CITY OF HOOD RIVER

BUDGET

ADOPTED - FISCAL YEAR

2021

CITY OF HOOD RIVER

FY2020-21 Adopted Budget

Budget Committee

Elected	Term	Appointed	Term
Kate McBride	Dec. 31, 2020	Ross Brown	June 30, 2021
Megan Saunders	Dec. 31, 2020	Dave Bick	June 30, 2020
Mark Zanmiller	Dec. 31, 2020	Grant Polson	June 30, 2021
Jessica Metta	Dec. 31, 2022	Becky Brun	June 30, 2020
Erick Haynie	Dec. 31, 2022	Tim Decker	June 30, 2020
Tim Counihan	Dec. 31, 2022	Gary Reed	June 30, 2022
Gladys Rivera	Dec. 31, 2020	Rudy Kellner	June 30, 2022

Budget Officer / City Manager - Rachael Fuller
Finance Dir. / Asst. City Manager - Will Norris

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Budget Cover Design by Rountree Rouse, Pageworks Design & Communications

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Budget Calendar

January	Advertise For Elected Budget Committee Members – City & URA	
Mon., Feb. 10	Fee Schedule Approved by Council	
Fri., March 2	Deadline for Budget Committee Applications – City & URA	
Mon., April 13	URA Board: Appoint Electors to Budget Committee Council: Appoint Electors to Budget Committee	
Wed., April 22	Proposed Budgets Distributed (Target)	4:30 p.m.
Wed., April 29	Budget Committee Meeting # 1 - City	6:00 p.m.
Wed., May 06	Budget Committee Meeting # 2 - City	6:00 p.m.
Wed., May 13	Budget Committee Meeting – Urban Renewal Agency Budget Committee Meeting #3 - City	6:00 p.m. not earlier than 7:00p.m.
Mon., June 08	Budget Hearing – URA Budget Adoption – URA Budget Hearing – City	at regularly scheduled mtg at regularly scheduled mtg

Budget

CITY MANAGER'S BUDGET MESSAGE

In the book, The Open Space of Democracy, writer and naturalist, Terry Tempest Williams writes that, "Despair shows us the limit of our imagination. Imaginations shared create collaboration, collaboration creates community, and community inspires social change." The FY 2020-21 budget is transmitted to the City Council during the COVID-19 public health crisis. The public health crisis has manifested into an economic disaster for many in the community. However, rather than despair, the community of Hood River is showing up for their neighbors. In the past month, we have witnessed incredible acts of collaboration, innovation and kindness that will leave us stronger and more connected to our neighbors.

From a financial perspective, the City is in a good position to maintain services during this crisis thanks to many years of prudent fiscal management. The City Council's strong leadership combined with multiple years of stable revenue allows the City to maintain current service levels in the near term even during a year of revenue decline.

The FY 2020/21 budget is balanced, as required by law.

The City of Hood River is fortunate to have a diverse set of revenue sources to mitigate the long-term impact of the coronavirus crisis. However, several sources of revenue have immediately declined, including transient room tax, parking and fee-based services. Staff is actively monitoring opportunities to recover both costs and lost revenue through state and federal initiatives.

Recognizing the continuum of revenue scenarios, the current revenue estimate provides a framework for planning and, like all things related to the crisis, will change. For FY 2020/21, revenue estimates include a twenty-five percent year-over-year decline in transient room tax and a twenty percent decline in parking, ambulance, municipal court and permit revenue. This estimate accounts for the seasonal fluctuation of revenue, meaning that under current circumstances we may see a greater decline in the upcoming summer months. The proposed budget includes revenue from a one-time pause in division of tax increment for the Waterfront and Heights Urban Renewal Districts. This pause will create a one-time infusion of revenue for the overlapping taxing jurisdictions, including the City.

Property tax revenue is the City's most significant source of revenue and any declines will not be felt immediately. Property tax receipts are offset from other revenue sources by one year, meaning that property taxes received in November 2020 will reflect property values from the previous year. Any property tax decline as a result of lower assessments would become evident in FY 2021/22 and beyond. Property tax revenue in FY 2020/21 reflects an increase due to the closures of the Columbia Cascade Urban Renewal District, which will put approximately $110 million in assessed values on the general tax rolls.

Expenditures have been revised downward to reflect these revenue estimates. Should revenues decline beyond this estimate, the City has a few immediate courses of action to maintain services. These include prioritizing and allocating existing appropriation to essential services - essentially pausing any one-time projects and initiatives. Other

options include identifying sources of internal bridge funding and using additional fund balance. The overarching goal of these efforts would be to allow the organization to deliberately, gradually, and permanently re-size to whatever the ongoing revenue context shows itself to be, saving as much capital in the short-term.

Consistent with the City's recently adopted financial policies, upon revenue stabilization, the City will develop and implement a plan to replenish ending fund balance and establish a general fund reserve.

Establishing and fully funding a PERS side account is an investment to mitigate the City's most significant long-term liability and bend the City's cost curve downward. In 2018, the Oregon legislature created the Employer Incentive Fund (EIF) to encourage local governments to establish PERS side accounts. As an incentive, the State of Oregon will match a city's contribution with 25% in state funds, equaling $409,000 in matching funds for Hood River. Council authorized Hood River's full participation in 2019 contingent on the budget process. The FY 20/2021 budget anticipates that the City will make this $1.64 million payment to a PERS side account in full. However, the City will have several months to evaluate our revenue situation in the context of the public health crisis before making the payment. The City of Hood River's contribution would be made from the City's PERS stabilization fund and departments would be charged their proportionate share for the remainder of the contribution.

The ability to hold in our minds the reality of the current crisis along with a vision of recovery is consistent with the philosophy of creative tension. According to systems theorist, Peter Senge, "The energy for change comes from the vision, from what we want to create, juxtaposed with current reality." I am proud of the organization's efforts to deliver fundamental City services throughout this crisis while also looking to the future and how we might emerge stronger and more resilient from the crisis. To that end, the organization is deliberately and intentionally making progress on the Hood River City Council's strategic priorities as articulated in the 2020 City of Hood River City Work Plan.

Create opportunities for an inclusive and diverse housing inventory.

In January, 2020 the City of Hood River leveraged $410,000 in state funds to purchase a 7-acre parcel of land for housing development. The budget anticipates moving this project forward with a developer solicitation this fall. Loan payments for the property acquisition are anticipated from the community excise tax, funding that can only be used for affordable housing.

The budget includes continued funding for the permitting enhancement project, which will streamline our development process and move to a digital platform. In addition, the budget anticipates bringing the development engineering function in-house after many years of outsourced services.

Inform and engage all segments of our community through transparency and proactive outreach.

The budget fully funds communication improvements at the current level. Additional resources will be required to integrate community engagement and communication enhancements. Additional funds are budgeted, but the project is on hold pending revenue stabilization.

Promote an efficient, safe multi-modal transportation system that alleviates traffic and parking congestion and encourages bike/ped transportation.

This past year, the City completed a comprehensive parking study. Using existing resources, staff is working to implement operational and management changes. The transportation system plan update, which includes updated cost estimates for projects, is fully funded as this is an essential planning tool to secure grant and developer funding for street improvements. Early planning efforts for the Historic Columbia Highway Urban Connection are moving forward and the Oregon Department of Transportation has funding available for consultant work on this project in the fall. Using existing City resources, the bike-to-school mapping project is funded. Given the dramatic impact on transit services, funding for the trolley has been removed from the budget.

Create a more environmentally sustainable community.

This past year, the City completed a feasibility study for hydro-electric generation in the City's waterline, installed solar panels at the wastewater treatment plant and purchased first generation hybrid-electric police interceptors. The City just recently completed a baseline energy assessment of our facilities and fleet providing a firm foundation from which to measure improvements. This budget maintains current service levels including identifying potential projects to reduce emissions consistent with the Hood River County Energy Plan and City Council's environmental sustainability goals, including evaluation of cogeneration at the wastewater treatment plant. Using existing resources, the budget anticipates continuing the low impact development project and the evaluation of how other cities approach the management of trees on private property.

Maintain existing infrastructure and prepare for growth.

For the second year, the City of Hood River has updated and published a capital improvement plan. Several projects are identified on the capital improvement program to repair and replace aging infrastructure. Clay sewer pipes are common in cities developed at the same time as Hood River and are past their useful life, leading to sewer back-ups and overflows at the wastewater treatment plant. Additionally, cities are under a compliance requirement from the Oregon Health Authority to remove all lead-jointed water pipes by 2031. Pipe replacements in several key locations are included in the budget. Replacement of the UV disinfection system at the wastewater treatment plant

continues to be funded in this budget. The current system is well past its useful life and replacement increases the efficiency of our wastewater process.

Parks and open space

Completion of the multi-jurisdictional parks plan is anticipated in the spring of 2020. Using existing resources, this budget funds completion of a capital improvement plan in parks.

Finally, the budget continues investments in our IT infrastructure and our five-year IT Strategic Plan. We were fortunate to have made several significant investments this past year that well-positioned the City to adapt to physical distance requirements while continuing to maintain City services.

Faced with the nearly instantaneous need to maintain essential services along with new requirements for physical distance, City of Hood River employees stepped up to serve. Our employees on the front-line adapted to new safety protocols while continuing to maintain essential public safety, health and utility services. Other employees adapted to working together and with customers in a new virtual environment. Examples include establishing virtual council meetings, providing virtual building inspections and reaching out to long-term utility customers to make sure they connected with social services during the crisis. Every employee in this organization met the challenge in service to the community with grace and commitment.

Strong partnerships within the community have never been more important than during this difficult time. Hotels filled a critical gap in housing for homeless and vulnerable populations, restaurants provided meals for kids and families during spring break and sail makers made personal protective equipment. The Hood River County Chamber of Commerce, Mid-Columbia Economic Development District and the Governor's Office worked together to streamline business stabilization efforts. And our many strong non-profits delivered critical services to those impacted by the crisis.

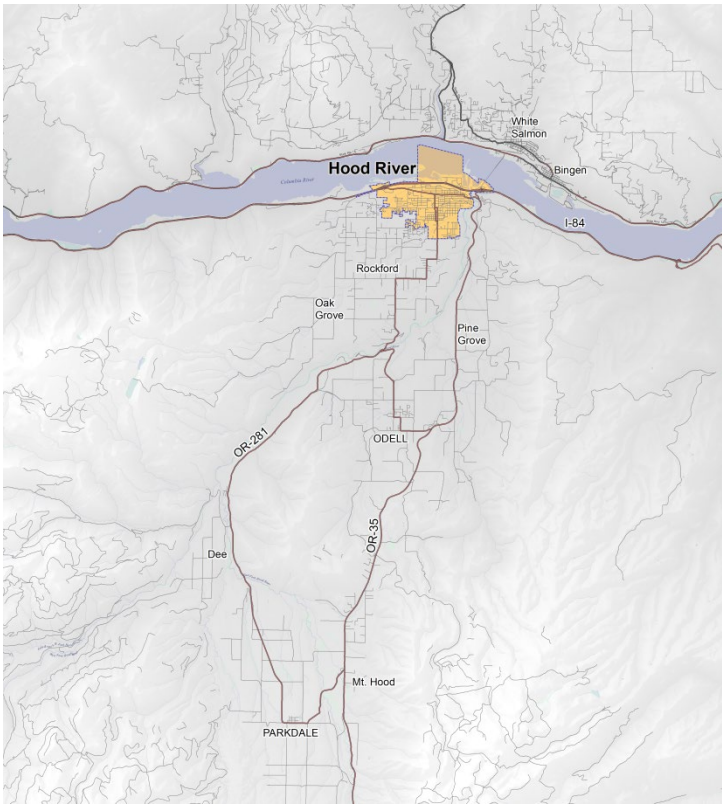
As Jane Goodall said, "Only if we understand, will we care. Only if we care, will we help. Only if we help, shall all be saved." It has never been clearer to me that Hood River cares.

Respectfully submitted,

Rachael Fuller
City Manager

ABOUT HOOD RIVER

Incorporated in 1895, the City of Hood River is the county seat for Hood River County. Hood River is a vibrant city with a population of 8,305 and a summer time population estimated to exceed 20,000 on busy weekends. Major local industries include orchards and fruit packing, healthcare, timber, outdoor tourism, software engineering and technology, and recreation. Hood River is home to four breweries and a cidery, a growing wine industry and a thriving food scene. Hood River Juice Company, Boeing/Insitu, Hood Technologies, Providence Hood River Memorial Hospital, Full Sail Brewing Company, Dakine (a clothing and sports manufacturer), and Turtle Island Foods (a vegetarian food manufacturer that created tofurkey) are some of the town's largest employers.

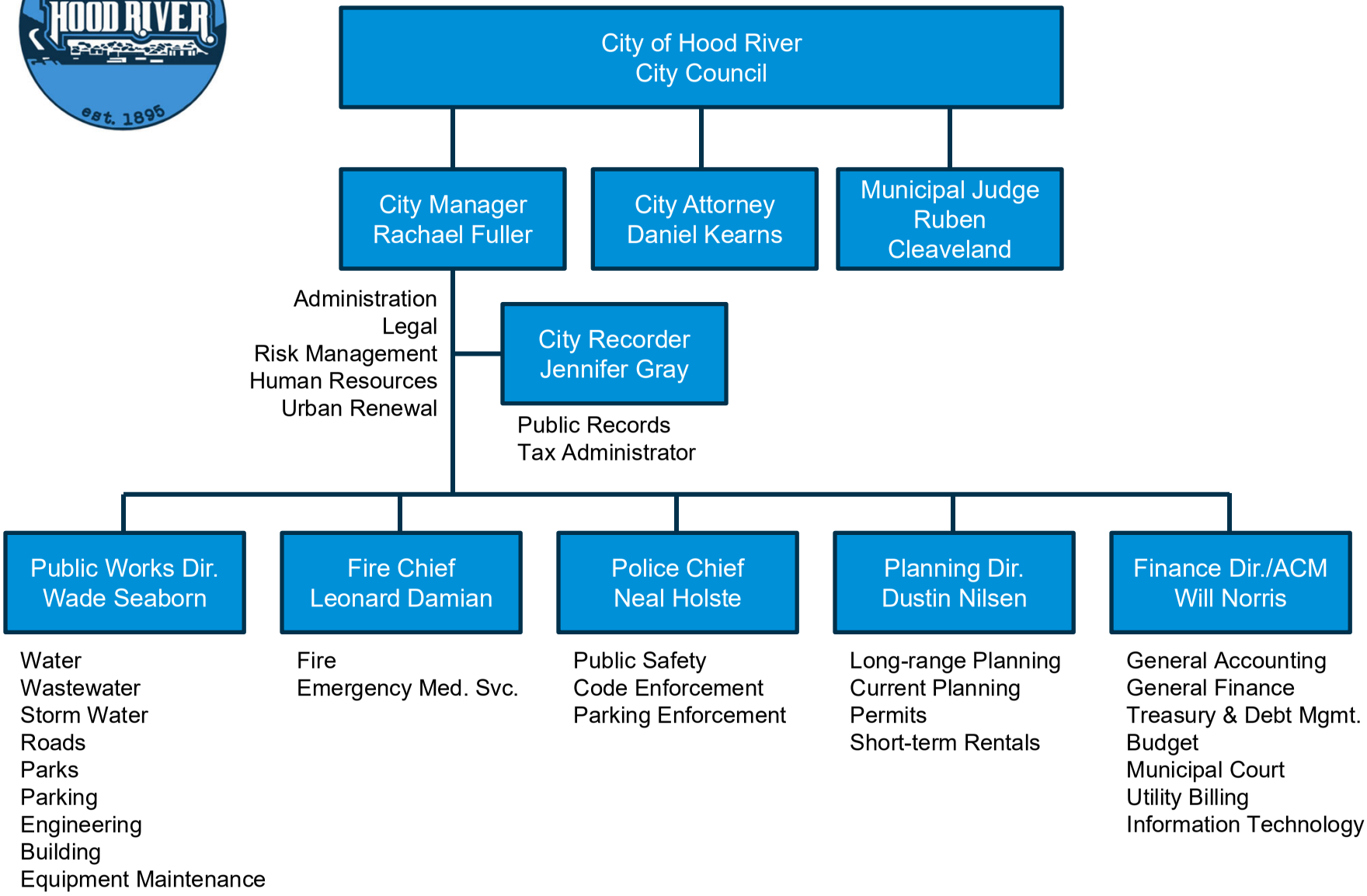


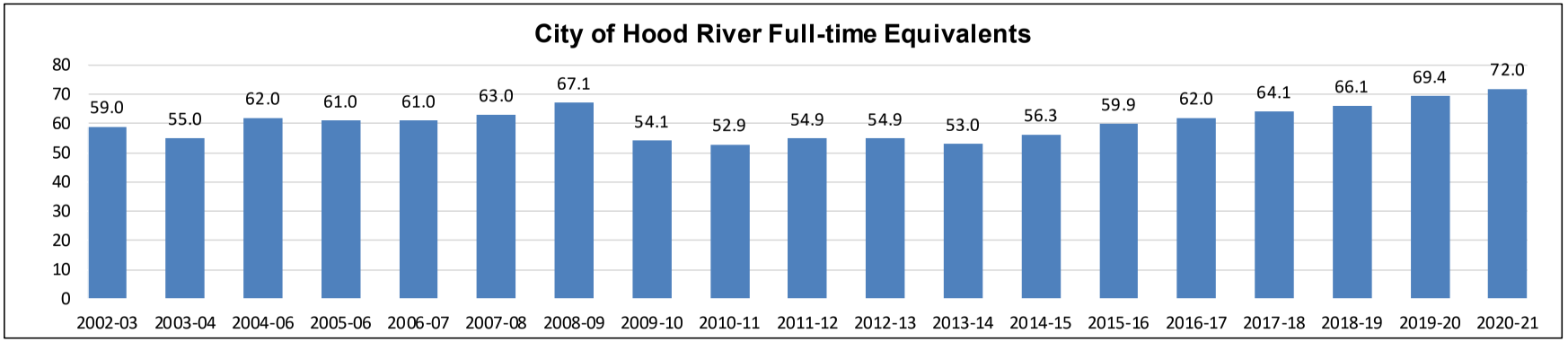
THE CITY

The City of Hood River operates as a council-manager form of government. Council members are elected at large in an alternating biennial cycle for four-year terms. The mayor is elected for a two-year term. The city manager is appointed by and serves at the pleasure of the six council members and the mayor. In addition to the City Manager, a City Attorney and Municipal Court Judge are appointed as officers of the city by the City Council.

Hood River administers a $47.1 million all funds budget and has 72 full-time equivalent employees. City departments include: Police, Fire, Public Works (includes roads, parks, water, wastewater, and stormwater systems), Planning, and Administration which includes Finance and Municipal Court.

City of Hood River Organizational Chart





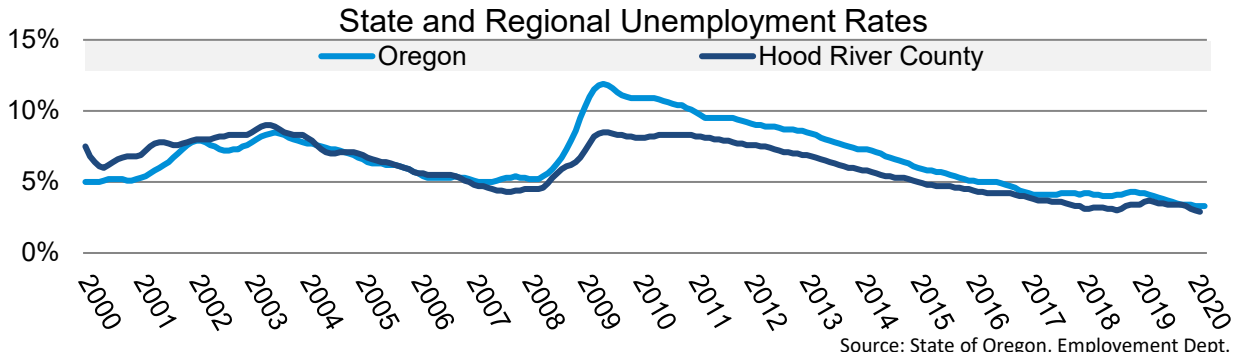
Program	2002-03	2003-04	2004-06	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Police	15.5	14.5	16.5	14.5	15.5	16.0	18.0	15.0	14.0	14.0	14.0	14.0	13.4	13.7	14.5	15.3	15.5	15.4	15.4
Fire / EMS	16.0	13.0	17.0	17.0	17.0	17.0	17.0	15.0	15.0	17.0	17.0	15.0	15.1	15.0	15.3	16.0	16.2	16.2	16.2
Planning	3.0	3.0	3.0	3.0	3.0	2.5	3.0	3.0	2.0	2.0	2.0	2.0	2.0	2.9	2.8	3.8	3.9	4.0	4.0
Municipal Court	1.5	1.5	1.5	1.5	1.5	2.0	2.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.0	1.0	1.0
Parking	1.0	1.0	1.0	1.0	1.0	1.5			1.0	1.0	1.0	1.0	1.6	1.7	2.7	1.9	3.0	3.3	3.6
Administration	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	4.8	4.8	4.8	4.8	6.0	6.2	6.2	6.2	5.8	5.8	6.0
Public Works	17.0	17.0	18.0	19.0	18.0	19.0	22.0	15.0	15.0	15.0	15.0	15.1	17.1	19.4	19.5	19.9	20.7	23.7	25.7
City Staff FTE	59.0	55.0	62.0	61.0	61.0	63.0	67.1	54.1	52.9	54.9	54.9	53.0	56.3	59.9	62.0	64.1	66.1	69.4	72.0
City Population	6,030	6,151	6,218	6,361	6,470	6,596	6,651	6,782	6,945	7,167	7,180	7,320	7,375	7,460	7,545	7,685	7,955	7,990	8,305
City FTE per 1,000 pop.	9.8	8.9	10.0	9.6	9.4	9.6	10.1	8.0	7.6	7.7	7.6	7.2	7.6	8.0	8.2	8.3	8.3	8.7	8.7

Notes for FY2020-21

- Public Works Management Analyst added mid-year FY2019-20
- Parking Enforcement Officer increased to 1.0 FTE
- Building Inspector offset by reduced Contract Services 1.0 FTE
- IT Manager increased to 0.75 FTE

BUDGETING FOR COVID19

The outbreak of COVID19 required a full reevaluation of the City's revenue expectations. Developing the FY2020-21 budget required forecasting in an unprecedented environment of uncertainty. This is because it is too soon to see the financial impacts of the outbreak in published financial data. This is illustrated in the graph below which shows the latest unemployment rates by the State of Oregon. However, during the week of March 29 to April 4, the Employment Department paid $23 million in benefits to Oregonians. During the week of April 5 to April 11, that more than quadrupled to $97 million in benefits paid.



Similarly, the most current financial data available for City revenues only hints of what will be large revenue impacts of the COVID-19 outbreak. For instance, the most recent transient room tax data filed in March for February stays showed a year-over-year increase. However, it is widely accepted that the world has entered a recession due to the outbreak of COVID-19 and City revenue will fall significantly in the near term.

City Management approached this revenue uncertainty by scenario planning various levels of revenue impairment. Revenues were categorized by their relative sensitivity to economic conditions. The table below summarizes two scenarios relative to the pre-COVID19 revenue expectation. The Proposed Budget models a continuation of current Stay At Home orders lasting through the summer months. The second scenario models Stay At Home orders lasting through next Fall with lesser restrictions lasting throughout FY2020-21.

Economic Sensitivity	Revenue	Pre-COVID19 Budget	Proposed Budget	Severe Recession
Very High			25% Reduction	50% Reduction
	Transient Room Tax	$ 1,692,750	$ *(423,188)*	$ *(846,375)*
High			15% Reduction	30% Reduction
	Parking	964,195	(144,629)	(289,259)
	Ambulance	967,278	(145,092)	(290,183)
	Municipal Court	327,618	(49,143)	(98,285)
	Planning Permits	90,000	(13,500)	(27,000)
Moderate			5% Reduction	10% Reduction
	Franchise Fees	833,519	(41,676)	(83,352)
	State Shared Revenue	111,538	(5,557)	(11,154)
Low			0% Reduction	5% Reduction
	Property Tax	2,827,384	-	(141,369)
	Marijuana Tax	135,481	-	(6,774)
	Liquor Tax	164,356	-	(8,218)
Cumulative Impact		$ -	$ (822,804)	$ (1,801,969)

Descriptions of COVID19 Spending Adjustments
The proposed spending plan is based on the moderate middle scenario, but the City has plans should revenue trend towards the most severe scenario through the first quarter of FY2020-21. The information below summarizes how the Proposed Budget was modified for anticipated revenue losses as well as how the City can react if the most severe revenue short fall occurs.

Use of Fund Balance ($554,304)
The Pre-COVID19 Proposed Budget included an operating surplus that would have increased ending fund balance before one-time buydowns of PERS and Compensated Absence liabilities discussed later. The post-COVID19 Budget includes a $385,262, or approximately 4%, operating deficit. Allowing a one-time operating deficit is prudent given the many years of budget surpluses and the unprecedented nature of the current pandemic situation. Fund balance or one-time revenues can be used to offset this deficit in the short-term.

