,000**	**1,115,000**	**1,115,000**	**-**
	CONTINGENCY/TRANSFER								
45500-00000	TRANS TO - SEWER	-	-	692,000	-	-	-	(692,000)	-100%
47005-00000	CONTINGENCY (BUDGETARY)	-	-	195,712	100,000	100,000	100,000	(95,712)	-49%
	TOTAL CONTINGENCY/TRANSFER			**887,712**	**100,000**	**100,000**	**100,000**	**(787,712)**	**-89%**
TOTAL REQUIREMENTS		**344,813**	**15,619**	**887,712**	**1,215,000**	**1,215,000**	**1,215,000**	**327,288**	**37%**
Unappropriated Ending Balance 560-SEWER SDC		**569,973**	**828,686**		**100,815**	**100,815**	**100,815**	**100,815**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
590	**SEWER RESERVE - DEBT REQUIREME**								
590-590	**Sewer Reserve - Debt Requireme**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	281,771	671,331	-	537,427	537,427	537,427	537,427	-
	REVENUE								
37005-00000	INTEREST REVENUE	-	566	-	1,678	1,678	1,678	1,678	-
	TOTAL REVENUE		**566**		**1,678**	**1,678**	**1,678**	**1,678**	**-**
39500-00000	TRANS FROM - SEWER FUND	389,560	158,000	236,530	-	-	-	(236,530)	-100%
TOTAL RESOURCES		**671,331**	**829,897**	**236,530**	**539,105**	**539,105**	**539,105**	**302,575**	**128%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42075-40620	Misc Minor Tools & Equip	-	-	15,000	25,000	25,000	25,000	10,000	67%
	TOTAL MATERIALS & SERVICES			**15,000**	**25,000**	**25,000**	**25,000**	**10,000**	**67%**
	TOTAL EXPENDITURES			**15,000**	**25,000**	**25,000**	**25,000**	**10,000**	**67%**
	CONTINGENCY/TRANSFER								
45591-00000	TRANS TO- SEWER RSV CAPITAL	-	514,000	-	-	-	-	-	-
47005-00000	CONTINGENCY	-	-	100,000	100,000	100,000	100,000	-	-
	TOTAL CONTINGENCY/TRANSFER		**514,000**	**100,000**	**100,000**	**100,000**	**100,000**		**-**
TOTAL REQUIREMENTS			**514,000**	**115,000**	**125,000**	**125,000**	**125,000**	**10,000**	**9%**
48007-00000	DEBT RESERVE (BUDGET ONLY)	-	-	121,530	-	-	-	(121,530)	-100%
Unappropriated Ending Balance									
590-SEWER RESERVE - DEBT REQUIREME		**671,331**	**315,897**		**414,105**	**414,105**	**414,105**	**414,105**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
591	**SEWER RESERVE - EQUIP.**								
591-591	**Sewer Reserve - Equip**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	588,566	703,696	703,696	703,696	115,130	20%
	REVENUE								
37005-00000	INTEREST REVENUE	-	1,139	500	3,792	3,792	3,792	3,292	658%
	TOTAL REVENUE		**1,139**	**500**	**3,792**	**3,792**	**3,792**	**3,292**	**658%**
39500-00000	TRANS FROM - SEWER FUND	-	158,327	156,751	155,170	155,170	155,170	(1,581)	-1%
39590-00000	TRANSFER FROM - SEWER RESRVE	-	514,000	-	-	-	-	-	-
TOTAL RESOURCES			**673,466**	**745,817**	**862,658**	**862,658**	**862,658**	**116,841**	**16%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43025-40620	Vehicles	-	37,960	-	45,000	45,000	45,000	45,000	-
	TOTAL CAPITAL OUTLAY		**37,960**		**45,000**	**45,000**	**45,000**	**45,000**	**-**
	TOTAL EXPENDITURES		**37,960**		**45,000**	**45,000**	**45,000**	**45,000**	**-**
	CONTINGENCY/TRANSFER								
45500-00000	TRANS TO - SEWER OPS/WWTP	-	-	88,856	-	-	-	(88,856)	-100%
47005-00000	CONTINGENCY (BUDGETARY)	-	-	50,000	50,000	50,000	50,000	-	-
	TOTAL CONTINGENCY/TRANSFER			**138,856**	**50,000**	**50,000**	**50,000**	**(88,856)**	**-64%**
TOTAL REQUIREMENTS			**37,960**	**138,856**	**95,000**	**95,000**	**95,000**	**(43,856)**	**-32%**
48005-00000	RESERVE BALANCES (BUDGET ONLY)	-	-	606,961	-	-	-	(606,961)	-100%
Unappropriated Ending Balance									
591-SEWER RESERVE - EQUIP.			**635,506**		**767,658**	**767,658**	**767,658**	**767,658**	**-**

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 stormwater 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. Clean 25% of City Storm Water mains and catch basins	City crews clean 20% of the City Storm Water collection system
3. Complete the Storm Water Capital	Complete the CFP and get City Council

Facility Plan (CFP)	approval for rate and System Development Charge (SDC) increases by December 31, 2017

PERSONNEL SUMMARY:

Refer to Public Works Overview

Category/Program	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Storm Water Fund						
030 Beginning Fund Balance	404,207	519,046	580,381	610,588	610,588	610,588
REVENUE						
035 Charges for Services	555,867	583,152	587,700	524,159	524,159	524,159
037 Interest Earnings	692	1,373	450	3,566	3,566	3,566
038 Misc. Revenues	-	-	-	-	-	-
REVENUE	**556,559**	**584,525**	**588,150**	**527,725**	**527,725**	**527,725**
039 Interfund Transfers In	-	-	285,140	136,164	136,164	136,164
Total RESOURCES	**960,766**	**1,103,571**	**1,453,671**	**1,274,477**	**1,274,477**	**1,274,477**
695 Storm Water Operations	407,023	452,315	1,091,560	694,799	784,799	784,799
696 Storm Water SDC	34,700	9,574	170,000	90,000	90,000	90,000
698 Storm Water Reserve - Equip	-	-	104,364	260,000	260,000	260,000
Total REQUIREMENTS	**441,723**	**461,889**	**1,365,924**	**1,044,799**	**1,134,799**	**1,134,799**
ENDING FUND BALANCE	**519,043**	**641,682**	**87,747**	**229,678**	**139,678**	**139,678**

Category	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Storm Water Fund						
030 Beginning Fund Balance	404,207	519,046	580,381	610,588	610,588	610,588
REVENUE						
035 Charges for Services	555,867	583,152	587,700	524,159	524,159	524,159
037 Interest Earnings	692	1,373	450	3,566	3,566	3,566
038 Misc. Revenues	-	-	-	-	-	-
REVENUE	**556,559**	**584,525**	**588,150**	**527,725**	**527,725**	**527,725**
039 Interfund Transfers In	-	-	285,140	136,164	136,164	136,164
Total RESOURCES	**960,766**	**1,103,571**	**1,453,671**	**1,274,477**	**1,274,477**	**1,274,477**
EXPENDITURES						
041 Personnel Services	166,344	169,356	180,577	201,654	201,654	201,654
042 Materials & Services	107,679	166,938	301,108	234,572	234,572	234,572
043 Capital Outlay	62,302	60,515	399,364	310,000	400,000	400,000
044 Debt Service	105,398	65,080	68,500	38,396	38,396	38,396
EXPENDITURES	**441,723**	**461,889**	**949,549**	**784,622**	**874,622**	**874,622**
045 Interfund Transfers Out	-	-	285,140	136,164	136,164	136,164
047 Contingency	-	-	131,235	124,013	124,013	124,013
Total REQUIREMENTS	**441,723**	**461,889**	**1,365,924**	**1,044,799**	**1,134,799**	**1,134,799**
ENDING FUND BALANCE	**519,043**	**641,682**	**87,747**	**229,678**	**139,678**	**139,678**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
695	**STORMWATER OPERATIONS**								
695-695	**Storm Water Operations**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	293,715	425,211	483,096	364,179	364,179	364,179	(118,917)	-25%
30150-00000	PRIOR PERIOD ADJUSTMENT	5,924	-	-	-	-	-	-	-
REVENUE									
35005-00000	STORMWATER USAGE RECEIPTS	532,088	537,074	553,700	498,159	498,159	498,159	(55,541)	-10%
37005-00000	Interest Revenue	504	1,079	400	2,865	2,865	2,865	2,465	616%
38035-00000	MISCELLANEOUS	-	-	-	-	-	-	-	-
TOTAL REVENUE		**532,592**	**538,153**	**554,100**	**501,024**	**501,024**	**501,024**	**(53,076)**	**-10%**
39698-00000	TRANS FROM - STORM RSV - CAP	-	-	54,364	-	-	-	(54,364)	-100%
TOTAL RESOURCES		**832,231**	**963,364**	**1,091,560**	**865,203**	**865,203**	**865,203**	**(226,357)**	**-21%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES & WAGES	102,259	108,527	107,870	123,083	123,083	123,083	15,213	14%
41006-00000	Overtime	3,243	2,344	6,000	1,000	1,000	1,000	(5,000)	-83%
41010-00000	FRINGE BENEFITS	60,842	58,485	66,707	77,571	77,571	77,571	10,864	16%
	TOTAL PAYROLL	**166,344**	**169,356**	**180,577**	**201,654**	**201,654**	**201,654**	**21,077**	**12%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Storm	1,288	417	2,000	2,000	2,000	2,000	-	-
42005-40015	Operating supplies	929	951	18,000	12,000	12,000	12,000	(6,000)	-33%
42005-40020	Fuel & Lube - Storm	9,372	6,996	20,000	15,000	15,000	15,000	(5,000)	-25%
42010-11501	IT Services - Storm	-	712	500	-	-	-	(500)	-100%
42010-40115	Contract Svcs - Storm water	27,949	28,626	5,000	12,000	12,000	12,000	7,000	140%
42010-40150	Professional Svcs - Sewer	-	-	16,500	-	-	-	(16,500)	-100%
42015-20502	Cellular Charges	-	85	-	-	-	-	-	-
42020-42000	Advertising & Publishing	-	47	-	-	-	-	-	-
42030-42030	Insurance- Storm Water	12,793	13,883	15,000	15,500	15,500	15,500	500	3%
42035-40305	Electricity - Storm	-	683	500	800	800	800	300	60%
42035-40310	Heating (Gas/Oil) - Storm	-	454	200	250	250	250	50	25%
42035-40315	Garbage Svc - Storm	-	3,058	2,000	1,000	1,000	1,000	(1,000)	-50%
42035-40320	City Utilities - Storm	-	137	200	150	150	150	(50)	-25%
42040-40415	Repairs & Maintenance	3,136	213	105,000	50,000	50,000	50,000	(55,000)	-52%
42040-40420	Janitorial - Storm	-	511	1,000	1,000	1,000	1,000	-	-
42050-40525	Trainings & Meetings - Storm	51	139	100	500	500	500	400	400%
42065-42055	BANK AND MERCHANT FEES	-	4,294	6,000	4,000	4,000	4,000	(2,000)	-33%
42080-00000	INTERDEPARTMENTAL CHARGES	699	-	-	-	-	-	-	-
42080-42000	Equiptment Maint chrgbck Storm	31,698	37,622	26,760	39,609	39,609	39,609	12,849	48%

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
42080-42080	ADMIN SERVICES ALLOCATION	19,764	25,144	38,052	40,910	40,910	40,910	2,858	8%
42080-42090	City Utility Fee (Franchise)	-	42,966	44,296	39,853	39,853	39,853	(4,443)	-10%
	TOTAL MATERIALS & SERVICES	**107,679**	**166,938**	**301,108**	**234,572**	**234,572**	**234,572**	**(66,536)**	**-22%**
	CAPITAL OUTLAY								
43010-43010	Buildings	-	3,531	-	-	-	-	-	-
43015-00000	Improvements O/T Building	2,496	-	-	-	-	-	-	-
43015-00150	Storm Water Management Plan	-	-	25,000	50,000	50,000	50,000	25,000	100%
43015-00300	COTTONWOOD STORM PIPE	-	-	184,000	-	-	-	(184,000)	-100%
43015-00310	Engineering Standards	-	-	16,000	-	-	-	(16,000)	-100%
43015-00320	Barrel Springs Strom Pipe	-	-	-	-	90,000	90,000	90,000	-
43025-40620	Vehicles	25,106	47,410	54,364	-	-	-	(54,364)	-100%
	TOTAL CAPITAL OUTLAY	**27,602**	**50,941**	**279,364**	**50,000**	**140,000**	**140,000**	**(139,364)**	**-50%**
	DEBT SERVICE								
44005-00000	Principal - Vactor	34,164	26,519	30,000	-	-	-	(30,000)	-100%
44010-00000	Interest - Vactor	1,987	437	-	-	-	-	-	-
44015-00000	PRINCIPAL - SWEEPER	30,647	-	-	-	-	-	-	-
44020-00000	INTEREST - SWEEPER	748	-	-	-	-	-	-	-
44025-00000	Principal - Sweeper (2014-18)	33,356	34,700	36,000	37,219	37,219	37,219	1,219	3%
44030-00000	Interest - Sweeper (2014-18)	4,496	3,424	2,500	1,177	1,177	1,177	(1,323)	-53%
	TOTAL DEBT SERVICE	**105,398**	**65,080**	**68,500**	**38,396**	**38,396**	**38,396**	**(30,104)**	**-44%**
	TOTAL EXPENDITURES	**407,023**	**452,315**	**829,549**	**524,622**	**614,622**	**614,622**	**(214,927)**	**-26%**
	CONTINGENCY/TRANSFER								
45696-00000	TRANS TO - Storm SDC	-	-	80,000	-	-	-	(80,000)	-100%
45698-00000	TRANS TO - Storm Rsv - Capital	-	-	150,776	136,164	136,164	136,164	(14,612)	-10%
47005-00000	CONTINGENCY	-	-	31,235	34,013	34,013	34,013	2,778	9%
	TOTAL CONTINGENCY/TRANSFER			**262,011**	**170,177**	**170,177**	**170,177**	**(91,834)**	**-35%**
TOTAL REQUIREMENTS		**407,023**	**452,315**	**1,091,560**	**694,799**	**784,799**	**784,799**	**(306,761)**	**-28%**
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	-	5,789	5,789	5,789	5,789	-
Unappropriated Ending Balance 695-STORMWATER OPERATIONS		**425,208**	**511,049**		**164,615**	**74,615**	**74,615**	**74,615**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
696	**STORMWATER SDC**								
696-696	**Storm Water SDC**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	104,568	93,835	97,285	95,633	95,633	95,633	(1,652)	-2%
	REVENUE								
35010-30210	SDC Receipts - Improvement	23,779	46,078	34,000	26,000	26,000	26,000	(8,000)	-24%
37005-00000	INTEREST ON INVESTMENTS	188	294	50	701	701	701	651	1302%
	TOTAL REVENUE	**23,967**	**46,372**	**34,050**	**26,701**	**26,701**	**26,701**	**(7,349)**	**-22%**
39695-00000	TRANS FROM - Storm Water Ops	-	-	80,000	-	-	-	(80,000)	-100%
TOTAL RESOURCES		**128,535**	**140,207**	**211,335**	**122,334**	**122,334**	**122,334**	**(89,001)**	**-42%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43015-00200	Capital Facilities Plan	-	9,574	120,000	50,000	50,000	50,000	(70,000)	-58%
43015-00350	BLUFF ROAD	34,700	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**34,700**	**9,574**	**120,000**	**50,000**	**50,000**	**50,000**	**(70,000)**	**-58%**
	TOTAL EXPENDITURES	**34,700**	**9,574**	**120,000**	**50,000**	**50,000**	**50,000**	**(70,000)**	**-58%**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY (BUDGETARY)	-	-	50,000	40,000	40,000	40,000	(10,000)	-20%
	TOTAL CONTINGENCY/TRANSFER			**50,000**	**40,000**	**40,000**	**40,000**	**(10,000)**	**-20%**
TOTAL REQUIREMENTS		**34,700**	**9,574**	**170,000**	**90,000**	**90,000**	**90,000**	**(80,000)**	**-47%**
48005-00000	CAPITAL RESERVE (BUDGET ONLY)	-	-	41,335	-	-	-	(41,335)	-100%
Unappropriated Ending Balance 696-STORMWATER SDC		**93,835**	**130,633**		**32,334**	**32,334**	**32,334**	**32,334**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
698	**STORMWATER RESERVE - EQUIP.**								
698-698	**Storm Water Reserve - Equip**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	-	150,776	150,776	150,776	150,776	-
39695-00000	TRANS FROM - Storm Water Ops	-	-	150,776	136,164	136,164	136,164	(14,612)	-10%
TOTAL RESOURCES				**150,776**	**286,940**	**286,940**	**286,940**	**136,164**	**90%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43025-40620	Vehicles	-	-	-	210,000	210,000	210,000	210,000	-
	TOTAL CAPITAL OUTLAY				**210,000**	**210,000**	**210,000**	**210,000**	**-**
	TOTAL EXPENDITURES				**210,000**	**210,000**	**210,000**	**210,000**	**-**
	CONTINGENCY/TRANSFER								
45695-00000	TRANS TO - Storm Water Ops	-	-	54,364	-	-	-	(54,364)	-100%
47005-00000	CONTINGENCY (BUDGETARY)	-	-	50,000	50,000	50,000	50,000	-	-
	TOTAL CONTINGENCY/TRANSFER			**104,364**	**50,000**	**50,000**	**50,000**	**(54,364)**	**-52%**
TOTAL REQUIREMENTS				**104,364**	**260,000**	**260,000**	**260,000**	**155,636**	**149%**
48005-00000	CAPITAL RESERVE (BUDGET ONLY)	-	-	46,412	-	-	-	(46,412)	-100%
Unappropriated Ending Balance									
698-STORMWATER RESERVE - EQUIP.					**26,940**	**26,940**	**26,940**	**26,940**	**-**

Category/Program	Actual 2015-16	Actual 2016-17	Current Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Misc. Restricted Fund						
030 Beginning Fund Balance	474,596	448,835	527,480	684,073	684,073	684,073
REVENUE						
031 Taxes	520,440	599,744	685,210	689,351	689,351	689,351
032 Licenses & Permits	270,795	953,096	1,160,665	1,111,129	1,111,129	1,111,129
033 Fines & Forfeitures	-	315,517	402,271	441,134	441,134	441,134
034 Intergovernmental Revenues	315	-	11,250	-	-	-
035 Charges for Services	-	72,911	745,143	921,750	921,750	921,750
037 Interest Earnings	3,085	1,352	800	7,057	7,057	7,057
038 Misc. Revenues	9,684	5,425	3,000	200	200	200
REVENUE	**804,319**	**1,948,045**	**3,008,339**	**3,170,621**	**3,170,621**	**3,170,621**
039 Interfund Transfers In	72,914	20,000	227,840	80,000	80,000	80,000
Total RESOURCES	**1,351,829**	**2,416,880**	**3,763,659**	**3,934,694**	**3,934,694**	**3,934,694**
230 Public Safety - EMS	-	-	742,658	824,041	824,041	824,041
235 Engineering	-	90,628	103,156	98,862	98,862	98,862
240 Muni Court	-	156,815	221,781	236,606	236,606	236,606
245 Parking	-	610,342	866,166	1,104,959	1,104,959	1,104,959
310 Building	296,538	439,400	451,694	405,614	405,614	405,614
420 Fire G/O - Debt Service	614,673	632,451	690,500	698,951	698,951	698,951
Total REQUIREMENTS	**911,211**	**1,929,636**	**3,075,955**	**3,369,033**	**3,369,033**	**3,369,033**
ENDING FUND BALANCE	**440,618**	**487,244**	**687,704**	**565,661**	**565,661**	**565,661**

Category	Actual 2015-16	Actual 2016-17	Current Budget 2017-18	Proposed 2018-19	Approved 2018-19	Adopted 2018-19
Misc. Restricted Fund						
030 Beginning Fund Balance	474,596	448,835	527,480	684,073	684,073	684,073
REVENUE						
031 Taxes	520,440	599,744	685,210	689,351	689,351	689,351
032 Licenses & Permits	270,795	953,096	1,160,665	1,111,129	1,111,129	1,111,129
033 Fines & Forfeitures	-	315,517	402,271	441,134	441,134	441,134
034 Intergovernmental Revenues	315	-	11,250	-	-	-
035 Charges for Services	-	72,911	745,143	921,750	921,750	921,750
037 Interest Earnings	3,085	1,352	800	7,057	7,057	7,057
038 Misc. Revenues	9,684	5,425	3,000	200	200	200
REVENUE	**804,319**	**1,948,045**	**3,008,339**	**3,170,621**	**3,170,621**	**3,170,621**
039 Interfund Transfers In	72,914	20,000	227,840	80,000	80,000	80,000
Total RESOURCES	**1,351,829**	**2,416,880**	**3,763,659**	**3,934,694**	**3,934,694**	**3,934,694**
EXPENDITURES						
041 Personnel Services	12,134	327,809	866,263	955,720	955,720	955,720
042 Materials & Services	278,779	537,051	818,004	772,657	772,657	772,657
043 Capital Outlay	5,650	80,279	165,500	167,500	167,500	167,500
044 Debt Service	614,648	632,451	660,000	668,451	668,451	668,451
EXPENDITURES	**911,211**	**1,577,590**	**2,509,767**	**2,564,328**	**2,564,328**	**2,564,328**
045 Interfund Transfers Out	-	352,046	480,170	603,397	603,397	603,397
047 Contingency	-	-	86,018	201,308	201,308	201,308
Total REQUIREMENTS	**911,211**	**1,929,636**	**3,075,955**	**3,369,033**	**3,369,033**	**3,369,033**
ENDING FUND BALANCE	**440,618**	**487,244**	**687,704**	**565,661**	**565,661**	**565,661**

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): Leonard Damian, 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 1,612 emergency calls for service in 2016, with approximately 76.7% (1236) being Medical related (48.7% of the EMS calls were for City of Hood River residents). The fee-for-service ambulance generated $682,400 in FY2015-16 by both transporting patients from 911 calls as well as inter-facility transports from Providence Hood River Hospital. Additional revenue of $43,000 came from both selling FireMed Memberships as well as partnering with Providence Hood River Hospital on an Internship program. Ambulance fees approved on the City's Fee Schedule are adjusted annually and just prior to FY 2016-17, ambulance fees were increased for non-residents.