The City is in a dramatically different financial position then when it entered the “Great Recession”. In 2007, the City’s General Fund was negative and there were no savings. FY2019-20 began with $3.6M in General Fund Balance, 100% funded equipment replacement program, 100% Funded Compensated Absence Reserve, and $500K set aside for future PERS charges. This strong financial position buys the ability to take a conservative what and see approach to the new revenue environment.

Heights and Waterfront Urban Renewal Tax Division
The Proposed Budget already included the planned suspension in Columbia Cascade URA District division of tax as a new structural revenue source. In response to the COVID19 outbreak, the addition of a one-year pause to division of tax in the Heights and Waterfront Districts is included for FY2020-21 as authorized by ORS 457.455. This action is anticipated to produce a one-time increase in City property tax receipts of $250,000 and distribute $750,000 to other local taxing districts.

The Proposed Budget programs the additional $250,000 for recovery programs generally. The details of the program will be developed over the next few months based on community needs and conversations with MCEDD, the Chamber of Commerce, and the local community.

Suspend Summer Trolley and Tsuruta Trip ($27,000 & $6,500)
Travel and tourism restrictions are likely to continue for at least a portion of the summer months and to a lesser extent through FY2020-21. The reduction in visitor travel reduces the need for a summer trolley service and international travel to Tsuruta likely is not advisable until an effective treatment for COVID19 is available.

CALE Stations ($235,000)
The comprehensive parking study recommended replacing coin only meters with electronic pay stations. Implementing this recommendation was included in the pre-COVID19 budget. A likely reduction in summer parking demand and need for one-time budget savings were the rationales for delaying this large purchase by a year. It is still possible that Columbia Cascade Urban Renewal District can move this project forward using accumulated fund balance.

Additional Reduction Contingencies NOT Proposed
Budgeting in the context of unprecedented uncertainty requires planning for multiple possible scenarios. The City has identified an additional $966,836 in possible spending reductions and one-time sources of funds. This includes pausing strategic projects like the additional communications projects noted in the City Council workplan and the Permit Enhancement

Project, holding open existing vacancies, and redirecting one-time Heights and Waterfront one-time monies to city operations instead of a local recovery program. If the worst revenue scenario occurs, the City will also underspend department budgets and not access the $250,000 in FY2020-21 budgeted General Fund contingency. The City can also return the approximately $105,000 in the Parks Facilities Reserve to the General Fund.

These options are presented to demonstrate that the City has additional options readily available and identified if revenue forecasts are not met. However, these reductions are specifically recommended to be excluded from the Approved Budget. This is because it is not prudent to make major financial course corrections in the context of unprecedented uncertainty. While the City is prepared to react should the severe recession scenario present itself, it is also just as likely that a portion of Oregon's share of the $1.6 billion CARES Act dedicated to State and Local governments will go to Hood River. Additionally, new spending bills in congress targeted a local revenue replacement are being actively debated. The Proposed Budget is intended to be a middle case.

OTHER SIGNIFICANT FY2020-21 ITEMS

While the COVID19 response has dominated FY2020-21 budget development process, there are several other significant policy items not related to the current pandemic to highlight.

PERS Side Account

The City of Hood River secured access to 25% matching funds on a PERS Side Account deposit of up to $1,638,737.60 for a total Side Account of $2,048,422. The account must be established by August 31, 2020. The matching funds are available as part of the State of Oregon's Employer Incentive Fund. The matching funds were available on a first come first served basis. Side Account deposits earn interest with the rest of the PERS investment portfolio. Side Account earnings are segregated for the benefit of the individual agency that established the account.

The Proposed Budget allocates the PERS Stabilization Reserve and proportionally allocates the remaining monies necessary to make the full PERS Side Account deposit of $1.64 million based on each Fund's proportional FY2020-21 PERS charges. This will draw $409,684.40 in State of Oregon support toward Hood River's ongoing PERS charges. It is anticipated to reduce the City's PERS costs by 10% - 15% for the next 20-years beginning with the 2022-23 biennium. The City's PERS unfunded actuarial liability stood at 8,193,688 as of December 31st, 2017.

Compensated Absence Buy Down

The Fire/EMS department includes a one-time $300,000 transfer to the Reserve Fund, Compensated Absence Reserve Sub-Fund, over and above the normal amount calculated under Resolution 2016-09. This money is intended to pay down an existing leave liability.

Sewer Interfund Loan

The Sewer Fund includes a placeholder for an interfund loan in an amount not to exceed $1.5 million from the Equipment Replacement Program. Prior rate studies projected that the Sewer Capital Facilities Plan will require borrowing. Using internal sources of financing saves staff time and expense associated with obtaining external sources of capital. Interfund loans were most recently used to finance the replacement of the Cottonwood storm-line in FY2018-19.

Addition of Fire/EMS Equipment to Replacement Program
The equipment replacement program originally only included vehicles. Over time it has been expended to also include replacement of other expensive equipment that must be routinely replaced. FY2020-21 adds Fire/EMS Lifepacks, Stretchers, and Airpacks to the equipment replacement program. This will insure a stable source of funding for the routine and scheduled replacement of these essential public safety items. However, the addition does add $65,000 of ongoing equipment replacement charges to the Fire/EMS budget.

Information Technology Investments
The City adopted a 5-Year Technology Plan via Resolution 2018-12. The FY2020-21 Administration Budget holds $95,000 in contingency for core IT infrastructure upgrades. Maintaining network infrastructure is essential under normal circumstances but has taken particular importance during the COVID19 outbreak where most City office staff are working remotely.

DESCRIPTION OF MAJOR REVENUE SOURCES

Property Tax - Property tax is the City's largest and most stable revenue source. The Hood River area has experienced major increases in real estate values since the end of the recession. However rising market values do not translate directly into increased municipal revenues due to Oregon tax Measures 5 & 50 passed in the 1990s. These tax measures limit assessed value growth of existing properties to 3% per year, or a property's real market value, whichever is less. Total assessed value city-wide can only exceed 3% when construction adds new properties to the tax roll. The 3% assessed value limitation restricts revenue growth but it also provides financial stability for the City. Because real-estate appreciation has greatly exceeded 3% since the 1990s, even the "Great Recession" did not drop the vast majority of Hood River properties' market values below assessed values. The result is a very stable core revenue source.

Transient Room Tax – The City of Hood River first adopted a transient room tax in 1981. The rate was initially set at 6% but increased to 8% in 1988. The General Fund receives 75% of transient room tax revenues with the other 25% held in the Special Revenue Fund dedicated to tourism promotion. Room taxes have increased rapidly as Hood River has grown in prominence as a recreational destination. Transient Room Taxes grew from the General Fund's fourth largest revenue source to its second between FY2010-11 and FY2016-17.

Franchise / Utility Fees – Franchise and Utility Fees are charged as a percentage of revenue to entities that use City right-of-way. Examples are telecommunications and cable companies, waste haulers, and water & sewer utilities. This revenue source is large, but slow moving. Growth rates have averaged between 2-3%.

Parking Meter Fees – Parking meter revenues jumped in FY2016-17 when parking rates were increased to $1 an hour. Meter receipts were flat before and after this change suggesting Hood River has reach "peak parking revenue" with existing supply & rates prior to COVID19.

Other Funds

Outside of the General Fund the City's revenues are primarily utility charges for services and state and local gas tax that funds road maintenance.

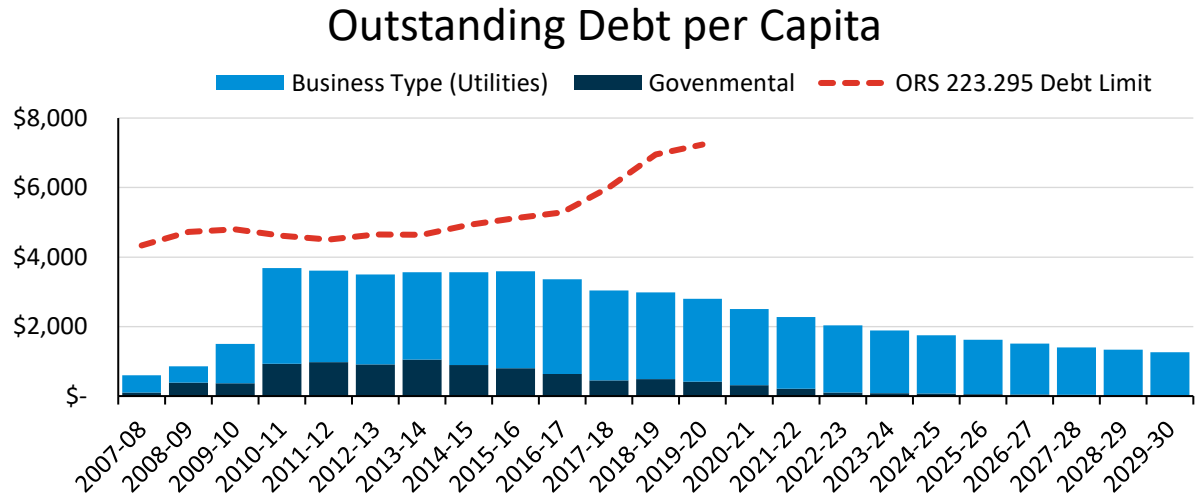
Water/Sewer/Storm Charges – The City of Hood River initiated a five-year rate plan in 2015, resulting in annual rate adjustments ranging from 5% to 12%. The City is nearing the end of these planned rate increase and has contracted with a financial consultancy firm to develop the next multi-year rate plan. In the interim, utility rates are pegged to inflation consistent with City Council policy which a slight adjustment for growth in accounts.

Local & State Gas Tax – The City of Hood River receives a portion of State of Oregon fuels tax dedicated for road maintenance and repair. State gas tax revenues were greatly enhanced with the passage of House Bill 2017 (2017) that included a 10-cent gas tax increase, from $0.30 to $0.40, and 53% weight-mile tax increase. These increases will be implemented gradually from 2017 through 2024. The City of Hood River also levies a $0.03 local gas tax adopted in 2009.

DEBT

Borrowing is a regular part of municipal financial operations. Debt provides a mechanism for long-lived assets such as large equipment, utility infrastructure, and public buildings to be paid for by the future City residents that will benefit from their use. However, high levels of debt can become destabilizing for a City's finances if anticipated revenues intended for debt service payments don't materialize. Debt levels should be continually monitored to ensure the benefits of borrowing are realized without endangering future essential services.

Oregon Revised Statutes 223.295 places a cap on city general obligation debt at 3% of the City's Real Market Value. While this limit only relates to general obligation bonds and interim financing notes, not revenue backed bonds typical for utilities; it is still a useful metric to assess the debt capacity of a community. The graph above displays the City of Hood River's debt on a per capita basis. Larger communities are better able to sustain larger debt balances, so adjusting for population growth when viewing debt over an extended time horizon is useful. The City's debt balances increased significantly in the early 2010s. Large debt funded projects included building a new fire station, purchasing fire apparatus, replacing the City's waterline and rebuilding the primary reservoir.



Rapidly increasing real estate values in the last several years have increased the City's debt limit while debt refinancing has accelerated repayment. The City's strengthening financial position over the last several years resulted in a credit rating upgrade from Standard & Poors in

2017, increasing from AA- to AA. In FY2020-21, the City will hold $2,509 in outstanding debt per capita, down from a recent high of $3,680 in FY2010-11.
Plans for future borrowing include:

- Potential bond levy for replacement of the City's police facility in 2020
- $15M in remaining maximum indebtedness in Urban Renewal Districts
- Utility infrastructure investments totaling approximately $37M over the next five years.

Overall, the City is in a strong position to manage its current debt and obtain the necessary capital for continued community investments.

BUDGET STRUCTURE

FUND
Sub-Fund
Department

CITY OF HOOD RIVER, OREGON

UNRESTRICTED	RESTRICTED	INTERNAL - DEFINED PURPOSE
General Fund	**Road Fund**	**Internal Service Fund**
Police	Operations	Administration
Fire	SDCs	Equipment Maintenance
Emergency Medical Svcs	Proportionate Share	Equipment Replacement
Parks	**Water Fund**	**Reserve Fund**
Planning	Operations	Parking In Lieu
City Council	SDCs	PERS Stabilization
Engineering	USDA Debt Reserve	Affordable Housing
Municipal Court	**Wastewater Fund**	Parks Facilities Replacement
Parking	Operations	Compensated Absences
Non-Departmental	*Distribution*	
	WWTP	
	SDCs	
	USDA SLARRA	
	DEQ Debt Reserve	
	USDA Debt Reserve	
	Stormwater Fund	
	Operations	
	SDCs	
	Restricted Revenue Fund	
	Building Dept.	
	LID Assessments	
	Grants (Small Restricted Rev.)	
	Fire G/O Bonds	
	Tourist Promotion Fund	
	CET – Local Programs	
	CET – Development Incentives	
	CET – State OHCS Distribution	

BASIS OF BUDGETING

The City of Hood River budget is prepared by Fund. A Fund is a segregated and self-balancing set of accounts used to record estimated resources and requirements for specific activities and objectives. All of the funds are budgeted using the modified accrual basis of accounting in accordance with budgetary accounting practices. In modified accrual, revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. The beginning fund balance is equal to the prior year's ending fund balance. The budgeted ending fund balance is the difference between total estimated resources and total estimated requirements for the year.

The City’s annual audited financial report accounts for the City’s finances on the basis of generally accepted accounting principles (GAAP), but also includes financial information on a budgetary basis as supplemental information. GAAP include the use of full accrual accounting which recognizes the financial effect of events that impact the City during an accounting period, regardless of whether cash was received or spent. The primary differences between the budgetary basis and GAAP basis are that capital outlay is expensed when purchased, depreciation and amortization expenses are not reported, property taxes are recognized as revenue when received instead of when levied, inventory is expended as purchased, and proceeds of long-term borrowing along with interfund loans, are recognized as an "other financing source" and principal paid is considered an expenditure when paid. Bond issue costs are recognized as expenditures when bonds are issued.

Fund Descriptions

General	Accounts for the financial operations of the City that are not accounted for in any other fund, the majority of which are essential services such as Police, Fire, & Emergency Medical Services. Principal sources of revenue are property taxes, transient room taxes, franchise fees, court fines, parking charges, ambulance billings and state and county shared revenue. Other general fund programs include Parks, Planning and City Council.
Road	Accounts for the repair and maintenance of City streets. Principal sources of revenue are local gas taxes, vehicle taxes from the Oregon Department of Transportation, and System Development Charges (SDC’s) charged on new construction.
Water	Accounts for the operation and maintenance of water facilities and for major expansions of the water system. Primary sources of revenue consist of charges for use of the water system and SDC’s charged on new construction.
Sewer	Accounts for the operation and maintenance of the sewer system, including the wastewater treatment plant, and for major expansions of the sewer system. Primary sources of revenue consist of charges for sewer services, and SDC’s charged on new construction.
Stormwater	Accounts for storm drain services and for the expansion of the storm water system. Primary sources of revenue consist of charges for services, and SDC’s charged on new construction.
Restricted Revenue	Accounts for the receipt and expenditure of legally or contractually restricted dollars. Revenues into these accounts may only be used for their intended purposes and cannot be transferred into another fund. Examples of restricted revenues include the construction excise tax which must be spent on affordable housing, 25% of transient room taxes restricted for tourism promotion, building program revenues, and the general obligation bond property tax levy.
Internal Service	Accounts for services to internal departments, such as scheduled vehicle replacement, vehicle maintenance, and general administration (city management, legal, human resources, & information technology) charged to client departments on a cost reimbursement basis.
Reserves	Accounts for specified savings for defined future expenditures. Examples include PERS stabilization, affordable housing, and parking in lieu charges for future parking related infrastructure.

Budget Development

The City's budget is a financial plan for one fiscal year. It shows the estimated costs of expenditures (items or services the City wishes to purchase in the coming fiscal year) and other budget requirements that must be planned for, but won't actually be spent, such as contingency and reserves. It also shows the resources that will be available to pay for city expenditures.

The budget both authorizes and limits how much money the City can spend. It also establishes the levy of property taxes. In order to levy taxes through the county assessor, cities must prepare a budget following Oregon local budget law.
The City's fiscal year begins July 1 and ends June 30. Annual budget development typically follows the following process:

December or January	City Council Annual Work Plan Session Beginning in 2014, the City of Hood River has held annual City Council planning sessions where major goals for the next year are defined. In 2019, the City moved to an annual work plan that establishes specific projects that the City will undertake for the calendar year. The budget is developed consistent with the City Council's annual work plan. .
January	Consolidated Fee Schedule Charges for services are reviewed annually and at a minimum adjusted for inflation. Incrementally increasing fees in line with an appropriate inflation index helps charges remain aligned with city costs and lessens the need for large periodic fee revisions. Setting the fee schedule early in the process allows city management to better estimate available resources. Second Quarter Financial Report City financial performance is reported to the City Council each quarter. The second quarter financial report includes six months of data through one half of the fiscal year. This report to City Council becomes the basis for next year's anticipated beginning fund balance estimates and informs revenue projections.
February	Base Budget and Department Proposals Initial budget work begins by creating a "base" budget for the next fiscal year. This budget represents the cost to maintain current service levels, incorporating uncontrollable cost increases such as union agreements or other contractual obligations. The "base" budget is compared to revenue estimates to calculate either a projected surplus or deficit figure. This financial information is provided to Department Directors who then develop budget proposals within guidance developed by the City Manager and then adjust service levels and propose programs within anticipated resources and in alignment with City Council goals.
March	Department Meetings with City Management Department budget proposals are evaluated by City Management. Proposals are approved, rejected, or modified as needed to stay within financial limitations and to best achieve City Council direction. Budget Committee Members Appointed

The Budget Committee is composed of the City Council and an equal number of electors. When committee terms end, or if a vacancy otherwise exists on the Budget Committee, the City advertises for new members. Budget Committee candidates are interviewed in a public meeting and appointed by vote of the City Council.

April — Proposed Budget Released
Once all budget proposal decisions are made, the City Manager writes the budget message and issues the Proposed Budget for consideration by the Budget Committee. An optional city tour is typically held for the Budget Committee members as well.
Budget Committee Meetings
The City Manager transmits the Proposed Budget to the Budget Committee in an open public meeting and delivers the budget message. Budget Committee members then deliberate, make adjustments as necessary, and when satisfied approve the budget.

May — Approved Budget
A summary of the Approved Budget is published in the newspaper and Public Hearing scheduled.

June — City Council Budget Adoption
The Approved Budget is considered and public testimony received by the City Council in a regular meeting. The City Council may adjust the Approved Budget within 10%, up or down, of the amount approved by the Budget Committee. The City Council then adopts the budget by resolution and categorizes the next year's tax levy.

July — Certification to County Assessor
The Adopted Budget Resolution and Tax Levy is submitted to the County Assessor by July 15th.

Budget Changes after Adoption

Appropriations may be changed during the fiscal year, within the limitations imposed by budget law. City staff monitors actual events which may have been unanticipated at budget adoption and recommends changes as needed. The City Council makes changes by resolution. Changes modifying appropriations in any fund more than 10% or creating new appropriations categories must be noticed in the newspaper at least five days but no more than thirty days prior.

CITY OF HOOD RIVER COMMITTEES, COMMISSIONS, & BOARDS

The City of Hood River maintains several standing committees with specific responsibilities.

Planning Commission	The Planning Commission consists of seven members appointed by the City Council. Commissioners serve a term of four years. The Planning Commission makes recommendations concerning the layout or modifications of streets, establishment of setback lines, betterment of housing or sanitation conditions, establishment of zones and districts, and generally plans for the regulation of future growth, development, and beautification of the City. The Planning Commission also serves a quasi-judicial capacity, approving, approving with conditions, or denying applications such as planned unit developments, non-conforming uses, conditional use(s), and subdivisions. For more information see Hood River Municipal Code 2.36 & 17.09
Budget Committee	The Budget Committee is the City's designated fiscal planning advisory group. It is composed of the City Council and an equal number of electors appointed by the City Council. Although appointed by the City Council, all members of the budget committee have equal authority. Oregon Local Budget Law requires that a Budget Committee review and formally approve the Proposed Budget. The budget document and resolution creates the legal authority for the City to Levy tax and spend public funds in the upcoming fiscal year. The Budget Committee receives the budget message from the City Budget Officer, holds public hearings, and adjusts the Proposed Budget as necessary via majority vote. The Budget Committee's Approved Budget is then considered by the City Council for adoption. For more information see Oregon Revised Statutes 294
Landmarks Review Board	The Landmarks Review Board is composed of seven members appointed by the City Council. Four members must live within the City of Hood River or the Urban Growth Boundary and all members must reside within Hood River County. Board terms are three years. The Landmarks Review Board maintains the Hood River Cultural Resource Inventory, recommends the designation of historic landmarks or districts to the City Council, and protects historic landmarks through review and approval of alterations, demolition or new construction that impacts landmark structures or districts. The Board also generally provides a forum for public participation in issues related to historic preservation and education on historic resources. For more information see Hood River Municipal Code 17.14
Tree Committee	The Tree Committee was established through Ordinance 1923 (2006). The Tree Committee advises the City Manager on Hood River's Street Tree Plan for the planting and maintenance of trees in the streets of the City. The committee also advises on a list of approved varieties of trees that may be planted on any street and makes recommendations to the City Council to designate Outstanding Trees for protection. For more information see Hood River Municipal Code 13.12

	Beginning Fund Balance	Program Revenues	Transfers In	Resources Total	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Transfers Out	Special Payments	Contingency	Ending Fund Balance	Requirements
GENERAL FUND													
City Council	-	-	-	-	5,240	19,505	-	-	-	-	-	-	24,745
Fire	-	987,053	-	987,053	2,762,875	1,048,279	51,000	-	357,200	355,378	-	-	4,574,732
Parks	-	13,000	-	13,000	228,589	354,974	-	-	926	18,796	-	-	603,285
Planning	-	76,500	-	76,500	485,908	163,727	-	-	2,253	53,121	-	-	705,009
Police	-	42,330	-	42,330	2,163,535	519,920	-	-	10,031	278,205	-	-	2,971,691
Engineering	-	70,000	-	70,000	75,543	91,133	-	-	-	9,418	-	-	176,094
Parking	-	819,566	-	819,566	347,351	184,842	-	-	820	31,892	-	-	564,905
Municipal Court	-	278,475	-	278,475	93,618	49,254	-	-	-	7,785	-	-	150,657
Non-Departmental	3,444,544	6,412,957	-	9,857,501	-	470,850	-	-	-	-	250,000	1,652,457	2,373,307
	3,444,544	**8,699,881**	**-**	**12,144,425**	**6,162,659**	**2,902,484**	**51,000**	**-**	**371,230**	**754,595**	**250,000**	**1,652,457**	**12,144,425**
ROAD FUND													
Road Operations	894,905	1,307,404	-	2,202,309	471,951	591,756	650,000	-	-	50,483	150,000	288,119	2,202,309
Road SDC	1,408,118	247,537	-	1,655,655	-	-	1,425,000	-	-	-	40,000	190,655	1,655,655
	2,303,023	**1,554,941**	**-**	**3,857,964**	**471,951**	**591,756**	**2,075,000**	**-**	**-**	**50,483**	**190,000**	**478,774**	**3,857,964**
WATER FUND													
Water Operations	1,797,522	3,020,629	-	4,818,151	780,738	851,018	1,555,000	886,777	-	84,249	75,000	585,369	4,818,151
Water SDC	992,150	161,433	-	1,153,583	-	-	-	-	-	-	50,000	1,103,583	1,153,583
USDA Waterline Debt Reserve	542,545	-	-	542,545	-	-	-	-	-	-	-	542,545	542,545
	3,332,217	**3,182,062**	**-**	**6,514,279**	**780,738**	**851,018**	**1,555,000**	**886,777**	**-**	**84,249**	**125,000**	**2,231,497**	**6,514,279**
SEWER FUND													
Sewer Operations/WWTP	3,301,421	6,113,896	-	9,415,317	407,640	2,731,285	5,086,000	433,638	148,218	46,639	30,000	531,897	9,415,317
Sewer SDC	820,811	138,777	-	959,588	-	-	400,000	-	-	-	100,000	459,588	959,588
USDA SLARRA	678,344	13,616	148,218	840,178	-	200,000	450,000	-	-	-	50,000	140,178	840,178
USDA Indian Creek Debt Reserve	73,313	-	-	73,313	-	-	-	-	-	-	-	73,313	73,313
DEQ Outfall Debt Reserve	51,819	-	-	51,819	-	-	-	-	-	-	-	51,819	51,819
	4,925,708	**6,266,289**	**148,218**	**11,340,215**	**407,640**	**2,931,285**	**5,936,000**	**433,638**	**148,218**	**46,639**	**180,000**	**1,256,795**	**11,340,215**
Storm Water Fund													
Stormwater Operations	115,492	562,488	-	677,980	212,108	264,168	-	28,870	-	22,943	35,000	114,891	677,980
Stormwater SDC	159,863	50,921	-	210,784	-	-	-	-	-	-	75,000	135,784	210,784
	275,355	**613,409**	**-**	**888,764**	**212,108**	**264,168**	**-**	**28,870**	**-**	**22,943**	**110,000**	**250,675**	**888,764**
RESTRICTED REVENUE													
Small Grants	13,524	1,018	-	14,542	-	14,542	-	-	-	-	-	0	14,542
Tourist Promotion	-	423,187	-	423,187	-	423,187	-	-	-	-	-	-	423,187
CET - Local Program	292,929	102,637	-	395,566	-	-	-	85,558	-	-	300,000	10,008	395,566
CET - Developer Incentives	177,022	96,040	-	273,062	-	-	-	-	-	-	270,000	3,062	273,062
CET - State of Oregon HCS	-	53,608	-	53,608	-	53,608	-	-	-	-	-	-	53,608
LID Assessments (pass-through)	-	34,724	-	34,724	-	34,724	-	-	-	-	-	-	34,724
Building	403,939	531,179	-	935,118	436,272	245,646	-	-	-	41,241	50,000	161,959	935,118
AFT AirPack Grant	-	617,232	-	617,232	-	-	617,232	-	-	-	-	-	617,232
Fire G/O	69,571	721,770	-	791,341	-	-	-	735,050	-	-	15,000	41,291	791,341
	956,985	**2,581,395**	**-**	**3,538,380**	**436,272**	**771,707**	**617,232**	**820,608**	**-**	**41,241**	**635,000**	**216,320**	**3,538,380**
RESERVES FUND													
Parking in Lieu	11,119	223	-	11,342	-	-	11,342	-	-	-	-	-	11,342
Affordable Housing Reserve	107,788	1,358	-	109,146	-	109,146	-	-	-	-	-	-	109,146
Compensated Absences	181,752	3,635	375,610	560,997	450,000	-	-	-	-	16,260	75,000	19,737	560,997
PERS Stabilization	535,252	-	-	535,252	-	-	-	-	-	535,252	-	-	535,252
Parks Reserve	104,969	2,099	-	107,068	-	-	-	-	104,969	-	-	2,099	107,068
	940,880	**7,315**	**375,610**	**1,323,805**	**450,000**	**109,146**	**11,342**	**-**	**104,969**	**551,512**	**75,000**	**21,836**	**1,323,805**
INTERNAL SERVICES FUND													
ISF Equipment Maintenance	2,268	298,557	-	300,825	135,731	96,655	-	-	1,019	12,498	10,000	44,922	300,825
Administration	60,742	1,495,198	-	1,555,940	875,291	447,442	-	-	3,002	94,578	95,000	40,627	1,555,940
Equipment Replacement	4,693,180	977,214	-	5,670,394	-	-	1,230,934	-	1,500,000	-	35,000	2,904,460	5,670,394
	4,756,190	**2,770,969**	**-**	**7,527,159**	**1,011,022**	**544,097**	**1,230,934**	**-**	**1,504,021**	**107,076**	**140,000**	**2,990,009**	**7,527,159**
ENTITY-WIDE	**20,934,902**	**25,676,261**	**523,828**	**47,134,991**	**9,932,390**	**8,965,661**	**11,476,508**	**2,169,893**	**2,128,438**	**1,658,738**	**1,705,000**	**9,098,363**	**47,134,991**

GENERAL FUND OVERVIEW

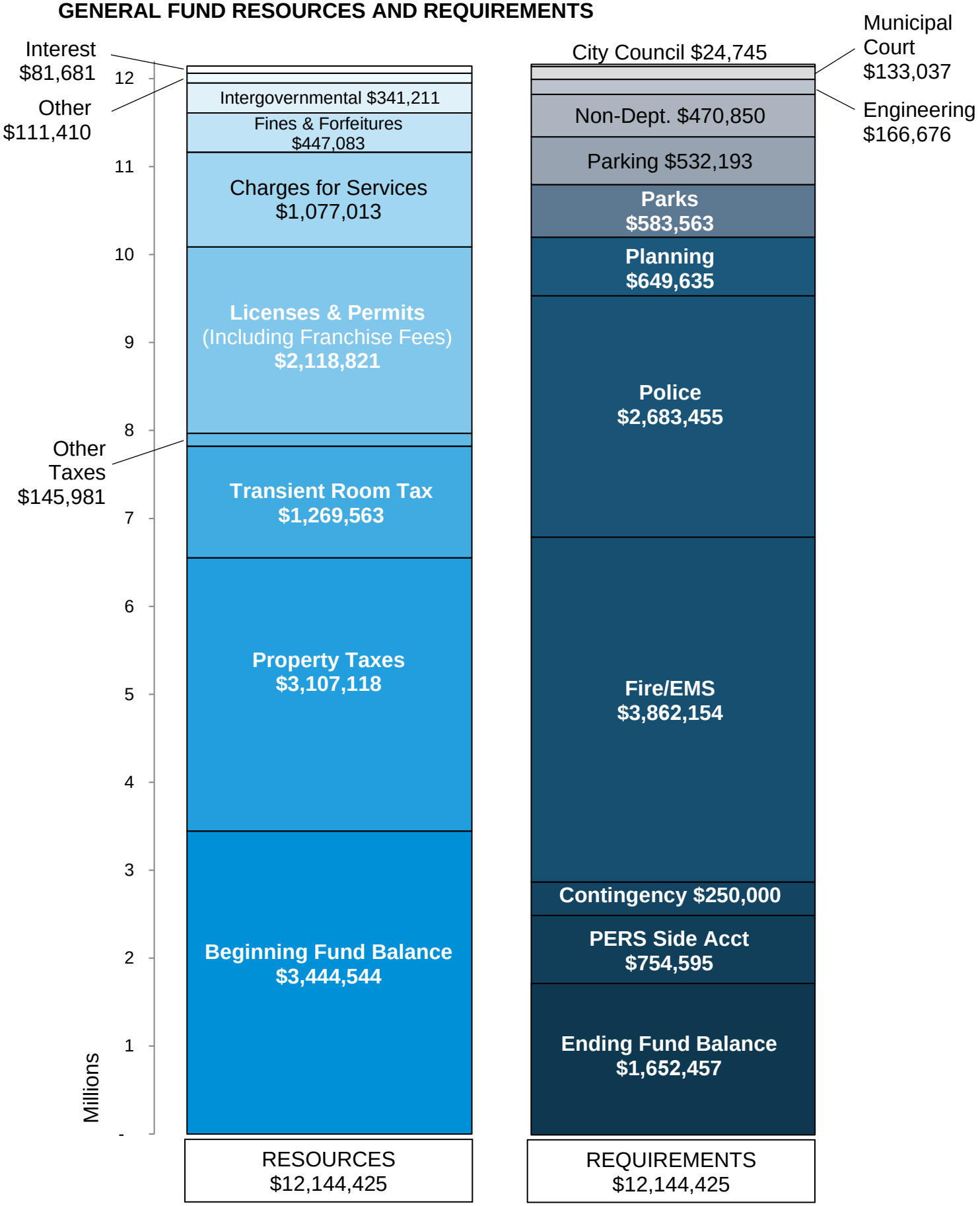
The General Fund is where the City's non-enterprise and other non-restricted fund work are performed. As its name suggests General Fund revenue sources are available for the use of general governmental services. General fund expenditures are budgeted at just over $9 million.

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 Municipal Court, Parking, Engineering, and Emergency Medical Services programs were returned to the General Fund in FY2018-19. Each of these programs either sent their surpluses to the General Fund (ex. parking) or their deficits were compensated by transfers from the General Fund (ex. Engineering). Returning programs to the General Fund eliminates the need for these routine transfers. It is also more consistent with the City Councils budget preparation resolution which specifies that, "Special Revenue funds shall be created only as needed to segregate funds due to statutory requirements, ordinances, or contractual commitments." There are not statutory requirements, ordinances, or contractual commitments associated with Municipal Court, Parking, Engineering, or Emergency Medical Services revenues. However, this process makes FY2017-18 and FY2018-19 not directly comparable.

Public safety expenditures for Police, Fire/EMS make up 72% of General Fund expenditures. The remaining appropriations are dedicated to Engineering, Municipal Court, Parks, Planning, and Parking operations. Examples of non-departmental expenditures are annexation related payments to Westside Fire, City Contributions/Donations which include $250,000 for local economic recovery programs in FY2020-21, and special projects and initiatives, along with other small miscellaneous expenses that cannot be directly tied to a department.

GENERAL FUND RESOURCES AND REQUIREMENTS



Category	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
GENERAL FUND						
030 Beginning Fund Balance	2,619,490	3,068,594	3,608,694	3,444,544	3,444,544	3,444,544
REVENUE						
031 Taxes	4,227,605	4,018,254	4,251,044	4,522,662	4,522,662	4,522,662
032 Licenses & Permits	1,400,162	2,198,870	2,202,549	2,118,821	2,118,821	2,118,821
033 Fines & Forfeitures	7,296	483,318	488,469	447,083	447,083	447,083
034 Intergovernmental Revenues	265,481	276,093	312,442	341,211	341,211	341,211
035 Charges for Services	129,310	1,053,529	960,763	1,077,013	1,077,013	1,077,013
037 Interest Earnings	64,960	98,760	92,933	81,681	81,681	81,681
038 Misc. Revenues	246,547	307,392	105,069	111,410	111,410	111,410
REVENUE	**6,341,363**	**8,436,219**	**8,413,269**	**8,699,881**	**8,699,881**	**8,699,881**
039 Interfund Transfers In	550,000	806,100	-	-	-	-
Total RESOURCES	**9,510,853**	**12,310,914**	**12,021,963**	**12,144,425**	**12,144,425**	**12,144,425**
EXPENDITURES						
041 Personnel Services	3,898,097	5,330,672	5,791,464	6,131,659	6,162,659	6,162,659
042 Materials & Services	1,578,606	2,174,866	2,345,680	2,902,484	2,902,484	2,902,484
043 Capital Outlay	468,838	73,869	95,500	51,000	51,000	51,000
EXPENDITURES	**5,945,541**	**7,579,407**	**8,232,644**	**9,085,143**	**9,116,143**	**9,116,143**
045 Interfund Transfers Out	496,718	1,123,743	83,169	371,230	371,230	371,230
046 Special Payments	-	-	-	754,595	754,595	754,595
047 Contingency	-	-	117,601	250,000	250,000	250,000
Total REQUIREMENTS	**6,442,259**	**8,703,150**	**8,433,414**	**10,460,968**	**10,491,968**	**10,491,968**
ENDING FUND BALANCE	**3,068,594**	**3,607,763**	**3,588,549**	**1,683,457**	**1,652,457**	**1,652,457**

Category/Program	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
GENERAL FUND						
030 Beginning Fund Balance	2,619,490	3,068,594	3,608,694	3,444,544	3,444,544	3,444,544
REVENUE						
031 Taxes	4,227,605	4,018,254	4,251,044	4,522,662	4,522,662	4,522,662
032 Licenses & Permits	1,400,162	2,198,870	2,202,549	2,118,821	2,118,821	2,118,821
033 Fines & Forfeitures	7,296	483,318	488,469	447,083	447,083	447,083
034 Intergovernmental Revenues	265,481	276,093	312,442	341,211	341,211	341,211
035 Charges for Services	129,310	1,053,529	960,763	1,077,013	1,077,013	1,077,013
037 Interest Earnings	64,960	98,760	92,933	81,681	81,681	81,681
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039 Interfund Transfers In	550,000	806,100	-	-	-	-
Total RESOURCES	**9,510,853**	**12,310,914**	**12,021,963**	**12,144,425**	**12,144,425**	**12,144,425**
EXPENDITURES						
115 City Council	67,375	32,159	25,376	24,745	24,745	24,745
120 Engineering	-	271,033	227,764	176,094	176,094	176,094
125 Public Safety - Fire/EMS	2,276,563	3,271,187	3,554,243	4,543,732	4,574,732	4,574,732
128 Parking	-	417,085	506,752	564,905	564,905	564,905
129 Municipal Court	-	134,911	133,037	150,657	150,657	150,657
130 Parks	869,083	525,325	600,490	603,285	603,285	603,285
135 Planning	443,512	461,404	589,831	705,009	705,009	705,009
140 Public Safety - Police	2,066,169	2,278,107	2,494,555	2,971,691	2,971,691	2,971,691
190 Non-Departmental	719,556	1,311,936	301,366	720,850	720,850	720,850
Total REQUIREMENTS	**6,442,259**	**8,703,150**	**8,433,414**	**10,460,968**	**10,491,968**	**10,491,968**
ENDING FUND BALANCE	**3,068,594**	**3,607,763**	**3,588,549**	**1,683,457**	**1,652,457**	**1,652,457**

PROGRAM NAME: General Fund - Non-Departmental

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

PROGRAM DESCRIPTION: Non–Departmental is the program area where all non-department specific General Fund revenues are recognized. This includes property tax, discretionary portion of transient room tax, intergovernmental revenues received from the state of Oregon (cigarette and liquor taxes, etc.) and monies transferred into the General Fund. Expenses are minimal and include items like City contributions/donations, contractually required annexation related remittances to Westside Fire District, external communications contract, one-time special projects of city-wide importance, and other expenses that cannot be attributed to a single department but are also not general administration.

In FY2018-19, the portion of Transient Room Tax dedicated by Municipal Code to Tourism Promotion was directed to a Tourism Promotion Sub-Fund within the Restricted Revenue Fund. The General Fund now only receives and expends portions of Transient Room Tax that are available for general governmental expenses, primarily public safety. Prior to FY2018-19 all Transient Room Tax was received into the General Fund as well as offsetting payments to the Hood River Chamber of Commerce for tourism promotion. The change makes pre and post FY2018-19 Transient Room Tax in the General Fund non-comparable.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
100-190	**Non-Departmental**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	2,619,490	3,068,594	3,608,694	3,444,544	3,444,544	3,444,544	(164,150)	-5%
REVENUE									
31005-00000	CURRENT TAXES	2,190,996	2,315,999	2,428,417	3,062,665	3,062,665	3,062,665	634,248	26%
31010-00000	PREVIOUSLY LEVIED TAXES	43,505	48,960	52,316	44,453	44,453	44,453	(7,863)	-15%
31020-00000	TRANSIENT ROOM TAX	1,894,382	1,557,097	1,659,856	1,269,563	1,269,563	1,269,563	(390,293)	-24%
31035-00000	Local Marijuana Tax	98,721	87,765	107,455	135,481	135,481	135,481	28,026	26%
31040-00000	Construction Excise Tax-Admin	-	8,432	3,000	10,500	10,500	10,500	7,500	250%
32005-00000	LICENSES	10,643	13,022	10,000	10,000	10,000	10,000	-	-
32005-32010	Short Term Rental Registration	-	468	-	-	-	-	-	-
32015-00000	FRANCHISE FEES	808,386	802,277	803,552	791,843	791,843	791,843	(11,709)	-1%
32015-32015	I/D - City Utility Fee	543,529	588,237	594,832	614,690	614,690	614,690	19,858	3%
34005-00000	STATE REVENUE SHARING	76,549	93,515	109,351	105,961	105,961	105,961	(3,390)	-3%
34015-00000	CIGARETTE TAX	9,684	9,179	9,508	9,384	9,384	9,384	(124)	-1%
34020-00000	STATE LIQUOR TAX	113,227	132,911	148,294	164,356	164,356	164,356	16,062	11%
34025-00000	State Marijuana Tax	41,146	38,539	37,339	53,510	53,510	53,510	16,171	43%
37005-00000	INTEREST REVENUE	64,960	98,760	92,933	81,681	81,681	81,681	(11,252)	-12%
38015-00000	REFUNDS	1,407	1,756	-	-	-	-	-	-
38017-00000	SAIF DIVIDEND	27,097	19,414	25,000	25,000	25,000	25,000	-	-
38030-00000	InterFund Repay - Principle	-	-	25,800	26,387	26,387	26,387	587	2%
38031-00000	InterFund Repay - Interest	-	-	3,069	2,483	2,483	2,483	(586)	-19%
38035-00000	MISCELLANEOUS	34,466	14,389	5,000	5,000	5,000	5,000	-	-
TOTAL REVENUE		**5,958,702**	**5,830,726**	**6,115,722**	**6,412,957**	**6,412,957**	**6,412,957**	**297,235**	**5%**
39230-00000	Trans From - EMS	-	122,188	-	-	-	-	-	-
39235-00000	Trans From - Engineering	-	128,862	-	-	-	-	-	-
39240-00000	Trans From - Court	100,000	192,325	-	-	-	-	-	-
39245-00000	TRANSFER IN	450,000	362,723	-	-	-	-	-	-
	General Fund Subsidy IN(+)/OUT(-)	(8,408,636)	(8,393,485)	(9,423,050)	(9,136,651)	(9,136,651)	(9,136,651)	286,399	3%
REQUIREMENTS									
	MATERIALS & SERVICES								
42010-11501	IT Services	-	3,659	-	-	-	-	-	-
42010-40115	Professional Services- Non-Dep	29,889	87,676	85,000	153,000	153,000	153,000	68,000	80%
42010-40145	Transient Room Tax- Non Dept.	473,595	-	-	-	-	-	-	-
42045-42000	Filing & Recording Fees-NonDep	10,210	5,781	6,000	10,000	10,000	10,000	4,000	67%
42080-42060	City Contributions/Donations	33,739	7,335	8,500	258,500	258,500	258,500	250,000	2941%
42080-42075	Tsuruta Trip	2,767	-	6,500	-	-	-	(6,500)	-100%
42080-42085	Misc - Non-Departmental	1,391	801	4,000	2,000	2,000	2,000	(2,000)	-50%
42080-47020	City Grants/Contributions	6,060	63,976	55,000	27,500	27,500	27,500	(27,500)	-50%

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
42090-42092	INTERGOVERNMENTAL - ANNEXATION	21,207	18,963	18,765	19,850	19,850	19,850	1,085	6%
	TOTAL MATERIALS & SERVICES	**578,860**	**188,193**	**183,765**	**470,850**	**470,850**	**470,850**	**287,085**	**156%**
	TOTAL EXPENDITURES	**578,860**	**188,193**	**183,765**	**470,850**	**470,850**	**470,850**	**287,085**	**156%**
	CONTINGENCY/TRANSFER								
45235-00000	TRANSFER TO - ENGINEERING	80,000	-	-	-	-	-	-	-
45695-00000	TRANSFER TO - STORMWATER	-	135,000	-	-	-	-	-	-
45810-00000	TRANSFER TO - EQUIP REPLACE	60,696	-	-	-	-	-	-	-
45811-00000	Transfer to ISF Equipment Repl	-	888,743	-	-	-	-	-	-
45821-00000	TRANSFER TO - PARKS RESERVE	-	100,000	-	-	-	-	-	-
47005-00000	CONTINGENCY	-	-	117,601	250,000	250,000	250,000	132,399	113%
	TOTAL CONTINGENCY/TRANSFER	**140,696**	**1,123,743**	**117,601**	**250,000**	**250,000**	**250,000**	**132,399**	**113%**
100-190	**TOTAL Non-Departmental**		**(0)**						**-**
Unappropriated Ending Balance 100-GENERAL		**3,068,594**	**3,607,763**	**3,588,549**	**1,683,457**	**1,652,457**	**1,652,457**	**(1,936,092)**	

PROGRAM NAME: General Fund – Public Safety - Police

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

PROGRAM DESCRIPTION: The mission statement for the Hood River Police Department is to provide a proactive level of service to reduce crime. Protect those who live, work, and visit our community. Carry out of service with understanding, compassion, and genuine care for the community. Hold ourselves accountable to the highest standards of excellence and achievements.

Through the city's General Fund, the funding functions as the administrative and operational component for the Hood River Police Department. This supports the ability so the men and women can execute the mission and promote a culture of trust between the Police Department and all community members that live and visit.

The Police Department prioritizes patrol duties as the primary responsibility for the community. By focusing on patrol, the Police Department is able provide 24/7 police services to the community. In addition to 24 hours service, two police officers are on duty for City service response needs and Officer safety.

The Police Department's geographic service area is over 3.35 square miles with a population of approximately 8305 residents. With the continued growth through building, annexation, and the desire to live within our community, City residence and tourist population continues to rise.

The City continues to be known as one of the most desirable places to live, visit and engage in recreational activity. The large population flux creates challenges for the staff and resources of the Police Department.

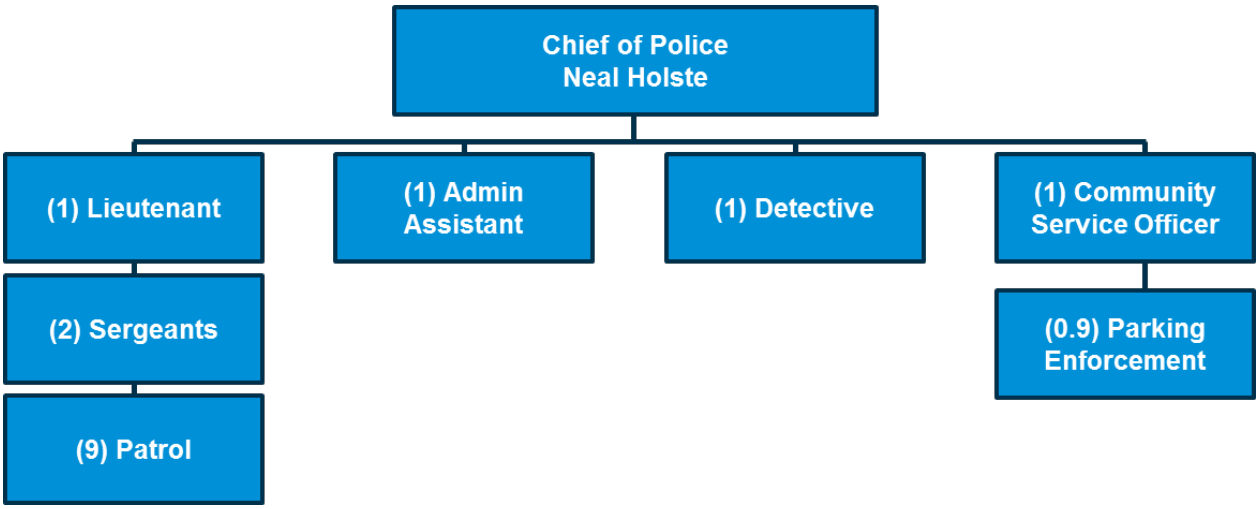
In the 2019 calendar year, 14,359 calls for service were handled by the Police Department.

The Police Department had a notable increase of criminal arrest charges, 963 for 2019. This is a 30% increase from 2018.

In the 2019 calendar year, a total of 1,923 traffic citations were issued. This is a slight decrease from previous year.

Over the last 3 years, the Police Department has averaged 14,413 calls for service, 750 arrest charges and 2,169 traffic citations per year.

The Police Department currently has 16.5 employees. Of the 16.5 employees, 14 are State certified Police Officers (includes Chief of Police and Lieutenant), a Community Service Officer, Office Administrator, and a Parking Enforcement personal.



The 14 certified police officers registered a combined total of 1302.7 hours of service training logged through the Oregon Department of Public Safety Standards & Training (police academy) for the 2019 calendar year.

The department currently has 5 Reserve Officers that volunteer and/or sometimes are paid, depending on the circumstance. A Reserve Officer assist in performing law enforcement duties in the community. In 2019, 794.5 hours of donated time was directed to law enforcement assistances within the community.

Capital Outlay

Purchase two Hybrid AWD vehicles. The vehicle cost reflects fully equipped, turnkey, ready to perform the daily responsibilities for the job. The current equipment/vehicle replacement program reflects the purchase of two patrol vehicles

GOAL(S)	MEASURE(S)
1. Maintain community relations outreach at the same level or better. *Community Involvement: May Street School Citizenship Award Lunch Program, Shop w/ a Cop, Downtown Halloween Event, Community Easter Egg Hunt, Leaders for Tomorrow, Special Olympics Bowling, Warming Shelter, Head Start Reading Program, Classic Car Show Judging, Public Alcohol and Drug Awareness Program, Community Drug Take Back Program, Cub Scouts, Mid-Columbia Children's Council, Multiple School Presentations (preschool-high School, private schools)	Continue to accomplish a high level of outreach with the community. Identify activities that are going on within our community and make a priority with our community involvement. We have had many local businesses request our service for safety plans and building safety evaluation. Social media i.e. Facebook, is continuing to be an outstanding public outreach resource. The PD page currently has 4,606 followers. This is a 23% increase from the previous year. Several criminal investigations have been solved with the use of social media.

2. Strengthen Police presence in areas where the Police Department is receiving increased complaints. Areas are downtown, waterfront, engage businesses during day and evening nightlife tourist times.	Conducted three compliance checks w/ OLCC. Performed alcohol retail compliance checks by Patrol i.e. bar checks. Data referral to OLCC regarding licensed establishments. The 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 comparable between years. Statistics are based on calendar year.	Average Response Time to Calls for Service (calendar year): **2017** **2018** **2019** Type Calls — Minutes — Minutes — Minutes Domestics: 2:52 — 2:35 — 2:33 MVCs: 3:11 — 2:55 — 3:30 motor vehicle crash Alarms: 3:31 — 3:16 — 2:48 Assaults: 2:35 — 2:03 — 3:22
4. Focus on crime prevention and apprehension through active enforcement and investigations. To maintain quality of life throughout our community.	Measure: See 2018 & 2019 stat graph below. From 2018 to 2019, there was an 8% increase in arrest clearance rate regarding all incidents.
5. 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 2017 — 281 2018 — 281 2019 — 240
6. Address violations in accordance with City codes, Ordinances and State statutes.	Parking citations in 2019 increased 15% from 2018. Code Enforcement tasks in 2019 decreased 17% from 2018.