Starting May 16th, 2017, System Design West will be our new billing agency saving 43% on billing costs creating an estimated additional $25,000 in revenue. FY2017-18 also includes the addition of up to two (2) additional Fire/EMS personnel contingent upon anticipated ambulance revenue. The add package is detailed on the next page.

FY2017-18 Proposed Budget
Add Package – Fire/EMS Staffing

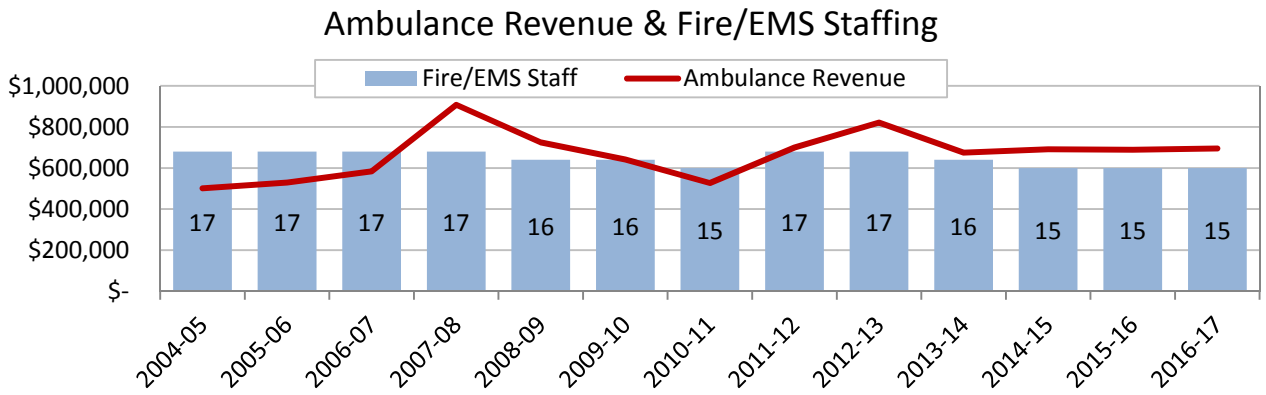
Summary: Hire two (2) Firefighting positions in FY2017-18 on a staggered basis with revenue from increased medical transports. The second of the two positions will be hired only after revenue expectations are met. If new revenue does not materialize, Fire/EMS staffing will be brought back to its current level through attrition.

Requested By: Hood River Fire Chief, Leonard Damian Department: Fire / EMS Program

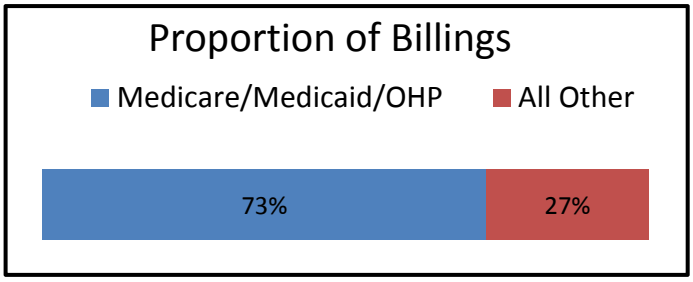
Background

Minimum staffing for the Fire Department is three (3) Firefighters in the City. To transport a patient, it requires taking two (2) Firefighters and leaving one (1) in the city. Because of this, many transfers and particularly the more highly reimbursed transfers to Portland have been delegated to Parkdale EMS. In 2016, Parkdale performed 127 transfers from Hood River to Portland despite the City's EMS program having quicker access and the right of first refusal for transports originating in the City. Applying the average bill/collection rate to these transfers calculates an estimated $185,000 in lost revenue on Portland transfers alone, without including other forgone inter-facilities transfers.

Several initiatives are in place to increase inter-facility transports, including;
- Providing Providence Hood River ER Physicians and Nursing Staff a priority matrix of how, who, and when to call Hood River FD
- Establishing a duty officer cell phone to ensure transport requests are always received



Ambulance Revenue in prior years has varied as high as $907K, correlating with staffing levels. Revenues have settled into a stable $680K to $700K in the last three-years. Ambulance fees were raised in 2016, but have shown little impact on actual receipts. The most likely reason is the set reimbursement rates from Medicare, Medicaid, and State administered health insurance programs.



Average Revenue Received	
All Transports	$ 747.71
Private Payer	1,642.90
Medicare/Medicaid/OHP	455.02
Portland Transports	$ 1,449.46
Private Payer	2,736.23
Medicare/Medicaid/OHP	778.88

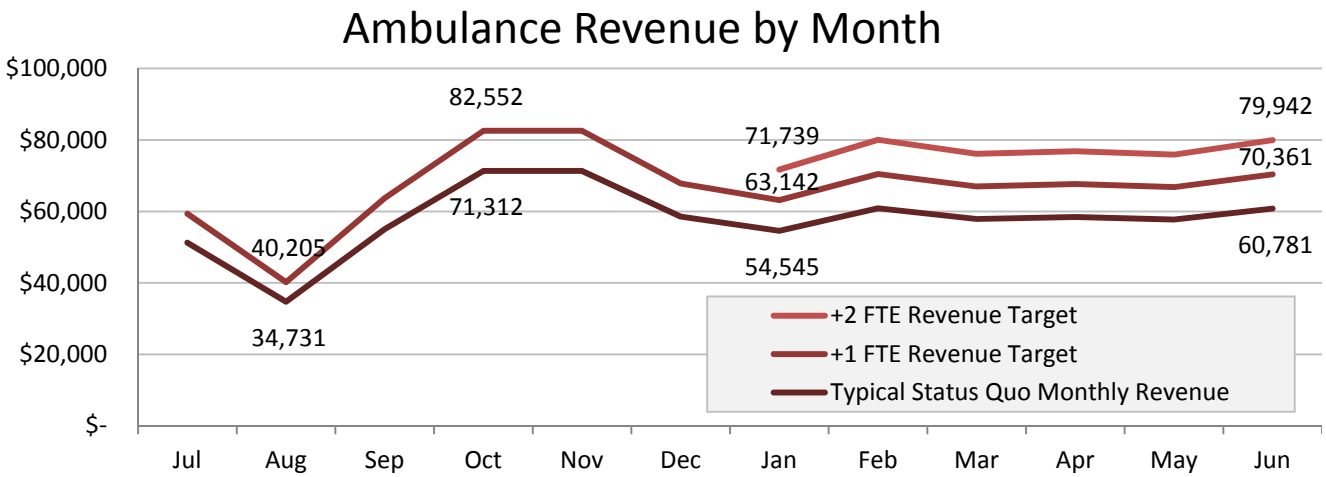
Future Staffing Proposal
Hire two (2) Firefighters, contingent on revenue benchmarks, increasing staffing to five (5) Firefighters per shift with minimum four (4) on duty. This increased staffing will greatly reduce or eliminate medical transports delegated to other regional EMS providers by allowing two (2) ambulances to be staffed while still meeting NFPA 1710 standards for an initial fire attack. Staffing levels will be allowed to temporarily drop to three (3) in the event of sick leave, reducing overtime due to injury/illness.

Financial Benchmarks
In order for the proposal to be self-supporting, ambulance revenue must increase by approximately 16% with each added position. The chart below shows a conceptual framework of revenue benchmarks that must be achieved. However, the lead time necessary to hire and operationalize a Firefighter and the delay between transport and billing revenue will alter the timing of the cash flows.

The financial risks of the proposal are mitigated by two factors:

1. The second position will only be added once initial revenue targets are met. If the initial hire timeline and billing cycles mean that revenue is trailing, the second hire will be postponed as well.

2. The Fire/EMS department has the ability to return to FY2016-17 level staffing through attrition in the next several years if sufficient revenue does not materialize.



GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Continue to operate ambulance budget independently from fire budget and 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.) with assistance of new ambulance billing provider.
2. Improve opportunities to provide inter-facility transports that originate from Providence Hospital.	Creation of a process to improve communication, timely notification with regional partners to improve customer service to citizens of Hood River Fire's Ambulance Service Area (ASA) that require advanced medical care.
4. Develop and maintain a public education campaign to decrease the incidence of falls in the elderly, CPR/AED education, and placement of AED's within the community	Deliver a public education presentation at each of the retirement 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 in both English and Spanish.

PERSONNEL SUMMARY:

Full-time Equivalents

FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18
-	-	-	3.94	3.40	3.82

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
230	**EMERGENCY MEDICAL SERVICES**								
230-230	**Public Safety - EMS**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	-	25,000	25,000	25,000	25,000	-
	REVENUE								
35015-00000	Ambulance Fee Receipts	-	-	695,000	856,750	856,750	856,750	161,750	23%
35030-00000	Fire Med Memberships	-	-	28,000	30,000	30,000	30,000	2,000	7%
37005-00000	INTEREST ON INVESTMENTS	-	-	-	-	-	-	-	-
38035-00000	Miscellaneous- Amb	-	-	-	-	-	-	-	-
	TOTAL REVENUE			**723,000**	**886,750**	**886,750**	**886,750**	**163,750**	**23%**
39100-00000	TRANS FROM - GENERAL	-	-	55,000	-	-	-	(55,000)	-100%
39810-00000	TRANS FROM - EQUIP REPLACEMENT	-	-	36,059	-	-	-	(36,059)	-100%
39815-00000	TRANS FROM - Comp Absences	-	-	50,940	-	-	-	(50,940)	-100%
TOTAL RESOURCES				**864,999**	**911,750**	**911,750**	**911,750**	**46,751**	**5%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	-	-	253,210	288,906	288,906	288,906	35,696	14%
41006-00000	Overtime	-	-	32,000	32,000	32,000	32,000	-	-
41010-00000	FRINGE BENEFITS	-	-	137,232	169,442	169,442	169,442	32,210	23%
41060-00000	Holiday Cashouts	-	-	16,000	17,000	17,000	17,000	1,000	6%
	TOTAL PAYROLL			**438,442**	**507,348**	**507,348**	**507,348**	**68,906**	**16%**
	MATERIALS & SERVICES								
42005-40005	Supplies - EMS	-	-	25,000	30,000	30,000	30,000	5,000	20%
42005-40010	Office Supplies - EMS	-	-	1,400	1,400	1,400	1,400	-	-
42005-40020	Fuel & Lube - EMS	-	-	9,000	9,000	9,000	9,000	-	-
42005-40025	Uniforms & Clothing - EMS	-	-	9,000	9,500	9,500	9,500	500	6%
42005-40035	Printing - EMS	-	-	250	260	260	260	10	4%
42010-11501	IT Services - EMS	-	-	175	175	175	175	-	-
42010-40150	Professional Svcs - EMS	-	-	50,000	52,000	52,000	52,000	2,000	4%
42015-40210	Postage - EMS	-	-	250	260	260	260	10	4%
42015-40235	Radio's - EMS	-	-	2,000	2,000	2,000	2,000	-	-
42030-42030	Insurance- EMS	-	-	14,250	15,000	15,000	15,000	750	5%
42040-40405	Equipment Repairs - EMS	-	-	2,000	2,000	2,000	2,000	-	-
42040-40410	Vehicle Maint/Rep - EMS	-	-	10,000	10,500	10,500	10,500	500	5%
42040-40420	Janitorial - EMS	-	-	1,400	1,000	1,000	1,000	(400)	-29%
42050-40505	Dues & Subscriptions - EMS	-	-	250	250	250	250	-	-
42050-40510	Books & Manuals - EMS	-	-	750	500	500	500	(250)	-33%

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
42050-40525	Trainings & Meetings - EMS	-	-	28,000	29,500	29,500	29,500	1,500	5%
42050-40535	Staff Recognition - EMS	-	-	1,500	1,500	1,500	1,500	-	-
42070-42070	Facilities Rent	-	-	7,500	-	-	-	(7,500)	-100%
42075-40620	Misc Minor Tools & Equip - EMS	-	-	10,000	10,000	10,000	10,000	-	-
42080-42080	ADMIN SERVICES ALLOC (GEN)	-	-	53,367	36,044	36,044	36,044	(17,323)	-32%
42080-42085	Miscellaneous- Misc. - EMS	-	-	6,000	5,320	5,320	5,320	(680)	-11%
	TOTAL MATERIALS & SERVICES			**232,092**	**216,209**	**216,209**	**216,209**	**(15,883)**	**-7%**
	TOTAL EXPENDITURES			**670,534**	**723,557**	**723,557**	**723,557**	**53,023**	**8%**
	CONTINGENCY/TRANSFER								
45810-00000	TRANSFER TO - EQUIP REPLACE	-	-	57,437	37,141	37,141	37,141	(20,296)	-35%
45815-00000	TRANSFER TO - COMP ABSENC	-	-	14,687	12,188	12,188	12,188	(2,499)	-17%
47005-00000	CONTINGENCY	-	-	-	51,155	51,155	51,155	51,155	-
	TOTAL CONTINGENCY/TRANSFER			**72,124**	**100,484**	**100,484**	**100,484**	**28,360**	**39%**
TOTAL REQUIREMENTS				**742,658**	**824,041**	**824,041**	**824,041**	**81,383**	**11%**
48005-10000	RESERVE BALANCES - CAPITAL	-	-	93,496	-	-	-	(93,496)	-100%
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	65,627	-	-	-	(65,627)	-100%
48005-40000	RESERVE BALANCES - PERS	-	-	1,000	-	-	-	(1,000)	-100%
48010-00000	ENDING BALANCE (BUDGETARY)	-	-	9,342	-	-	-	(9,342)	-100%
Unappropriated Ending Balance									
230-EMERGENCY MEDICAL SERVICES				**(47,124)**	**87,709**	**87,709**	**87,709**	**134,833**	**-286%**

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 to the City Clair Company receives 85 percent of building revenues. The program provides services for general and mechanical inspection, and plumbing is provided by Mid-Columbia Council of Governments (MCCOG). The County of Hood River is responsible for inspecting electrical. 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:

2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
0.0	0.0	0.0	0.0	0.0	0.2

The Building Department also uses some temporary floating employee assistance throughout the year.

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
310	**BUILDING**								
310-310	**Building**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	398,554	391,795	327,896	330,000	330,000	330,000	2,104	1%
REVENUE									
32010-30005	Building Permits - Permit Fee	145,373	194,609	211,000	165,000	165,000	165,000	(46,000)	-22%
32010-30010	Building Permit-Plan Check Fee	111,382	153,272	175,000	135,000	135,000	135,000	(40,000)	-23%
32010-30015	Building Permits - Mechanical	13,115	16,168	30,000	15,000	15,000	15,000	(15,000)	-50%
32010-30030	Mech. Plan Review- Bldg	925	3,231	5,000	1,500	1,500	1,500	(3,500)	-70%
34070-37070	Pass Thru- Building Dept	315	-	-	-	-	-	-	-
37005-00000	INTEREST REVENUE	769	802	350	1,774	1,774	1,774	1,424	407%
38010-38000	Vehicle Sales	(4,108)	-	-	-	-	-	-	-
38035-00000	Misc. fees	12,792	4,989	3,000	-	-	-	(3,000)	-100%
38035-38040	Vehicle Lease- Bldg Dept.	1,000	-	-	-	-	-	-	-
TOTAL REVENUE		**281,563**	**373,071**	**424,350**	**318,274**	**318,274**	**318,274**	**(106,076)**	**-25%**
TOTAL RESOURCES		**680,117**	**764,866**	**752,246**	**648,274**	**648,274**	**648,274**	**(103,972)**	**-14%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	10,135	12,060	14,572	37,270	37,270	37,270	22,698	156%
41010-00000	FRINGE BENEFITS	1,999	2,061	3,200	18,943	18,943	18,943	15,743	492%
	TOTAL PAYROLL	**12,134**	**14,121**	**17,772**	**56,213**	**56,213**	**56,213**	**38,441**	**216%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Bldg	513	183	200	150	150	150	(50)	-25%
42005-40015	Operating Materials - Bldg	2	460	500	500	500	500	-	-
42005-40020	Fuel & Lube - Bldg	(79)	-	-	-	-	-	-	-
42005-40035	Printing - Bldg	24	-	-	-	-	-	-	-
42010-11501	IT Services - Building	-	460	-	300	300	300	300	-
42010-40115	Contract Svcs - Bldg	241,190	318,335	361,000	269,025	269,025	269,025	(91,975)	-25%
42015-40210	Postage - Bldg	75	170	100	150	150	150	50	50%
42030-42030	INSURANCE	-	-	1,000	1,000	1,000	1,000	-	-
42040-40415	Facility Maint- Bldg	397	-	-	-	-	-	-	-
42065-00000	BANK AND MERCHANT FEES	-	9,807	-	-	-	-	-	-
42065-42055	Bank and Merchant Fees	-	-	1,000	1,000	1,000	1,000	-	-
42080-00000	MISCELLANEOUS	4,463	-	-	-	-	-	-	-
42080-42000	Equiptment Maint Chargeback	-	-	-	1,000	1,000	1,000	1,000	-
42080-42080	ADMIN SERVICES ALLOCATION	31,606	37,570	24,946	21,976	21,976	21,976	(2,970)	-12%
42080-42085	Misc- Misc Building	563	373	2,300	2,300	2,300	2,300	-	-
	TOTAL MATERIALS & SERVICES	**278,754**	**367,358**	**391,046**	**297,401**	**297,401**	**297,401**	**(93,645)**	**-24%**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
	CAPITAL OUTLAY								
43010-43010	Buildings	-	57,921	-	2,000	2,000	2,000	2,000	-
43020-40625	Computers & Software	5,650	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**5,650**	**57,921**		**2,000**	**2,000**	**2,000**	**2,000**	**-**
	TOTAL EXPENDITURES	**296,538**	**439,400**	**408,818**	**355,614**	**355,614**	**355,614**	**(53,204)**	**-13%**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY	-	-	42,876	50,000	50,000	50,000	7,124	17%
	TOTAL CONTINGENCY/TRANSFER			**42,876**	**50,000**	**50,000**	**50,000**	**7,124**	**17%**
TOTAL REQUIREMENTS		**296,538**	**439,400**	**451,694**	**405,614**	**405,614**	**405,614**	**(46,080)**	**-10%**
48010-00000	ENDING BALANCE (BUDGETARY)	-	-	293,428	-	-	-	(293,428)	-100%
Unappropriated Ending Balance 310-BUILDING		**383,579**	**325,466**	**7,124**	**242,660**	**242,660**	**242,660**	**235,536**	**3306%**

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 stormwater 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 through a professional services contract with the Bell Design Company.

GOALS AND MEASURES:

GOAL	MEASURE(S)
Attend all development meetings	50% attendants

PERSONNEL SUMMARY:
n/a

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
235	**ENGINEERING**								
235-235	**Engineering**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	6,264	15,000	15,000	15,000	8,736	139%
	REVENUE								
35030-00000	ENGINEERING INCOME	-	72,911	22,143	35,000	35,000	35,000	12,857	58%
37005-00000	INTEREST ON INVESTMENTS	-	4	-	-	-	-	-	-
	TOTAL REVENUE		**72,915**	**22,143**	**35,000**	**35,000**	**35,000**	**12,857**	**58%**
39100-00000	TRANS FROM - GENERAL	-	20,000	82,857	80,000	80,000	80,000	(2,857)	-3%
39270-00000	TRANS FROM - ASSES IMP REV	-	-	938	-	-	-	(938)	-100%
TOTAL RESOURCES			**92,915**	**112,202**	**130,000**	**130,000**	**130,000**	**17,798**	**16%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	-	24,630	34,627	23,728	23,728	23,728	(10,899)	-31%
41006-00000	Overtime - Engineering	-	16	-	-	-	-	-	-
41010-00000	FRINGE BENEFITS	-	10,953	17,997	13,257	13,257	13,257	(4,740)	-26%
41065-00000	Retirement Payouts	-	-	839	-	-	-	(839)	-100%
	TOTAL PAYROLL		**35,599**	**53,463**	**36,985**	**36,985**	**36,985**	**(16,478)**	**-31%**
	MATERIALS & SERVICES								
42005-40020	Fuel & Lube - Engineering	-	59	100	50	50	50	(50)	-50%
42005-40035	Printing	-	68	-	-	-	-	-	-
42010-40115	Contract Svcs - Eng	-	50,540	30,000	35,000	35,000	35,000	5,000	17%
42080-42080	ADMIN SERVICES ALLOCATION	-	4,362	6,367	4,834	4,834	4,834	(1,533)	-24%
	TOTAL MATERIALS & SERVICES		**55,029**	**36,467**	**39,884**	**39,884**	**39,884**	**3,417**	**9%**
	TOTAL EXPENDITURES		**90,628**	**89,930**	**76,869**	**76,869**	**76,869**	**(13,061)**	**-15%**
	CONTINGENCY/TRANSFER								
45815-00000	TRANSFER TO - COMP ABSENC	-	-	434	-	-	-	(434)	-100%
47005-00000	CONTINGENCY (BUDGETARY)	-	-	12,792	21,993	21,993	21,993	9,201	72%
	TOTAL CONTINGENCY/TRANSFER			**13,226**	**21,993**	**21,993**	**21,993**	**8,767**	**66%**
TOTAL REQUIREMENTS			**90,628**	**103,156**	**98,862**	**98,862**	**98,862**	**(4,294)**	**-4%**
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	434	-	-	-	(434)	-100%
48005-40000	RESERVE BALANCES - PERS	-	-	1,000	-	-	-	(1,000)	-100%
Unappropriated Ending Balance 235-ENGINEERING			**2,287**	**7,612**	**31,138**	**31,138**	**31,138**	**23,526**	**309%**

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): Will Norris, Finance Dir. / Asst. City Manager

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.