HOOD RIVER POLICE DEPARTMENT CRIME STATISTICS NATIONAL COMPARISON					
2018 Statistics	Total Incidents	Cleared / Arrests	Refer to Dist. Atty.	Cleared by Arrest	National Avg. Cleared by Arrest
Violent Crimes (Murder, Negligent Homicide, Rape, Aggravated & Simple Assault, Crimes Against Family, Kidnapping)	61	33	6	54%	46%
Crimes Against Property (Robbery, Burglary, larceny, Motor Vehicle Theft, Arson, Forgery/Counterfeit, fraud, Stolen Property, Vandalism)	355	74	20	21%	18%
Crimes Against Society Prostitution, Sex crimes, drug Laws, Gambling, DUI, Disorderly Conduct, Liquor Laws, Warrants, Recovered Stolen, Other)	478	377	25	79%	N/A
Crimes Against Other (Traffic Crimes, Fish & Game laws, Marine)	201	32	3	16%	N/A
Total	1095	516	54		

*All information is based on calendar year

2018 Statistics	Total Incidents	Cleared / Arrests	Refer to Dist. Atty.	Cleared by Arrest	National Avg. Cleared by Arrest
Violent Crimes (Murder, Negligent Homicide, Rape, Aggravated & Simple Assault, Crimes Against Family, Kidnapping)	65 ↑ 6%	40	8	62%	46%*
Crimes Against Property (Robbery, Burglary, larceny, Motor Vehicle Theft, Arson, Forgery/Counterfeit, fraud, Stolen Property, Vandalism)	316 ↓12%	54	12	17%	18%*
Crimes Against Society Prostitution, Sex crimes, drug Laws, Gambling, DUI, Disorderly Conduct, Liquor Laws, Warrants, Recovered Stolen, Other)	492 ↑ 3%	394	29	80%	N/A*
Crimes Against Other (Traffic Crimes, Fish & Game laws, Marine)	207 ↑ 3%	30	3	14%	N/A*
Total	1080	518	52		

*2019 National Average hasn't been calculated by the FBI
* Percentages compared with 2017 Stats

PERSONNEL SUMMARY:

Full-time Equivalents

2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
14.0	14.0	13.4	13.7	14.5	15.3	15.5	15.4	15.4

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
100-140	**Public Safety - Police**								
RESOURCES									
	REVENUE								
33035-38030	Towed Vehicle	7,296	6,246	6,000	6,500	6,500	6,500	500	8%
34030-34035	Federal Grants- BP Vests CFDA#	-	-	1,950	2,000	2,000	2,000	50	3%
34035-34032	State Grants-Safety Belt	1,961	1,139	4,000	4,000	4,000	4,000	-	-
34035-34034	State Grants-DUII	450	808	2,000	2,000	2,000	2,000	-	-
38035-38005	Donations for Police Dept	-	-	-	-	-	-	-	-
38035-38010	Police Misc revenue	14,397	26,786	12,000	18,100	18,100	18,100	6,100	51%
38035-38035	PD Alarm Permits	3,602	4,207	3,000	4,800	4,800	4,800	1,800	60%
38035-38045	Finger printing fee	1,777	2,830	2,500	2,990	2,990	2,990	490	20%
38035-38050	Police reports	2,053	1,978	1,900	1,940	1,940	1,940	40	2%
	TOTAL REVENUE	**31,537**	**43,995**	**33,350**	**42,330**	**42,330**	**42,330**	**8,980**	**27%**
	General Fund Subsidy IN(+)/OUT(-)	2,034,631	2,234,112	2,461,205	2,929,361	2,929,361	2,929,361	468,156	19%
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	993,868	1,100,896	1,173,976	1,257,864	1,257,864	1,257,864	83,888	7%
41006-00000	Overtime - Police	47,515	56,203	50,481	54,088	54,088	54,088	3,607	7%
41010-00000	FRINGE BENEFITS	577,770	644,906	754,517	791,583	791,583	791,583	37,066	5%
41060-00000	HOLIDAY CASHOUTS	41,289	70,543	60,000	60,000	60,000	60,000	-	-
	TOTAL PAYROLL	**1,660,444**	**1,872,549**	**2,038,974**	**2,163,535**	**2,163,535**	**2,163,535**	**124,561**	**6%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Police	1,937	3,575	2,870	2,870	2,870	2,870	-	-
42005-40015	Operating Materials - Police	3,123	1,208	2,101	2,101	2,101	2,101	-	-
42005-40020	Fuel & Lube - Police	24,721	28,065	33,525	30,000	30,000	30,000	(3,525)	-11%
42005-40025	Uniforms & Clothing - Police	4,421	7,629	11,720	11,720	11,720	11,720	-	-
42005-40030	Ammunition	3,497	3,541	4,330	4,330	4,330	4,330	-	-
42005-40035	Printing - Police	1,370	1,565	1,251	1,251	1,251	1,251	-	-
42005-40040	Evidence Supplies	1,472	1,494	1,563	1,563	1,563	1,563	-	-
42010-11501	IT Services - Police	966	6,404	1,570	1,570	1,570	1,570	-	-
42010-40115	Contract Svcs - Police	38,861	35,563	42,500	43,775	43,775	43,775	1,275	3%
42010-40146	In Custody Medical Expenses	-	-	-	4,000	4,000	4,000	4,000	-
42010-40150	Professional Svcs - Police	1,143	1,054	2,132	2,132	2,132	2,132	-	-
42015-40205	Telephone - Police	1,321	2,207	2,451	2,451	2,451	2,451	-	-
42015-40210	Postage - Police	1,213	980	2,051	1,500	1,500	1,500	(551)	-27%
42020-42000	Advertising & Pub - police	1,523	382	1,025	1,025	1,025	1,025	-	-
42030-42030	Insurance- Police	62,588	64,709	67,902	73,722	73,722	73,722	5,820	9%
42035-40310	Heating (Gas/Oil) - Police	894	837	1,601	1,100	1,100	1,100	(501)	-31%

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
42040-40405	Equipment Repairs - Police	746	373	390	390	390	390	-	-
42040-40415	Facility Maint- Police	258	-	-	-	-	-	-	-
42040-40420	Janitorial - Police	2,291	2,033	3,048	2,500	2,500	2,500	(548)	-18%
42050-40505	Dues & Subscriptions - Police	2,369	2,333	2,341	2,450	2,450	2,450	109	5%
42050-40510	Books & Manuals - Police	200	-	210	210	210	210	-	-
42050-40525	Trainings & Meetings - Police	12,804	12,754	17,250	17,250	17,250	17,250	-	-
42050-40532	Public Education - Police	120	-	526	526	526	526	-	-
42075-40620	Misc Minor Tools & Equip - Pol	17,464	16,102	18,500	18,500	18,500	18,500	-	-
42080-42000	Equiptment Maint chrgbck Polic	24,525	19,761	26,098	28,202	28,202	28,202	2,104	8%
42080-42081	ADMIN SERVICES ALLOC (GEN)	111,649	123,135	130,841	186,796	186,796	186,796	55,955	43%
42080-42811	Vehicle Replacement Charge	-	69,847	67,268	77,986	77,986	77,986	10,718	16%
	TOTAL MATERIALS & SERVICES	**321,486**	**405,558**	**445,064**	**519,920**	**519,920**	**519,920**	**74,856**	**17%**
TOTAL EXPENDITURES		**1,981,930**	**2,278,107**	**2,484,038**	**2,683,455**	**2,683,455**	**2,683,455**	**199,417**	**8%**
	CONTINGENCY/TRANSFER								
45810-00000	TRANSFER TO - EQUIP REPLACE	75,222	-	-	-	-	-	-	-
45815-00000	Transfer To - Comp Absence Rsv	9,017	-	10,517	10,031	10,031	10,031	(486)	-5%
46001-00000	PERS Side Account Deposit	-	-	-	278,205	278,205	278,205	278,205	-
	TOTAL CONTINGENCY/TRANSFER	**84,239**		**10,517**	**288,236**	**288,236**	**288,236**	**277,719**	**2641%**

PROGRAM NAME: General Fund –Public Safety– Fire / Emergency Medical Services

RESPONSIBLE MANAGER(S): Leonard Damian, Fire Chief

PROGRAM DESCRIPTION: Hood River Fire & EMS 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 department operates out of one station at 1785 Meyer Parkway. The fleet consists of the following 12 vehicles: 2 fire engines, 1 95' Tower Ladder, 1 brush fire vehicle, 2 command vehicles, 1 support pick-up, 3 Advanced Life Support ambulances, and 1 remote access vehicle.

All 16 employees at Hood River Fire & EMS are Paramedics allowing the ambulances to be staffed with highly trained and qualified emergency care providers. We operate under county-wide EMS protocols, approved by Dr. David Benziger as our Supervising Physician. The fee-for-service ambulance generated $888,892 in FY2018-19 by both transporting patients from 911 calls as well as inter-facility transports from Providence Hood River Hospital (an increase in 2019 of 33.7% from 2018). House Bill 4030 (2016) was passed and in (2018) the Centers for Medicare and Medicaid Services approved Oregon's plan to implement Ground Emergency Medical Transportation (GEMT) supplemental payment program for public EMS providers. This reimbursement of medical costs will create an estimated $50,000 in additional annual revenue as well it provided nearly $116,400 for the past two previous years during FY19-20. FireMed membership revenue has been steady at around $30,000 for the past several fiscal years.

The fire department answered 1,825 emergency calls for service in the calendar year 2019, with approximately 78.7% (1437) medical-related calls and 21.3% (388) being Fire/Rescue related. This represents an overall increase of 8.8% from 2018. The department participated in the public education of an estimated 1,650 children on fire safety. The fire department staff includes the Fire Chief, (1) administration assistant, (15) shift firefighter/paramedics, consisting of 3 Captains, 3 Lieutenants, and 9 Engineers. The paid staff are all dual-role employees, filling both firefighting and EMS related functions. Additionally, the department has a roster of 10 volunteers, of which 4 are operational firefighters, 2 are high school student firefighters, and 4 fill various support functions (Chaplain, Ham Radio operator, etc.).

GOAL(S)	MEASURE(S)
1. Continue to develop and refine the use of city GIS data and access to improve pre-fire planning processes and key response information.	Utilize a city-wide GIS approach to provide pre-fire planning and maps to improve response and recovery efforts
2. Continue to develop an Engine Company Inspection process	Finish training the remaining 8 FTEs within HRFD to begin targeted inspections to compliment pre-fire planning improvement processes already established
3. Continue to develop new HRFD policies and procedures that align with both COHR employee handbook and known compliance standards	A complete set of Standard Operating Guidelines with associated forms for both reporting, documentation and associated metric tracking to assist with the improvement of the delivery of services.
4. Develop processes and policy to manage vulnerable populations and high 9-1-1 utilization	Revise internal EMS QI and peer review to identify target addresses and populations to focus on patient safety and lowering the number and frequency of both calls and emergency department visits.

INCIDENT STATISTICS:

	2014	2015	2016	2017	2018	2019
EMS	1067	1124	1236	1244	1351	1437
FIRE	387	430	376	346	327	388
TOTAL	**1454**	**1554**	**1612**	**1590**	**1678**	**1825**

PERSONNEL SUMMARY:

Full-time Equivalents

2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
15.0	15.1	15.0	15.3	16	16.2	16.2	16.2

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
100-125	**Public Safety - Fire/EMS**								
RESOURCES									
	REVENUE								
32020-32015	Fire Marshall Fees	19,457	32,176	35,000	34,000	34,000	34,000	(1,000)	-3%
34030-34043	Fed. Grant- SAFER - Vol Coord	22,462	-	-	-	-	-	-	-
35010-00000	Fire Response Reimbursements	30,206	2,279	22,500	17,500	17,500	17,500	(5,000)	-22%
35015-00000	Ambulance Fee Receipts	-	858,891	777,700	822,186	822,186	822,186	44,486	6%
35015-00000	Ambulance Fee Receipts	-	-	-	-	-	-	-	-
35016-00000	GEMT Revenue	-	-	-	57,484	57,484	57,484	57,484	-
35030-00000	Fire Med Memberships	-	30,000	21,669	33,343	33,343	33,343	11,674	54%
38035-00000	Miscellaneous	-	1,975	1,500	500	500	500	(1,000)	-67%
38040-00000	Facilities Rental Income	3,000	19,429	18,000	19,540	19,540	19,540	1,540	9%
38070-00000	Fire Dept- Misc Revenue	6,246	6,167	5,100	2,500	2,500	2,500	(2,600)	-51%
	TOTAL REVENUE	**81,371**	**950,921**	**881,469**	**987,053**	**987,053**	**987,053**	**105,584**	**12%**
	General Fund Subsidy IN(+)/OUT(-)	2,195,191	2,320,266	2,672,774	3,556,679	3,587,679	3,587,679	914,905	34%
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	936,921	1,337,629	1,391,030	1,503,920	1,503,920	1,503,920	112,890	8%
41006-00000	Overtime - Fire	143,624	262,463	209,635	195,510	226,510	226,510	16,875	8%
41010-00000	FRINGE BENEFITS	557,925	833,151	926,380	975,445	975,445	975,445	49,065	5%
41060-00000	HOLIDAY CASHOUTS	40,576	49,793	57,000	57,000	57,000	57,000	-	-
	TOTAL PAYROLL	**1,679,048**	**2,483,037**	**2,584,045**	**2,731,875**	**2,762,875**	**2,762,875**	**178,830**	**7%**
	MATERIALS & SERVICES								
42005-40005	Supplies - Fire	3,620	29,603	35,550	37,700	37,700	37,700	2,150	6%
42005-40010	Office Supplies - Fire	1,245	3,386	2,890	3,100	3,100	3,100	210	7%
42005-40015	Operating Materials - Fire	5,395	3,047	-	-	-	-	-	-
42005-40020	Fuel & Lube - Fire	8,704	22,066	17,600	18,100	18,100	18,100	500	3%
42005-40025	Uniforms & Clothing - Fire	10,461	9,362	25,950	28,500	28,500	28,500	2,550	10%
42005-40032	Fire Prevention Supplies	153	76	1,000	1,000	1,000	1,000	-	-
42005-40035	Printing - Fire	15	840	510	500	500	500	(10)	-2%
42010-11501	IT Services - Fire	3,853	12,041	1,475	1,500	1,500	1,500	25	2%
42010-40105	Legal Svcs - Fire	-	3,325	-	-	-	-	-	-
42010-40115	Contract Svcs - Fire	25,890	32,384	36,000	38,000	38,000	38,000	2,000	6%
42010-40150	Professional Svcs - Fire	6,512	53,226	41,500	76,500	76,500	76,500	35,000	84%
42015-40210	Postage - Fire	142	182	760	790	790	790	30	4%
42015-40235	Radios	7,715	5,674	9,150	10,130	10,130	10,130	980	11%
42020-42000	Advertising & Pub-Fire	5,896	25	4,100	4,100	4,100	4,100	-	-
42030-42030	Insurance- Fire	37,922	55,500	58,238	63,742	63,742	63,742	5,504	9%

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
42035-40305	Electricity - Fire	15,009	15,933	18,200	18,710	18,710	18,710	510	3%
42035-40310	Heating (Gas/Oil) - Fire	7,308	7,700	6,300	6,700	6,700	6,700	400	6%
42035-40315	Garbage Svc - Fire	1,439	1,489	1,600	1,655	1,655	1,655	55	3%
42035-40320	City Utilities - Fire	10,867	6,934	9,150	9,450	9,450	9,450	300	3%
42040-40405	Equipment Repairs - Fire	11,241	7,708	10,100	10,575	10,575	10,575	475	5%
42040-40410	Vehicle Maint/Rep - Fire	15,374	51,545	28,000	31,125	31,125	31,125	3,125	11%
42040-40415	Facility Maint- Fire	19,986	25,202	16,600	17,750	17,750	17,750	1,150	7%
42040-40420	Janitorial - Fire	767	4,035	4,750	3,500	3,500	3,500	(1,250)	-26%
42050-40505	Dues & Subscriptions - Fire	468	191	1,025	750	750	750	(275)	-27%
42050-40510	Books & Manuals - Fire	-	-	1,250	1,250	1,250	1,250	-	-
42050-40525	Trainings & Meetings - Fire	24,319	44,129	62,700	64,500	64,500	64,500	1,800	3%
42050-40535	Staff Recognition	-	287	3,150	3,150	3,150	3,150	-	-
42075-40620	Misc Minor Tools & Equip - Fir	1,183	12,449	45,350	19,600	19,600	19,600	(25,750)	-57%
42080-40700	Miscellaneous- Misc. - Fire	341	326	5,425	-	-	-	(5,425)	-100%
42080-40705	Volunteer Expenses - Fire	5,000	-	6,500	6,700	6,700	6,700	200	3%
42080-42081	ADMIN SERVICES ALLOC (GEN)	108,516	165,398	178,646	261,953	261,953	261,953	83,307	47%
42080-42085	Miscellaneous- Misc.	1,100	1,374	4,587	5,850	5,850	5,850	1,263	28%
42080-42811	Vehicle Replacement Charge	-	212,700	219,147	301,399	301,399	301,399	82,252	38%
	TOTAL MATERIALS & SERVICES	**340,455**	**788,149**	**857,203**	**1,048,279**	**1,048,279**	**1,048,279**	**191,076**	**22%**
	CAPITAL OUTLAY								
43020-40620	Machinery & Equipment	-	-	44,500	51,000	51,000	51,000	6,500	15%
	TOTAL CAPITAL OUTLAY			**44,500**	**51,000**	**51,000**	**51,000**	**6,500**	**15%**
TOTAL EXPENDITURES		**2,019,503**	**3,271,187**	**3,485,748**	**3,831,154**	**3,862,154**	**3,862,154**	**376,406**	**11%**
	CONTINGENCY/TRANSFER								
45810-00000	TRANSFER TO - EQUIP REPLACE	222,370	-	-	-	-	-	-	-
45815-00000	Transfer To - Comp Absence Rsv	34,690	-	68,495	357,200	357,200	357,200	288,705	421%
46001-00000	PERS Side Account Deposit	-	-	-	355,378	355,378	355,378	355,378	-
	TOTAL CONTINGENCY/TRANSFER	**257,060**		**68,495**	**712,578**	**712,578**	**712,578**	**644,083**	**940%**

PROGRAM NAME: General Fund – Parks

RESPONSIBLE MANAGER(S): Wade Seaborn, Director of Public Works

PROGRAM DESCRIPTION: The Parks Fund provides all maintenance including facilities, scheduling, vehicles and equipment for 15 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, and 2nd Street planter. 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.

GOAL(S)	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

PERSONNEL SUMMARY:
Refer to Public Works Overview

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
100-130	**Parks**								
RESOURCES									
	REVENUE								
32005-32005	PARK USAGE FEES	18,147	20,617	11,000	11,000	11,000	11,000	-	-
38005-00000	SURPLUS PROPERTY SALES	-	7,371	-	-	-	-	-	-
38035-00000	Miscellaneous - Parks	2,500	2,208	2,000	2,000	2,000	2,000	-	-
38035-38025	Donations for Childrens Park	150,000	198,452	-	-	-	-	-	-
	TOTAL REVENUE	**170,647**	**228,649**	**13,000**	**13,000**	**13,000**	**13,000**		**-**
	General Fund Subsidy IN(+)/OUT(-)	698,436	296,675	587,490	590,285	590,285	590,285	2,795	-
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	129,087	133,183	140,527	144,856	144,856	144,856	4,329	3%
41006-00000	Overtime - Parks	3,636	6,160	1,031	1,057	1,057	1,057	26	3%
41010-00000	FRINGE BENEFITS	65,730	71,985	80,386	82,676	82,676	82,676	2,290	3%
	TOTAL PAYROLL	**198,454**	**211,329**	**221,944**	**228,589**	**228,589**	**228,589**	**6,645**	**3%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Parks & Rec	37	171	500	500	500	500	-	-
42005-40015	Operating Materials - Parks	10,466	23,419	18,000	18,000	18,000	18,000	-	-
42005-40020	Fuel & Lube - Parks & Rec	3,827	4,275	4,800	4,800	4,800	4,800	-	-
42005-40025	Uniforms & Clothing - Parks	1,137	1,495	1,500	1,500	1,500	1,500	-	-
42005-40035	Printing - Parks	19	-	-	-	-	-	-	-
42010-40115	Contract Svcs - Parks	17,970	29,430	45,000	45,000	45,000	45,000	-	-
42010-40150	Professional Svcs - Parks	42	-	-	-	-	-	-	-
42020-42000	ADVERTISING AND PUBLISHING	320	530	100	100	100	100	-	-
42035-40305	Electricity - Parks	12,957	11,399	14,000	14,000	14,000	14,000	-	-
42035-40315	Garbage Svc - Parks	4,852	6,482	8,000	8,000	8,000	8,000	-	-
42035-40320	City Utilities - Parks	46,998	56,488	60,000	60,000	60,000	60,000	-	-
42040-40415	Facility Maint- Parks	34,679	27,700	88,000	88,000	88,000	88,000	-	-
42040-40420	Janitorial - Parks & Rec	12,447	9,133	15,000	15,000	15,000	15,000	-	-
42050-40505	Dues & Subscriptions - Parks	50	50	-	-	-	-	-	-
42050-40525	Trainings & Meetings - Parks	2,451	774	1,500	1,500	1,500	1,500	-	-
42080-00000	MISCELLANEOUS	862	3,993	5,000	5,000	5,000	5,000	-	-
42080-42000	Equiptment Maint chrgbck parks	9,872	17,904	18,488	21,267	21,267	21,267	2,779	15%
42080-42081	ADMIN SERVICES ALLOC (GEN)	31,597	33,046	37,111	44,806	44,806	44,806	7,695	21%
42080-42811	Vehicle Replacement Charge	-	13,830	9,420	27,501	27,501	27,501	18,081	192%
	TOTAL MATERIALS & SERVICES	**190,589**	**240,126**	**326,419**	**354,974**	**354,974**	**354,974**	**28,555**	**9%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
	CAPITAL OUTLAY								
43015-00000	IMP O/T BUILDING	-	10,702	-	-	-	-	-	-
43015-43000	Imp O/T Build - Tennis Courts	8,686	-	51,000	-	-	-	(51,000)	-100%
43015-43001	Childrens Park Play Structure	460,152	53,009	-	-	-	-	-	-
43020-00000	MACHINERY AND EQUIPMENT	-	10,157	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**468,838**	**73,869**	**51,000**				**(51,000)**	**-100%**
	TOTAL EXPENDITURES	**857,882**	**525,325**	**599,363**	**583,563**	**583,563**	**583,563**	**(15,800)**	**-3%**
	CONTINGENCY/TRANSFER								
45810-00000	TRANSFER TO - EQUIP REPLACE	9,968	-	-	-	-	-	-	-
45815-00000	Transfer To - Comp Absence Rsv	1,233	-	1,127	926	926	926	(201)	-18%
46001-00000	PERS Side Account Deposit	-	-	-	18,796	18,796	18,796	18,796	-
	TOTAL CONTINGENCY/TRANSFER	**11,201**		**1,127**	**19,722**	**19,722**	**19,722**	**18,595**	**1650%**

PROGRAM NAME: General Fund – Planning

RESPONSIBLE MANAGER(S): Dustin Nilsen, 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.

FY2019-20 was characterized by continued progressed of five major legislative efforts for the City's Planning Department (Westside through Planning Commission, Parks and Open Space Master Plan, Downtown Parking Study, Heights Urban Renewal, and the Omnibus Zoning Amendment (which included Accessory Dwelling Units). Over the last year, Planning took the lead in administering the short-term rental program, expanded its walk-in hours by 20%, and approved 4 years' worth of Planning Commission minutes. 50 Land use applications were initiated during 2020 calendar year, which included subdivisions, site plans, conditional use approvals, accessory dwelling units, legislative changes, and rezoning.

The FY2020-21 budget maintains Planning capacity with no change in staffing. Maintaining full-time support has expedited building permits processing, short term rental administration, the completion of Planning Commission meetings minutes, and the coordination of interagency development review and referrals.

There continues to be funds requested consulting assistance to support middle housing code updates, a transportation system plan update, work flow study for process improvements, and funds to develop code and graphics that support neighborhood design characters.

Planning staff look forward to supporting and implementing City Council's 2020 goals. These include significant efforts related to housing, parks & open space, transportation, Westside Concept Plan, and parking management.

GOAL(S)	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.	100% compliance with the state's current planning deadline of 120-day completion of all applications through the appeal process. Initiate process improvement.
2. Increase diversity of housing types through zoning code updates.	Approval of cluster and courtyard housing codes by 2021. Who performs work: Consultant 50%; Staff 50%

3. Code Revision Series 2. Hear proposed revisions to Title 17 (Zoning) regarding legislative changes and revisions that target workability and clarity of Hood River's Municipal Code. The amendments reflect previously discussed issues, initiatives from City Council, changes in state law, and should remain consistent with existing goals of the Comprehensive Plan including the Housing Needs Analysis. Based on subsequent Comprehensive Plan hearings, consideration of the Downtown Parking Study, and work over the course of the year, staff anticipates additional code revisions to materialize.	Who performs work: Consultant 5%; Staff 95% Complete revisions and adopt implementing ordinances.

PERSONNEL SUMMARY:

Full-time Equivalents

2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
2.0	2.0	2.9	2.8	3.8	3.9	4.0	4.0

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
100-135	**Planning**								
RESOURCES									
	REVENUE								
35025-30105	Planning Fees - Annexation	2,187	-	2,255	1,911	1,911	1,911	(344)	-15%
35025-30110	Planning Fees - Appeal	3,258	1,714	-	-	-	-	-	-
35025-30120	Planning Fee - Conditional Use	11,346	2,357	3,506	2,972	2,972	2,972	(534)	-15%
35025-30125	Planning Fees - Documents	110	1	-	-	-	-	-	-
35025-30130	Planning Fees - Land Division	15,758	17,303	13,538	11,430	11,430	11,430	(2,108)	-16%
35025-30135	Planning Fee - Land Use Permit	13,455	15,316	15,803	13,393	13,393	13,393	(2,410)	-15%
35025-30140	Planning Fee-Plan & Zone Amend	-	-	-	-	-	-	-	-
35025-30145	Planning Fees-Site Plan Review	11,080	18,442	22,800	19,350	19,350	19,350	(3,450)	-15%
35025-30155	Planning Fees - Variance	2,983	1,211	1,500	1,200	1,200	1,200	(300)	-20%
35025-30160	Planning Fees-Pre Application	4,931	4,653	4,248	3,600	3,600	3,600	(648)	-15%
35025-30170	Planning Fee- PUD	-	1,381	1,424	1,220	1,220	1,220	(204)	-14%
35025-30180	PLANNING FEE - EVAL PR STR	1,458	-	-	-	-	-	-	-
35025-30181	PLANNING FEE - STR APPL FEE	2,900	1,248	820	697	697	697	(123)	-15%
35025-30182	PLANNING FEE - STR ANNUAL FEE	29,587	29,992	23,000	20,727	20,727	20,727	(2,273)	-10%
35025-30195	Planning Fee-Other	50	6	-	-	-	-	-	-
	TOTAL REVENUE	**99,104**	**93,626**	**88,894**	**76,500**	**76,500**	**76,500**	**(12,394)**	**-14%**
	General Fund Subsidy IN(+)/OUT(-)	344,407	367,777	500,937	628,509	628,509	628,509	127,572	25%
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	251,197	272,399	306,162	314,259	314,259	314,259	8,097	3%
41006-00000	Overtime - Planning	4,486	3,742	5,000	5,000	5,000	5,000	-	-
41010-00000	FRINGE BENEFITS	99,280	120,917	159,767	166,649	166,649	166,649	6,882	4%
	TOTAL PAYROLL	**354,965**	**397,060**	**470,929**	**485,908**	**485,908**	**485,908**	**14,979**	**3%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Planning	1,469	1,959	1,500	1,500	1,500	1,500	-	-
42005-40015	Operating Materials - Planning	285	435	750	750	750	750	-	-
42005-40035	Printing - Planning	190	260	450	450	450	450	-	-
42010-11501	IT Services	1,160	5,217	3,000	3,000	3,000	3,000	-	-
42010-40115	Contract Svcs - Planning	20,690	3,913	-	60,000	60,000	60,000	60,000	-
42010-40150	Professional Svcs - Planning	24,138	19,392	65,000	38,330	38,330	38,330	(26,670)	-41%
42015-40210	Postage - Planning	7,575	1,345	5,500	5,500	5,500	5,500	-	-
42020-42000	Advertising & Pub-Planning	2,226	1,600	5,250	5,250	5,250	5,250	-	-
42035-40305	Electricity - Planning	182	-	-	-	-	-	-	-
42050-40505	Dues & Subscriptions - Plan	644	709	200	200	200	200	-	-
42050-40525	Training & Meetings - Planning	2,293	449	3,000	3,000	3,000	3,000	-	-

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
42080-42081	ADMIN SERVICES ALLOC (GEN)	24,169	29,062	29,666	43,347	43,347	43,347	13,681	46%
42080-42085	Misc- Planning	-	-	2,400	2,400	2,400	2,400	-	-
	TOTAL MATERIALS & SERVICES	**85,024**	**64,344**	**116,716**	**163,727**	**163,727**	**163,727**	**47,011**	**40%**
	TOTAL EXPENDITURES	**439,990**	**461,404**	**587,645**	**649,635**	**649,635**	**649,635**	**61,990**	**11%**
	CONTINGENCY/TRANSFER								
45815-00000	Transfer To - Comp Absence Rsv	3,522	-	2,186	2,253	2,253	2,253	67	3%
46001-00000	PERS Side Account Deposit	-	-	-	53,121	53,121	53,121	53,121	-
	TOTAL CONTINGENCY/TRANSFER	**3,522**		**2,186**	**55,374**	**55,374**	**55,374**	**53,188**	**2433%**

PROGRAM NAME: General Fund – City Council

RESPONSIBLE MANAGER(S): Rachael Fuller, City Manager

PROGRAM DESCRIPTION: The City Council program account budgets for Council member stipends, meeting expenses, and strategic initiatives/priorities.

GOALS

The Strategic Goals set by the City Council at their January 2020 meeting are:

1. **Create opportunities for an inclusive, equitable, and diverse housing inventory**
   - Improve the missing middle housing supply through code development and zone changes
   - Research potential incentives to allow more construction of smaller homes and other affordable housing products
2. **Inform and engage all segments of our community through transparency and proactive, inclusive, and comprehensive outreach**
   - Improve inter-agency communications
   - Focus on the principles of diversity, equity, and inclusion to effectively engage the entire community
3. **Promote an efficient and safe multi-modal transportation system that alleviates traffic and parking congestion and encourages biking, pedestrian access, and public transportation**
   - Emphasize updates to the bicycle/pedestrian, greenways, and trails policies and projects during the Transportation System Plan update
4. **Create a more environmentally sustainable community**
   - Implement the Hood River Energy Plan
5. **Maintain existing infrastructure and prepare for growth**
6. **Address community needs for parks and open space**
   - Develop a funding strategy for replacing capital needs in existing parks
   - Consider creating a plan for acquiring open space

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
100	**GENERAL**								
100-115	**City Council**								
RESOURCES									
	General Fund Subsidy IN(+)/OUT(-)	67,375	32,159	25,376	24,745	24,745	24,745	(631)	-2%
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	4,800	4,500	4,858	4,858	4,858	4,858	-	-
41010-00000	FRINGE BENEFITS	385	372	382	382	382	382	-	-
	TOTAL PAYROLL	**5,185**	**4,872**	**5,240**	**5,240**	**5,240**	**5,240**		**-**
	MATERIALS & SERVICES								
42005-00000	OPERATING SUPPLIES	610	-	-	-	-	-	-	-
42005-40035	Printing - Council	30	568	500	500	500	500	-	-
42010-00000	Professional Svcs - Council	57,471	10,293	10,000	10,000	10,000	10,000	-	-
42010-11501	IT Services - Council	16	1,275	500	500	500	500	-	-
42010-40150	Professional services	-	2,630	-	-	-	-	-	-
42015-40205	Telephone - Council	-	93	-	-	-	-	-	-
42050-40505	Dues & Subscriptions - Council	835	139	1,000	1,000	1,000	1,000	-	-
42050-40525	Trainings & Meetings - Council	3,227	4,830	5,500	5,500	5,500	5,500	-	-
42080-00000	MISCELLANEOUS	-	5,661	-	-	-	-	-	-
42080-42081	ADMIN SERVICES ALLOC (GEN)	-	1,795	2,636	2,005	2,005	2,005	(631)	-24%
	TOTAL MATERIALS & SERVICES	**62,189**	**27,286**	**20,136**	**19,505**	**19,505**	**19,505**	**(631)**	**-3%**
	TOTAL EXPENDITURES	**67,375**	**32,159**	**25,376**	**24,745**	**24,745**	**24,745**	**(631)**	**-2%**

PROGRAM NAME: General Fund – Engineering

RESPONSIBLE MANAGER(S): Wade Seaborn, 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. Bell's project and construction management service for the City will be reduced do to a senior project manager being on City staff.

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

PERSONNEL SUMMARY:

Refer to Public Works Overview

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
100-120	**Engineering**								
RESOURCES									
	REVENUE								
35030-00000	ENGINEERING INCOME	-	68,731	50,000	70,000	70,000	70,000	20,000	40%
	TOTAL REVENUE		**68,731**	**50,000**	**70,000**	**70,000**	**70,000**	**20,000**	**40%**
	General Fund Subsidy IN(+)/OUT(-)	-	202,302	177,764	106,094	106,094	106,094	(71,670)	-40%
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	-	2,264	35,312	47,545	47,545	47,545	12,233	35%
41010-00000	FRINGE BENEFITS	-	728	23,633	27,998	27,998	27,998	4,365	18%
	TOTAL PAYROLL		**2,992**	**58,945**	**75,543**	**75,543**	**75,543**	**16,598**	**28%**
	MATERIALS & SERVICES								
42005-40015	Operating Materials - Eng	-	55	-	-	-	-	-	-
42010-40115	Contract Svcs - Eng	-	261,578	160,000	60,000	60,000	60,000	(100,000)	-63%
42010-40150	Professional Svcs - Eng	-	-	-	13,330	13,330	13,330	13,330	-
42020-42000	Advertising and Publishing	-	935	-	-	-	-	-	-
42050-40525	Trainings & Meetings - Engin	-	10	-	-	-	-	-	-
42080-42081	ADMIN SERVICES ALLOC (GEN)	-	5,462	8,819	17,803	17,803	17,803	8,984	102%
	TOTAL MATERIALS & SERVICES		**268,040**	**168,819**	**91,133**	**91,133**	**91,133**	**(77,686)**	**-46%**
	TOTAL EXPENDITURES		**271,033**	**227,764**	**166,676**	**166,676**	**166,676**	**(61,088)**	**-27%**
	CONTINGENCY/TRANSFER								
46001-00000	PERS Side Account Deposit	-	-	-	9,418	9,418	9,418	9,418	-
	TOTAL CONTINGENCY/TRANSFER				**9,418**	**9,418**	**9,418**	**9,418**	**-**

PROGRAM NAME: General Fund – Municipal Court

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

PROGRAM DESCRIPTION: Municipal Court processes and adjudicates 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 and municipal code violations. There is one full-time equivalent position in the Municipal Court budget for the Court Clerk. The Municipal Judge and City Prosecutor are contract positions.

GOAL(S)	MEASURE(S)
1. Completion of required training toward Court Clerk's certification through the Oregon Association of Municipal Court Administration	Complete certification in FY2020-21

PERSONNEL SUMMARY:

Full-time Equivalents

2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
1.1	1.1	1.1	1.1	1.1	1.1	1.0*	1.0	1.0

*The Municipal Judge transitioned to a contract removing it from the City's Full-time Equivlent count.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
100-129	**Municipal Court**								
RESOURCES									
	REVENUE								
33005-00000	Municipal Court Revenue	-	222,909	261,754	252,975	252,975	252,975	(8,779)	-3%
33010-00000	OR Judicial Court Revenues	-	16,489	30,000	25,500	25,500	25,500	(4,500)	-15%
	TOTAL REVENUE		**239,398**	**291,754**	**278,475**	**278,475**	**278,475**	**(13,279)**	**-5%**
	General Fund Subsidy IN(+)/OUT(-)	-	(104,487)	(158,717)	(127,818)	(127,818)	(127,818)	30,899	19%
REQUIREMENTS									
	PAYROLL								
41005-00000	Salary & Wages - Municourt	-	55,651	49,440	51,949	51,949	51,949	2,509	5%
41006-00000	Overtime - Court	-	5,894	-	2,500	2,500	2,500	2,500	-
41010-00000	Fringe Benefits - Municourt	-	34,255	37,321	39,169	39,169	39,169	1,848	5%
	TOTAL PAYROLL		**95,801**	**86,761**	**93,618**	**93,618**	**93,618**	**6,857**	**8%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies- Muni court	-	662	1,200	1,200	1,200	1,200	-	-
42005-40035	Printing - Muni Court	-	124	200	200	200	200	-	-
42010-11501	IT Services	-	1,412	750	750	750	750	-	-
42010-40115	Contract Svcs- Municourt	-	26,226	32,460	32,460	32,460	32,460	-	-
42015-40210	Postage - Municourt	-	650	1,000	1,000	1,000	1,000	-	-
42040-40415	Facility Repair - Municourt	-	-	-	-	-	-	-	-
42050-40505	Dues & Subscriptions - Muni	-	450	150	150	150	150	-	-
42050-40510	Books & Manuals - Muni	-	-	200	200	200	200	-	-
42050-40525	Training & Meetings - Muni	-	2,056	2,150	2,150	2,150	2,150	-	-
42075-40620	Misc Minor Tools & Equip-Muni	-	-	500	500	500	500	-	-
42080-42080	ADMIN SERVICES ALLOCATION	-	7,158	7,166	10,144	10,144	10,144	2,978	42%
42080-42085	Misc.- Muni Court	-	370	500	500	500	500	-	-
	TOTAL MATERIALS & SERVICES		**39,109**	**46,276**	**49,254**	**49,254**	**49,254**	**2,978**	**6%**
	TOTAL EXPENDITURES		**134,911**	**133,037**	**142,872**	**142,872**	**142,872**	**9,835**	**7%**
	CONTINGENCY/TRANSFER								
46001-00000	PERS Side Account Deposit	-	-	-	7,785	7,785	7,785	7,785	-
	TOTAL CONTINGENCY/TRANSFER				**7,785**	**7,785**	**7,785**	**7,785**	**-**

PROGRAM NAME: General Fund – Parking Program

RESPONSIBLE MANAGER(S): Wade Seaborn, Director of Public Works

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

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

GOAL(S)	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:

Full-time Equivalents

2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
1.0	1.0	1.6	1.7	2.7	1.9	3.0*	3.3	3.6

*FY2018/19 increase is due to better precision in allocating FTE counts where positions are charged. This makes FY2018-19 and FY2017-18 not directly comparable.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
100-128	**Parking**								
RESOURCES									
	REVENUE								
32005-32005	Parking Lot Use Fees	-	457	2,000	1,768	1,768	1,768	(232)	-12%
32020-00000	Parking Work Permits	-	3,813	2,000	2,720	2,720	2,720	720	36%
32025-00000	Parking Meter Receipts	-	661,672	669,165	572,050	572,050	572,050	(97,115)	-15%
32030-00000	Parking Space Rental	-	76,128	75,000	80,750	80,750	80,750	5,750	8%
33010-00000	PARKING FINES	-	237,674	190,715	162,108	162,108	162,108	(28,607)	-15%
38035-00000	Miscellaneous (Parking Waiver)	-	425	200	170	170	170	(30)	-15%
	TOTAL REVENUE		**980,170**	**939,080**	**819,566**	**819,566**	**819,566**	**(119,514)**	**-13%**
	General Fund Subsidy IN(+)/OUT(-)	-	(563,085)	(432,328)	(254,661)	(254,661)	(254,661)	177,667	41%
REQUIREMENTS									
	PAYROLL								
41005-00000	Salary & Wages - Parking	-	156,390	199,518	215,084	215,084	215,084	15,566	8%
41006-00000	Overtime - Parking	-	3,581	500	1,900	1,900	1,900	1,400	280%
41010-00000	Fringe Benefits - Parking	-	99,583	124,608	130,367	130,367	130,367	5,759	5%
41060-00000	HOLIDAY CASHOUTS	-	3,472	-	-	-	-	-	-
	TOTAL PAYROLL		**263,028**	**324,626**	**347,351**	**347,351**	**347,351**	**22,725**	**7%**
	MATERIALS & SERVICES								
42005-00000	OPERATING SUPPLIES	-	-	1,000	1,000	1,000	1,000	-	-
42005-40010	Office Supplies - Parking	-	-	-	-	-	-	-	-
42005-40015	Operating Materials - Parking	-	8,541	15,000	15,000	15,000	15,000	-	-
42005-40020	Fuel & Lube - Parking	-	2,318	2,100	2,100	2,100	2,100	-	-
42005-40025	Uniforms & Clothing - Parking	-	223	500	500	500	500	-	-
42005-40035	Printing - Parking	-	723	1,500	1,500	1,500	1,500	-	-
42010-11501	IT SERVICES	-	1,349	2,000	2,000	2,000	2,000	-	-
42010-40115	Contract Svcs - Parking	-	57,761	42,000	42,000	42,000	42,000	-	-
42010-40150	Professional Svcs - Parking	-	28	-	-	-	-	-	-
42015-40210	Postage - Parking	-	897	1,500	1,500	1,500	1,500	-	-
42035-40305	Electricity - Parking	-	2,241	2,500	2,500	2,500	2,500	-	-
42040-40405	Equipment Repairs - Parking	-	2,339	8,000	8,000	8,000	8,000	-	-
42040-40415	Facility Maint- Parking	-	-	4,000	4,000	4,000	4,000	-	-
42050-40525	Trainings & Meetings - Parking	-	76	1,500	1,500	1,500	1,500	-	-
42065-42055	BANK AND MERCHANT FEES	-	42,294	60,000	58,000	58,000	58,000	(2,000)	-3%
42080-42000	Equiptment Maint chrgbck prkg	-	2,695	5,230	4,768	4,768	4,768	(462)	-9%
42080-42080	ADMIN SERVICES ALLOCATION	-	30,276	31,963	37,534	37,534	37,534	5,571	17%
42080-42811	Vehicle Replacement Charge	-	2,292	2,489	2,940	2,940	2,940	451	18%
	TOTAL MATERIALS & SERVICES		**154,056**	**181,282**	**184,842**	**184,842**	**184,842**	**3,560**	**2%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
TOTAL EXPENDITURES			**417,085**	**505,908**	**532,193**	**532,193**	**532,193**	**26,285**	**5%**
	CONTINGENCY/TRANSFER								
45815-00000	TRANSFER TO - COMP ABSENCES	-	-	844	820	820	820	(24)	-3%
46001-00000	PERS Side Account Deposit	-	-	-	31,892	31,892	31,892	31,892	-
	TOTAL CONTINGENCY/TRANSFER			**844**	**32,712**	**32,712**	**32,712**	**31,868**	**3776%**

PUBLIC WORKS OVERVIEW

RESPONSIBLE MANAGER(S): Wade Seaborn, Director of Public Works

PROGRAM 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 83 miles of pipe

Sewer Fund provides all maintenance and repairs to approximately 60 miles of pipe

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

Restricted Revenue Fund – The City's Building Program is accounted for as a sub-fund within the City's Restricted Revenue Fund

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

PERSONNEL SUMMARY:

Full-time Equivalents

2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
15.00	15.1	17.1	19.4	19.5	19.9	20.7	23.7	25.7

Position	Fire	Parks	Planning	Roads	Eng.	Parking	Building	Sewer	Water	Storm	Maint.	Admin
Public Works Director		10%		23%		5%		22%	26%	11%	3%	
Building Official							100%					
Permit Tech							100%					
Building Inspector							100%					
Management Analyst			25%		25%		50%					
Administrative assistant	20%		16%				56%					8%
Senior Project Manager				29%				35%	36%			
Project Manager				20%	40%			20%	20%			
Office Manager		11%		18%		5%		20%	25%	12%	9%	
Construction Inspector				29%				35%	36%			
Public Works Operations Manager		13%		20%		8%		18%	28%	13%		
Public Works Worker		13%		20%		8%		18%	28%	13%		
Public Works Worker		13%		20%		8%		18%	28%	13%		
Public Works Worker		13%		20%		8%		18%	28%	13%		
GIS Analyst				25%				25%	25%	25%		
Mechanic											100%	
Public Works Worker/Lead		5%		50%		40%		2%	2%	1%		
Public Works Worker				3%				3%	94%			
Public Works Worker				10%				45%		45%		
Public Works Worker				3%				3%	94%			
Public Works Worker		95%		5%								
Public Works Worker/Lead				10%				45%		45%		
Public Works Worker/Lead				3%				3%	94%			
Public Works Worker		5%		50%		40%		2%	2%	1%		
Public Works Worker								15%	85%			
Seasonal (5) Parks/Roads		60%		40%								

5-YEAR CAPITAL IMPROVEMENT PLAN

FUND	Est. Cost	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25
ROAD FUND							
STP Projects	$ 1,300,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 150,000	$ 150,000
Pavement Management System	1,150,000	200,000	150,000	350,000	150,000	150,000	150,000
2nd and Oak Signalization	700,000	50,000	325,000	325,000			
Traffic Signal, Realign C&Rand	3,060,000	460,000	1,100,000	1,500,000			
May Street Elevated Sidewalk	2,450,000		250,000	1,100,000	1,100,000		
Road Fund Total	*8,660,000*	*960,000*	*2,075,000*	*3,525,000*	*1,500,000*	*300,000*	*300,000*
SEWER FUND							
Sewer Operations							
Mt. Hood Rail Road Lift Station	3,340,000		400,000	600,000	1,170,000	1,170,000	
Clay Pipe Replacement							
Sherman	720,000		720,000				
Prospect (1st to 7th)	805,000		805,000				
15th and Cascade Area Pipe Repla	200,000		200,000				
Influent Pipe	478,000						478,000
Replace 15" Pipe near Jaymar & Wasc	573,000					90,000	483,000
Taylor Ave. Pipe Replacements	680,000					340,000	340,000
Replace 8" Wilson St. Pipe from 9th-1	300,000					60,000	240,000
County Club Forcemain (CIP-D)	175,000	40,000	135,000				
Upgrade 8" Columbia Ave Pipe	670,000						670,000
Replace 8" Sewer Pipe on 17th	205,000			205,000			
Sherman and 20th Street	200,000						200,000
Waste Water Treatment Plant							
Influent Channel Coarse Screen	200,000	30,000	170,000				
Replace Digester Gas Mixing	1,640,000		400,000	1,240,000			
Digester Building Maintenance	285,000	85,000	200,000				
Clean out Digester	130,000		130,000				
UV System	2,272,000	272,000	2,000,000				
Biosolids Storage Bay Expansion	650,000		650,000				
Short-lived Asset Replacement/Repai	1,027,431	287,431	148,000	148,000	148,000	148,000	148,000
Blower for Activated Sludge Process	643,750				643,750		
Septage Receiving Station	502,000					502,000	
Sewer Fund Total	*15,696,181*	*714,431*	*5,958,000*	*2,193,000*	*1,961,750*	*2,310,000*	*2,559,000*
WATER FUND							
Leaded Joint							
17th Street	46,000			46,000			
13th Street	30,000				30,000		
Leaded Joint - Columbia, 9th, Oak	300,000						300,000
Leaded Joint - 1st, Prospect, 7th	700,000		700,000				
Leaded Joint- Cascade	300,000		300,000				
Cascade- 15th to 18th	300,000		300,000				
Sherman Improve. (STP 7 & 8)	600,000		300,000	300,000			
STP 9 East Heights Improvements	1,348,000					674,000	674,000
Heights area improvements- South	830,000					415,000	415,000
Install bypass, open/close valves Mari	200,000						200,000
Cascade Pressure Zone	130,000		130,000				
Front and Montello PRV	200,000			200,000			
Water Fund Total	*4,984,000*	-	*1,730,000*	.	*30,000*	*1,089,000*	*1,589,000*
STORM WATER FUND							
Storm Water Management Plan	-						
Waterfront Stormwater Line	5,178,000	250,000	1,658,000	1,406,000	1,864,000		
Henderson Creek	190,000			190,000			
13th Street Cascade to Lincoln	700,000				700,000		
West May St and 30th Street	1,220,000					1,220,000	
20th Street (Eugene to Wasco)	1,480,000						1,480,000
Storm Water Fund Total	*8,768,000*	*250,000*	*1,658,000*	*1,596,000*	*2,564,000*	*1,220,000*	*1,480,000*
CITY-WIDE TOTAL	**$ 37,562,181**	**$ 1,924,431**	**$ 11,421,000**	**$ 7,314,000**	**$ 6,055,750**	**$ 4,919,000**	**$ 5,928,000**

PROGRAM NAME: Road Fund

RESPONSIBLE MANAGER(S): Wade Seaborn, Director of Public Works

PROGRAM DESCRIPTION: 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.