The Municipal Court experienced a reduction in revenues in 2016 as a result of the passage of Measure 91, which legalizes personal possession of certain amounts of recreational marijuana for people 21 years of age or older. It is possible that general population increases and the inclusion of short-term rental regulations may replace some portion of the lost marijuana fines. In the near term, the court is anticipated to sustain its annual $100,000 transfer to the General Fund. However this may need to be reevaluated in the next two to three years.

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Completion of required training toward Court Clerk's certification through the Oregon Association of Municipal Court Administration	Completion of certification by June 2016
2. Complete show cause trials in timely manner	Completion of show cause trials within120 days of delinquency

PERSONNEL SUMMARY:

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
1.10	1.10	1.10	1.10	1.10	1.10	1.10

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
240	**MUNICIPAL COURT**								
240-240	**Muni Court**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	79,152	65,000	65,000	65,000	(14,152)	-18%
	REVENUE								
33005-00000	Municipal Court Revenue	-	195,496	250,000	233,791	233,791	233,791	(16,209)	-6%
33010-00000	OR Judicial Court Revenues	-	14,723	-	32,343	32,343	32,343	32,343	-
37005-00000	INTEREST ON INVESTMENTS	-	122	-	410	410	410	410	-
	TOTAL REVENUE		**210,341**	**250,000**	**266,544**	**266,544**	**266,544**	**16,544**	**7%**
TOTAL RESOURCES			**210,341**	**329,152**	**331,544**	**331,544**	**331,544**	**2,392**	**1%**
REQUIREMENTS									
	PAYROLL								
41005-00000	Salary & Wages - Municourt	-	69,231	74,269	74,210	74,210	74,210	(59)	-
41010-00000	Fringe Benefits - Municourt	-	16,682	18,813	20,710	20,710	20,710	1,897	10%
	TOTAL PAYROLL		**85,913**	**93,082**	**94,920**	**94,920**	**94,920**	**1,838**	**2%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies- Muni court	-	803	1,200	1,200	1,200	1,200	-	-
42005-40035	Printing - Muni Court	-	-	200	200	200	200	-	-
42010-11501	IT Services	-	306	750	750	750	750	-	-
42010-40115	Contract Svcs- Municourt	-	5,726	12,000	12,000	12,000	12,000	-	-
42015-40210	Postage - Municourt	-	1,307	1,200	1,200	1,200	1,200	-	-
42030-42030	INSURANCE	-	-	1,000	1,000	1,000	1,000	-	-
42035-40305	Electricity - Municourt	-	913	-	-	-	-	-	-
42035-40310	Heating - Municourt	-	238	-	-	-	-	-	-
42035-40315	Garbage- Municourt	-	139	-	-	-	-	-	-
42035-40320	City Utilities - Municourt	-	168	-	-	-	-	-	-
42040-40415	Facility Repair - Municourt	-	146	-	-	-	-	-	-
42040-40420	Janitorial- Municourt	-	853	-	-	-	-	-	-
42050-40505	Dues & Subscriptions - Muni	-	100	150	150	150	150	-	-
42050-40510	Books & Manuals - Muni	-	-	200	200	200	200	-	-
42050-40525	Training & Meetings - Muni	-	903	2,000	2,000	2,000	2,000	-	-
42065-42055	BANK AND MERCHANT FEES	-	780	-	-	-	-	-	-
42075-40620	Misc Minor Tools & Equip-Muni	-	-	1,000	1,000	1,000	1,000	-	-
42080-42080	ADMIN SERVICES ALLOCATION	-	7,435	8,152	6,528	6,528	6,528	(1,624)	-20%
42080-42085	Misc.- Muni Court	-	1,085	500	500	500	500	-	-
	TOTAL MATERIALS & SERVICES		**20,902**	**28,352**	**26,728**	**26,728**	**26,728**	**(1,624)**	**-6%**
	TOTAL EXPENDITURES		**106,815**	**121,434**	**121,648**	**121,648**	**121,648**	**214**	**-**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
	CONTINGENCY/TRANSFER								
45100-00000	TRANS TO - GENERAL	-	50,000	100,000	100,000	100,000	100,000	-	-
45815-00000	TRANSFER TO - COMP ABSENC	-	-	347	123	123	123	(224)	-65%
47005-00000	CONTINGENCY (BUDGETARY)	-	-	-	14,835	14,835	14,835	14,835	-
	TOTAL CONTINGENCY/TRANSFER		**50,000**	**100,347**	**114,958**	**114,958**	**114,958**	**14,611**	**15%**
TOTAL REQUIREMENTS			**156,815**	**221,781**	**236,606**	**236,606**	**236,606**	**14,825**	**7%**
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	347	-	-	-	(347)	-100%
48005-40000	RESERVE BALANCES - PERS	-	-	1,000	-	-	-	(1,000)	-100%
48010-00000	ENDING FUND BALANCE	-	-	96,371	-	-	-	(96,371)	-100%
Unappropriated Ending Balance									
240-MUNICIPAL COURT			**53,526**	**9,653**	**94,938**	**94,938**	**94,938**	**85,285**	**884%**

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.

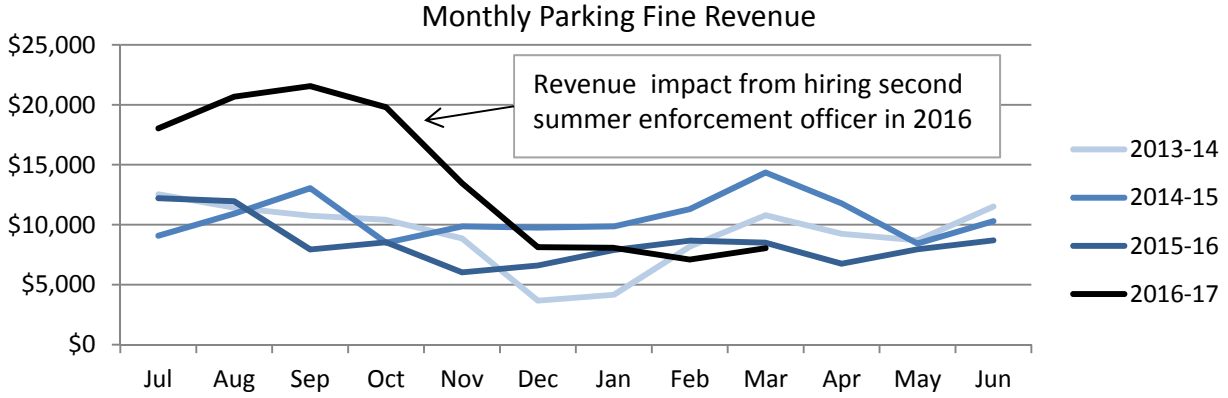
PROGRAM NAME: Parking Program

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. Beginning in 2016, a summer temporary enforcement officer was added. The revenue impact from the addition of this staff person was immediately clear in comparisons to previous summers.



Similarly the parking clerk position performs all parking administration functions and is managed through the Finance department.

The Parking program is budgeted to transfer $450,000 to the General Fund in FY2017-18. This large annual transfer makes the parking program a significant source of revenue for General Fund programs, the largest of which are Police, Fire, and Parks.

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. Twice a week during the summer season.
3. Ensure safe parking areas for all vehicles	Once a year all on-street parking marking as are inspected and a new coat of thermos-plastic or paint are allied to identifying the safe are to park.

PERSONNEL SUMMARY:

2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
1.00	1.00	1.00	1.00	1.60	2.67	1.95

The Parking Fund encompasses significant work time for the Police Department Community Services Officer and the Finance Department Parking Assistant.

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
245	**PARKING**								
245-245	**Parking**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	109,328	190,000	190,000	190,000	80,672	74%
	REVENUE								
32005-32005	Parking Lot Use Fees	-	2,358	1,500	5,000	5,000	5,000	3,500	233%
32020-00000	Parking Work Permits	-	3,345	2,000	2,000	2,000	2,000	-	-
32025-00000	Parking Meter Receipts	-	497,637	663,165	714,629	714,629	714,629	51,464	8%
32030-00000	Parking Space Rental	-	82,476	73,000	73,000	73,000	73,000	-	-
33010-00000	Parking Fines	-	105,298	152,271	175,000	175,000	175,000	22,729	15%
34100-34100	INTERGOVERNMENTAL-PORT HR	-	-	11,250	-	-	-	(11,250)	-100%
37005-00000	INTEREST ON INVESTMENTS	-	114	-	1,231	1,231	1,231	1,231	-
38035-00000	Miscellaneous (Parking Waiver)	-	436	-	200	200	200	200	-
	TOTAL REVENUE		**691,664**	**903,186**	**971,060**	**971,060**	**971,060**	**67,874**	**8%**
39810-00000	TRANS FROM - EQUIP REPLACEMENT	-	-	2,046	-	-	-	(2,046)	-100%
TOTAL RESOURCES			**691,664**	**1,014,560**	**1,161,060**	**1,161,060**	**1,161,060**	**146,500**	**14%**
REQUIREMENTS									
	PAYROLL								
41005-00000	Salary & Wages - Parking	-	119,507	164,358	155,710	155,710	155,710	(8,648)	-5%
41006-00000	Overtime - Parking	-	1,015	2,000	500	500	500	(1,500)	-75%
41010-00000	Fringe Benefits - Parking	-	68,752	97,146	104,044	104,044	104,044	6,898	7%
41060-00000	HOLIDAY CASHOUTS	-	2,902	-	-	-	-	-	-
	TOTAL PAYROLL		**192,176**	**263,504**	**260,254**	**260,254**	**260,254**	**(3,250)**	**-1%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Parking	-	598	300	1,000	1,000	1,000	700	233%
42005-40015	Operating Materials - Parking	-	20,740	21,600	23,000	23,000	23,000	1,400	6%
42005-40020	Fuel & Lube - Parking	-	487	1,700	1,500	1,500	1,500	(200)	-12%
42005-40025	Uniforms & Clothing	-	438	-	-	-	-	-	-
42005-40035	Printing - Parking	-	-	1,500	1,500	1,500	1,500	-	-
42010-11501	IT SERVICES	-	25	500	500	500	500	-	-
42010-40115	Contract Svcs - Parking	-	11,655	19,500	37,000	37,000	37,000	17,500	90%
42015-40210	Postage - Parking	-	1,145	1,500	1,500	1,500	1,500	-	-
42030-42030	INSURANCE	-	-	1,000	1,000	1,000	1,000	-	-
42035-40305	Electricity - Parking	-	913	-	1,000	1,000	1,000	1,000	-
42035-40310	Heating (Gas/Oil) - Parking	-	238	-	-	-	-	-	-
42035-40315	Garbage Svc - Parking	-	139	-	-	-	-	-	-
42035-40320	City Utilities - Parking	-	168	9,000	5,000	5,000	5,000	(4,000)	-44%

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
42040-40405	Equipment Repairs - Parking	-	6,743	14,000	14,000	14,000	14,000	-	-
42040-40415	Facility Maint- Parking	-	-	-	3,000	3,000	3,000	3,000	-
42040-40420	Janitorial - Parking	-	853	-	-	-	-	-	-
42065-42055	BANK AND MERCHANT FEES	-	28,747	30,000	60,000	60,000	60,000	30,000	100%
42075-62003	Software Costs	-	-	5,800	5,800	5,800	5,800	-	-
42080-42000	Equiptment Maint chrgbck prkg	-	5,420	2,865	6,442	6,442	6,442	3,577	125%
42080-42080	ADMIN SERVICES ALLOCATION	-	15,401	20,632	30,043	30,043	30,043	9,411	46%
42080-42085	Misc.- Parking	-	52	-	-	-	-	-	-
	TOTAL MATERIALS & SERVICES		**93,762**	**129,897**	**192,285**	**192,285**	**192,285**	**62,388**	**48%**
	CAPITAL OUTLAY								
43020-40620	Machinery & Equipment	-	15,760	165,500	165,500	165,500	165,500	-	-
43025-40620	Vehicles	-	6,598	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY		**22,358**	**165,500**	**165,500**	**165,500**	**165,500**		**-**
	TOTAL EXPENDITURES		**308,296**	**558,901**	**618,039**	**618,039**	**618,039**	**59,138**	**11%**
	CONTINGENCY/TRANSFER								
45100-00000	TRANS TO - GENERAL	-	300,000	300,000	450,000	450,000	450,000	150,000	50%
45810-00000	TRANSFER TO - EQUIP REPLACE	-	2,046	2,436	3,266	3,266	3,266	830	34%
45815-00000	TRANSFER TO - COMP ABSENC	-	-	4,829	679	679	679	(4,150)	-86%
47005-00000	CONTINGENCY (BUDGETARY)	-	-	-	32,975	32,975	32,975	32,975	-
	TOTAL CONTINGENCY/TRANSFER		**302,046**	**307,265**	**486,920**	**486,920**	**486,920**	**179,655**	**58%**
TOTAL REQUIREMENTS			**610,342**	**866,166**	**1,104,959**	**1,104,959**	**1,104,959**	**238,793**	**28%**
48005-10000	CAPITAL RESERVE (BUDGET ONLY)	-	-	4,482	-	-	-	(4,482)	-100%
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	4,829	-	-	-	(4,829)	-100%
48005-40000	RESERVE BALANCES - PERS	-	-	1,000	-	-	-	(1,000)	-100%
48010-00000	ENDING FUND BALANCE	-	-	115,348	-	-	-	(115,348)	-100%
Unappropriated Ending Balance 245-PARKING			**81,322**	**22,735**	**56,101**	**56,101**	**56,101**	**33,366**	**147%**

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): Will Norris, Finance Dir. / Asst. City Manager

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%). The Fire G.O. Bond will be fully repaid in FY2021-22.

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Effective communication to Hood River County of amount of bond levy to be imposed for FY 2015-16	Sufficient property taxes collected to fund annual debt service requirements

PERSONNEL SUMMARY:

n/a

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
420-420	**Fire G/O - Debt Service**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	76,042	57,040	4,840	59,073	59,073	59,073	54,233	1121%
	REVENUE								
31005-00000	CURRENT TAXES	509,542	582,430	676,710	680,800	680,800	680,800	4,090	1%
31010-00000	PREVIOUSLY LEVIED TAXES	10,898	17,314	8,500	8,551	8,551	8,551	51	1%
37005-00000	INTEREST REVENUE	2,316	310	450	3,642	3,642	3,642	3,192	709%
	TOTAL REVENUE	**522,756**	**600,054**	**685,660**	**692,993**	**692,993**	**692,993**	**7,333**	**1%**
39280-00000	TRANS FROM- CAP. EXP. FIRE G/O	72,914	-	-	-	-	-	-	-
TOTAL RESOURCES		**671,712**	**657,094**	**690,500**	**752,066**	**752,066**	**752,066**	**61,566**	**9%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42080-42085	MISCELLANEOUS	25	-	150	150	150	150	-	-
	TOTAL MATERIALS & SERVICES	**25**		**150**	**150**	**150**	**150**		**-**
	DEBT SERVICE								
44005-00000	Fire G/O Bond 2009 2nd-Princ	135,000	150,000	160,000	170,000	170,000	170,000	10,000	6%
44005-00002	Fire G/O Bond 2010 2nd-Princ	295,000	315,000	350,000	370,000	370,000	370,000	20,000	6%
44010-00000	Fire G/O Bond 2009 2nd-Int	51,135	45,738	40,000	33,338	33,338	33,338	(6,662)	-17%
44010-00002	Fire G/O Bond 2010 2nd-Int	133,513	121,713	110,000	95,113	95,113	95,113	(14,887)	-14%
	TOTAL DEBT SERVICE	**614,648**	**632,451**	**660,000**	**668,451**	**668,451**	**668,451**	**8,451**	**1%**
	TOTAL EXPENDITURES	**614,673**	**632,451**	**660,150**	**668,601**	**668,601**	**668,601**	**8,451**	**1%**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY (BUDGETARY)	-	-	30,350	30,350	30,350	30,350	-	-
	TOTAL CONTINGENCY/TRANSFER			**30,350**	**30,350**	**30,350**	**30,350**		**-**
TOTAL REQUIREMENTS		**614,673**	**632,451**	**690,500**	**698,951**	**698,951**	**698,951**	**8,451**	**1%**
Unappropriated Ending Balance 420-FIRE G/O		**57,039**	**24,643**		**53,115**	**53,115**	**53,115**	**53,115**	**-**

Category/Program	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Reserves Fund						
030 Beginning Fund Balance	620,097	1,017,914	1,383,471	2,175,640	2,175,640	2,175,640
REVENUE						
036 Assessment Revenues	-	90,985	254,369	163,109	163,109	163,109
037 Interest Earnings	-	2,316	850	7,737	7,737	7,737
038 Misc. Revenues	12,663	18,998	-	-	-	-
REVENUE	**12,663**	**112,299**	**255,219**	**170,846**	**170,846**	**170,846**
039 Interfund Transfers In	385,154	607,631	992,814	477,034	477,034	477,034
Total RESOURCES	**1,017,914**	**1,737,844**	**2,631,504**	**2,823,520**	**2,823,520**	**2,823,520**
260 Reserve - Parking in Lieu	-	8,025	6,323	6,323	6,323	6,323
270 LID Assessments	-	103,332	254,369	163,109	163,109	163,109
350 Reserve - Miscellaneous	-	99,602	109,860	114,501	114,501	114,501
810 Reserve - Equipment Replacemen	-	247,496	52,412	192,000	192,000	192,000
815 Reserve - Compensated Absences	-	-	241,420	157,892	157,892	157,892
Total REQUIREMENTS	**0**	**458,455**	**664,384**	**633,825**	**633,825**	**633,825**
ENDING FUND BALANCE	**1,017,914**	**1,279,389**	**1,967,120**	**2,189,695**	**2,189,695**	**2,189,695**

Category	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Reserves Fund						
030 Beginning Fund Balance	620,097	1,017,914	1,383,471	2,175,640	2,175,640	2,175,640
REVENUE						
036 Assessment Revenues	-	90,985	254,369	163,109	163,109	163,109
037 Interest Earnings	-	2,316	850	7,737	7,737	7,737
038 Misc. Revenues	12,663	18,998	-	-	-	-
REVENUE	**12,663**	**112,299**	**255,219**	**170,846**	**170,846**	**170,846**
039 Interfund Transfers In	385,154	607,631	992,814	477,034	477,034	477,034
Total RESOURCES	**1,017,914**	**1,737,844**	**2,631,504**	**2,823,520**	**2,823,520**	**2,823,520**
EXPENDITURES						
041 Personnel Services	-	-	154,090	107,892	107,892	107,892
042 Materials & Services	-	103,332	248,119	163,109	163,109	163,109
043 Capital Outlay	-	145,649	-	92,000	92,000	92,000
EXPENDITURES	**0**	**248,981**	**402,209**	**363,001**	**363,001**	**363,001**
045 Interfund Transfers Out	-	209,474	245,594	-	-	-
047 Contingency	-	-	16,581	270,824	270,824	270,824
Total REQUIREMENTS	**0**	**458,455**	**664,384**	**633,825**	**633,825**	**633,825**
ENDING FUND BALANCE	**1,017,914**	**1,279,389**	**1,967,120**	**2,189,695**	**2,189,695**	**2,189,695**

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,
- LID Assessments
- Miscellaneous Reserves
- General Equipment Replacement,
- Compensated Absences, and
- PERS Stabilization

PROGRAM NAME: Reserve – Parking in Lieu

RESPONSIBLE MANAGER(S): Will Norris, Finance Dir. / Asst. City Manager

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

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
260	**PARKING IN LIEU**								
260-260	**Reserve - Parking in Lieu**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	11,419	13,723	6,323	6,323	6,323	6,323	-	-
	REVENUE								
37005-00000	INTEREST ON INVESTMENTS	-	19	-	55	55	55	55	-
38025-30200	In lieu of parking-Central Bus	2,304	1,200	-	-	-	-	-	-
38025-30205	In lieu of Parking-Heights bus	-	3,450	-	-	-	-	-	-
	TOTAL REVENUE	**2,304**	**4,669**		**55**	**55**	**55**	**55**	**-**
TOTAL RESOURCES		**13,723**	**18,392**	**6,323**	**6,378**	**6,378**	**6,378**	**55**	**1%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43020-40620	Machinery & Equipment	-	8,025	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY		**8,025**						**-**
	TOTAL EXPENDITURES		**8,025**						**-**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY (BUDGETARY)	-	-	6,323	6,323	6,323	6,323	-	-
	TOTAL CONTINGENCY/TRANSFER			**6,323**	**6,323**	**6,323**	**6,323**		**-**
TOTAL REQUIREMENTS			**8,025**	**6,323**	**6,323**	**6,323**	**6,323**		**-**
Unappropriated Ending Balance									
260-PARKING IN LIEU		**13,723**	**10,367**		**55**	**55**	**55**	**55**	**-**