GOAL(S)	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. Complete the scheduled Pavement Management for 2020-21	Overlay, crack and slurry seal City Streets shown on the Pavement Management for 2020-21 by June 30, 2021
3. New Traffic signal for 2nd Street & Oak Avenue	Improvements to the 2nd Street & Oak Avenue intersection by June 30, 2021

PERSONNEL SUMMARY:
Refer to Public Works Overview

Category	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
ROAD FUND						
030 Beginning Fund Balance	2,328,871	2,439,872	2,505,180	2,303,023	2,303,023	2,303,023
REVENUE						
031 Taxes	348,573	342,356	359,256	371,761	371,761	371,761
032 Licenses & Permits	30,533	26,441	23,000	19,900	19,900	19,900
034 Intergovernmental Revenues	508,025	534,032	876,611	905,597	905,597	905,597
035 Charges for Services	197,916	308,070	215,000	225,000	225,000	225,000
037 Interest Earnings	34,965	59,708	57,732	32,483	32,483	32,483
038 Misc. Revenues	4,609	16,041	200	200	200	200
REVENUE	**1,124,624**	**1,286,650**	**1,531,799**	**1,554,941**	**1,554,941**	**1,554,941**
039 Interfund Transfers In	7,446	-	-	-	-	-
Total RESOURCES	**3,460,941**	**3,726,522**	**4,036,979**	**3,857,964**	**3,857,964**	**3,857,964**
EXPENDITURES						
041 Personnel Services	369,135	410,889	475,542	471,951	471,951	471,951
042 Materials & Services	392,409	478,623	547,847	591,756	591,756	591,756
043 Capital Outlay	252,078	234,837	1,960,000	2,075,000	2,075,000	2,075,000
EXPENDITURES	**1,013,623**	**1,124,350**	**2,983,389**	**3,138,707**	**3,138,707**	**3,138,707**
045 Interfund Transfers Out	7,446	96,992	-	-	-	-
046 Special Payments	-	-	-	50,483	50,483	50,483
047 Contingency	-	-	188,826	190,000	190,000	190,000
Total REQUIREMENTS	**1,021,069**	**1,221,342**	**3,172,215**	**3,379,190**	**3,379,190**	**3,379,190**
ENDING FUND BALANCE	**2,439,872**	**2,505,179**	**864,764**	**478,774**	**478,774**	**478,774**

Category/Program	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
ROAD FUND						
030 Beginning Fund Balance	2,328,871	2,439,872	2,505,180	2,303,023	2,303,023	2,303,023
REVENUE						
031 Taxes	348,573	342,356	359,256	371,761	371,761	371,761
032 Licenses & Permits	30,533	26,441	23,000	19,900	19,900	19,900
034 Intergovernmental Revenues	508,025	534,032	876,611	905,597	905,597	905,597
035 Charges for Services	197,916	308,070	215,000	225,000	225,000	225,000
037 Interest Earnings	34,965	59,708	57,732	32,483	32,483	32,483
038 Misc. Revenues	4,609	16,041	200	200	200	200
REVENUE	**1,124,624**	**1,286,650**	**1,531,799**	**1,554,941**	**1,554,941**	**1,554,941**
039 Interfund Transfers In	7,446	-	-	-	-	-
Total RESOURCES	**3,460,941**	**3,726,522**	**4,036,979**	**3,857,964**	**3,857,964**	**3,857,964**
200 Road Operations	853,432	1,119,856	1,958,389	1,914,190	1,914,190	1,914,190
220 Road SDC	82,718	4,493	1,213,826	1,465,000	1,465,000	1,465,000
225 Road Reserve - Equip Replacement	84,919	96,992	-	-	-	-
Total REQUIREMENTS	**1,021,069**	**1,221,342**	**3,172,215**	**3,379,190**	**3,379,190**	**3,379,190**
ENDING FUND BALANCE	**2,439,872**	**2,505,179**	**864,764**	**478,774**	**478,774**	**478,774**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
200	**ROAD OPERATIONS**								
200-200	**Road Operations**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	969,208	1,018,415	824,861	894,905	894,905	894,905	70,044	8%
	REVENUE								
31025-00000	Local Gas Tax	348,573	342,356	359,256	371,761	371,761	371,761	12,505	3%
32005-32005	Street Closure Fees	948	5,888	3,000	900	900	900	(2,100)	-70%
32070-32075	Right-of-Way Permits	12,176	8,421	12,000	12,000	12,000	12,000	-	-
32070-32080	Street degradation fee	12,399	7,168	2,500	3,500	3,500	3,500	1,000	40%
32070-32085	Construction Site Permits	5,010	4,964	5,500	3,500	3,500	3,500	(2,000)	-36%
34025-00000	State Gas Tax	508,025	534,032	626,611	655,597	655,597	655,597	28,986	5%
34050-34050	Intergovernmental - STP FUNDS	-	-	250,000	250,000	250,000	250,000	-	-
37005-00000	INTEREST REVENUE	14,136	23,362	24,933	9,946	9,946	9,946	(14,987)	-60%
38015-00000	Refunds- Road	738	-	-	-	-	-	-	-
38070-00000	MISCELLANEOUS	631	109	200	200	200	200	-	-
	TOTAL REVENUE	**902,638**	**926,301**	**1,284,000**	**1,307,404**	**1,307,404**	**1,307,404**	**23,404**	**2%**
TOTAL RESOURCES		**1,871,847**	**1,944,717**	**2,108,861**	**2,202,309**	**2,202,309**	**2,202,309**	**93,448**	**4%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	235,848	260,438	281,093	276,721	276,721	276,721	(4,372)	-2%
41006-00000	Overtime	5,059	9,325	25,775	26,520	26,520	26,520	745	3%
41010-00000	FRINGE BENEFITS	128,227	141,124	168,674	168,710	168,710	168,710	36	-
	TOTAL PAYROLL	**369,135**	**410,889**	**475,542**	**471,951**	**471,951**	**471,951**	**(3,591)**	**-1%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Road	313	36	-	-	-	-	-	-
42005-40015	Operating Materials - Road	33,433	29,252	30,000	30,000	30,000	30,000	-	-
42005-40020	Fuel & Lube - Road	5,329	3,892	7,000	7,000	7,000	7,000	-	-
42005-40025	Uniforms & Clothing - Road	1,931	2,201	2,200	2,200	2,200	2,200	-	-
42005-40035	Printing - Road	48	-	100	100	100	100	-	-
42010-11501	IT Services - Sewer	-	89	1,000	1,000	1,000	1,000	-	-
42010-40115	Contract Svcs - Road	41,849	56,321	75,000	75,000	75,000	75,000	-	-
42015-40205	Telephone - Road	727	1,346	-	-	-	-	-	-
42015-40210	Postage - Road	-	11	250	250	250	250	-	-
42020-42000	Advertising & Publishing - Roa	518	1,230	-	-	-	-	-	-
42030-42030	Insurance- Road	35,755	38,922	40,843	44,790	44,790	44,790	3,947	10%
42035-40305	Electricity - Road	96,769	93,769	100,000	100,000	100,000	100,000	-	-
42035-40315	Garbage Svc - Road	24,251	25,265	28,000	28,000	28,000	28,000	-	-
42035-40320	City Utilities - Road	7,269	5,885	8,000	8,000	8,000	8,000	-	-

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
42040-40415	Facility Maint- Road	24,230	40,916	71,000	71,000	71,000	71,000	-	-
42040-40420	Janitorial - Road	6,705	6,465	7,300	7,300	7,300	7,300	-	-
42050-40505	Dues & Subscriptions - Road	-	524	-	-	-	-	-	-
42050-40525	Trainings & Meetings - Road	542	549	2,000	2,000	2,000	2,000	-	-
42075-40620	Misc Minor Tools & Equip - Rd	649	9,994	6,000	6,000	6,000	6,000	-	-
42080-42000	Equiptment Maint chrgbck Road	19,883	53,222	29,427	42,604	42,604	42,604	13,177	45%
42080-42080	ADMIN SERVICES ALLOCATION	92,197	71,317	95,328	130,133	130,133	130,133	34,805	37%
42080-42085	Misc- Misc Road	-	139	5,000	5,000	5,000	5,000	-	-
42080-42811	Vehicle Replacement Charge	-	37,267	39,399	31,379	31,379	31,379	(8,020)	-20%
	TOTAL MATERIALS & SERVICES	**392,409**	**478,623**	**547,847**	**591,756**	**591,756**	**591,756**	**43,909**	**8%**
	CAPITAL OUTLAY								
43015-00300	STP Projects	-	-	250,000	250,000	250,000	250,000	-	-
43015-00415	May Str-Elevated Sidewalks	-	50,836	250,000	250,000	250,000	250,000	-	-
43015-00420	Serpentine Sidewalk Project	1,772	-	-	-	-	-	-	-
43015-00500	Pavement Management System	82,668	177,020	100,000	150,000	150,000	150,000	50,000	50%
43015-00515	May St. School Sidewalk Improv	-	-	185,000	-	-	-	(185,000)	-100%
43020-00000	MACHINERY AND EQUIPMENT	-	2,486	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**84,441**	**230,344**	**785,000**	**650,000**	**650,000**	**650,000**	**(135,000)**	**-17%**
TOTAL EXPENDITURES		**845,986**	**1,119,856**	**1,808,389**	**1,713,707**	**1,713,707**	**1,713,707**	**(94,682)**	**-5%**
	CONTINGENCY/TRANSFER								
45225-00000	Trans To - Road Rrv - Capital	7,446	-	-	-	-	-	-	-
46001-00000	PERS Side Account Deposit	-	-	-	50,483	50,483	50,483	50,483	-
47005-00000	CONTINGENCY	-	-	150,000	150,000	150,000	150,000	-	-
	TOTAL CONTINGENCY/TRANSFER	**7,446**		**150,000**	**200,483**	**200,483**	**200,483**	**50,483**	**34%**
TOTAL REQUIREMENTS		**853,432**	**1,119,856**	**1,958,389**	**1,914,190**	**1,914,190**	**1,914,190**	**(44,199)**	**-2%**
48005-30000	Comp Abs Reserve (Budget Only)	-	-	28,195	27,048	27,048	27,048	(1,147)	-4%
Unappropriated Ending Balance 200-ROAD OPERATIONS		**1,018,415**	**824,860**	**122,277**	**261,071**	**261,071**	**261,071**	**138,794**	**114%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
220	**ROAD SDC**								
220-220	**Road SDC**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	1,187,463	1,324,464	1,680,319	1,408,118	1,408,118	1,408,118	(272,201)	-16%
	REVENUE								
35010-30210	SDC Receipts - Improvement	197,916	308,070	215,000	225,000	225,000	225,000	10,000	5%
37005-00000	INTEREST ON INVESTMENTS	18,562	36,345	32,799	22,537	22,537	22,537	(10,262)	-31%
38035-00000	Prop share- Cascade & Rand	3,240	15,932	-	-	-	-	-	-
38035-00001	Prop. share- 2nd & Oak	-	-	-	-	-	-	-	-
	TOTAL REVENUE	**219,718**	**360,348**	**247,799**	**247,537**	**247,537**	**247,537**	**(262)**	**-**
TOTAL RESOURCES		**1,407,182**	**1,684,813**	**1,928,118**	**1,655,655**	**1,655,655**	**1,655,655**	**(272,463)**	**-14%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43015-43100	New Lights and Traffic Study	26,376	4,368	-	-	-	-	-	-
43015-43200	Traffic Signal Realign C&Rand	56,341	125	500,000	1,100,000	1,100,000	1,100,000	600,000	120%
43015-43300	2nd and Oak Signalization	-	-	675,000	325,000	325,000	325,000	(350,000)	-52%
	TOTAL CAPITAL OUTLAY	**82,718**	**4,493**	**1,175,000**	**1,425,000**	**1,425,000**	**1,425,000**	**250,000**	**21%**
	TOTAL EXPENDITURES	**82,718**	**4,493**	**1,175,000**	**1,425,000**	**1,425,000**	**1,425,000**	**250,000**	**21%**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY (BUDGETARY)	-	-	38,826	40,000	40,000	40,000	1,174	3%
	TOTAL CONTINGENCY/TRANSFER			**38,826**	**40,000**	**40,000**	**40,000**	**1,174**	**3%**
TOTAL REQUIREMENTS		**82,718**	**4,493**	**1,213,826**	**1,465,000**	**1,465,000**	**1,465,000**	**251,174**	**21%**
Unappropriated Ending Balance 220-ROAD SDC		**1,324,464**	**1,680,319**	**714,292**	**190,655**	**190,655**	**190,655**	**(523,637)**	**-73%**

PROGRAM NAME: Water Fund

RESPONSIBLE MANAGER(S): Wade Seaborn, Director of Public Works

PROGRAM DESCRIPTION: 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
- 42 Pressure Reducing Valves (PRV)
- Vehicles and equipment

There are approximately 83 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.

PERSONNEL SUMMARY:

Refer to Public Works Overview

Category	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
WATER FUND						
030 Beginning Fund Balance	3,035,596	2,655,091	2,918,523	3,332,216	3,332,216	3,332,216
REVENUE						
034 Intergovernmental Revenues	-	33,070	-	-	-	-
035 Charges for Services	2,862,966	2,984,924	3,079,321	3,111,049	3,111,049	3,111,049
037 Interest Earnings	49,823	71,336	56,303	41,013	41,013	41,013
038 Misc. Revenues	3,003,174	101,908	30,000	30,000	30,000	30,000
REVENUE	**5,915,964**	**3,191,238**	**3,165,624**	**3,182,062**	**3,182,062**	**3,182,062**
039 Interfund Transfers In	117,604	54,414	-	-	-	-
Total RESOURCES	**9,069,165**	**5,900,743**	**6,084,147**	**6,514,278**	**6,514,278**	**6,514,278**
EXPENDITURES						
041 Personnel Services	530,243	578,596	797,488	780,738	780,738	780,738
042 Materials & Services	640,135	814,191	856,245	851,018	851,018	851,018
043 Capital Outlay	1,315,957	443,210	943,000	1,555,000	1,555,000	1,555,000
044 Debt Service	3,788,530	909,600	892,341	886,777	886,777	886,777
EXPENDITURES	**6,274,867**	**2,745,598**	**3,489,074**	**4,073,533**	**4,073,533**	**4,073,533**
045 Interfund Transfers Out	117,604	236,623	-	-	-	-
046 Special Payments	-	-	-	84,249	84,249	84,249
047 Contingency	-	-	122,774	125,000	125,000	125,000
Total REQUIREMENTS	**6,392,471**	**2,982,222**	**3,611,848**	**4,282,782**	**4,282,782**	**4,282,782**
ENDING FUND BALANCE	**2,676,694**	**2,918,521**	**2,472,299**	**2,231,496**	**2,231,496**	**2,231,496**

Category/Program	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
WATER FUND						
030 Beginning Fund Balance	3,035,596	2,655,091	2,918,523	3,332,216	3,332,216	3,332,216
REVENUE						
034 Intergovernmental Revenues	-	33,070	-	-	-	-
035 Charges for Services	2,862,966	2,984,924	3,079,321	3,111,049	3,111,049	3,111,049
037 Interest Earnings	49,823	71,336	56,303	41,013	41,013	41,013
038 Misc. Revenues	3,003,174	101,908	30,000	30,000	30,000	30,000
REVENUE	**5,915,964**	**3,191,238**	**3,165,624**	**3,182,062**	**3,182,062**	**3,182,062**
039 Interfund Transfers In	117,604	54,414	-	-	-	-
Total RESOURCES	**9,069,165**	**5,900,743**	**6,084,147**	**6,514,278**	**6,514,278**	**6,514,278**
600 Water Operations	6,335,750	2,800,012	2,923,848	4,232,782	4,232,782	4,232,782
660 Water SDC	-	-	688,000	50,000	50,000	50,000
691 Water Reserve - Equip. Replacement	56,720	182,209	-	-	-	-
Total REQUIREMENTS	**6,392,471**	**2,982,222**	**3,611,848**	**4,282,782**	**4,282,782**	**4,282,782**
ENDING FUND BALANCE	**2,676,694**	**2,918,521**	**2,472,299**	**2,231,496**	**2,231,496**	**2,231,496**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
600	**WATER OPERATIONS**								
600-600	**Water Operations**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	1,840,966	1,238,170	1,461,911	1,797,522	1,797,522	1,797,522	335,611	23%
30150-00000	PRIOR PERIOD ADJUSTMENT	-	(21,603)	-	-	-	-	-	-
	REVENUE								
34045-00000	OTHER NON-PROFIT ENTITY GRANTS	-	33,070	-	-	-	-	-	-
35005-00000	WATER USAGE RECEIPTS	2,640,360	2,804,721	2,869,321	2,895,169	2,895,169	2,895,169	25,848	1%
35010-30215	Connection Fees	74,888	57,881	65,000	66,820	66,820	66,820	1,820	3%
37005-00000	INTEREST REVENUE	29,531	47,775	33,219	28,640	28,640	28,640	(4,579)	-14%
38005-00000	SURPLUS PROPERTY SALES	-	30,000	-	-	-	-	-	-
38015-00000	REFUNDS	2,532	-	-	-	-	-	-	-
38025-00000	LOAN PROCEEDS	2,940,935	-	-	-	-	-	-	-
38035-00000	MISCELLANEOUS	44,706	71,908	30,000	30,000	30,000	30,000	-	-
	TOTAL REVENUE	**5,732,954**	**3,045,355**	**2,997,540**	**3,020,629**	**3,020,629**	**3,020,629**	**23,089**	**1%**
TOTAL RESOURCES		**7,573,921**	**4,261,922**	**4,459,451**	**4,818,151**	**4,818,151**	**4,818,151**	**358,700**	**8%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	340,673	364,962	486,909	478,558	478,558	478,558	(8,351)	-2%
41006-00000	Overtime	7,619	12,777	4,124	5,127	5,127	5,127	1,003	24%
41010-00000	FRINGE BENEFITS	181,950	200,855	306,455	297,053	297,053	297,053	(9,402)	-3%
	TOTAL PAYROLL	**530,243**	**578,596**	**797,488**	**780,738**	**780,738**	**780,738**	**(16,750)**	**-2%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Water	7,320	4,449	9,000	9,000	9,000	9,000	-	-
42005-40015	Operating Materials - Water	61,713	68,426	70,000	70,000	70,000	70,000	-	-
42005-40020	Fuel & Lube - Water	7,410	8,563	10,000	10,000	10,000	10,000	-	-
42005-40025	Uniforms & Clothing - Water	3,779	3,686	5,000	5,000	5,000	5,000	-	-
42005-40035	Printing - Water	501	2,517	2,000	2,000	2,000	2,000	-	-
42010-11501	IT Services - Water	2,467	6,459	11,300	11,300	11,300	11,300	-	-
42010-40115	Contract Svcs - Water	62,639	74,264	75,000	75,000	75,000	75,000	-	-
42010-40150	Professional Svcs - Water	12,000	71,473	16,000	16,000	16,000	16,000	-	-
42015-40205	Telephone - Water	3,032	3,649	2,000	2,000	2,000	2,000	-	-
42015-40210	Postage - Water	686	221	1,000	1,000	1,000	1,000	-	-
42020-42000	Advertising & Publishing	414	1,566	2,500	2,500	2,500	2,500	-	-
42030-42030	Insurance- Water	16,460	18,119	19,014	20,622	20,622	20,622	1,608	8%
42035-40305	Electricity - Water	9,432	7,079	8,000	8,000	8,000	8,000	-	-
42035-40310	Heating (Gas/Oil) - Water	1,482	2,387	2,300	2,300	2,300	2,300	-	-

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
42035-40315	Garbage Svc - Water	1,610	1,698	2,000	2,000	2,000	2,000	-	-
42035-40320	City Utilities - Water	2,130	3,288	4,500	4,500	4,500	4,500	-	-
42040-40405	Equipment Repairs - Water	404	-	2,000	2,000	2,000	2,000	-	-
42040-40415	Facility Maint- Water	9,295	31,555	60,000	60,000	60,000	60,000	-	-
42040-40420	Janitorial - Water	3,148	2,622	4,500	4,500	4,500	4,500	-	-
42045-42000	Filing & Recording- Water	-	-	500	500	500	500	-	-
42050-40505	Dues & Subscriptions - Water	2,679	4,467	6,000	6,000	6,000	6,000	-	-
42050-40525	Trainings & Meetings - Water	8,943	10,196	7,000	7,000	7,000	7,000	-	-
42065-42055	BANK AND MERCHANT FEES	23,843	17,943	22,000	22,000	22,000	22,000	-	-
42075-40620	Misc Minor Tools & Equip - Wtr	13,938	751	5,000	5,000	5,000	5,000	-	-
42080-00000	MISCELLANEOUS	2,840	-	-	-	-	-	-	-
42080-42000	Equiptment Maint chrgbck Water	34,195	40,585	39,116	42,884	42,884	42,884	3,768	10%
42080-42080	ADMIN SERVICES ALLOCATION	131,734	142,261	142,705	146,245	146,245	146,245	3,540	2%
42080-42085	Misc.- Misc. water	1,239	1,136	5,000	5,000	5,000	5,000	-	-
42080-42090	City Utility fee- Water	214,791	228,757	229,545	229,545	229,545	229,545	-	-
42080-42811	Vehicle Replacement Charge	-	56,062	53,265	79,122	79,122	79,122	25,857	49%
	TOTAL MATERIALS & SERVICES	**640,135**	**814,191**	**816,245**	**851,018**	**851,018**	**851,018**	**34,773**	**4%**
	CAPITAL OUTLAY								
43015-00200	Waterline	-	89,527	-	-	-	-	-	-
43015-00260	LEADED JOINT (LJ-1)	-	-	100,000	700,000	700,000	700,000	600,000	600%
43015-00271	Cascade 15th to 18th (part of LJ11)	-	-	-	300,000	300,000	300,000	300,000	-
43015-00550	STP 3 Serpentine Zone	140,822	-	-	-	-	-	-	-
43015-00580	4th & 7th; Serpt & Sherm-STP6	1,116,591	350,231	-	-	-	-	-	-
43015-00590	Sherman Improv. (STP 7&8)	-	-	-	300,000	300,000	300,000	300,000	-
43015-00650	Engineering Standards	1,822	136	-	-	-	-	-	-
43015-00660	Cascade Pressure Zone	-	-	-	130,000	130,000	130,000	130,000	-
43020-40620	Machinery & Equipment-Water	-	3,315	135,000	75,000	75,000	75,000	(60,000)	-44%
43020-40630	Large Meter Replace-Wtr	-	-	50,000	50,000	50,000	50,000	-	-
43025-40620	Vehicles	-	-	60,000	-	-	-	(60,000)	-100%
	TOTAL CAPITAL OUTLAY	**1,259,236**	**443,210**	**345,000**	**1,555,000**	**1,555,000**	**1,555,000**	**1,210,000**	**351%**
	DEBT SERVICE								
44005-00000	PRINCIPAL - Waterline 91-01	2,849,770	-	-	-	-	-	-	-
44005-00001	PRINCIPAL - WATERLINE PHASE II	-	-	-	137,491	137,491	137,491	137,491	-
44005-00002	PRINCIPAL - WATERLINE PHASE II	204,991	210,629	216,421	84,881	84,881	84,881	(131,540)	-61%
44010-00000	INTEREST - Waterline 91-01	73,664	-	-	-	-	-	-	-
44010-00001	INTEREST - WATERLINE PHASE II	-	-	-	198,942	198,942	198,942	198,942	-
44010-00002	INTEREST - WATERLINE PHASE II	339,142	333,505	327,713	122,819	122,819	122,819	(204,894)	-63%
44035-00000	PRINCIPAL - 2017 FFC	294,093	294,093	294,094	294,694	294,694	294,694	600	-
44040-00000	INTEREST - 2017 FFC	26,868	60,914	54,113	47,950	47,950	47,950	(6,163)	-11%

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
44055-00000	PRINCIPAL-PW Bldg. Solar Array	-	9,900	-	-	-	-	-	-
44060-00000	INTEREST-PW Bldg Solar Array	-	557	-	-	-	-	-	-
	TOTAL DEBT SERVICE	**3,788,530**	**909,600**	**892,341**	**886,777**	**886,777**	**886,777**	**(5,564)**	**-1%**
TOTAL EXPENDITURES		**6,218,146**	**2,745,598**	**2,851,074**	**4,073,533**	**4,073,533**	**4,073,533**	**1,222,459**	**43%**
	CONTINGENCY/TRANSFER								
45690-00000	TRANSFER TO - WATER RESERVE	75,000	54,414	-	-	-	-	-	-
45691-00000	TRANSFER TO - WATER RESRV-Cap	42,604	-	-	-	-	-	-	-
46001-00000	PERS Side Account Deposit	-	-	-	84,249	84,249	84,249	84,249	-
47005-00000	CONTINGENCY	-	-	72,774	75,000	75,000	75,000	2,226	3%
	TOTAL CONTINGENCY/TRANSFER	**117,604**	**54,414**	**72,774**	**159,249**	**159,249**	**159,249**	**86,475**	**119%**
TOTAL REQUIREMENTS		**6,335,750**	**2,800,012**	**2,923,848**	**4,232,782**	**4,232,782**	**4,232,782**	**1,308,934**	**45%**
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	31,578	30,294	30,294	30,294	(1,284)	-4%
Unappropriated Ending Balance 600-WATER OPERATIONS		**1,238,170**	**1,461,910**	**1,504,025**	**555,075**	**555,075**	**555,075**	**(948,950)**	**-63%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
660	**WATER SDC**								
660-660	**Water SDC**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	612,781	770,973	914,067	992,150	992,150	992,150	78,083	9%
REVENUE									
35010-30205	SDC Receipts - Reimbursement	59,272	49,088	52,000	53,456	53,456	53,456	1,456	3%
35010-30210	SDC Receipts - Improvement	88,446	73,234	93,000	95,604	95,604	95,604	2,604	3%
37005-00000	INTEREST REVENUE	10,473	20,771	23,084	12,373	12,373	12,373	(10,711)	-46%
TOTAL REVENUE		**158,191**	**143,093**	**168,084**	**161,433**	**161,433**	**161,433**	**(6,651)**	**-4%**
TOTAL RESOURCES		**770,973**	**914,066**	**1,082,151**	**1,153,583**	**1,153,583**	**1,153,583**	**71,432**	**7%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42010-40150	Professional Svcs - Water SDC	-	-	40,000	-	-	-	(40,000)	-100%
	TOTAL MATERIALS & SERVICES			**40,000**				**(40,000)**	**-100%**
	CAPITAL OUTLAY								
43015-00590	Sherman Improv. (STP 7 & 8)	-	-	598,000	-	-	-	(598,000)	-100%
	TOTAL CAPITAL OUTLAY			**598,000**				**(598,000)**	**-100%**
TOTAL EXPENDITURES				**638,000**				**(638,000)**	**-100%**
	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				**688,000**	**50,000**	**50,000**	**50,000**	**(638,000)**	**-93%**
Unappropriated Ending Balance 660-WATER SDC		**770,973**	**914,066**	**394,151**	**1,103,583**	**1,103,583**	**1,103,583**	**709,432**	**180%**

PROGRAM NAME: Water Fund – USDA Waterline Debt Reserve

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

PROGRAM DESCRIPTION: The 2013 USDA Water Revenue Bonds No. 91-03 & 91-04 paid for the second phase of waterline construction. The bond covenants require the City set aside debt reserves in the following amounts:

Water Revenue Bond No. 91-03: The City was required to deposit $20,770 annually until the amount in the reserve reached $207,700. If the amount in the reserve falls below $207,700 at any point during the life of the loan, the City will be required to recommence the $20,770 annual deposit until the account has $207,700 in reserve.

Water Revenue Bond No. 91-04: The City was required to deposit $33,644 annually until the amount in the reserve reaches $336,433. If the amount in the reserve falls below $336,433 at any point during the life of the loan, the City will be required to recommence the $33,644 annual deposit until the account $336,433 in reserve.

Cumulatively, the USDA Waterline Debt Reserve requirement is $544,133. The City met this requirement in the end of FY2018-19. All interest earnings are now credited to Water Fund Operations.

Amounts in the reserve may only be used to pay the cost of repairing or replacing damage to the waterline which may be caused by unforeseen catastrophe and when necessary for the purpose of making payments of principal and interest on the Water Bond No. 3 in the event other funds are not available. USDA approval is required to use amounts in the reserve account.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
690	**USDA WATERLINE DEBT RESERVE**								
690-690	**USDA Waterline Debt Reserve**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	403,555	485,340	542,545	542,544	542,544	542,544	-	-
REVENUE									
37005-00000	INTEREST REVENUE	6,784	2,789	-	-	-	-	-	-
TOTAL REVENUE		**6,784**	**2,789**						**-**
39600-00000	Transfer from Water Fund	75,000	54,414	-	-	-	-	-	-
TOTAL RESOURCES		**485,340**	**542,544**	**542,545**	**542,544**	**542,544**	**542,544**	**(0)**	**-**
Unappropriated Ending Balance									
690-USDA WATERLINE DEBT RESERVE		**485,340**	**542,544**	**542,545**	**542,544**	**542,544**	**542,544**	**(0)**	**-**

PROGRAM NAME: Sewer Fund

RESPONSIBLE MANAGER(S): Wade Seaborn, Director of Public Works

PROGRAM DESCRIPTION: 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 60 miles of sewer mains.

The Waste Water Treatment Plant (WWTP) is contracted out to Jacobs and provides all maintenance, operations, and repairs to the plant. This fund also provides maintenance and repairs to all WWTP vehicles, support equipment, and Six (6) sewer pump stations (Indian Creek, Frankton, Country Club, Westcliff, East Port Marina, and Sieverkropp/3rd Street). 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).

GOAL(S)	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

PERSONNEL SUMMARY: Refer to Public Works Overview

Category	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
SEWER FUND						
030 Beginning Fund Balance	4,766,523	4,102,577	4,367,309	4,925,708	4,925,708	4,925,708
REVENUE						
035 Charges for Services	4,338,659	4,166,177	4,282,636	4,489,101	4,489,101	4,489,101
037 Interest Earnings	59,182	91,997	87,760	61,520	61,520	61,520
038 Misc. Revenues	19,340	135,466	215,667	1,715,668	1,715,668	1,715,668
REVENUE	**4,417,182**	**4,393,642**	**4,586,063**	**6,266,289**	**6,266,289**	**6,266,289**
039 Interfund Transfers In	300,170	696,754	548,218	148,218	148,218	148,218
Total RESOURCES	**9,483,876**	**9,192,974**	**9,501,590**	**11,340,215**	**11,340,215**	**11,340,215**
EXPENDITURES						
041 Personnel Services	400,563	400,278	439,597	407,640	407,640	407,640
042 Materials & Services	2,140,975	2,107,017	2,593,762	2,931,285	2,931,285	2,931,285
043 Capital Outlay	1,663,620	356,734	3,656,921	5,936,000	5,936,000	5,936,000
044 Debt Service	364,922	430,954	431,716	433,638	433,638	433,638
EXPENDITURES	**4,570,082**	**3,294,985**	**7,121,996**	**9,708,563**	**9,708,563**	**9,708,563**
045 Interfund Transfers Out	300,170	1,530,680	548,218	148,218	148,218	148,218
046 Special Payments	469,000	-	-	46,639	46,639	46,639
047 Contingency	-	-	179,074	180,000	180,000	180,000
Total REQUIREMENTS	**5,339,252**	**4,825,666**	**7,849,288**	**10,083,420**	**10,083,420**	**10,083,420**
ENDING FUND BALANCE	**4,144,623**	**4,367,308**	**1,652,302**	**1,256,795**	**1,256,795**	**1,256,795**

Category/Program	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
SEWER FUND						
030 Beginning Fund Balance	4,766,523	4,102,577	4,367,309	4,925,708	4,925,708	4,925,708
REVENUE						
035 Charges for Services	4,338,659	4,166,177	4,282,636	4,489,101	4,489,101	4,489,101
037 Interest Earnings	59,182	91,997	87,760	61,520	61,520	61,520
038 Misc. Revenues	19,340	135,466	215,667	1,715,668	1,715,668	1,715,668
REVENUE	**4,417,182**	**4,393,642**	**4,586,063**	**6,266,289**	**6,266,289**	**6,266,289**
039 Interfund Transfers In	300,170	696,754	548,218	148,218	148,218	148,218
Total RESOURCES	**9,483,876**	**9,192,974**	**9,501,590**	**11,340,215**	**11,340,215**	**11,340,215**
500 Sewer Operations/WWTP	614,000	57,791	429,074	30,000	30,000	30,000
505 Sewer Operations	1,391,240	1,373,203	2,148,621	3,591,598	3,591,598	3,591,598
510 Waste Water Treatment Plant	2,619,144	2,051,907	3,671,672	5,261,822	5,261,822	5,261,822
560 Sewer SDC	658,148	18,093	967,500	500,000	500,000	500,000
565 USDA SLARRA	-	-	632,421	700,000	700,000	700,000
590 USDA Indian Creek - Debt Reserve	-	490,745	-	-	-	-
591 Sewer Reserve - Equip. Replacement	56,720	833,926	-	-	-	-
Total REQUIREMENTS	**5,339,252**	**4,825,666**	**7,849,288**	**10,083,420**	**10,083,420**	**10,083,420**
ENDING FUND BALANCE	**4,144,623**	**4,367,308**	**1,652,302**	**1,256,795**	**1,256,795**	**1,256,795**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
500	**SEWER FUND**								
500-500	**Sewer Operations/WWTP**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	2,552,672	2,177,412	2,902,483	3,301,421	3,301,421	3,301,421	398,938	14%
30150-00000	PRIOR PERIOD ADJUSTMENT	-	(42,046)	-	-	-	-	-	-
REVENUE									
35005-00000	SEWER USAGE RECEIPTS	3,605,415	3,942,287	4,032,636	4,226,385	4,226,385	4,226,385	193,749	5%
35010-00000	Delinquent Utilities taxes	3,051	6,444	6,000	7,500	7,500	7,500	1,500	25%
35010-30215	Connection Fees	9,150	8,286	7,000	7,500	7,500	7,500	500	7%
35040-00000	SLUDGE HAULING FEES	3,317	14,805	15,000	19,500	19,500	19,500	4,500	30%
35055-00000	URA Odor Control Contract	469,000	-	-	-	-	-	-	-
37005-00000	INTEREST REVENUE	29,827	61,364	61,015	38,655	38,655	38,655	(22,360)	-37%
38005-00000	SURPLUS PROPERTY SALES	-	-	-	-	-	-	-	-
38015-00000	REFUNDS	1,962	-	700	700	700	700	-	-
38025-00000	Loan Proceeds	-	-	-	1,500,000	1,500,000	1,500,000	1,500,000	-
38030-00000	Loan Repayment - Principle	-	93,782	91,651	93,072	93,072	93,072	1,421	2%
38031-00000	InterFund Loan Repay-Interest	-	3,684	5,816	4,396	4,396	4,396	(1,420)	-24%
38035-00000	MISCELLANEOUS	2,378	32,999	500	500	500	500	-	-
TOTAL REVENUE		**4,124,103**	**4,163,654**	**4,220,318**	**5,898,208**	**5,898,208**	**5,898,208**	**1,677,890**	**40%**
REQUIREMENTS									
	CONTINGENCY/TRANSFER								
45560-00000	TRANS TO - SEWER SDC	145,000	5,972	400,000	-	-	-	(400,000)	-100%
45592-00000	Transfer to DEQ Debt Reserve	-	51,819	-	-	-	-	-	-
46720-00000	Loan Disbursement - URA	469,000	-	-	-	-	-	-	-
47005-00000	Contingency	-	-	29,074	30,000	30,000	30,000	926	3%
	TOTAL CONTINGENCY/TRANSFER	**614,000**	**57,791**	**429,074**	**30,000**	**30,000**	**30,000**	**(399,074)**	**-93%**
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	20,300	19,474	19,474	19,474	(826)	-4%
500-500	**TOTAL Sewer Operations/WWTP**	**6,062,775**	**6,241,229**	**6,673,427**	**9,150,155**	**9,150,155**	**9,150,155**	**2,476,728**	**37%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
500-505	**Sewer Operations**								
RESOURCES									
	REVENUE								
38005-00000	SURPLUS PROPERTY SALES	-	5,000	-	-	-	-	-	-
38050-00000	Misc - Capital Contributions	-	-	117,000	117,000	117,000	117,000	-	-
	TOTAL REVENUE		**5,000**	**117,000**	**117,000**	**117,000**	**117,000**		**-**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	261,471	253,760	270,707	249,610	249,610	249,610	(21,097)	-8%
41006-00000	Overtime	4,574	8,325	4,124	4,227	4,227	4,227	103	2%
41010-00000	FRINGE BENEFITS	134,517	138,192	164,766	153,803	153,803	153,803	(10,963)	-7%
	TOTAL PAYROLL	**400,563**	**400,278**	**439,597**	**407,640**	**407,640**	**407,640**	**(31,957)**	**-7%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Sewer Sys	8,463	4,020	8,000	5,000	5,000	5,000	(3,000)	-38%
42005-40015	Operating Materials-Sewer Sys	29,039	26,088	24,000	24,000	24,000	24,000	-	-
42005-40020	Fuel & Lube - Sewer Sys	5,768	8,065	8,000	8,000	8,000	8,000	-	-
42005-40025	Uniforms & Clothing-Sewer Sys	2,980	2,928	3,500	3,500	3,500	3,500	-	-
42005-40035	Printing - Sewer Sys	517	477	600	600	600	600	-	-
42010-11501	IT Services - Sewer	2,467	4,969	2,500	2,500	2,500	2,500	-	-
42010-40115	Contract Svcs - Sewer	99,569	39,595	90,000	120,000	120,000	120,000	30,000	33%
42010-40150	Professional Svcs - Sewer	90	7,324	-	-	-	-	-	-
42015-40205	Telephone - Sewer Sys	2,175	2,825	2,500	2,500	2,500	2,500	-	-
42015-40210	Postage - Sewer Sys	686	178	600	600	600	600	-	-
42020-42000	Advertising & Publishing - Sew	414	1,201	1,000	1,000	1,000	1,000	-	-
42030-42030	Insurance- sewer	16,210	19,479	20,440	21,374	21,374	21,374	934	5%
42035-40305	Electricity - Sewer Sys	12,987	12,859	12,000	12,000	12,000	12,000	-	-
42035-40310	Heating (Gas/Oil) - Sewer Sys	1,514	2,382	2,300	2,300	2,300	2,300	-	-
42035-40315	Garbage Svc - Sewer Sys	1,610	1,696	2,000	2,000	2,000	2,000	-	-
42035-40320	City Utilities - Sewer	873	685	1,500	1,500	1,500	1,500	-	-
42040-40405	Equipment Repairs - Sewer Sys	1,994	-	-	-	-	-	-	-
42040-40415	Facility Maint- Sewer Sys	13,417	36,838	25,000	25,000	25,000	25,000	-	-
42040-40420	Janitorial - Sewer Sys	3,134	2,637	3,000	3,000	3,000	3,000	-	-
42050-40505	Dues & Subscriptions-Sewer Sys	387	1,865	2,000	2,000	2,000	2,000	-	-
42050-40525	Trainings & Meetings-Sewer Sys	4,943	3,447	5,000	5,000	5,000	5,000	-	-
42065-42055	BANK AND MERCHANT FEES	18,343	17,943	20,000	20,000	20,000	20,000	-	-
42075-40620	Misc Minor Tools & Equip - Swr	4,833	-	5,000	5,000	5,000	5,000	-	-
42080-42000	Equiptment Maint chrgbck Sewer	36,018	29,488	37,252	39,024	39,024	39,024	1,772	5%
42080-42080	ADMIN SERVICES ALLOCATION	172,676	112,302	81,635	136,970	136,970	136,970	55,335	68%

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
42080-42085	Misc. - Misc. Sewer	99	-	-	-	-	-	-	-
42080-42090	City Utility Fee	289,466	317,698	322,610	322,610	322,610	322,610	-	-
42080-42811	Vehicle Replacement Charge	-	45,365	42,756	90,309	90,309	90,309	47,553	111%
	TOTAL MATERIALS & SERVICES	**730,684**	**702,365**	**723,193**	**855,787**	**855,787**	**855,787**	**132,594**	**18%**
	CAPITAL OUTLAY								
43015-00000	IMPROVEMENTS OTHER THAN BLDGS	-	-	-	-	-	-	-	-
43015-00310	Engineering Standards	1,077	-	-	-	-	-	-	-
43015-00340	2nd St Stairs Sewer Impr (M-3)	1,200	-	-	-	-	-	-	-
43015-00360	10th St Sewer Improv (M-2)	74,591	-	-	-	-	-	-	-
43015-00375	Mt Hood RR Lift Station	10,166	-	100,000	400,000	400,000	400,000	300,000	300%
43015-00380	East Marina Way Lift Station	-	15,960	-	-	-	-	-	-
43015-00390	Pipe Replacement	-	-	200,000	1,525,000	1,525,000	1,525,000	1,325,000	663%
43015-00410	CIP-A Jaymar and Wasco	-	10,744	85,000	-	-	-	(85,000)	-100%
43015-00440	F-1 Ext SE Cntry Club Pump Sta	-	-	175,000	135,000	135,000	135,000	(40,000)	-23%
43015-40225	Rep. 8 inch Pipe on 17th	-	-	204,300	-	-	-	(204,300)	-100%
43020-40620	Machinery & Equiptment	-	11,865	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**87,034**	**38,570**	**764,300**	**2,060,000**	**2,060,000**	**2,060,000**	**1,295,700**	**170%**
	DEBT SERVICE								
44015-00000	PRINCIPAL-USDA INDIAN CREEK	30,786	31,479	32,187	32,912	32,912	32,912	725	2%
44020-00000	INTEREST-USDA INDIAN CREEK	42,526	41,834	41,126	40,402	40,402	40,402	(724)	-2%
44055-00000	PRINCIPAL-PW Bldg. Solar Array	-	9,900	-	-	-	-	-	-
44060-00000	INTEREST-PW Bldg Solar Array	-	557	-	-	-	-	-	-
	TOTAL DEBT SERVICE	**73,313**	**83,770**	**73,313**	**73,314**	**73,314**	**73,314**	**1**	**-**
	TOTAL EXPENDITURES	**1,291,596**	**1,224,985**	**2,000,403**	**3,396,741**	**3,396,741**	**3,396,741**	**1,396,338**	**70%**
	CONTINGENCY/TRANSFER								
45565-00000	TRANS TO - USDA SLARRA	-	148,218	148,218	148,218	148,218	148,218	-	-
45591-00000	TRANS TO - SEWER RESRV-Capital	99,644	-	-	-	-	-	-	-
46001-00000	PERS Side Account Deposit	-	-	-	46,639	46,639	46,639	46,639	-
	TOTAL CONTINGENCY/TRANSFER	**99,644**	**148,218**	**148,218**	**194,857**	**194,857**	**194,857**	**46,639**	**31%**
500-505	**TOTAL Sewer Operations**	**(1,391,240)**	**(1,368,203)**	**(2,031,621)**	**(3,474,598)**	**(3,474,598)**	**(3,474,598)**	**(1,442,977)**	**71%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
500-510	**Waste Water Treatment Plant**								
RESOURCES									
	REVENUE								
35035-00000	SEPTAGE DUMPING FEES	125,020	81,364	96,000	98,688	98,688	98,688	2,688	3%
	TOTAL REVENUE	**125,020**	**81,364**	**96,000**	**98,688**	**98,688**	**98,688**	**2,688**	**3%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42005-40015	Operating Materials - WWTP	-	350	-	-	-	-	-	-
42010-40115	Contract Svcs - WWTP	944,780	978,968	1,044,925	1,076,446	1,076,446	1,076,446	31,521	3%
42010-40150	Professional Svcs - WWTP	-	1,786	75,000	75,000	75,000	75,000	-	-
42035-40305	Electricity - WWTP	143,750	141,303	130,000	130,000	130,000	130,000	-	-
42035-40320	City Utilities - WWTP	27,678	35,130	35,000	35,000	35,000	35,000	-	-
42040-40405	Equipment Repairs - WWTP	-	3,373	20,000	20,000	20,000	20,000	-	-
42040-40415	Facility Maint- WWTP	55,481	36,143	30,000	150,000	150,000	150,000	120,000	400%
42080-42000	Equiptment Maint chrgbck WWTP	234	-	1,693	1,693	1,693	1,693	-	-
42080-42050	WWTP- Permits & Licenses	19,844	14,806	15,000	15,000	15,000	15,000	-	-
42080-42080	ADMIN SERVICES ALLOCATION	138,603	142,326	146,188	234,652	234,652	234,652	88,464	61%
42080-42085	Misc- Misc Sewer	79,917	7,253	90,000	90,000	90,000	90,000	-	-
42080-42811	Vehicle Replacement Charge	-	43,211	42,763	47,707	47,707	47,707	4,944	12%
	TOTAL MATERIALS & SERVICES	**1,410,291**	**1,404,652**	**1,630,569**	**1,875,498**	**1,875,498**	**1,875,498**	**244,929**	**15%**
	CAPITAL OUTLAY								
43015-40120	WWTP PH Monitoring	17,936	-	-	-	-	-	-	-
43015-40125	WWTP-7 Odor Control	761,841	-	-	-	-	-	-	-
43015-40130	WWTP-1 Sludge Storage	-	-	-	650,000	650,000	650,000	650,000	-
43015-40135	WWTP Bypass Headworks & Pump	1,575	-	-	-	-	-	-	-
43015-40140	WAS Pump Replacement	-	-	-	-	-	-	-	-
43015-40145	Digester Structural Improv	-	130,853	285,500	200,000	200,000	200,000	(85,500)	-30%
43015-40150	UV System	50,175	160,981	925,000	2,000,000	2,000,000	2,000,000	1,075,000	116%
43015-40155	WWTP-4 Digester	-	5,778	130,000	-	-	-	(130,000)	-100%
43015-40175	WWTP-6 Coarse Screen	-	2,458	342,200	170,000	170,000	170,000	(172,200)	-50%
43020-40620	Machinery & Equiptment- WWTP	30,187	-	-	6,000	6,000	6,000	6,000	-
	TOTAL CAPITAL OUTLAY	**861,717**	**300,071**	**1,682,700**	**3,026,000**	**3,026,000**	**3,026,000**	**1,343,300**	**80%**
	DEBT SERVICE								
44005-00000	Principal -WWTP	190,000	190,000	200,000	210,000	210,000	210,000	10,000	5%
44010-00000	Interest -WWTP	63,617	57,490	50,610	42,917	42,917	42,917	(7,693)	-15%
44015-00000	Principal - WWTP Outfall	-	76,214	77,285	78,371	78,371	78,371	1,086	1%
44020-00000	INTEREST-WWTP OUTFALL	37,992	23,480	30,508	29,036	29,036	29,036	(1,472)	-5%

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
	TOTAL DEBT SERVICE	**291,609**	**347,184**	**358,403**	**360,324**	**360,324**	**360,324**	**1,921**	**1%**
	TOTAL EXPENDITURES	**2,563,618**	**2,051,907**	**3,671,672**	**5,261,822**	**5,261,822**	**5,261,822**	**1,590,150**	**43%**
	CONTINGENCY/TRANSFER								
45591-00000	TRANS TO - SEWER RESRV-Capital	55,526	-	-	-	-	-	-	-
	TOTAL CONTINGENCY/TRANSFER	**55,526**							**-**
500-510	**TOTAL Waste Water Treatment Plant**	**(2,494,123)**	**(1,970,543)**	**(3,575,672)**	**(5,163,134)**	**(5,163,134)**	**(5,163,134)**	**(1,587,462)**	**44%**
Unappropriated Ending Balance									
500-SEWER FUND		**2,177,412**	**2,902,482**	**1,066,134**	**512,423**	**512,423**	**512,423**	**(553,711)**	**-52%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
560	**SEWER SDC**								
560-560	**Sewer SDC**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	949,625	569,226	685,564	820,811	820,811	820,811	135,247	20%
REVENUE									
35005-00000	SEWER SDC USAGE RECEIPTS	753	253	-	-	-	-	-	-
35010-30205	SDC Receipts - Reimbursement	71,108	61,557	68,000	69,904	69,904	69,904	1,904	3%
35010-30210	SDC Receipts - Improvement	51,842	51,179	58,000	59,624	59,624	59,624	1,624	3%
35010-30215	SDC Receipts - Connection	-	-	-	-	-	-	-	-
37005-00000	INTEREST REVENUE	9,045	15,468	13,248	9,249	9,249	9,249	(3,999)	-30%
TOTAL REVENUE		**132,749**	**128,458**	**139,248**	**138,777**	**138,777**	**138,777**	**(471)**	**-**
39500-00000	TRANS FROM - SEWER FUND	145,000	5,972	400,000	-	-	-	(400,000)	-100%
TOTAL RESOURCES		**1,227,374**	**703,656**	**1,224,812**	**959,588**	**959,588**	**959,588**	**(265,224)**	**-22%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42010-00000	Professional Services	-	-	40,000	-	-	-	(40,000)	-100%
	TOTAL MATERIALS & SERVICES			**40,000**				**(40,000)**	**-100%**
	CAPITAL OUTLAY								
43015-00380	E. Marina Way Lift Station	658,148	3,365	-	-	-	-	-	-
43015-40155	Influent Pipe	-	14,727	-	-	-	-	-	-
43015-40156	WWTP-4 Digester Gas Mixing	-	-	827,500	400,000	400,000	400,000	(427,500)	-52%
	TOTAL CAPITAL OUTLAY	**658,148**	**18,093**	**827,500**	**400,000**	**400,000**	**400,000**	**(427,500)**	**-52%**
TOTAL EXPENDITURES		**658,148**	**18,093**	**867,500**	**400,000**	**400,000**	**400,000**	**(467,500)**	**-54%**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY (BUDGETARY)	-	-	100,000	100,000	100,000	100,000	-	-
	TOTAL CONTINGENCY/TRANSFER			**100,000**	**100,000**	**100,000**	**100,000**		**-**
TOTAL REQUIREMENTS		**658,148**	**18,093**	**967,500**	**500,000**	**500,000**	**500,000**	**(467,500)**	**-48%**
Unappropriated Ending Balance 560-SEWER SDC		**569,226**	**685,563**	**257,312**	**459,588**	**459,588**	**459,588**	**202,276**	**79%**

PROGRAM NAME: Sewer Fund – USDA Short-lived Asset Replacement Reserve Account

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

PROGRAM DESCRIPTION: The United State Department of Agriculture (USDA) Short-lived Asset Replacement Reserve Account (SLARRA) sub-fund is used to segregate reserves required by the 2016 Indian Creek Pump Station Project Loan 92-06. The bond covenants require the City to annually transfer $148,218 to the SLARRA. Amounts in the SLARRA may only be used for the purpose of replacing Sewer Fund assets with an estimated life of less than 15 years. USDA approval is not required prior to use of amounts in the SLARRA. Prior to FY2018-19, SLARRA funds were comingled with the Indian Creek Bond Debt Reserve.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
565	**USDA SLARRA**								
565-565	**USDA SLARRA**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	654,130	678,344	678,344	678,344	24,214	4%
	REVENUE								
37005-00000	INTEREST REVENUE	-	15,165	13,497	13,616	13,616	13,616	119	1%
	TOTAL REVENUE		**15,165**	**13,497**	**13,616**	**13,616**	**13,616**	**119**	**1%**
39500-00000	TRANS FROM - SEWER FUND	-	148,218	148,218	148,218	148,218	148,218	-	-
39590-00000	TRANS FROM - Ind. Creek Debt	-	490,745	-	-	-	-	-	-
TOTAL RESOURCES			**654,129**	**815,845**	**840,178**	**840,178**	**840,178**	**24,333**	**3%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42075-40620	Misc Minor Tools & Equip - Swr	-	-	200,000	200,000	200,000	200,000	-	-
	TOTAL MATERIALS & SERVICES			**200,000**	**200,000**	**200,000**	**200,000**		**-**
	CAPITAL OUTLAY								
43020-40620	Machinery & Equiptment	-	-	382,421	450,000	450,000	450,000	67,579	18%
	TOTAL CAPITAL OUTLAY		**(0)**	**382,421**	**450,000**	**450,000**	**450,000**	**67,579**	**18%**
	TOTAL EXPENDITURES		**(0)**	**582,421**	**650,000**	**650,000**	**650,000**	**67,579**	**12%**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY	-	-	50,000	50,000	50,000	50,000	-	-
	TOTAL CONTINGENCY/TRANSFER			**50,000**	**50,000**	**50,000**	**50,000**		**-**
TOTAL REQUIREMENTS			**(0)**	**632,421**	**700,000**	**700,000**	**700,000**	**67,579**	**11%**
Unappropriated Ending Balance 565-USDA SLARRA			**654,129**	**183,424**	**140,178**	**140,178**	**140,178**	**(43,246)**	**-24%**

PROGRAM NAME: Sewer Fund – USDA Indian Creek Debt Reserve

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

PROGRAM DESCRIPTION: The 2016 Indian Creek Pump Station Loan 92-06 required the City to set aside $7,331.30 annually until the amount in the reserve reaches $73,313. If the amount in the reserve falls below $73,313 at any point during the life of the loan, the City will be required to recommence the $7,331.30 annual deposit until the account has $73,313 in reserve.