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,
- LID Assessments
- Miscellaneous Reserves,
- General Equipment Replacement,
- Compensated Absences, and
- PERS Stabilization

PROGRAM NAME: LID Assessments

RESPONSIBLE MANAGER(S): Will Norris, Finance Dir. / Asst. City Manager

PROGRAM DESCRIPTION:

This program is used to track assessment payments received on Local Improvement Districts 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

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
270	**LID ASSESSMENTS (PASS-THROUGH)**								
270-270	**LID Assessments**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	-	-	-	-	-	-
	REVENUE								
36005-00000	ASSESSMENT REVENUE - Prior LID	-	34,953	-	-	-	-	-	-
36010-00000	Assessment Int. - Prior LID	-	49,715	-	-	-	-	-	-
36015-00000	Asses Prin. West Oak st LID	-	4,711	-	-	-	-	-	-
36020-00000	Asses. Int. - West Oak St LID	-	1,606	-	-	-	-	-	-
36035-00000	Asses. Prin.- State Street LID	-	-	254,369	163,109	163,109	163,109	(91,260)	-36%
	TOTAL REVENUE		**90,985**	**254,369**	**163,109**	**163,109**	**163,109**	**(91,260)**	**-36%**
TOTAL RESOURCES			**90,985**	**254,369**	**163,109**	**163,109**	**163,109**	**(91,260)**	**-36%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42090-42091	INTERGOVERNMENTAL	-	103,332	248,119	163,109	163,109	163,109	(85,010)	-34%
	TOTAL MATERIALS & SERVICES		**103,332**	**248,119**	**163,109**	**163,109**	**163,109**	**(85,010)**	**-34%**
	TOTAL EXPENDITURES		**103,332**	**248,119**	**163,109**	**163,109**	**163,109**	**(85,010)**	**-34%**
	CONTINGENCY/TRANSFER								
45200-00000	TRANS TO - ROAD OPS	-	-	1,500	-	-	-	(1,500)	-100%
45235-00000	TRANS TO - ENGINEERING	-	-	938	-	-	-	(938)	-100%
45500-00000	TRANS TO - SEWER OPS	-	-	1,937	-	-	-	(1,937)	-100%
45600-00000	TRANS TO - WATER OPS	-	-	1,875	-	-	-	(1,875)	-100%
	TOTAL CONTINGENCY/TRANSFER			**6,250**				**(6,250)**	**-100%**
TOTAL REQUIREMENTS			**103,332**	**254,369**	**163,109**	**163,109**	**163,109**	**(91,260)**	**-36%**
Unappropriated Ending Balance									
270-LID ASSESSMENTS (PASS-THROUGH)			**(12,347)**						**-**

RESERVES FUND

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

PROGRAM NAME: Reserve – Miscellaneous

RESPONSIBLE MANAGER(S): Will Norris, Finance Dir. / Asst. City Manager

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. The Fund has been used to segregate and track other dedicated monies since this time. In FY2015-16 the Misc. Reserve Fund transferred $99,602 that was set aside for the Serpentine Sidewalk project to the Road Fund. Recent activity in this fund includes setting aside $100,000 in FY2016-17 for future support of Affordable Housing initiatives, project, or programs.

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 and $4,000 from an Oregon Community Foundation Grant for wayfinding signs. 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. Hold funds dedicated for Affordable Housing	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 2017-18

PERSONNEL SUMMARY:

n/a

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
350	**MISC. RESERVES**								
350-350	**Reserve - Miscellaneous**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	99,602	99,602	113,950	114,424	114,424	114,424	474	-
	REVENUE								
37005-00000	INTEREST ON INVESTMENTS	-	26	-	77	77	77	77	-
38035-38050	Misc - Contributions	-	14,348	-	-	-	-	-	-
	TOTAL REVENUE		**14,374**		**77**	**77**	**77**	**77**	**-**
39100-00000	Trans from General	-	-	-	-	-	-	-	-
TOTAL RESOURCES		**99,602**	**113,976**	**113,950**	**114,501**	**114,501**	**114,501**	**551**	**-**
REQUIREMENTS									
	CONTINGENCY/TRANSFER								
45200-00000	TRANS TO - ROADS	-	99,602	99,602	-	-	-	(99,602)	-100%
47005-00000	CONTINGENCY (BUDGETARY)	-	-	10,258	114,501	114,501	114,501	104,243	1016%
	TOTAL CONTINGENCY/TRANSFER		**99,602**	**109,860**	**114,501**	**114,501**	**114,501**	**4,641**	**4%**
TOTAL REQUIREMENTS			**99,602**	**109,860**	**114,501**	**114,501**	**114,501**	**4,641**	**4%**
Unappropriated Ending Balance 350-MISC. RESERVES		**99,602**	**14,374**	**4,090**				**(4,090)**	**-100%**

RESERVES FUND

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

PROGRAM NAME: Reserve – General Equipment Replacement

RESPONSIBLE MANAGER(S): Will Norris, Finance Dir. / Asst. City Manager

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 Police, Fire, EMS, Parks, Parking, and Administration programs. Replacement reserves for other programs are maintained within the Roads, Water, Sewer, and Storm Water Funds.

Monies in the Equipment Replacement Reserve are specifically allocated toward vehicles. Vehicle Replacement is tracked for each vehicle unit and is used at the time the individual vehicle is replaced. For 2017-18, a total of thirty-two (32) vehicles are tracked and reserved for in the General Equipment Replacement Reserve.

The proposed FY2016-17 budget includes the purchase of two (2) AWD Police interceptors for a total of $92,000. The vehicle cost reflect fully equipped, turnkey ready to perform the daily responsibilities of a Patrol Officer. The two new patrol vehicles will replace two outgoing vehicles that have exceeded their useful life per the replacement schedule. The proceeds from sale of the outgoing vehicles will be deposited into the Equipment Replacement Fund.

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
FY2017-18 PROPOSED BUDGET

VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE

The purpose of this schedule is to provide information about the funding status of the General Fund vehicle/equipment replacement reserve by budgetary program. The schedule calculates percentage funded by comparing the expected reserve balance on June 30, 2017 against the target established by Budget Policy Resolution No. 2016-09. Backlog is the amount underfunded, which is being addressed by a 3% surcharge on annual contributions. Total Estimated Replacement Cost is the total replacement cost of all vehicles/equipment in the reserve program.

Unassigned balance represents transfers from General Fund that were not associated with a specific program and can therefore be used for any General Fund program.

RESERVE - EQUIPMENT REPLACEMENT (GENERAL FUND ONLY)

General Services Programs	Expected Ending Balance *(6/30/2018)*	Target	% Funded	Total Backlog	Total Est. Repl. Cost
Fire	541,618	**1,676,202**	32.3%	1,134,584	3,584,341
EMS	130,637	**294,421**	44.4%	163,785	544,618
Police	168,568	**347,296**	48.5%	178,729	579,626
Parking	8,579	**14,593**	58.8%	6,014	22,434
ISF - Admin	5,773	**26,173**	22.1%	20,400	28,043
Parks	43,891	**122,707**	35.8%	78,817	139,962
Total Assigned Balance	899,065	**2,481,394**	36.2%	1,582,329	4,899,024
Unassigned Balances:					
Interest Earnings	6,263	**-**		(6,263)	-
General Fund Excess	591,979	**-**		(591,979)	-
Retired Debt Service	182,088	**-**		(182,088)	-
Total Unassigned Balance	*782,897*	-		*(780,330)*	-
TOTALS	**1,681,962**	**2,481,394**	**67.8%**	**801,999**	**4,899,024**
Contingency	100,000				
Ending Fund Balance	1,581,962				

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
810	**EQUIPMENT REPLACEMENT**								
810-810	**Reserve - Equipment Replacemen**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	509,076	904,589	1,010,954	1,357,165	1,357,165	1,357,165	346,211	34%
	REVENUE								
37005-00000	INTEREST REVENUE	-	1,818	750	6,263	6,263	6,263	5,513	735%
38010-38900	Vehicle Sales - PW (Parks)	2,066	-	-	-	-	-	-	-
38010-38905	Vehicle Sales - Fire	5,000	-	-	-	-	-	-	-
38010-38910	Vehicle Sales - Police	3,293	-	-	-	-	-	-	-
	TOTAL REVENUE	**10,359**	**1,818**	**750**	**6,263**	**6,263**	**6,263**	**5,513**	**735%**
39100-00000	Transfer from - General	385,154	353,441	329,445	368,256	368,256	368,256	38,811	12%
39230-00000	Transfer from - EMS	-	-	57,437	37,141	37,141	37,141	(20,296)	-35%
39245-00000	TRANS FROM - PARKING	-	2,046	2,436	3,266	3,266	3,266	830	34%
39805-00000	TRANS FROM - ISF Admin	-	-	4,275	1,870	1,870	1,870	(2,405)	-56%
TOTAL RESOURCES		**904,589**	**1,261,894**	**1,405,297**	**1,773,961**	**1,773,961**	**1,773,961**	**368,664**	**26%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43025-40126	Vehicles - EMS	-	137,624	-	-	-	-	-	-
43025-40620	Vehicles - Police	-	-	-	92,000	92,000	92,000	92,000	-
	TOTAL CAPITAL OUTLAY		**137,624**		**92,000**	**92,000**	**92,000**	**92,000**	**-**
	TOTAL EXPENDITURES		**137,624**		**92,000**	**92,000**	**92,000**	**92,000**	**-**
	CONTINGENCY/TRANSFER								
45100-00000	TRANSFER TO GENERAL FUND	-	-	12,274	-	-	-	(12,274)	-100%
45230-00000	Transfer To - EMS	-	-	36,059	-	-	-	(36,059)	-100%
45245-00000	Transfer To - Parking	-	-	2,046	-	-	-	(2,046)	-100%
45805-00000	Transfer To - Admin	-	-	2,033	-	-	-	(2,033)	-100%
45815-00000	Transfer To - Comp Absence Rsv	-	109,872	-	-	-	-	-	-
47005-00000	CONTINGENCY (BUDGETARY)	-	-	-	100,000	100,000	100,000	100,000	-
	TOTAL CONTINGENCY/TRANSFER		**109,872**	**52,412**	**100,000**	**100,000**	**100,000**	**47,588**	**91%**
TOTAL REQUIREMENTS			**247,496**	**52,412**	**192,000**	**192,000**	**192,000**	**139,588**	**266%**
48005-00000	RESERVE BALANCES (BUDGET ONLY)	-	-	1,188,737	-	-	-	(1,188,737)	-100%
Unappropriated Ending Balance 810-EQUIPMENT REPLACEMENT		**904,589**	**1,014,398**	**164,148**	**1,581,961**	**1,581,961**	**1,581,961**	**1,417,813**	**864%**

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,
- LID Assessments
- Miscellaneous Reserves,
- General Equipment Replacement,
- Compensated Absences, and
- PERS Stabilization,

PROGRAM NAME: Reserve – Compensated Absences

RESPONSIBLE MANAGER(S): Will Norris, Finance Dir. / Asst. City Manager

PROGRAM DESCRIPTION:

The Compensated Absences Reserve was 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, Misc. Reserve Fund, and Internal Services Fund. Compensated Absences Reserves for other programs are maintained within for the Roads, Water, Sewer and Storm Water Funds.

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, 2016 was:

General Services Programs	$ 963,774
Other Funds	87,683
Total	$ 1,051,457

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

FY2017-18 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

	Reserve Fund Liability	Other Funds Calc. Only
Reserve Fund Programs		
Police	143,308	
Fire	551,329	
Parks	11,482	
Planning	22,802	
EMS	193,710	
Municipal Court	1,955	
Parking	7,110	
Engineering	-	
Administration	32,077	
Equipment Maintenance	-	
Other Funds		
Roads		26,096
Water		29,228
Waste Water		18,789
Storm Water		13,570
TOTAL LIABILITY - June 30, 2016 (audited)	**963,774**	**87,683**
PERS Age Eligibility		
Retirement Age	31,048	20,646
All Others	932,727	67,037
TOTAL LIABILITY - June 30, 2016 (audited)	**963,774**	**87,683**
Reserve Funding Calculation		
100% of PERS Retirement-Age Eligible	31,048	20,646
25% of Remaining Balances	233,182	16,759
RESERVE BALNCE IS FULLY FUNDED WHEN BALANCE EQUALS	**264,229**	**37,405**
Reserve Balance		
Reserve Balance at July 30, 2016	252,597	
FY 2016-17 Activity		
Contributions	99,221	
Interest Earnings	-	
Cashouts through June 30, 2017	(154,090)	
FY2016-17 Ending Reserve Fund Balance	**197,728**	
FY2017-18 Required Contributions	**66,501**	

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
815	**COMPENSATED ABSENCES**								
815-815	**Reserve - Compensated Absences**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	252,244	197,728	197,728	197,728	(54,516)	-22%
	REVENUE								
37005-00000	INTEREST REVENUE	-	453	100	1,342	1,342	1,342	1,242	1242%
	TOTAL REVENUE		**453**	**100**	**1,342**	**1,342**	**1,342**	**1,242**	**1242%**
39100-00000	Transfer from - General	-	142,272	78,924	48,462	48,462	48,462	(30,462)	-39%
39230-00000	Transfer from - EMS	-	-	14,687	12,188	12,188	12,188	(2,499)	-17%
39235-00000	Transfer from - Engineering	-	-	434	-	-	-	(434)	-100%
39240-00000	Transfer from - Muni Court	-	-	347	123	123	123	(224)	-65%
39245-00000	Transfer from - Parking	-	-	4,829	679	679	679	(4,150)	-86%
39805-00000	Transfer from - Equip Admin	-	-	-	5,049	5,049	5,049	5,049	-
39810-00000	Transfer from - Equip Replace	-	109,872	-	-	-	-	-	-
TOTAL RESOURCES			**252,597**	**351,565**	**265,571**	**265,571**	**265,571**	**(85,994)**	**-24%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	-	-	121,396	85,000	85,000	85,000	(36,396)	-30%
41010-00000	FRINGE BENEFITS	-	-	32,694	22,892	22,892	22,892	(9,802)	-30%
	TOTAL PAYROLL			**154,090**	**107,892**	**107,892**	**107,892**	**(46,198)**	**-30%**
	TOTAL EXPENDITURES			**154,090**	**107,892**	**107,892**	**107,892**	**(46,198)**	**-30%**
	CONTINGENCY/TRANSFER								
45100-00000	Transfer To - General Fund	-	-	29,864	-	-	-	(29,864)	-100%
45230-00000	Transfer To - EMS	-	-	50,940	-	-	-	(50,940)	-100%
45805-00000	Transfer To - Admin	-	-	6,526	-	-	-	(6,526)	-100%
47005-00000	CONTINGENCY (BUDGETARY)	-	-	-	50,000	50,000	50,000	50,000	-
	TOTAL CONTINGENCY/TRANSFER			**87,330**	**50,000**	**50,000**	**50,000**	**(37,330)**	**-43%**
TOTAL REQUIREMENTS				**241,420**	**157,892**	**157,892**	**157,892**	**(83,528)**	**-35%**
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	278,383	-	-	-	(278,383)	-100%
Unappropriated Ending Balance									
815-COMPENSATED ABSENCES			**252,597**	**(168,238)**	**107,679**	**107,679**	**107,679**	**275,917**	**-164%**

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,
- LID Assessments
- Miscellaneous Reserves.
- General Equipment Replacement,
- Compensated Absences, and
- PERS Stabilization.

PROGRAM NAME: Reserve – PERS Stabilization

RESPONSIBLE MANAGER(S): Will Norris, Finance Dir. / Asst. City Manager

PROGRAM DESCRIPTION:

Oregon Public Employees Retirement System (PERS) sets required contribution rates on a two-year, biennial, basis. PERS has advised members of the State and Local Government Rate Pool to plan for maximum increases for the next three (3) biennia, beginning in FY2017-18. PERS costs increase due to rate charges and increases in employee wages. In 2017-18, the PERS cost are expected to increase $200 thousand, of this amount $187 thousand is directly attributable to increasing rates. No transfer from the PERS Reserve is budgeted for the FY2017-18, leaving the balance available for future years.

GOALS AND MEASURES:

GOAL	MEASURE(S)
1. Hold aside $500,000 for help offset the financial impact of future PERS rate increases.	N/A

PERSONNEL SUMMARY:

n/a

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
820	**PERS STABILIZATION**								
820-820	**Reserve - PERS Stabilization**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	-	500,000	500,000	500,000	500,000	-
39100-00000	TRANS FROM - GENERAL	-	-	500,000	-	-	-	(500,000)	-100%
TOTAL RESOURCES				**500,000**	**500,000**	**500,000**	**500,000**		**-**
48005-40000	RESERVE BALANCES - PERS	-	-	500,000	-	-	-	(500,000)	-100%
Unappropriated Ending Balance 820-PERS STABILIZATION					**500,000**	**500,000**	**500,000**	**500,000**	**-**

Category/Program	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Internal Service Fund						
030 Beginning Fund Balance	3,632	4,797	19,085	49,907	49,907	49,907
REVENUE						
035 Charges for Services	166,629	163,026	1,252,169	1,288,056	1,288,056	1,288,056
037 Interest Earnings	-	40	4,000	440	440	440
REVENUE	**166,629**	**163,066**	**1,256,169**	**1,288,496**	**1,288,496**	**1,288,496**
039 Interfund Transfers In	-	-	8,559	-	-	-
Total RESOURCES	**170,261**	**167,863**	**1,283,813**	**1,338,403**	**1,338,403**	**1,338,403**
800 ISF - Equipment Maintenance	165,463	146,277	168,578	183,837	183,837	183,837
805 ISF - Administration	-	-	1,101,307	1,109,860	1,109,860	1,109,860
Total REQUIREMENTS	**165,463**	**146,277**	**1,269,885**	**1,293,697**	**1,293,697**	**1,293,697**
ENDING FUND BALANCE	**4,798**	**21,586**	**13,928**	**44,706**	**44,706**	**44,706**

Category	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Internal Service Fund						
030 Beginning Fund Balance	3,632	4,797	19,085	49,907	49,907	49,907
REVENUE						
035 Charges for Services	166,629	163,026	1,252,169	1,288,056	1,288,056	1,288,056
037 Interest Earnings	-	40	4,000	440	440	440
REVENUE	**166,629**	**163,066**	**1,256,169**	**1,288,496**	**1,288,496**	**1,288,496**
039 Interfund Transfers In	-	-	8,559	-	-	-
Total RESOURCES	**170,261**	**167,863**	**1,283,813**	**1,338,403**	**1,338,403**	**1,338,403**
EXPENDITURES						
041 Personnel Services	99,652	94,565	733,148	753,994	753,994	753,994
042 Materials & Services	65,811	51,712	419,237	433,882	433,882	433,882
043 Capital Outlay	-	-	32,500	-	-	-
EXPENDITURES	**165,463**	**146,277**	**1,184,885**	**1,187,876**	**1,187,876**	**1,187,876**
045 Interfund Transfers Out	-	-	4,275	6,919	6,919	6,919
047 Contingency	-	-	80,725	98,902	98,902	98,902
Total REQUIREMENTS	**165,463**	**146,277**	**1,269,885**	**1,293,697**	**1,293,697**	**1,293,697**
ENDING FUND BALANCE	**4,798**	**21,586**	**13,928**	**44,706**	**44,706**	**44,706**

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.

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:

See Public Works Allocation Table

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
800	**ISF EQUIPMENT MAINTENANCE**								
800-800	**ISF - Equipment Maintenance**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	1,621	4,797	19,085	4,907	4,907	4,907	(14,178)	-74%
30150-00000	PRIOR PERIOD ADJUSTMENT	2,011	-	-	-	-	-	-	-
REVENUE									
35045-35000	Interdepartmental- Equipt Mnt.	166,629	-	-	-	-	-	-	-
35045-35100	Interdept-EquipMaint-Labor	-	114,894	112,210	134,056	134,056	134,056	21,846	19%
35045-35200	Interdept-EquipMaint-Materials	-	48,132	40,000	50,000	50,000	50,000	10,000	25%
37005-00000	INTEREST ON INVESTMENTS	-	40	-	118	118	118	118	-
TOTAL REVENUE		**166,629**	**163,066**	**152,210**	**184,174**	**184,174**	**184,174**	**31,964**	**21%**
TOTAL RESOURCES		**170,261**	**167,863**	**171,295**	**189,081**	**189,081**	**189,081**	**17,786**	**10%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	63,561	61,833	65,836	67,161	67,161	67,161	1,325	2%
41006-00000	Overtime	656	70	2,000	5,000	5,000	5,000	3,000	150%
41010-00000	FRINGE BENEFITS	35,435	32,662	38,290	42,574	42,574	42,574	4,284	11%
	TOTAL PAYROLL	**99,652**	**94,565**	**106,126**	**114,735**	**114,735**	**114,735**	**8,609**	**8%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Equiptment	432	3,024	3,000	500	500	500	(2,500)	-83%
42005-40015	Operating Materials-Equip Mnt	51,483	42,935	29,000	45,000	45,000	45,000	16,000	55%
42005-40020	Fuel & Lube - Equip Maint	6	-	-	-	-	-	-	-
42040-40410	Vehicle Maint/Rep.-Equip Mnt	13,167	5,355	8,000	3,000	3,000	3,000	(5,000)	-63%
42040-40415	Facility Maint- Equip Maint	723	-	-	-	-	-	-	-
42050-40525	Trainings & Meetings-Equip Mnt	-	398	-	-	-	-	-	-
42080-42080	Admin Services Allocation	-	-	12,452	8,524	8,524	8,524	(3,928)	-32%
	TOTAL MATERIALS & SERVICES	**65,811**	**51,712**	**52,452**	**57,024**	**57,024**	**57,024**	**4,572**	**9%**
TOTAL EXPENDITURES		**165,463**	**146,277**	**158,578**	**171,759**	**171,759**	**171,759**	**13,181**	**8%**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY	-	-	10,000	12,078	12,078	12,078	2,078	21%
	TOTAL CONTINGENCY/TRANSFER			**10,000**	**12,078**	**12,078**	**12,078**	**2,078**	**21%**
TOTAL REQUIREMENTS		**165,463**	**146,277**	**168,578**	**183,837**	**183,837**	**183,837**	**15,259**	**9%**

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	1,713	-	-	-	(1,713)	-100%
48005-40000	RESERVE BALANCES - PERS	-	-	1,000	-	-	-	(1,000)	-100%
48010-00000	ENDING FUND BALANCE	-	-	4	-	-	-	(4)	-100%
Unappropriated Ending Balance									
800-ISF EQUIPMENT MAINTENANCE		**4,798**	**21,586**		**5,244**	**5,244**	**5,244**	**5,244**	**-**

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 each client departments size in comparison to the overall city budget.

There are 6.2 full-time equivalent (FTE) positions out of the 63.35 FTE's in the City budget or about 10% 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, treasury, 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.

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 December, 2017: • Affordable Housing • Annexation • Planning Capacity • Urban Renewal Next Steps • Communications Strategies • Intersection Safety Review	Demonstrating success in moving forward with 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 Council Goals
4. Finance	Prepare in timely fashion all materials for FY 16-17 city audit.	A clean audit is issued by December 31, 2017.
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

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)

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

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

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
805	**ADMINISTRATION**								
805-805	**ISF - Administration**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	-	45,000	45,000	45,000	45,000	-
	REVENUE								
35015-35805	I/D - ADMIN SERVICES	-	-	958,959	960,000	960,000	960,000	1,041	-
35020-00000	CONTRACTED SERVICES	-	-	141,000	144,000	144,000	144,000	3,000	2%
37005-00000	INTEREST REVENUE	-	-	4,000	322	322	322	(3,678)	-92%
	TOTAL REVENUE			**1,103,959**	**1,104,322**	**1,104,322**	**1,104,322**	**363**	**-**
39810-00000	TRANS FROM - EQUIP REPLACEMENT	-	-	2,033	-	-	-	(2,033)	-100%
39815-00000	Trans From - Comp Abs Reserve	-	-	6,526	-	-	-	(6,526)	-100%
TOTAL RESOURCES				**1,112,518**	**1,149,322**	**1,149,322**	**1,149,322**	**36,804**	**3%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	-	-	436,044	441,944	441,944	441,944	5,900	1%
41010-00000	FRINGE BENEFITS	-	-	190,978	197,315	197,315	197,315	6,337	3%
	TOTAL PAYROLL			**627,022**	**639,259**	**639,259**	**639,259**	**12,237**	**2%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies- Admin	-	-	5,000	5,000	5,000	5,000	-	-
42005-40020	Fuel & Lube - Admin	-	-	750	750	750	750	-	-
42005-40035	Printing - Admin	-	-	1,500	1,500	1,500	1,500	-	-
42010-11501	IT Services - Admin	-	-	50,035	50,035	50,035	50,035	-	-
42010-11502	Contract Svcs - Caselle	-	-	20,000	22,000	22,000	22,000	2,000	10%
42010-11503	Contract Svcs - Copiers	-	-	13,000	13,000	13,000	13,000	-	-
42010-11504	Copier Maint. - Admin	-	-	7,500	7,500	7,500	7,500	-	-
42010-40105	Legal Services	-	-	85,000	85,000	85,000	85,000	-	-
42010-40110	Audit Svcs - Admin	-	-	38,000	41,600	41,600	41,600	3,600	9%
42010-40115	Contract Svcs - Admin	-	-	20,000	36,000	36,000	36,000	16,000	80%
42010-40150	Professional Svcs - Admin	-	-	16,000	-	-	-	(16,000)	-100%
42015-40205	Telephone - Admin	-	-	15,000	15,000	15,000	15,000	-	-
42015-40210	Postage - Admin	-	-	2,000	4,500	4,500	4,500	2,500	125%
42015-40230	Internet Svc - Admin	-	-	5,000	5,000	5,000	5,000	-	-
42020-42000	Advertising & Pub - Admin	-	-	1,500	1,500	1,500	1,500	-	-
42030-42030	Insurance-Admin	-	-	18,000	18,000	18,000	18,000	-	-
42035-40305	Electricity - Admin	-	-	6,000	7,000	7,000	7,000	1,000	17%
42035-40310	Heating (Gas/Oil) - Admin	-	-	2,500	2,500	2,500	2,500	-	-
42035-40315	Garbage Svc - Admin	-	-	1,000	1,200	1,200	1,200	200	20%

Account	Title	Actual 2014-15	Actual 2015-16	Current Budget 2016-17	Proposed Budget 2017-18	Approved Budget 2017-18	Adopted Budget 2017-18	Change From 2016-17 Adopted Budget	
REQUIREMENTS									
42035-40320	City Utilities - Admin	-	-	1,200	1,200	1,200	1,200	-	-
42040-40415	Facility Maint- Admin	-	-	14,500	14,500	14,500	14,500	-	-
42040-40420	Janitorial - Admin	-	-	5,500	5,500	5,500	5,500	-	-
42045-42000	Filing & Recording - Admin	-	-	200	200	200	200	-	-
42050-40505	Dues & Subscriptions - Admin	-	-	13,500	13,500	13,500	13,500	-	-
42050-40525	Trainings & Meetings - Admin	-	-	6,500	6,500	6,500	6,500	-	-
42050-40530	Other Staff Developmen - Admin	-	-	2,000	2,000	2,000	2,000	-	-
42065-42055	BANK AND MERCHANT FEES	-	-	3,600	3,600	3,600	3,600	-	-
42075-40620	Misc Minor Tools & Equip	-	-	2,000	2,000	2,000	2,000	-	-
42075-62001	Misc harware/apps < $5000	-	-	5,000	5,000	5,000	5,000	-	-
42075-62003	Software < $5000	-	-	2,000	2,000	2,000	2,000	-	-
42080-42000	Equipment Maint Chargeback	-	-	500	500	500	500	-	-
42080-42085	Misc- Misc Admin	-	-	2,500	2,500	2,500	2,500	-	-
42090-00000	INTERGOVERNMENTAL	-	-	-	773	773	773	773	-
	TOTAL MATERIALS & SERVICES			**366,785**	**376,858**	**376,858**	**376,858**	**10,073**	**3%**
	CAPITAL OUTLAY								
43015-43150	Sidewalk Improvements	-	-	32,500	-	-	-	(32,500)	-100%
	TOTAL CAPITAL OUTLAY			**32,500**				**(32,500)**	**-100%**
	TOTAL EXPENDITURES			**1,026,307**	**1,016,117**	**1,016,117**	**1,016,117**	**(10,190)**	**-1%**
	CONTINGENCY/TRANSFER								
45810-00000	TRANSFER TO - EQUIP REPLACE	-	-	4,275	1,870	1,870	1,870	(2,405)	-56%
45815-00000	Transfer To - Comp Absence Rsv	-	-	-	5,049	5,049	5,049	5,049	-
47005-00000	CONTINGENCY	-	-	70,725	86,824	86,824	86,824	16,099	23%
	TOTAL CONTINGENCY/TRANSFER			**75,000**	**93,743**	**93,743**	**93,743**	**18,743**	**25%**
TOTAL REQUIREMENTS				**1,101,307**	**1,109,860**	**1,109,860**	**1,109,860**	**8,553**	**1%**
48005-10000	RESERVE BALANCES - CAPITAL	-	-	3,903	-	-	-	(3,903)	-100%
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	6,308	-	-	-	(6,308)	-100%
48005-40000	RESERVE BALANCES - PERS	-	-	1,000	-	-	-	(1,000)	-100%
Unappropriated Ending Balance									
805-ADMINISTRATION					**39,462**	**39,462**	**39,462**	**39,462**	**-**

Appendix I

Financial Resolution 2016–09, Budget Policy

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 the City Council in February of 2016. History of prior resolutions establishing budget preparation policy (93-10, 93-14, 2007-20, 2012-22,.

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.**

   Inflation over the prior year as measured by the Portland Consumer Price Index was 2.1%, making the relevant surplus target $102,100. The proposed General Fund budget has a $366,670 operating surplus, calculated based on ongoing revenues (without Transfers In) less ongoing expenses (excluding one-time capital outlay, transfers out, and contingency). This exceeds the required minimum operating surplus by $264,970

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 funded in the FY2017-18 Proposed Budget consistent with this resolution.

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.**

   The unrestricted ending fund balance in the proposed General Fund budget is 24% of 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 FY2017-18 Proposed Budget continues previous loan retirement and replacement transfers from the General Fund to the Equipment Replacement Fund. No additional General Fund debt was retired in the previous fiscal year.

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 live 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.**

   The City Council reviewed the audited General Fund Beginning Fund balance at the presentation of the annual audit in March of 2017. The audited beginning balance was $102,857 higher than the budgeted expectation. The City Council chose to transfer the unanticipated resources to the Emergency Medical Services and Engineering programs in the Miscellaneous Restricted Fund to replace current year revenue that was not meeting expectations (Resolution 2017-05).

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

   The FY2017-18 Proposed Budget complies with this requirement. In the General Fund, contingency is budgeted at 10% of Personnel and Materials & Services expenditures.

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 estimated on actual use of resource based on existing calculation methodologies.

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

The FY2017-18 Proposed Budget does not include any additional special revenue funds

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.**

    Operating requirements in in all funds are met with current resources. Cash carryover is only used to fund reserves and for planned capital improvement schedule.

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 26th, 2017.

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**

    The Budget Preparation Resolution was significantly updated in 2016 and did not require any updates for the current year.

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 FY2017-18 Budget Message complies with this requirement.

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

    The City Council approved all collective bargaining agreements in FY2016-17

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 Consolidated Schedule Fees, Rates, and Charges was approved on January 23rd, 2017.

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 the City Manager and Department Heads during the budget preparation

Appendix II

Adopted FY 2017-18 Consolidated Schedule of Fees, Rates, and Charges

					CPI-W Portland, OR:		1.70%			
					ENR Construction Index		2.96%			eff. July 1, 2017
				Contact		FY 2016-17	Price Index	Other	July 1, 2017	FY 2017-18
	DESCRIPTION			Person	Department	Fee Amount	Adjustment	Changes ($)	Change	Fee Amount
1	**BURGLAR ALARM SYSTEMS HRMC 8.28**									
2			Alarm User Permit	Neal	Police	$ 40.00	1		1.00	41.00
3			Revoked Alarm User Permit	Neal	Police	$ 116.00	2		2.00	118.00
4			Alarm User Permit - Late Renewal	Neal	Police	$ 58.00	1		1.00	59.00
5			3rd false Alarm w/in 12 mos.	Neal	Police	$ 116.00	2		2.00	118.00
6										-
7	**CLASSIC LIGHT POLE BANNER HANGING FEE**									-
8			Charge for City to hang and remove	Mark	Public Works	$ 688.00	12		12.00	700.00
9			Classic bike rack installation	Mark	Public Works	$ 336.00	6		6.00	342.00
10										-
11	**DRIVEWAYS & CURB CUTS HRMC 13.28**									-
12			Service Driveways Authorized under Permit	Mark	Public Works	$ 87.00	1		1.00	88.00
13										-
14	**CONSTRUCTION SITE / WORK IN THE ROW PERMIT**									-
15			No street cut	Mark	Public Works	$ 87.00	1		1.00	88.00
16			Street cut	Mark	Public Works	$ 156.00	3		3.00	159.00
17			Re-Inspection	Mark	Public Works	$ -		50	50.00	50.00
18			Detailed Engineering review fee	Mark	Public Works	$ -				2% of the approved construction engineering estimate
19	**TEMPORARY ROCK CRUSHING PERMIT**			Mark	Public Works	$ -		88	88.00	88.00
20										-
21	**FINANCE - MISC**									-
22	(Excluding Utilities, Parking, and Municipal Court)									-
23										-
24		Debit/Credit Card Service Fee (non-utility payments)		Will	Finance	3.0%				3.0%
25		Invoicing								-
26			Late fees (added after 30 days past due)	Will	Finance	1.5% of total bill ($10 min.)				1.5% of total bill ($10 r
27		Payment arrangements		Will	Finance	$ 25.00				25.00
28		Returned Check/Payment Fee (plus bank fee)		Will	Finance	$ 35.00				35.00
29										
30	**FIRE/EMS DEPARTMENT**									
31		**Fire/EMS Department Emergency Response**								
32			(All rates are per hour)							
33										
34			Engine, with crew	Leonard	Fire	$ 414.00	7		7.00	421.00
35			Tower, with crew	Leonard	Fire	$ 477.00	8		8.00	485.00
36			Ambulance, with crew - use at emergency scene, no pt transport	Leonard	Fire	$ 192.00	3		3.00	195.00
37			Brush truck, with crew	Leonard	Fire	$ 192.00	3		3.00	195.00
38			Salvage unit, with crew	Leonard	Fire	$ 192.00	3		3.00	195.00

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
39	Command vehicle w/crew	Leonard	Fire	$ 129.00	2		2.00	131.00
40	Rescue equipment use	Leonard	Fire	$ 259.00	4		4.00	263.00
41	Field decontamination	Leonard	Fire	$ 373.00	6		6.00	379.00
42	Mileage	Leonard	Fire	IRS rate				IRS rate
43	Paid staff w/o apparatus	Leonard	Fire	At cost + 5%				At cost + 5%
44	Volunteer FF w/o apparatus	Leonard	Fire	$ 20.00				20.00
45	Miscellaneous expenses	Leonard	Fire	At cost + 5%				At cost + 5%
46	Damaged property	Leonard	Fire	At cost + 5%				At cost + 5%
47								
48	**Ambulance Transportation Rates**							
49	Basic Life Support, per transport	Leonard	Fire	$ 1,750.00	30		30.00	1,780.00
50	Advanced Life Support, Level 1 (ALS1), per transport	Leonard	Fire	$ 1,750.00	30		30.00	1,780.00
51	Advanced Life Support, Level 2 (ALS2), per transport	Leonard	Fire	$ 1,950.00	33		33.00	1,983.00
52	Specialty Care Transport (SCT), per transport	Leonard	Fire	$ 1,950.00	33		33.00	1,983.00
53	Mileage rate (per mile)	Leonard	Fire	$ 20.50				20.50
54	Non-City Resident Surcharge, per transport	Leonard	Fire	$ 400.00	7		7.00	407.00
55	Care Facility Assistance, per occurrence, if more than 1 time in 30 days	Leonard	Fire	$ 250.00	4		4.00	254.00
56								
57	**Special Events**							
58	(Pre-scheduled events with an approved license)							
59	ALS Ambulance Standby, with crew, per hour	Leonard	Fire	$ 109.00	2		2.00	111.00
60	Event medical crew, without ambulance, with bikes or RAV's	Leonard	Fire	$ 83.00	1		1.00	84.00
61	Fireworks Booth	Leonard	Fire	$ 109.00	2		2.00	111.00
62	Fireworks in Tent	Leonard	Fire	$ 139.00	2		2.00	141.00
63	Fireworks Display	Leonard	Fire	$ 192.00	3		3.00	195.00
64								
65	**Fire Department Service Charge**							
66	[Response to Protect Covered Property from a Covered Loss]							
67	Up to maximum amount provided by policy of insurance	Leonard	Fire	Max			Max	-
68								
69	**Fire Alarm Systems -** HRMC 08.32							
70	4th and greater False Alarm within 12 months - 1/2 hour minimum	Leonard	Fire					As outlined above for FD Response
71	Automatic Dialing Device Connected to City Phone Service	Leonard	Fire	$ 500.00				500.00
72								
73	**Burn Permits - HRMC 8.43**							
74	Burn Permit for Open Burning	Leonard	Fire	no charge			no charge	-
75								
76	**Fire Inspection Fee**							
77	First inspection	Leonard	Fire	no charge			no charge	-
78	Second inspection, with compliance	Leonard	Fire	no charge			no charge	-

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
79	Second inspection, without compliance	Leonard	Fire	$ 93.00	2		2.00	95.00
80	Third inspection, with compliance	Leonard	Fire	no charge			no charge	-
81	Third inspection, without compliance	Leonard	Fire	$ 187.00	3		3.00	190.00
82	Fourth inspection, with compliance	Leonard	Fire	no charge			no charge	-
83	Fourth inspection, without compliance	Leonard	Fire	$ 373.00	6		6.00	379.00
84	Fifth(& above) Inspection, with compliance	Leonard	Fire	no charge			no charge	-
85	Fifth(& above) Inspection, without compliance	Leonard	Fire	$ 518.00	9		9.00	527.00
86								
87	**Specific Violation Fees**							
88	Failure to adhere to Occupant load limit	Leonard	Fire	$ 104.00	2		2.00	106.00
89	Exit Blocked, Locked or Obstructed	Leonard	Fire	$ 114.00	2		2.00	116.00
90	Fire Protection System not functioning	Leonard	Fire	$ 114.00	2		2.00	116.00
91	Burning in violation of Fire Code	Leonard	Fire	$ 78.00	1		1.00	79.00
92	Parking on posted Fire Access Road/Lane	Leonard	Fire	$ 83.00	1		1.00	84.00
93	Obstructing FD Appliance	Leonard	Fire	$ 156.00	3		3.00	159.00
94	Imminent hazard to life & Property	Leonard	Fire	$ 311.00	5		5.00	316.00
95								
96								
97	**FRANCHISE APPLICATION FEE**	Jen	City Recorder	$ 200.00				200.00
98								
99	**LIQUOR LICENSE PROCESSING FEES ORS 471.166 (Res. No. 2016-10)**							
100	Any new ~~or renewal~~ application	Jen	City Recorder	$ 100.00	2		2.00	102.00
101	Renewal or Special Event Application processing	Jen	City Recorder	$ 35.00	1		1.00	36.00
102	Temporary Liquor License	Jen	City Recorder	$ 10.00				10.00
103	Any addition or change - Per change	Jen	City Recorder	$ 75.00	1		1.00	76.00
104	Expedited processing	Jen	City Recorder	$ 50.00	1		1.00	51.00
105								
106	**LOADING ZONE/HANDICAP PARKING SPACE FORMATION**							
107	**[Includes any signage placed at request of private party]**							
108	To create space or sign	Mark	Public Works	$ 412.00	7		7.00	419.00
109	To remove any old markings	Mark	Public Works	$ 137.00	2		2.00	139.00
110	Yearly maintenance	Mark	Public Works	$ 116.00	2		2.00	118.00
111								-
112	**MOBILE HOMES & RECREATIONAL VEHICLES HRMC 13.48**							-
113	Permit for use for sleeping or living	Jen	City Recorder	$ 65.00	1		1.00	66.00
114	Permit for emergency use for sleeping or living	Jen	City Recorder	$ 33.00	1		1.00	34.00
115	Use for live-in at Construction site	Jen	City Recorder	$ 65.00	1		1.00	66.00
116	Extension fee per month	Jen	City Recorder	$ 45.00	1		1.00	46.00
117								
118	**MOVING BUILDINGS**							
119	Permit - Application	Mark	Engineering	$ 137.00	2		2.00	139.00
120								
121	**MUNICIPAL COURT**							
122								
123	Copy of Video and Audio Tapes - Per tape	Will	Municipal Court					-
124	Copy of CD or DVD	Will	Municipal Court					-
125	Evidentiary Communications - Per tape	Will	Municipal Court					-
126	Color Reprints of Digital Photos	Will	Municipal Court					-
127	Records check	Will	Municipal Court					-

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
128	Payment plan, balances less than $150	Will	Municipal Court	$ 25.00		25	25.00	50.00
129	Payment plan, balances $150 or more	Will	Municipal Court			90	90.00	90.00
130	Warrant Fee	Will	Municipal Court	$ 100.00	2		2.00	102.00
131	Release Cost	Will	Municipal Court	15% of bail				15% of bail
132	Suspension Hold Fee	Will	Municipal Court	$ 25.00				25.00
133	Collections fee - charged by Collection Agency	Will	Parking	25% of fines due				25% of fines due
134	collections interest - 50% to Agency/City	Will	Parking	9% per annum				9% per annum
135								
136	**NOTARY PUBLIC**							
137	City-related business	Jen	City Recorder	no charge				no charge
138	Non-City business	Jen	City Recorder	$ 7.50				7.50
139								-
140	**PARKING**							-
141								-
142	**Parking Fines**							-
143	Disabled Zone	Neal	Police	$ 450.00				450.00
144	Expired meter	Neal	Police	$ 25.00				25.00
145	Loading zone	Neal	Police	$ 30.00				30.00
146	Obstructing a street	Neal	Police	$ 75.00				75.00
147	Overtime limit	Neal	Police	$ 25.00				25.00
148	Parked against traffic	Neal	Police	$ 30.00				30.00
149	Parked for repair	Neal	Police	$ 30.00				30.00
150	Parked for sale	Neal	Police	$ 30.00				30.00
151	Parked in a crosswalk	Neal	Police	$ 75.00				75.00
152	Parked in an intersection	Neal	Police	$ 75.00				75.00
153	Parked in front of a driveway	Neal	Police	$ 75.00				75.00
154	Parked on a sidewalk	Neal	Police	$ 75.00				75.00
155	Parked over/across lines	Neal	Police	$ 30.00				30.00
156	Parked over 72 hours	Neal	Police	$ 30.00				30.00
157	Parking by permit only	Neal	Police	$ 25.00				25.00
158	Prohibited zone	Neal	Police	$ 25.00				25.00
159	RV/Trailer (not for occupancy) parked over 72 hours	Neal	Police	$ 30.00				30.00
160	RV/Trailer parked over 72 hours	Neal	Police	$ 30.00				30.00
161	Snow emergency	Neal	Police	$ 30.00				30.00
162	Within 10' of fire hydrant	Neal	Police	$ 150.00				150.00
163								-
164	**Parking Collection Fees**							-
165	Late Fee (28 day)	Will	Parking	$ 10.00				10.00
166	Collections fee - charged by Collection Agency	Will	Parking	25% of fines due				25% of fines due
167	collections interest - 50% to Agency/City	Will	Parking	9% per annum				9% per annum
168								-
169	**Parking Meter**							-
170	Meter hourly rate	Will	Parking	$ 1.00				1.00
171	Meter pass - Monthly	Will	Parking	$ 35.00				35.00
172	Local delivery vehicle pass - Monthly	Will	Parking	$ 5.00				5.00

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
173	Work permit - Daily	Will	Parking	$ 8.00				8.00
174	Lost meter Bag Fee	Will	Parking	$ 25.00				25.00
175	Per parking space per day (any street)	Will	Parking	$ 8.00				8.00
176	Oak Street Apartments - Monthly	Will	Parking	$ 20.00				20.00
177	Hotel Guest Parking - 1/2 Day	Will	Parking	$ 4.00				4.00
178	Hotel Guest Parking - Full Day	Will	Parking	$ 7.00				7.00
179								-
180	**Municipal Parking Lot Fees - Monthly**							-
181	Columbia Street Lot	Will	Parking	$ 20.00				20.00
182	Cascade Lot (formerly West)	Will	Parking	$ 35.00	1		1.00	36.00
183	Front Street Lot	Will	Parking	$ 35.00	1		1.00	36.00
184	State Street Lot (formerly East)	Will	Parking	$ 35.00	1		1.00	36.00
185	Additional pass (Front & State Street Lots only)	Will	Parking	$ 1.00				1.00
186								
187	**Parking Lot Closure**							-
188	Columbia Street Lot -							-
189	First day	Will	Parking	$ 308.00	5		5.00	313.00
190	each consecutive add'l day	Will	Parking	$ 103.00	2		2.00	105.00
191	All other lots - per space per day	Will	Parking	$ 6.00				6.00
192	Late / expedited process fee	Will	Parking	$ 32.00	1		1.00	33.00
193								
194	**PARKING IN LIEU (2010-07)**							
195	**Central Business District**							
196	residential or combined non-residential - per space	Cindy	Planning	$ 20,275.00	345		345.00	20,620.00
197	commercial - per space	Cindy	Planning	$ 1,125.00	19		19.00	1,144.00
198	industrial or light industrial - per spacke	Cindy	Planning	$ 1,125.00	19		19.00	1,144.00
199	**Waterfront Business District**							
200	residential or combined non-residential - per space	Cindy	Planning	$ 20,275.00	345		345.00	20,620.00
201	commercial - per space	Cindy	Planning	$ 20,275.00	345		345.00	20,620.00
202	industrial or light industrial - per spacke	Cindy	Planning	$ 20,275.00	345		345.00	20,620.00
203	**Heights Business District**							
204	residential or combined non-residential - per space	Cindy	Planning	$ 18,125.00	308		308.00	18,433.00
205	commercial - per space	Cindy	Planning	$ 1,125.00	19		19.00	1,144.00
206								
207	**PLANNING APPLICATION FEES** - 17.09.090							
208								
209	**Accessory Dwelling Unit**	Cindy	Planning	$ 358.00	6		6.00	364.00
210	**Review Adequate Public Facilities**	Cindy	Planning	$ 458.00	8	-233	(225.00)	233.00
211		Mark	Engineering			233	233.00	233.00
212	**Annexation**							-
213	Planning	Cindy	Planning	$ 2,150.00	37		37.00	2,187.00
214	Engineering	Mark	Engineering	$ 210.00	4		4.00	214.00
215	Fire	Leonard	Fire	$ 210.00	4		4.00	214.00
216	**Amendments to Planning Application**							-
217	Minor Amendments							-
218	Planning	Cindy	Planning	$ 400.00	7		7.00	407.00
219	Engineering	Mark	Engineering	$ 200.00	3		3.00	203.00
220	Major Amendments							-

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
221	Planning	Cindy	Planning	$ 500.00	9		9.00	509.00
222	Engineering	Mark	Engineering	$ 300.00	5		5.00	305.00
223	**Appeal**	Cindy	Planning	Equal to Application Fee				Equal to Application Fe
224	**Bed & Breakfast**	Cindy	Planning	$ 880.00	15		15.00	895.00
225	**Change of Use**	Cindy	Planning	$ 880.00	15		15.00	895.00
226	**Conditional Use Permit (CUP)**							-
227	all CUP except PUD and Greater than 1.5 Acres							-
228	Planning	Cindy	Planning	$ 1,830.00	31		31.00	1,861.00
229	Engineering	Mark	Engineering	$ 872.00	15		15.00	887.00
230	Fire	Leonard	Fire	$ 872.00	15		15.00	887.00
231	Conditional use - 1.5 acres and larger							
232	Planning	Cindy	Planning	$ 2,821.00	48		48.00	2,869.00
233	Engineering	Mark	Engineering	$ 1,295.00	22		22.00	1,317.00
234	Fire	Leonard	Fire	$ 1,295.00	22		22.00	1,317.00
235	Building		Building	$ 163.00	3		3.00	166.00
236	Conditional use - PUD							
237	MP or SUB (as applicable) plus							
238	Planning	Cindy	Planning	$ 1,830.00	31		31.00	1,861.00
239	Engineering	Mark	Engineering	$ 872.00	15		15.00	887.00
240	Fire	Leonard	Fire	$ 872.00	15		15.00	887.00
241	Conditional use - TWN							
242	MP or SUB (as applicable) plus							
243	Planning	Cindy	Planning	$ 1,830.00	31		31.00	1,861.00
244	Engineering	Mark	Engineering	$ 872.00	15		15.00	887.00
245	Fire	Leonard	Fire	$ 872.00	15		15.00	887.00
246	Conditional Use Permit Modification							
247	Major - Quasi-judicial	Cindy	Planning	$ 871.00	15		15.00	886.00
248	Minor - Administrative	Cindy	Planning	$ 574.00	10		10.00	584.00
249	Conditional Use Permit Extension	Cindy	Planning	$ 116.00	2		2.00	118.00
250	**Expedited Land Division**							
251	Planning	Cindy	Planning	$ 700.00	12		12.00	712.00
252	Engineering	Mark	Engineering	$ 500.00	9		9.00	509.00
253	**Final Plat Approval - Subdivisions**	Cindy	Planning	$ 928.00	16	-472	(456.00)	472.00
254		Mark	Engineering			472	472.00	472.00
255	**Final Plat Approval - Minor Partition**	Cindy	Planning	$ 464.00	8	-236	(228.00)	236.00
256		Mark	Engineering			236	236.00	236.00
257	**Landmarks Review Board**							
258	Plan review (administration)	Cindy	Planning	$ 908.00	15		15.00	923.00
259	Alteration	Cindy	Planning	$ 659.00	11		11.00	670.00
260	New construction	Cindy	Planning	$ 1,367.00	23		23.00	1,390.00
261	**Land Use Compatibiity Statement (LUCS)**	Cindy	Planning			100	100.00	100.00
262	**Mobile Home Parks**							
263	Planning	Cindy	Planning	$ 2,270.00	39		39.00	2,309.00
264	Engineering	Mark	Engineering	$ 1,277.00	22		22.00	1,299.00
265	Fire	Leonard	Fire	$ 1,277.00	22		22.00	1,299.00
266	**Minor Partition**							

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
267	Planning	Cindy	Planning	$ 684.00	12		12.00	696.00
268	Engineering	Mark	Engineering	$ 425.00	7		7.00	432.00
269	**Natural Resource Review**	Cindy	Planning	$ 688.00	12		12.00	700.00
270	**Non Conforming Use Determination**	Cindy	Planning	$ 464.00	8		8.00	472.00
271	**Pre-application Conference**							
272	Planning	Cindy	Planning	$ 400.00	7		7.00	407.00
273	Engineering	Mark	Engineering	$ 158.00	3		3.00	161.00
274	Fire	Leonard	Fire	$ 158.00	3		3.00	161.00
275	**Property Line Adjustment**							
276	Planning	Cindy	Planning	$ 464.00	8		8.00	472.00
277	Engineering	Mark	Engineering	$ 202.00	3		3.00	205.00
278	**Replat/Partition**							
279	Planning	Cindy	Planning	$ 674.00	11		11.00	685.00
280	Engineering	Mark	Engineering	$ 419.00	7		7.00	426.00
281	**Site Plan Review**							
282	Site Plan Review - Administrative	Cindy	Planning	$ 1,379.00	23		23.00	1,402.00
283	< 1 acre - Quasi-judicial							
284	Planning	Cindy	Planning	$ 1,379.00	23		23.00	1,402.00
285	Engineering	Mark	Engineering	$ 657.00	11		11.00	668.00
286	Fire	Leonard	Fire	$ 657.00	11		11.00	668.00
287	Building	Dave Flemin	Building	$ 159.00	3		3.00	162.00
288	1 to 5 acres - Quasi-judicial							
289	Planning	Cindy	Planning	$ 1,692.00	29		29.00	1,721.00
290	Engineering	Mark	Engineering	$ 657.00	11	334	345.00	1,002.00
291	Fire	Leonard	Fire	$ 657.00	11		11.00	668.00
292	Building	Dave Flemin	Building	$ 159.00	3		3.00	162.00
293	> 5 acres - Quasi-judicial							
294	Planning	Cindy	Planning	$ 1,692.00	29		29.00	1,721.00
295	Engineering	Mark	Engineering	$ 1,314.00	22		22.00	1,336.00
296	Fire	Leonard	Fire	$ 1,320.00	22		22.00	1,342.00
297	Building	Dave Flemin	Building	$ 159.00	3		3.00	162.00
298	Site Plan Review Extension	Cindy	Planning	$ 116.00	2		2.00	118.00
299	Site Plan Review Modification	Cindy	Planning	$ 574.00	10		10.00	584.00
300	**Planning Director Interpretation**	Cindy	Planning	$ 500.00	9		9.00	509.00
301	(To include Use Determination)							
302	**Street Vacation**							
303	Planning	Cindy	Planning	$ 2,294.00	39		39.00	2,333.00
304	Deposit			$ 301.00	5		5.00	306.00
305	Engineering	Mark	Engineering	$ 158.00	3		3.00	161.00
306	**Subdivision**							
307	Planning	Cindy	Planning	$ 904.00	15		15.00	919.00
308	Per Lot fee in addition to Subdivision fee			$ 100.00	2		2.00	102.00
309	Engineering	Mark	Engineering	$ 1,104.00	19		19.00	1,123.00
310	Fire	Leonard	Fire	$ 1,104.00	19		19.00	1,123.00
311	**Subdivision Amendment**							
312	**Minor Amendment**							
313	Planning	Cindy	Planning	$ 229.00	4		4.00	233.00
314	Per Lot fee in addition to Subdivision fee			$ 100.00	2		2.00	102.00

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
315	Engineering	Mark	Engineering	$ 210.00	4		4.00	214.00
316	**Major Amendment**							
317	Per Subdivision	Cindy	Planning	$ 904.00	15		15.00	919.00
318	Per Lot fee in addition to Subdivision fee	Cindy	Planning	$ 109.00	2		2.00	111.00
319	Per Subdivision	Mark	Engineering	$ 627.00	11		11.00	638.00
320	**Temporary Use Permit**	Cindy	Planning	$ 116.00	2		2.00	118.00
321	**Townhouse Partition**							
322	Planning	Cindy	Planning	$ 588.00	10		10.00	598.00
323	Engineering	Mark	Engineering	$ 425.00	7		7.00	432.00
324	**Variance, including Natural Resource**							
325	Planning	Cindy	Planning	$ 1,147.00	19		19.00	1,166.00
326	Engineering	Mark	Engineering	$ 627.00	11		11.00	638.00
327	**Zone Change - Map**		Planning	$ 3,640.00	62		62.00	3,702.00
328	**Zone Change - Text**	Cindy	Planning	$ 3,130.00	53		53.00	3,183.00
329	**Zoning Confirmation Letter**	Cindy	Planning	$ 100.00	2		2.00	102.00
330	**Planning Documents**							
331	Background Report	Cindy	Planning	$ 26.00				26.00
332	Comprehensive Plan	Cindy	Planning	$ 19.00				19.00
333	Vision Statement	Cindy	Planning	$ 8.00				8.00
334	Title 16 - Land Division	Cindy	Planning	$ 24.00				24.00
335	Title 17 - Zoning	Cindy	Planning	$ 68.00	1		1.00	69.00
336	Zoning Map	Cindy	Planning	$ 25.00				25.00
337	Transportation System Plan	Cindy	Planning	$ 40.00	1		1.00	41.00
338	Deposits - 3rd Party Review	Cindy	Planning	$ 1,719.00	29		29.00	1,748.00
339								
340	**PLANNING, ENGINEERING & FIRE MARSHAL**							
341								
342	**Building Permit Review - County/UGA**							
343	Administrative Review	Mark	Engineering	$ 52.00	1		1.00	53.00
344	**Fire Protection System Plans (Alarms, Sprinklers, Standpipes, etc.)**							
345	Based on value:							
346	$0 to $4,999	Leonard	Fire	$ 207.00	4		4.00	211.00
347	$5,000 to $24,999	Leonard	Fire	$ 414.00	7		7.00	421.00
348	$25,000 to $49,999	Leonard	Fire	$ 828.00	14		14.00	842.00
349	$50,000 to $99,999	Leonard	Fire	$ 1,553.00	26		26.00	1,579.00
350	$100,000 and greater	Leonard	Fire	$ 1,553.00	26		26.00	1,579.00
351	plus value over $100,000 - per $1,000	Leonard	Fire	$ 5.00				5.00
352	**Formation of Reimbursement District**	Mark	Engineering	$ 404.00	7		7.00	411.00
353	**Planner/Engineering/Fire Marshal Review of Building Permits**							
354	Residential - New							
355	Planning	Cindy	Planning	$ 100.00	2		2.00	102.00
356	Engineering	Mark	Engineering	$ 73.00	1		1.00	74.00
357	Fire	Leonard	Fire	$ 74.00	1		1.00	75.00
358	Residential - Addition/Remodel/Demolition							
359	Planning	Cindy	Planning	$ 73.00	1		1.00	74.00
360	Engineering - No Street Cut	Mark	Engineering	$ 73.00	1	17	18.00	91.00
361	- Street Cut	Mark	Engineering			159	159.00	159.00
362	Fire	Leonard	Fire	$ -				-
363	Commercial, Industrial or Multi-Family	Cindy	Planning	$ 207.00	4		4.00	211.00

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
364	Engineering - Based on value:							
365	$0 to $4,999	Mark	Engineering	$ 67.00	1		1.00	68.00
366	$5,000 to $24,999	Mark	Engineering	$ 232.00	4		4.00	236.00
367	$25,000 to $99,999	Mark	Engineering	$ 619.00	11		11.00	630.00
368	$100,000 to $499,999	Mark	Engineering	$ 1,029.00	17		17.00	1,046.00
369	$500,000 to $999,999	Mark	Engineering	$ 1,376.00	23		23.00	1,399.00
370	$1M to $4,999,999	Mark	Engineering	$ 2,406.00	41		41.00	2,447.00
371	$5M and greater	Mark	Engineering	$ 4,129.00	70		70.00	4,199.00
372	Fire - Based on value:							
373	Minimal Review Fee		Fire	$ 74.00	1		1.00	75.00
374	$0 to $4,999	Leonard	Fire	$ 169.00	3		3.00	172.00
375	$5,000 to $24,999	Leonard	Fire	$ 331.00	6		6.00	337.00
376	$25,000 to $99,999	Leonard	Fire	$ 663.00	11		11.00	674.00
377	$100,000 to $499,999	Leonard	Fire	$ 1,104.00	19		19.00	1,123.00
378	$500,000 to $999,999	Leonard	Fire	$ 1,656.00	28		28.00	1,684.00
379	$1M to $4,999,999	Leonard	Fire	$ 2,649.00	45		45.00	2,694.00
380	$5M and greater	Leonard	Fire	$ 4,416.00	75		75.00	4,491.00
381	Demolition Fee - Administrative Review	Cindy	Planning	$ 52.00	1		1.00	53.00
382	No Street Cut	Mark	Engineering			88	88.00	88.00
383	Street Cut	Mark	Engineering			159	159.00	159.00
384								
385	**POLICE DEPARTMENT**							
386								
387	Police Reports			$ 12.00				12.00
388	Basic (30 pages or less)	Neal	Police					see Public Records Re
389	Plus per page, if over 30 pages	Neal	Police					see Public Records Re
390	Finger printing							
391	Blue Card (first card)	Neal	Police	$ 15.00				15.00
392	additional finger printing cards (per card)	Neal	Police	$ 5.00				5.00
393	Vehicle impound fee	Neal	Police	$ 76.00	1		1.00	77.00
394	Records check	Neal	Police	$ 10.00				10.00
395	Decoy Services							
396	Officer only	Neal	Police	At cost + 5%				At cost + 5%
397	Officer plus vehicle	Neal	Police	At cost + 10%				At cost + 10%
398	Security Service for Private Events (Police Officers)							
399	Per hour or partial hour	Neal	Police	$ 56.00	1		1.00	57.00
400	Removal of Illegally posted flyers, advertisements, etc.	Marty	Police	$ 67.00	1		1.00	68.00
401								
402	**PROPORTIONATE SHARE**							
403	**Cascade & Rand -** per PM Peak Hour trip (Res. No 2009-1	Cindy	Planning	$ 540.00				540.00
404	**2nd & Oak Street** - per PM Peak Hour trip	Cindy	Planning	$ 662.00				662.00
405								
406	**PUBLIC RECORDS REQUESTS ORS 192.440(4)**							
407	Research fees							
408	including summarizing, compiling, tailoring, copying or							
409	Minimum Fee	Jen	City Recorder	$ 8.00				8.00
410	Hourly Fee (payable in 1/4 hour increments)	Jen	City Recorder	$ 30.00	1		1.00	31.00
411	Copies - CD, DVD, thumb drive (charge per item)	Jen	City Recorder	$ 30.00	1		1.00	31.00

		Contact		FY 2016-17	Price Index	Other	July 1, 2017	FY 2017-18
	DESCRIPTION	Person	Department	Fee Amount	Adjustment	Changes ($)	Change	Fee Amount
412	Copies - audio, video tapes - Charge per copy [When	Jen	City Recorder	$ 30.00	1		1.00	31.00
413	Copies - Photocopies							
414	Standard size (8.5 x 11)							
415	Black and white	Jen	City Recorder	$ 0.50				0.50
416	Color	Jen	City Recorder	$ 1.08				1.08
417	All non-standard copies							
418	Black and white	Jen	City Recorder	$ 0.66				0.66
419	Color	Jen	City Recorder	$ 2.16				2.16
420	Drawings							
421	Minimum Fee	Mark	Public Works	$ 10.00				10.00
422	Hourly Fee (payable in 1/4 hour increments)	Mark	Public Works	$ 42.00	1		1.00	43.00
423	Other Public Records Charges							
424	Any charges from 3rd parties, including the City Attorney, necessarily incurred by the City in response to requests for public records shall be reimbursed.	Jen	City Recorder	actual cost				actual cost
425	Postage							
426	Any postage or packing charges incurred by the City shall be reimbursed	Jen	City Recorder	actual cost				actual cost
427								
428	**RECORDING FEES**							
429	Documents recorded at HR County	Jen	City Recorder	actual cost				actual cost
430								
431	**SHORT TERM RENTALS**							
432	Application Fee	Will	Finance	$ 75.00				75.00
433	Annual Fee, pro-rated for mid-year applications	Will	Finance	$ 150.00				150.00
434	Inspection Fee	Will	Finance	$ 225.00				225.00
435	Re-Inspection Fee	Will	Finance	$ 100.00				100.00
436	STR Decision Appearl to Hearings Officer	Will	Finance	$ 200.00				200.00
437								
438	**SYSTEM DEVELOPMENT CHARGES (SDC)**							
439	**SDC Evaluation Fee**	Mark	Public Works	actual cost				actual cost
440	**Stormweater System Development Charges (Res 2007-21)**							
441	SDC per ERU	Mark	Public Works	$ 662.00	11		11.00	673.00
442								
443	**Water System Development Charges (Res. 2015-19)**							
444	Reimbursement							
445	3/4"	Mark	Public Works	$ 1,563.00	46		46.00	1,609.00
446	1"	Mark	Public Works	$ 2,605.00	77		77.00	2,682.00
447	1 1/2"	Mark	Public Works	$ 5,211.00	154		154.00	5,365.00
448	2"	Mark	Public Works	$ 8,337.00	247		247.00	8,584.00
449	3"	Mark	Public Works	$ 26,053.00	772		772.00	26,825.00
450	4"	Mark	Public Works	$ 52,106.00	1543		1,543.00	53,649.00
451	6"	Mark	Public Works	$ 104,213.00	3087		3,087.00	107,300.00
452	8"	Mark	Public Works	$ 140,686.00	4167		4,167.00	144,853.00
453	Improvement							
454	3/4"	Mark	Public Works	$ 2,332.00	69		69.00	2,401.00
455	1"	Mark	Public Works	$ 3,886.00	115		115.00	4,001.00
456	1 1/2"	Mark	Public Works	$ 7,772.00	230		230.00	8,002.00

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
457	2"	Mark	Public Works	$ 12,435.00	368		368.00	12,803.00
458	3"	Mark	Public Works	$ 38,860.00	1151		1,151.00	40,011.00
459	4"	Mark	Public Works	$ 77,719.00	2302		2,302.00	80,021.00
460	6"	Mark	Public Works	$ 155,439.00	4604		4,604.00	160,043.00
461	8"	Mark	Public Works	$ 209,843.00	6215		6,215.00	216,058.00
462								
463	**Sewer System Development Charges (Res. 2015-20)**							
464	Reimbursement							
465	3/4"	Mark	Public Works	$ 924.00	27		27.00	951.00
466	1"	Mark	Public Works	$ 1,544.00	46		46.00	1,590.00
467	1 1/2"	Mark	Public Works	$ 3,079.00	91		91.00	3,170.00
468	2"	Mark	Public Works	$ 4,928.00	146		146.00	5,074.00
469	3"	Mark	Public Works	$ 15,411.00	456		456.00	15,867.00
470	4"	Mark	Public Works	$ 30,814.00	913		913.00	31,727.00
471	6"	Mark	Public Works	$ 61,635.00	1826		1,826.00	63,461.00
472	8"	Mark	Public Works	$ 83,204.00	2464		2,464.00	85,668.00
473	Improvement							
474	3/4"	Mark	Public Works	$ 828.00	25		25.00	853.00
475	1"	Mark	Public Works	$ 1,383.00	41		41.00	1,424.00
476	1 1/2"	Mark	Public Works	$ 2,756.00	82		82.00	2,838.00
477	2"	Mark	Public Works	$ 4,412.00	131		131.00	4,543.00
478	3"	Mark	Public Works	$ 13,799.00	409		409.00	14,208.00
479	4"	Mark	Public Works	$ 27,589.00	817		817.00	28,406.00
480	6"	Mark	Public Works	$ 55,187.00	1635		1,635.00	56,822.00
481	8"	Mark	Public Works	$ 74,499.00	2207		2,207.00	76,706.00
482								
483	**Transportation System Development Charges (Res. 2013-02)**							
484	**Residential**							
485	Single Family (ITE 210) - per dwelling unit	Kevin/Stonne	Planning	$ 1,835.00	54		54.00	1,889.00
486	Multi-Family (ITE 220) - per dwelling unit	Kevin/Stonne	Planning	$ 1,285.00	38		38.00	1,323.00
487	Residential Townhome/Plex (ITE 230) - per dwelling unit	Kevin/Stonne	Planning	$ 1,123.00	33		33.00	1,156.00
488	Assisted Living (ITE 254) - per bed	Kevin/Stonne	Planning	$ 525.00	16		16.00	541.00
489	Continuing Care Retirement (ITE 255) - per unit	Kevin/Stonne	Planning	$ 539.00	16		16.00	555.00
490	**Non-Residential**							
491	Hotel/Motel/B&B (ITE 310) - per room	Kevin/Stonne	Planning	$ 3,154.00	93		93.00	3,247.00
492	Elementary School (Public) (ITE 520) - per student	Kevin/Stonne	Planning	$ 99.00	3		3.00	102.00
493	Middle/Jr High School (Public) (ITE 522) - per student	Kevin/Stonne	Planning	$ 124.00	4		4.00	128.00
494	High School (public) (ITE530) - per student	Kevin/Stonne	Planning	$ 245.00	7		7.00	252.00
495	Community College (Public) (ITE 540) - per student	Kevin/Stonne	Planning	$ 172.00	5		5.00	177.00
496	Church (ITE 560) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 1,310.00	39		39.00	1,349.00
497	Daycare/Preschool (ITE 565) - per student	Kevin/Stonne	Planning	$ 343.00	10		10.00	353.00
498	Parking Lot (ITE 090) - per space	Kevin/Stonne	Planning	$ 958.00	28		28.00	986.00
499	Campground/RV (ITE 416) - per campsite	Kevin/Stonne	Planning	$ 873.00	26		26.00	899.00
500	**Non-Residential (continued)**							
501	Multipurpose Recreation/Arcade (ITE 435) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 7,129.00	211		211.00	7,340.00
502	Multiplex Movie Theater (ITE 445) - per screen	Kevin/Stonne	Planning	$ 29,027.00	860		860.00	29,887.00
503	Sports Field/Complex (ITE 448) - per field	Kevin/Stonne	Planning	$ 15,180.00	450		450.00	15,630.00

				Contact		FY 2016-17	Price Index	Other	July 1, 2017	FY 2017-18
	DESCRIPTION			Person	Department	Fee Amount	Adjustment	Changes ($)	Change	Fee Amount
504			Health/Fitness Club (ITE492) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 7,008.00	208		208.00	7,216.00
505			Amusement Park (ITE 480)- per acre	Kevin/Stonne	Planning	$ 38,352.00	1136		1,136.00	39,488.00
506			Hospital (ITE 610) - per bed	Kevin/Stonne	Planning	$ 2,400.00	71		71.00	2,471.00
507			Clinic (ITE 630) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 6,391.00	189		189.00	6,580.00
508			Specialty Retail Center (ITE 814) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 3,140.00	93		93.00	3,233.00
509			Shopping Center (ITE 820) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 3,042.00	90		90.00	3,132.00
510			Car Sales (ITE 841) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 3,543.00	105		105.00	3,648.00
511			Auto Part Sales (ITE 843) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 5,683.00	168		168.00	5,851.00
512			Tire Superstore (ITE 849) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 2,361.00	70		70.00	2,431.00
513			Discount Club (ITE 861)- per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 5,588.00	166		166.00	5,754.00
514			Supermarket (ITE 850) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 10,538.00	312		312.00	10,850.00
515			Convenience Market (ITE 853) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 23,175.00	686		686.00	23,861.00
516			Pharmacy/Drugstore (ITE 880) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 7,397.00	219		219.00	7,616.00
517			Bank/Savings (ITE 911) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 13,356.00	396		396.00	13,752.00
518			Quality Restaurants (ITE 931) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 4,915.00	146		146.00	5,061.00
519			Fast Food Restraunts (ITE 934) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 20,450.00	606		606.00	21,056.00
520			Automobile Care Center (ITE 942) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 2,842.00	84		84.00	2,926.00
521			Gasoline/Service Station (ITE 944)- per V.F.P	Kevin/Stonne	Planning	$ 5,836.00	173		173.00	6,009.00
522			General Office Buildings (ITE 710) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 2,111.00	63		63.00	2,174.00
523			Medical-Dental Office Building (ITE 720) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 6,927.00	205		205.00	7,132.00
524			Government Office Building (ITE 730) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 13,216.00	391		391.00	13,607.00
525			State Motor Vehicles Dept. (ITE 731) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 31,830.00	943		943.00	32,773.00
526			US Post Office (ITE 732)- per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 17,216.00	510		510.00	17,726.00
527			General Light Industrial (ITE 110) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 1,336.00	40		40.00	1,376.00
528			General Heavy Industrial (ITE 120) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 287.00	9		9.00	296.00
529			Warehouse (ITE 150) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 951.00	28		28.00	979.00
530			Mini-Warehouse (ITE 151) - per T.S.F.G.F.A	Kevin/Stonne	Planning	$ 480.00	14		14.00	494.00
531										
532	**SEPARATION OF ASSESSMENTS HRMC 3.16**									
533			Per newly-configured lot			$ 337.00	6		6.00	343.00
534										
535	**SEPTAGE RECEIVING FEE - Per Gallon**			Doug N.	WWTP	$ 0.16				0.16
536										
537	**SIGN HANGING FEE [e.g. banner in park]**									
538			Hang and remove temporary sign [7 day limit]							
539			Non-profit	Mark	Public Works	$ 31.00	1		1.00	32.00
540			For profit	Mark	Public Works	$ 52.00	1		1.00	53.00
541										
542	**SIGNS**									
543			Sign Permits	Mark	Engineering	$ 121.00	2		2.00	123.00
544										
545	**SOLICITOR'S LICENSE HRMC 5.12**									
546			Door to door	Jen	City Recorder	$ 76.00	1		1.00	77.00
547										
548	**STREET CLOSURE FEE**									
549			Street Closure - per day, plus per street, per block	Jen	City Recorder	$ 106.00	2		2.00	108.00

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
550	Late / expedited process fee	Jen	City Recorder	$ 32.00	1		1.00	33.00
551								
552	**TAXICABS HRMC 5.20**							
553	License--Per vehicle--Annual fee [includes safety inspection]	Jen	City Recorder	$ 78.00	1		1.00	79.00
554	License--Per vehicle--After July 1 [includes safety inspection]	Jen	City Recorder	$ 59.00	1		1.00	60.00
555	Cab Driver Permit	Jen	City Recorder	$ 45.00	1		1.00	46.00
556	Cab Driver Permit--Renewal	Jen	City Recorder	$ 45.00	1		1.00	46.00
557								
558	**TELECOMMUNICATIONS REGISTRATION**							
559	Registration (non-refundable)	Jen	City Recorder	$ 72.00	1		1.00	73.00
560	Construction Site Permit							
561	No street cut	Mark	Engineering	$ 87.00	1		1.00	88.00
562	Street cut	Mark	Engineering	$ 156.00	3		3.00	159.00
563	Application and Review	Cindy	Planning	$ 692.00	12		12.00	704.00
564								
565	**TELEVISION AND RADIO TOWERS HRMC 15.20**							
566	**Tower License Fee (HRMC 15.20.040)**							-
567	Full Year (apply before 12/31)	Jen	City Recorder	$ -				-
568	Partial Year (apply 1/1 of after)	Jen	City Recorder	$ -				-
569	Renewal Fee	Jen	City Recorder	$ -				-
570	**Permit Fee - Antennae, Tower, or Mast (15.20.090)**							-
571	Inspection Fee	Jen	City Recorder	$ -				-
572	Re-inspection Fee	Jen	City Recorder	$ -				-
573	Application Data Fee	Jen	City Recorder	$ -				-
574								-
575	**TRANSIENT MERCHANTS & SPECIAL EVENTS HRMC 5.07**							-
576	Class 1 connecting directly to City water or sewer:							-
577	Annual Application Fee	Jen	City Recorder	$ 293.00	5		5.00	298.00
578	Annual Issuance Fee (Max 180 days/No annual renewals)	Jen	City Recorder	$ 293.00	5		5.00	298.00
579	Class 2 (All others):							
580	Initial Fee (1st 30 days)	Jen	City Recorder	$ 76.00	1		1.00	77.00
581	Renewal Fee (If no changes) - Per each 30 day	Jen	City Recorder	$ 15.00				15.00
582	(Renewal fee applies to subsequent years only if no changes)							
583	Transient merchant inspection fees - Fire Dept							
584	Transient Merchant Fire and Life Safety Inspection	Leonard	Fire	$ 80.00	1		1.00	81.00
585	Special Event/Dance License							
586	Special Event license fee	Jen	City Recorder	$ 65.00	1		1.00	66.00
587	Temporary ROW- Tables	Jen	City Recorder	$ 53.00	1		1.00	54.00
588	Appeal Fee							
589	Fee stated or 1/2 the license fee, whichever is greater	Jen	City Recorder	$ 60.00	1		1.00	61.00
590	Late / expedited process fee	Jen	City Recorder	$ 32.00	1		1.00	33.00
591								

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
592	**USE OF CITY PROPERTY**							
593	**(excluding City Parking Lots - under Street/Parking Lot)**							
594	**City Parks**							
595	Stratton Rose Garden Rental Fee - 3 hours	Mark	Public Works	$ 104.00	2		2.00	106.00
596	Jackson Park - daily fee							
597	Entire Park	Mark	Public Works	$ 285.00	5		5.00	290.00
598	General Use: 0 - 50 people	Mark	Public Works	$ 52.00	1		1.00	53.00
599	General Use: over 50 people	Mark	Public Works	$ 78.00	1		1.00	79.00
600	Stage Use	Mark	Public Works	$ 52.00	1		1.00	53.00
601	Waterfront Park - daily fee							
602	Entire Park	Mark	Public Works	$ 518.00	9		9.00	527.00
603	Great Lawn	Mark	Public Works				106.00	106.00
604	Shelter Use	Mark	Public Works	$ 104.00	2		2.00	106.00
605	Stage/Amphitheater Use: 0 to 100 People	Mark	Public Works	$ 104.00	2	98	100.00	204.00
606	Stage/Amphitheater Use: over 100 People	Mark	Public Works	$ 156.00	3	247	250.00	406.00
607	Event Vendor Site - daily per site	Mark	Public Works	$ 52.00				52.00
608	Electrical Spider Box Refundable Deposit - per event	Mark	Public Works	$ 518.00	9		9.00	527.00
609	Electrical Spider Box Use Fee - per event	Mark	Public Works	$ 25.00				25.00
610	All other City Parks - daily	Mark	Public Works	$ 78.00	1		1.00	79.00
611	**City Fields**							
612	Collins Field - daily use	Mark	Public Works	$ 20.00		30	30.00	50.00
613								
614	**USED ARTICLE DEALERS HRMC 5.24 - Per Year**	Jen	City Recorder	$ 33.00	1		1.00	34.00
615								
616	**UTILITY BILLING FEES**							
617	Delinquent Fee (30 days past due)		Public Works	$ 5.00				5.00
618	Water turn on/turn off							
619	After hours- per trip	Mark	Public Works	$ 83.00	1		1.00	84.00
620	Delinquent shut off/turn on	Mark	Public Works	$ 31.00	1		1.00	32.00
621	Water meter removal and/or reinstallation fee	Mark	Public Works	$ 52.00	1		1.00	53.00
622	Water meter read (other than routine)	Mark	Public Works	$ 21.00				21.00
623	Water shut-off notice (doorhanger)	Mark	Public Works	$ 21.00				21.00
624	Water calibration/testing of meter - requested by customer	Mark	Public Works	$ 26.00				26.00
625	Processing Fee - New Accounts	Mark	Public Works	$ 10.00				10.00
626	Process Fee - Closed Accounts	Mark	Public Works	$ 10.00				10.00
627	Collections fee - charged by Collection Agency	Will	Parking	25% of fines due				25% of fines due
628	collections interest - 50% to Agency/City		Parking	9% per annum				9% per annum
629								
630	**UTILITY CONNECTION FEES**							
631	**Water Connection Fees**							
632	3/4"	Mark	Public Works	$ 2,024.00				2,024.00
633	1"	Mark	Public Works	$ 2,220.00				2,220.00
634	1 1/2"	Mark	Public Works	$ 3,396.00				3,396.00
635	2"	Mark	Public Works	$ 3,711.00				3,711.00
636	3"	Mark	Public Works	Actual + 10%				Actual + 10%
637	4"	Mark	Public Works	Actual + 10%				Actual + 10%
638	6"	Mark	Public Works	Actual + 10%				Actual + 10%

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
639	8"	Mark	Public Works	Actual + 10%				Actual + 10%
640								
641	**UTILITY INSPECTION FEES**							
642	**Sewer Inspection Fees**							
643	3/4"	Mark	Public Works	$ 150.00	3			150.00
644	1"	Mark	Public Works	$ 150.00	3			150.00
645	1 1/2"	Mark	Public Works	$ 150.00	3			150.00
646	2"	Mark	Public Works	$ 150.00	3			150.00
647	3"	Mark	Public Works	$ 150.00	3			150.00
648	4"	Mark	Public Works	$ 150.00	3			150.00
649	6"	Mark	Public Works	Actual + 10%				Actual + 10%
650	8"	Mark	Public Works	Actual + 10%				Actual + 10%
651								
652	**UTILITY RATES (12.01.030)**							
653	**Water Meter Monthly Base Fee (Res. 2015-21)**							
654	3/4"	Mark	Public Works	$ 35.41		1.77	1.77	37.18
655	1"	Mark	Public Works	$ 60.19		3.01	3.01	63.20
656	1 1/2"	Mark	Public Works	$ 106.24		5.31	5.31	111.55
657	2"	Mark	Public Works	$ 190.12		9.51	9.51	199.63
658	3"	Mark	Public Works	$ 378.86		18.94	18.94	397.80
659	4"	Mark	Public Works	$ 591.27		29.56	29.56	620.83
660	6"	Mark	Public Works	$ 1,179.07		58.95	58.95	1,238.02
661	**Water Commodity Charge (Res. 2015-01)**							
662	Residential > 5,000 gallons/month, per 1,000 gallons	Mark	Public Works	$ 2.19		0.11	0.11	2.30
663	Commercial > 0 gallons/month, per 1,000 gallons	Mark	Public Works	$ 2.19		0.11	0.11	2.30
664	**Stormwater Monthly Base Fee**							
665	3/4"	Mark	Public Works	$ 8.75	0.15		0.15	8.90
666	1"	Mark	Public Works	$ 42.00	1		1.00	43.00
667	1 1/2"	Mark	Public Works	$ 73.50	1		1.00	74.50
668	2"	Mark	Public Works	$ 80.50	1		1.00	81.50
669	3"	Mark	Public Works	$ 140.00	2		2.00	142.00
670	4"	Mark	Public Works	$ 280.00	5		5.00	285.00
671	6"	Mark	Public Works	$ 437.50	7		7.00	444.50
672	**Sewer Monthly Base Fee**							
673	Residential - Inside City Limits							
674	3/4"	Mark	Public Works	$ 51.40		3.60	3.60	55.00
675	1"	Mark	Public Works	$ 87.30		6.11	6.11	93.41
676	1 1/2"	Mark	Public Works	$ 169.50		11.87	11.87	181.37
677	2"	Mark	Public Works	$ 272.30		19.06	19.06	291.36
678	3"	Mark	Public Works	$ 549.62		38.47	38.47	588.09
679	4"	Mark	Public Works	$ 857.92		60.05	60.05	917.97
680	6"	Mark	Public Works	$ 1,710.66		119.75	119.75	1,830.41
681	Residential - Outside City Limits							
682	3/4"	Mark	Public Works	$ 64.20		4.49	4.49	68.69
683	1"	Mark	Public Works	$ 109.10		7.64	7.64	116.74
684	1 1/2"	Mark	Public Works	$ 211.90		14.83	14.83	226.73
685	2"	Mark	Public Works	$ 340.30		23.82	23.82	364.12
686	3"	Mark	Public Works	$ 687.50		48.13	48.13	735.63
687	4"	Mark	Public Works	$ 1,072.10		75.05	75.05	1,147.15

	DESCRIPTION	Contact Person	Department	FY 2016-17 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2017 Change	FY 2017-18 Fee Amount
688	6"	Mark	Public Works	$ 2,137.80		149.65	149.65	2,287.45
689	**Sewer Non-Residential Commodity Rates - Per 1,000 gallons**							
690	Low BOD <401	Mark	Public Works	$ 2.24		0.16	0.16	2.40
691	Medium BOD <801	Mark	Public Works	$ 3.36		0.24	0.24	3.60
692	High BOD > 800	Mark	Public Works	$ 4.46		0.31	0.31	4.77
693	**Permitted Industrial Users**							
694	FLOW per gallon	Mark	Public Works	$ 0.00118		0.00	0.00	0.00
695	BOD per lbs	Mark	Public Works	$ 0.15		0.01	0.01	0.16
696	TSS per lbs	Mark	Public Works	$ 0.25		0.02	0.02	0.27
697	**Utility Rate Assistance Program - Residential Only**							
698	Water Rate Reduction - as % of Base Rate	Mark	Public Works	40%				0.40
699	Sewer Rate Reduction - as % of Base Rate	Mark	Public Works	30%				0.30
700	Stormwater - No Rate Reduction	Mark	Public Works	n/a				n/a

Appendix III

Schedule of Transfers In/Out

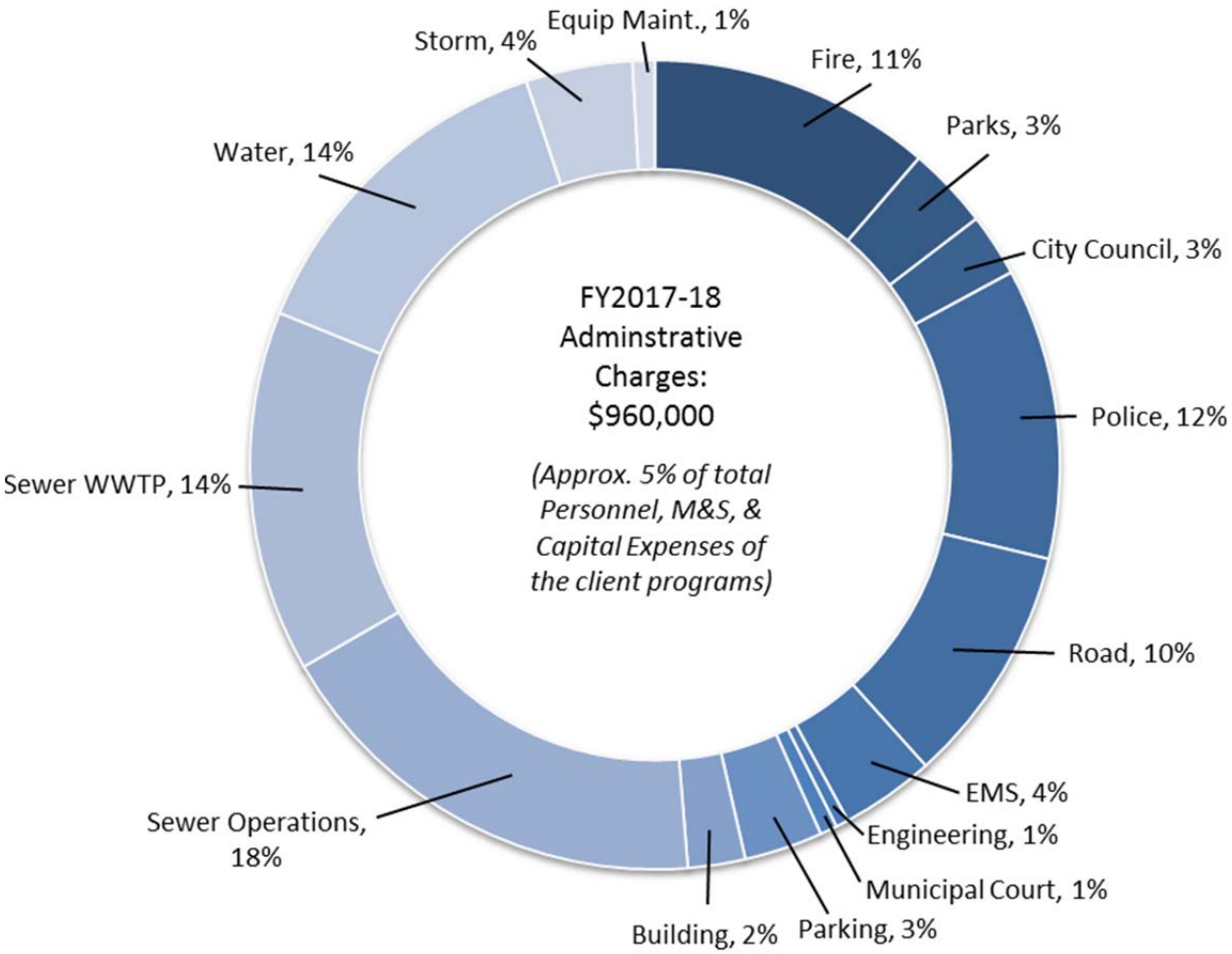
CITY OF HOOD RIVER
FY2017-18 BUDGET
SCHEDULE OF TRANSFERS

	IN	OUT
GENERAL FUND		
Fire	-	257,060
Police	-	84,239
Parks	-	11,201
Planning	-	3,522
Non-Departmental	550,000	140,696
ROAD FUND		
Road Operations	-	7,446
Road Capital Reserve	7,446	-
WATER FUND		
Water Operations	-	117,604
Water Reserve - Debt Requirements	75,000	-
Water Equipment Replacement	42,604	-
SEWER FUND		
Sewer Operations/WWTP	-	455,170
Sewer SDC	300,000	-
Sewer Equipment Replacement	155,170	-
STORM WATER FUND		
Stormwater Operations	-	136,164
Stormwater Equipment Replacement	136,164	-
MISC. RESTRICTED FUND		
Emergency Medical Services	-	49,329
Engineering	80,000	-
Municipal Court	-	100,123
Parking	-	453,945
RESERVES FUND		
Equipment Replacement	410,533	-
Compensated Absences	66,501	-
INTERNAL SERVICE FUND		
Administration	-	6,919
TOTAL	**1,823,418**	**1,823,418**

Appendix IV

Administrative Allocation Schedule

FY2017-18 Budget
Administration Allocation



Appendix V

Debt Service Schedule

	Misc. Restricted Fund				Water Fund						Sewer Fund						Storm Water	
	General Obligation Fire		Fire GO (2nd Issuance) (Gov - B)		USDA Loan (Bus - L)		USDA Phase II		USDA Phase IIA		Full Faith and Credit Refunding 2010		USDA Indian Creek Sewer Revenue Bond		OR DEQ Outfall Sewer Revenue Bond*		Street Sweeper (bus - C)	
	4.00%		4.00%		4.25%		2.75%		2.75%		3.00%		2.25%		1.40%		3.19%	
Year	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017-18	170,000	33,338	370,000	95,113	38,863	121,115	126,744	209,689	78,247	129,454	190,000	63,618	30,786	42,527	61,839	103,003	37,219	1,177
2018-19	185,000	26,538	400,000	80,813	40,515	119,463	130,230	206,203	80,399	127,302	190,000	57,490	31,479	41,834	124,980	50,555	-	-
2019-20	200,000	18,675	425,000	66,313	42,237	117,742	133,811	202,622	82,610	125,091	200,000	50,610	32,187	41,126	** Final Repayment*		-	-
2020-21	215,000	9,675	460,000	50,375	44,032	115,947	137,491	198,942	84,881	122,819	210,000	42,917	32,911	40,402	*Schedule Pending Project*		-	-
2021-22	-	-	710,000	29,675	45,903	114,075	141,272	195,161	87,216	120,485	220,000	34,475	33,652	39,661	*Completion. Current*		-	-
2022-23	-	-	-	-	47,854	112,124	145,157	191,276	89,614	118,086	230,000	25,360	34,409	38,904	*figures are estimates only*		-	-
2023-24	-	-	-	-	49,888	110,091	149,148	187,285	92,079	115,622	235,000	15,651	35,183	38,130			-	-
2024-25	-	-	-	-	52,008	107,970	153,250	183,183	94,611	113,090	245,000	5,329	35,975	37,338			-	-
2025-26	-	-	-	-	54,218	105,760	157,464	178,969	97,212	110,488	-	-	36,784	36,529			-	-
2026-27	-	-	-	-	56,523	103,456	161,795	174,638	99,886	107,815	-	-	37,612	35,701			-	-
2027-28	-	-	-	-	58,925	101,053	166,244	170,189	102,633	105,068	-	-	38,458	34,855			-	-
2028-29	-	-	-	-	61,429	98,549	170,816	165,617	105,455	102,245	-	-	39,324	33,989			-	-
2029-30	-	-	-	-	64,040	95,938	175,513	160,920	108,355	99,345	-	-	40,208	33,105			-	-
2030-31	-	-	-	-	66,762	93,217	180,340	156,093	111,335	96,366	-	-	41,113	32,200			-	-
2031-32	-	-	-	-	69,599	90,379	185,299	151,134	114,397	93,304	-	-	42,038	31,275			-	-
2032-33	-	-	-	-	72,557	87,421	190,395	146,038	117,543	90,158	-	-	42,984	30,329			-	-
2033-34	-	-	-	-	75,641	84,338	195,631	140,802	120,775	86,926	-	-	43,951	29,362			-	-
2034-35	-	-	-	-	78,855	81,123	201,011	135,422	124,096	83,604	-	-	44,940	28,373			-	-
2035-36	-	-	-	-	82,207	77,772	206,538	129,895	127,509	80,192	-	-	45,951	27,362			-	-
2036-37	-	-	-	-	85,700	74,278	212,218	124,215	131,015	76,685	-	-	46,985	26,328			-	-
2037-38	-	-	-	-	89,343	70,636	218,054	118,379	134,618	73,082	-	-	48,042	25,271			-	-
2038-39	-	-	-	-	93,140	66,839	224,051	112,382	138,320	69,380	-	-	49,123	24,190			-	-
2039-40	-	-	-	-	97,098	62,880	230,212	106,221	142,124	65,576	-	-	50,228	23,085			-	-
2040-41	-	-	-	-	101,225	58,753	236,543	99,890	146,033	61,668	-	-	51,359	21,954			-	-
2041-42	-	-	-	-	105,527	54,451	243,048	93,385	150,048	57,652	-	-	52,514	20,799			-	-
2042-43	-	-	-	-	110,012	49,966	249,732	86,701	154,175	53,526	-	-	53,696	19,617			-	-
2043-44	-	-	-	-	114,687	45,291	256,599	79,834	158,415	49,286	-	-	54,904	18,409			-	-
2044-45	-	-	-	-	119,562	40,417	263,656	72,777	162,771	44,930	-	-	56,139	17,174			-	-
2045-46	-	-	-	-	124,643	35,335	270,906	65,527	167,247	40,453	-	-	57,402	15,911			-	-
2046-47	-	-	-	-	129,940	30,038	278,356	58,077	171,846	35,854	-	-	58,694	14,619			-	-
2047-48	-	-	-	-	135,463	24,516	286,011	50,422	176,572	31,128	-	-	60,015	13,298			-	-
2048-49	-	-	-	-	141,220	18,758	293,876	42,557	181,428	26,273	-	-	61,365	11,948			-	-
2049-50	-	-	-	-	147,222	12,757	301,958	34,475	186,417	21,283	-	-	62,746	10,567			-	-
2050-51	-	-	-	-	152,931	6,500	310,262	26,171	191,544	16,157	-	-	64,157	9,156			-	-
2051-52	-	-	-	-	-	-	318,794	17,639	196,811	10,889	-	-	65,601	7,712			-	-
2052-53	-	-	-	-	-	-	322,625	8,872	199,164	5,476	-	-	67,077	6,236			-	-
2053-54	-	-	-	-	-	-	-	-	-	-	-	-	68,586	4,727			-	-
2054-55	-	-	-	-	-	-	-	-	-	-	-	-	70,129	3,184			-	-
2055-56	-	-	-	-	-	-	-	-	-	-	-	-	71,367	1,606			-	-
TOTAL	**770,000**	**88,226**	**2,365,000**	**322,289**	**2,849,769**	**2,588,948**	**7,625,050**	**4,481,602**	**4,707,401**	**2,766,758**	**1,720,000**	**295,450**	**1,890,077**	**968,790**	**186,819**	**153,558**	**37,219**	**1,177**

Appendix VI

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 BUDGET COMMITTEE VACANCY, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time in the following issues:
Feb. 4, 2017

.....

Subscribed and sworn to before me this 14th
Day of February, 2017

.....

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

PUBLIC NOTICE CITY OF HOOD RIVER BUDGET COMMITTEE VACANCY

The City of Hood River is accepting applications for its Budget Committee. Committee members participate in four (4) evening meetings between April 19th and May 10th 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 28, 2017 and interviews will be conducted at the March 13th 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.

10-1t

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 - HR CITY, 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 8, 2017

Subscribed and sworn to before me this 25th
Day of April, 2017

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

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, 2017, to June 30, 2018, will be held in the City Hall Council Chambers, 211 Second Street, Hood River, Oregon, on Wednesday, April 26, 2017, and Wednesday, May 3, 2017, 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 2017-18 Budget. An additional, separate meeting will be held in the City Hall Council Chambers on Wednesday, May 10, 2017, 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 19, 2017.

28-1t

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 - HR CITY, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time in the following issues:
May 20, 2017

.....

Subscribed and sworn to before me this 5th
Day of June, 2017

.....

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

FORM LB-1 **NOTICE OF BUDGET HEARING**

A public meeting of the City of Hood River will be held on June 12, 2017 at 6:00 pm at the City Council Chambers, 211 2nd Street, Hood River Oregon, 97031. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2017 as approved by the City of Hood River Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 211 2nd Street, Hood River, Oregon, 97031 between the hours of 9 a.m. and 5 p.m. or online at http://ci.hood-river.or.us/FinancialReports. This budget is for an annual period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Will Norris, Finance Dir. / Asst. City Manager Telephone: (541) 387-5214 Email: w.norris@cityofhoodriver.com

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2015-16	Adopted Budget This Year 2016-17	Approved Budget Next Year 2017-18
Beginning Fund Balance/Net Working Capital	12,682,693	14,445,761	14,698,702
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	11,492,171	12,373,668	12,550,859
Federal, State and all Other Grants, Gifts, Allocations and Donations	959,372	1,369,383	1,346,049
Revenue from Bonds and Other Debt	3,667,368	6,485	2,473
Interfund Transfers / Internal Service Reimbursements	2,411,865	3,703,108	1,823,418
All Other Resources Except Current Year Property Taxes	261,434	287,850	237,967
Current Year Property Taxes Estimated to be Received	4,537,496	4,779,338	5,211,581
Total Resources	36,012,399	36,965,593	35,871,349

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	6,214,478	7,107,635	7,416,238
Materials and Services	5,700,844	6,437,390	6,569,162
Capital Outlay	3,248,262	8,354,536	7,980,947
Debt Service	3,600,075	1,913,232	1,902,732
Interfund Transfers	2,411,865	3,803,108	1,823,418
Contingencies	-	2,449,147	2,224,886
Special Payments	-	-	-
Unappropriated Ending Balance & Reserved for Future Expenditure	14,836,874	6,900,545	7,953,966
Total Requirements	36,012,399	36,965,593	35,871,349

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Organizational Unit or Program / FTE for that unit or program			
Police	1,983,312	2,169,192	2,139,342
FTE	13.65	14.50	15.25
Fire	1,921,491	2,248,625	2,320,075
FTE	11.06	11.85	12.19
Emergency Medical Services	804,792	742,658	824,041
FTE	3.94	3.40	3.82
Planning	345,622	462,616	521,627
FTE	2.88	2.78	3.50
Municipal Court	156,814	221,781	236,606
FTE	1.10	1.10	1.10
Parking	610,342	866,166	1,104,959
FTE	1.68	2.67	1.95
Administration	819,210	1,101,307	1,109,860
FTE	6.20	6.20	6.20
Public Works	5,757,088	11,269,947.00	11,081,764.00
FTE	19.40	19.45	19.85
Not Allocated to Organizational Unit or Program	8,776,853	10,982,756	8,579,109
FTE	0.00	0.00	0.00
Unappropriated Ending Balance & Reserved for Future Expenditure	14,836,874	6,900,545	7,953,966
Total Requirements	36,012,399	36,965,593	35,871,349
Total FTE	59.91	61.95	63.86

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The FY2017-18 Budget adds two firefighters positions and one police officer position offset by associated ambulance revenues and anticipated marijuana taxes. $150,000 is appropriated as the City's contribution towards the replacement of Children's Park. Public Works adds a Geographic Information System technician and the Planning Department adds a part-time assistant.

Transient Room Taxes, Parking Fees, and other revenues associated with the economic rebound are projected to continue growing swiftly over the next year. Utility rate increases associated with the implementation of the 2013 water and wastewater masterplans are another significnat source of revenue growth, but one that is dedicated primarily to capital projects.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2015-16	Rate or Amount Imposed This Year 2016-17	Rate or Amount Approved Next Year 2017-18
Permanent Rate Levy (rate limit 2.8112 per $1,000)	2.8112	2.8112	2.8112
Local Option Levy	-	-	-
Levy For General Obligation Bonds	526,977	701,650	688,601

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	3,135,000	-
Other Bonds	5,306,180	-
Other Borrowings	15,219,439	-
Total	23,660,619	-

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Appendix VII

Budget Resolutions

Oregon
Kate Brown, Governor

Department of Administrative Services
Enterprise Goods and Services, Shared Financial Services
155 Cottage St. NE
Salem, OR 97301-3972
(503)373-0735
FAX (503)373-1273

RETURN TO:

RESOLUTION 2017-10

DEPARTMENT OF ADMINISTRATIVE SERVICES
SHARED FINANCIAL SERVICES
ATTN Jeffrey Fehl
155 COTTAGE ST NE
SALEM OR 97301-3972

AN ORDINANCE/RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

The City of **HOOD RIVER** ordains as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2017-2018.

Passed by the Common Council the **12th** day of **June**, 2017.

Approved by the Mayor this **12th** day **June**, 2017.

Mayor _____ **Paul Blackburn**

Attest _____ **Jennifer Gray, City Recorder**

I *certify that a public hearing before the Budget Committee was held on **May 10th**, 2017 and a public hearing before the City Council was held on **June 12th**, 2017, giving citizens an opportunity to comment on use of State Revenue Sharing.

_____
City Recorder

* NOTE: Please return certification only. We do not need copies of notices.

RESOLUTION 2017-09

ADOPTING THE FY 2017-18 BUDGET

BE IT RESOLVED that the City Council of the City of Hood River hereby adopts the budget for fiscal year 2017-18 in the total amount of $35,871,349. 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, 2017, for the following purposes:

GENERAL FUND		
Public Safety - Police	$	2,055,103
Public Safety - Fire		2,063,015
Parks		681,529
Planning		518,105
City Council		34,256
Non-Dept. Materials & Services		572,562
Transfers		496,718
Contingency		589,045
TOTAL - GENERAL FUND		7,010,333
ROAD FUND		
Road Operations		1,489,016
Road SDC		1,050,000
Road Equipment Replacement		113,447
Transfers		7,446
Contingency		393,871
TOTAL - ROAD FUND		3,053,780
WATER FUND		
Water Operations		2,921,233
Water SDC		310,000
Water Reserve - Debt Requirements		40,000
Water Equipment Replacement		45,000
Debt Service		704,112
Transfers		117,604
Contingency		237,380
TOTAL - WATER FUND		4,375,329
SEWER FUND		
Sewer Operations		1,786,459
Sewer WWTP		2,818,642
Sewer SDC		1,115,000
Sewer Reserve - Debt Requirements		25,000
Sewer Equipment Replacement		45,000
Debt Service		491,773
Transfers		455,170
Contingency		309,543
TOTAL - SEWER FUND		7,046,587

STORM WATER FUND	
Storm Water Operations	576,226
Storm Water SDC	50,000
Storm Water Equipment Replacement	210,000
Debt Service	38,396
Transfers	136,164
Contingency	124,013
TOTAL - STORM WATER FUND	1,134,799

MISC RESTRICTED FUND	
Public Safety - EMS	723,557
Building	355,614
Engineering	76,869
Municipal Court	121,648
Parking	618,039
Fire G.O. Bond	150
Debt Service	668,451
Transfers	603,397
Contingency	201,308
TOTAL - MISC RESTRICTED FUND	3,369,033

RESERVES FUND	
Parking in Lieu	-
LID Assessments	163,109
Reserve - Misc.	-
Reserve - Equipment Replacement	92,000
Reserve - Compensated Absences	107,892
Reserve - PERS Stabilization	-
Contingency	270,824
	633,825

INTERNAL SERVICE FUND	
Administration	1,016,117
Equipment Maintenance	171,759
Transfers	6,919
Contingency	98,902
	1,293,697

SUMMARY	
TOTAL APPROPRIATIONS, ALL Funds	27,917,383
Total Unappropriated Amounts, All Funds	7,953,966
TOTAL ADOPTED BUDGET	35,871,349

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 2017-18: 1) at the rate of $2.8112 per $1,000 of assessed value for permanent tax rate, and 2) in the amount of $688,601 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	----	$688,601

The above resolution statements were approved and declared adopted on this 12th day of June, 2017

Paul Blackburn, Mayor

ATTEST:

Jennifer Gray, City Recorder

Appendix VIII

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

FORM LB-50
2017–2018

To assessor of Hood River County

☐ Check here if this is an amended form.

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions booklet.

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

211 2nd Street	Hood River	OR	97031	June 23, 2017
Mailing address of district	City	State	ZIP code	Date submitted

Will Norris	Finance Director	(541) 387-5214	w.norris@cityofhoodriver.com
Contact person	Title	Daytime telephone number	Contact person e-mail address

CERTIFICATION— You **must** check one box if you are 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: Rate —**or**— Dollar Amount	Excluded from Measure 5 Limits: Dollar Amount of Bond Levy
1. Rate per $1,000 **or** total dollar amount levied (within permanent rate limit) ... 1	2.8112	
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 **after** October 6, 2001 ... 5b		688,601.00
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) ... 5c		688,601.00

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per $1,000 ... 6	
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 Deliquent Sewer Charges		5,038.76
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.)**

150-504-073-7 (Rev. 11-16)

Form LB-50 (continued on next page)

(see the back for worksheet for lines 5a, 5b, and 5c)
File with your assessor no later than JULY 15, unless granted an extension in writing.

City of Hood River

211 Second Street

Hood River, OR 97031

(541) 386-1488 | CityofHoodRiver.com