Amounts in the reserve may only be used to pay the cost of repairing or replacing damage to sewer facilities which may be caused by unforeseen catastrophe and when necessary for the purpose of making payments of principal and interest on the Indian Creek Pump station Revenue Bond when no other funds are available. USDA approval is required to use amounts in the reserve account.

Prior to FY2018-19, the Debt Reserve included comingled dollars from the related USDA Short-lived Asset Replacement Reserve Account. In FY2018-19, the USDA Indian Creek Debt Reserve became fully funded and all interest earnings are now credited to the Sewer Fund Operations.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
590	**USDA INDIAN CREEK - DEBT RESERVE**								
590-590	**USDA Indian Creek - Debt Reserve**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	555,848	564,058	73,313	73,313	73,313	73,313	-	-
	REVENUE								
37005-00000	INTEREST REVENUE	8,209	-	-	-	-	-	-	-
	TOTAL REVENUE	**8,209**							**-**
TOTAL RESOURCES		**564,058**	**564,058**	**73,313**	**73,313**	**73,313**	**73,313**		**-**
REQUIREMENTS									
	CONTINGENCY/TRANSFER								
45565-00000	TRANS TO - USDA SLARRA	-	490,745	-	-	-	-	-	-
	TOTAL CONTINGENCY/TRANSFER		**490,745**						**-**
TOTAL REQUIREMENTS			**490,745**						**-**
Unappropriated Ending Balance									
590-USDA INDIAN CREEK - DEBT RESERVE		**564,058**	**73,313**	**73,313**	**73,313**	**73,313**	**73,313**		**-**

PROGRAM NAME: Sewer Fund – Dept. of Environmental Quality Outfall Debt Reserve

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

PROGRAM DESCRIPTION: The 2017 Oregon Department of Environmental Quality (DEQ) Sewer Outfall Project loan requires one half of the average annual debt service is placed in to a segregated reserve. This calculates a reserve of $51,818.75. As of FY2018-19, the DEQ Sewer Outfall Project loan debt reserve is fully funded and future interest earning will be credited to Sewer Operations.

The City can only use amounts in this reserve to pay amounts due under the DEQ Loan agreement until principal, interest, fees and any other amounts due under the DEQ Loan agreement have been fully paid. Should the amount in the Loan Reserve Account ever fall below the required amount, the City must promptly replenish the account by depositing from the first Net Operating Revenues available after payment of amounts due under the DEQ Loan an amount sufficient to restore the balance of the Loan Reserve Account up to the reserve requirement.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
592	**DEQ OUTFALL DEBT RESERVE**								
592-592	**DEQ Outfall Debt Reserve**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	51,819	51,819	51,819	51,819	-	-
39500-00000	TRANS FROM - SEWER FUND	-	51,819	-	-	-	-	-	-
TOTAL RESOURCES			**51,819**	**51,819**	**51,819**	**51,819**	**51,819**		**-**
Unappropriated Ending Balance									
592-DEQ OUTFALL DEBT RESERVE			**51,819**	**51,819**	**51,819**	**51,819**	**51,819**		**-**

PROGRAM NAME: Storm Water Fund

RESPONSIBLE MANAGER(S): Wade Seaborn, Director of Public Works

PROGRAM DESCRIPTION: 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 55 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 SWCFP. The SWCFP examines existing and future needs and presents recommendations and costs for improvements.

PERSONNEL SUMMARY:

Refer to Public Works Overview

Category	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
STORM WATER FUND						
030 Beginning Fund Balance	770,331	558,182	229,160	275,355	275,355	275,355
REVENUE						
035 Charges for Services	533,972	650,724	581,439	611,414	611,414	611,414
037 Interest Earnings	11,063	5,585	4,952	1,995	1,995	1,995
038 Misc. Revenues	71,778	135,000	-	-	-	-
REVENUE	**616,813**	**791,309**	**586,391**	**613,409**	**613,409**	**613,409**
039 Interfund Transfers In	384,164	80,006	-	-	-	-
Total RESOURCES	**1,771,309**	**1,429,498**	**815,551**	**888,764**	**888,764**	**888,764**
EXPENDITURES						
041 Personnel Services	185,798	212,114	232,070	212,108	212,108	212,108
042 Materials & Services	179,397	266,292	286,571	264,168	264,168	264,168
043 Capital Outlay	422,656	598,618	-	-	-	-
044 Debt Service	38,124	2,328	28,869	28,870	28,870	28,870
EXPENDITURES	**825,976**	**1,079,353**	**547,510**	**505,146**	**505,146**	**505,146**
045 Interfund Transfers Out	384,164	120,986	-	-	-	-
046 Special Payments	-	-	-	22,943	22,943	22,943
047 Contingency	-	-	69,537	110,000	110,000	110,000
Total REQUIREMENTS	**1,210,140**	**1,200,339**	**617,047**	**638,089**	**638,089**	**638,089**
ENDING FUND BALANCE	**561,169**	**229,159**	**198,504**	**250,675**	**250,675**	**250,675**

Category/Program	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
STORM WATER FUND						
030 Beginning Fund Balance	770,331	558,182	229,160	275,355	275,355	275,355
REVENUE						
035 Charges for Services	533,972	650,724	581,439	611,414	611,414	611,414
037 Interest Earnings	11,063	5,585	4,952	1,995	1,995	1,995
038 Misc. Revenues	71,778	135,000	-	-	-	-
REVENUE	**616,813**	**791,309**	**586,391**	**613,409**	**613,409**	**613,409**
039 Interfund Transfers In	384,164	80,006	-	-	-	-
Total RESOURCES	**1,771,309**	**1,429,498**	**815,551**	**888,764**	**888,764**	**888,764**
695 Storm Water Operations	824,403	809,621	577,047	563,089	563,089	563,089
696 Storm Water SDC	121,041	349,739	40,000	75,000	75,000	75,000
698 Stormwater Reserve - Equip.	264,695	40,979	-	-	-	-
Total REQUIREMENTS	**1,210,140**	**1,200,339**	**617,047**	**638,089**	**638,089**	**638,089**
ENDING FUND BALANCE	**561,169**	**229,159**	**198,504**	**250,675**	**250,675**	**250,675**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
695	**STORMWATER OPERATIONS**								
695-695	**Storm Water Operations**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	522,199	196,899	120,002	115,492	115,492	115,492	(4,510)	-4%
30150-00000	PRIOR PERIOD ADJUSTMENT	-	(2,987)	-	-	-	-	-	-
REVENUE									
35005-00000	STORMWATER USAGE RECEIPTS	490,901	521,049	533,439	562,070	562,070	562,070	28,631	5%
35056-00000	URA Waterfront Contract	-	76,935	-	-	-	-	-	-
37005-00000	Interest Revenue	6,424	2,724	2,246	418	418	418	(1,828)	-81%
38015-00000	Refunds	1,778	-	-	-	-	-	-	-
38025-00000	LOAN PROCEEDS	-	135,000	-	-	-	-	-	-
TOTAL REVENUE		**499,104**	**735,710**	**535,685**	**562,488**	**562,488**	**562,488**	**26,803**	**5%**
TOTAL RESOURCES		**1,021,303**	**929,622**	**655,687**	**677,980**	**677,980**	**677,980**	**22,293**	**3%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES & WAGES	114,902	129,235	140,478	125,886	125,886	125,886	(14,592)	-10%
41006-00000	Overtime	3,290	5,746	1,031	1,057	1,057	1,057	26	3%
41010-00000	FRINGE BENEFITS	67,605	77,132	90,561	85,165	85,165	85,165	(5,396)	-6%
	TOTAL PAYROLL	**185,798**	**212,114**	**232,070**	**212,108**	**212,108**	**212,108**	**(19,962)**	**-9%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Storm	502	116	2,000	2,000	2,000	2,000	-	-
42005-40015	Operating supplies	3,166	1,982	6,000	6,000	6,000	6,000	-	-
42005-40020	Fuel & Lube - Storm	5,136	4,842	7,000	7,000	7,000	7,000	-	-
42005-40025	Uniforms & Clothing - Storm	-	127	-	-	-	-	-	-
42010-11501	IT Services - Storm	125	790	-	-	-	-	-	-
42010-40115	Contract Svcs - Storm water	15,196	32,034	15,000	25,000	25,000	25,000	10,000	67%
42010-40150	Professional Svcs - Sewer	20	6,092	-	-	-	-	-	-
42020-42000	Advertising & Publishing	242	-	-	-	-	-	-	-
42030-42030	Insurance- Storm Water	16,210	17,630	18,500	20,351	20,351	20,351	1,851	10%
42035-40305	Electricity - Storm	896	686	900	900	900	900	-	-
42035-40310	Heating (Gas/Oil) - Storm	327	528	500	500	500	500	-	-
42035-40315	Garbage Svc - Storm	2,555	1,487	3,000	3,000	3,000	3,000	-	-
42035-40320	City Utilities - Storm	108	69	100	100	100	100	-	-
42040-40415	Repairs & Maintenance	961	2,972	10,000	10,000	10,000	10,000	-	-
42040-40420	Janitorial - Storm	692	536	700	700	700	700	-	-
42050-40525	Trainings & Meetings - Storm	438	222	1,000	1,000	1,000	1,000	-	-
42065-42055	BANK AND MERCHANT FEES	4,132	3,987	5,000	5,000	5,000	5,000	-	-
42080-42000	Equiptment Maint chrgbck Storm	48,501	29,543	47,355	49,476	49,476	49,476	2,121	4%

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
42080-42080	ADMIN SERVICES ALLOCATION	40,910	25,549	37,145	41,168	41,168	41,168	4,023	11%
42080-42090	City Utility Fee (Franchise)	39,272	41,780	42,675	42,675	42,675	42,675	-	-
42080-42811	Vehicle Replacement Charge	-	95,311	89,696	49,298	49,298	49,298	(40,398)	-45%
	TOTAL MATERIALS & SERVICES	**179,397**	**266,292**	**286,571**	**264,168**	**264,168**	**264,168**	**(22,403)**	**-8%**
	CAPITAL OUTLAY								
43015-00150	Storm Water Management Plan	23,258	37,703	-	-	-	-	-	-
43015-00300	COTTONWOOD STORM PIPE	13,660	134,240	-	-	-	-	-	-
43015-73721	Riverside Stormwater Line	-	76,935	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**36,919**	**248,879**						**-**
	DEBT SERVICE								
44025-00000	Principal - Sweeper (2014-18)	36,946	-	-	-	-	-	-	-
44030-00000	Interest - Sweeper (2014-18)	1,177	-	-	-	-	-	-	-
44045-00000	Cottonwood Interfund Loan-Prin	-	-	25,800	26,387	26,387	26,387	587	2%
44050-00000	Cottonwood Interfund Loan-Int	-	-	3,069	2,483	2,483	2,483	(586)	-19%
44055-00000	PRINCIPAL-PW Bldg. Solar Array	-	2,200	-	-	-	-	-	-
44060-00000	INTEREST-PW Bldg Solar Array	-	128	-	-	-	-	-	-
	TOTAL DEBT SERVICE	**38,124**	**2,328**	**28,869**	**28,870**	**28,870**	**28,870**	**1**	**-**
	TOTAL EXPENDITURES	**440,239**	**729,614**	**547,510**	**505,146**	**505,146**	**505,146**	**(42,364)**	**-8%**
	CONTINGENCY/TRANSFER								
45696-00000	TRANS TO - Storm SDC	248,000	80,006	-	-	-	-	-	-
45698-00000	TRANS TO - Storm Rsv - Capital	136,164	-	-	-	-	-	-	-
46001-00000	PERS Side Account Deposit	-	-	-	22,943	22,943	22,943	22,943	-
47005-00000	CONTINGENCY	-	-	29,537	35,000	35,000	35,000	5,463	18%
	TOTAL CONTINGENCY/TRANSFER	**384,164**	**80,006**	**29,537**	**57,943**	**57,943**	**57,943**	**28,406**	**96%**
TOTAL REQUIREMENTS		**824,403**	**809,621**	**577,047**	**563,089**	**563,089**	**563,089**	**(13,958)**	**-2%**
48005-30000	RESERVE BALANCES - COMP ABSENC	-	-	14,661	14,065	14,065	14,065	(596)	-4%
Unappropriated Ending Balance 695-STORMWATER OPERATIONS		**196,899**	**120,001**	**63,979**	**100,826**	**100,826**	**100,826**	**36,847**	**58%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
696	**STORMWATER SDC**								
696-696	**Storm Water SDC**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	151,232	323,290	109,158	159,863	159,863	159,863	50,705	46%
	REVENUE								
35010-30210	SDC Receipts - Improvement	43,071	52,738	48,000	49,344	49,344	49,344	1,344	3%
35010-30215	SDC Receipts - Connection	-	-	-	-	-	-	-	-
37005-00000	INTEREST ON INVESTMENTS	2,027	2,860	2,706	1,577	1,577	1,577	(1,129)	-42%
	TOTAL REVENUE	**45,099**	**55,599**	**50,706**	**50,921**	**50,921**	**50,921**	**215**	**-**
39695-00000	TRANS FROM - Storm Water Ops	248,000	80,006	-	-	-	-	-	-
TOTAL RESOURCES		**444,331**	**458,896**	**159,864**	**210,784**	**210,784**	**210,784**	**50,920**	**32%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43015-00200	Capital Facilities Plan	100,580	33,327	-	-	-	-	-	-
43015-00320	Belmont Storm Pipe Extension	20,460	316,411	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**121,041**	**349,739**						**-**
	TOTAL EXPENDITURES	**121,041**	**349,739**						**-**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY (BUDGETARY)	-	-	40,000	75,000	75,000	75,000	35,000	88%
	TOTAL CONTINGENCY/TRANSFER			**40,000**	**75,000**	**75,000**	**75,000**	**35,000**	**88%**
TOTAL REQUIREMENTS		**121,041**	**349,739**	**40,000**	**75,000**	**75,000**	**75,000**	**35,000**	**88%**
Unappropriated Ending Balance 696-STORMWATER SDC		**323,290**	**109,157**	**119,864**	**135,784**	**135,784**	**135,784**	**15,920**	**13%**

RESTRICTED REVENUE FUND

PROGRAM DESCRIPTION: The Restricted Revenue Fund accounts for the receipt and expenditure of legally or contractually restricted dollars. Revenues into these accounts may only be used for their intended purposes and cannot be transferred into another fund. Sub-funs within the Restricted Revenue Fund Include:

- Building Program
- Local Improvement District Assessments
- Small Grants
- Fire Station General Obligation Bond Debt Service
- Tourist Promotion Fund
- Construction Excise Tax
    - Local Program
    - Development Incentives
    - State of Oregon Housing and Community Services Distribution
- Federal Assistance to Fire Fighters Grant

Category	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
RESTRICTED REVENUE						
030 Beginning Fund Balance	989,566	1,332,117	862,666	956,985	956,985	956,985
REVENUE						
031 Taxes	762,069	1,452,671	1,445,785	1,386,584	1,386,584	1,386,584
032 Licenses & Permits	1,278,901	391,889	508,856	523,100	523,100	523,100
033 Fines & Forfeitures	452,467	-	-	-	-	-
034 Intergovernmental Revenues	1,538	5,000	617,232	617,232	617,232	617,232
035 Charges for Services	845,377	806	-	-	-	-
036 Assessment Revenues	68,633	15,126	50,568	34,724	34,724	34,724
037 Interest Earnings	23,080	25,054	27,187	18,905	18,905	18,905
038 Misc. Revenues	5,672	71,566	850	850	850	850
REVENUE	**3,437,740**	**1,962,115**	**2,650,478**	**2,581,395**	**2,581,395**	**2,581,395**
039 Interfund Transfers In	80,000	12,823	-	-	-	-
Total RESOURCES	**4,507,307**	**3,307,056**	**3,513,144**	**3,538,380**	**3,538,380**	**3,538,380**
EXPENDITURES						
041 Personnel Services	936,539	79,486	269,452	436,272	436,272	436,272
042 Materials & Services	931,149	866,451	974,154	771,707	771,707	771,707
043 Capital Outlay	35,661	-	622,232	617,232	617,232	617,232
044 Debt Service	668,442	692,350	709,988	820,608	820,608	820,608
EXPENDITURES	**2,571,793**	**1,638,288**	**2,575,826**	**2,645,819**	**2,645,819**	**2,645,819**
045 Interfund Transfers Out	603,397	806,100	-	-	-	-
046 Special Payments	-	-	-	41,241	41,241	41,241
047 Contingency	-	-	455,236	635,000	635,000	635,000
Total REQUIREMENTS	**3,175,190**	**2,444,389**	**3,031,062**	**3,322,060**	**3,322,060**	**3,322,060**
ENDING FUND BALANCE	**1,332,117**	**862,667**	**482,082**	**216,320**	**216,320**	**216,320**

Category/Program	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
RESTRICTED REVENUE						
030 Beginning Fund Balance	989,566	1,332,117	862,666	956,985	956,985	956,985
REVENUE						
031 Taxes	762,069	1,452,671	1,445,785	1,386,584	1,386,584	1,386,584
032 Licenses & Permits	1,278,901	391,889	508,856	523,100	523,100	523,100
033 Fines & Forfeitures	452,467	-	-	-	-	-
034 Intergovernmental Revenues	1,538	5,000	617,232	617,232	617,232	617,232
035 Charges for Services	845,377	806	-	-	-	-
036 Assessment Revenues	68,633	15,126	50,568	34,724	34,724	34,724
037 Interest Earnings	23,080	25,054	27,187	18,905	18,905	18,905
038 Misc. Revenues	5,672	71,566	850	850	850	850
REVENUE	**3,437,740**	**1,962,115**	**2,650,478**	**2,581,395**	**2,581,395**	**2,581,395**
039 Interfund Transfers In	80,000	12,823	-	-	-	-
Total RESOURCES	**4,507,307**	**3,307,056**	**3,513,144**	**3,538,380**	**3,538,380**	**3,538,380**
230 Public Safety - EMS	760,372	122,188	-	-	-	-
235 Engineering	92,892	128,862	-	-	-	-
240 Muni Court	222,344	192,325	-	-	-	-
245 Parking	852,497	362,723	-	-	-	-
270 LID Assessments	69,178	15,147	50,568	34,724	34,724	34,724
310 Building	500,369	386,475	654,235	773,159	773,159	773,159
355 Small Grants	-	6,095	13,518	14,542	14,542	14,542
356 AFT AirPacks	-	-	617,232	617,232	617,232	617,232
380 Tourist Promotion	-	519,032	553,285	423,187	423,187	423,187
391 CET Local Housing Program	-	-	192,968	385,558	385,558	385,558
392 CET Developer Incentives	-	-	197,268	270,000	270,000	270,000
393 CET State OHCS Distribution	9,092	19,187	27,000	53,608	53,608	53,608
420 Fire G/O - Debt Service	668,442	692,350	724,988	750,050	750,050	750,050
Total REQUIREMENTS	**3,175,190**	**2,444,389**	**3,031,062**	**3,322,060**	**3,322,060**	**3,322,060**
ENDING FUND BALANCE	**1,332,117**	**862,667**	**482,082**	**216,320**	**216,320**	**216,320**

PROGRAM NAME: Building Department

RESPONSIBLE MANAGER(S): Danielle Meyers, Building Official

PROGRAM DESCRIPTION: Since 2010 the City has operated with a contracted building program provided by the Clair Company. On March 1, 2019, the City started an internal Building Program hiring on a full time Building Official and Permit Technician. The program provides services for Structural and Mechanical inspection and plan review in addition to supporting Short Term Rental Inspections. Plumbing and Electrical is provided by Hood River County.

The Building Services Program will operate with the two above mentioned full time employees. Significant backup support is currently being researched for overflow services for inspection and plan reviews on large projects as well as permit tech coverage. The Building Department is working on partnering with other jurisdictions and contractors to provide overflow support while excelling in customer support.

GOAL(S)	MEASURE(S)
1. Chief building official available as needed onsite to meet goals	100% attendance
2. Field inspection conducted within 24 hours of call for inspection	95% Compliance

PERSONNEL SUMMARY:

Refer to Public Works Overview

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
310	**BUILDING**								
310-310	**Building**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	341,701	389,448	477,758	403,939	403,939	403,939	(73,819)	-15%
	REVENUE								
31040-00000	Construction Excise Tax-Admin	6,796	-	3,000	-	-	-	(3,000)	-100%
32010-30005	Building Permits - Permit Fee	266,215	173,011	206,513	212,295	212,295	212,295	5,782	3%
32010-30010	Building Permit-Plan Check Fee	242,062	199,332	285,146	293,130	293,130	293,130	7,984	3%
32010-30015	Building Permits - Mechanical	19,767	16,002	15,450	15,883	15,883	15,883	433	3%
32010-30025	Buildg Perm-Investigation Fees	421	75	150	150	150	150	-	-
32010-30030	Mech. Plan Review- Bldg	4,718	3,467	1,597	1,642	1,642	1,642	45	3%
34070-37070	Pass Thru- Building Dept	1,538	-	-	-	-	-	-	-
35025-30183	STR INSPECTION FEE	-	806	-	-	-	-	-	-
37005-00000	INTEREST REVENUE	6,385	11,555	16,560	8,079	8,079	8,079	(8,481)	-51%
38035-00000	Misc. fees	211	70,534	-	-	-	-	-	-
	TOTAL REVENUE	**548,116**	**474,785**	**528,416**	**531,179**	**531,179**	**531,179**	**2,763**	**1%**
TOTAL RESOURCES		**889,818**	**864,233**	**1,006,174**	**935,118**	**935,118**	**935,118**	**(71,056)**	**-7%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	12,424	59,835	163,425	283,451	283,451	283,451	120,026	73%
41006-00000	Overtime - Building	-	1,847	5,000	5,000	5,000	5,000	-	-
41010-00000	FRINGE BENEFITS	4,854	17,803	101,027	147,821	147,821	147,821	46,794	46%
	TOTAL PAYROLL	**17,279**	**79,486**	**269,452**	**436,272**	**436,272**	**436,272**	**166,820**	**62%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Bldg	585	1,536	5,000	5,000	5,000	5,000	-	-
42005-40015	Operating Materials - Bldg	266	1,484	5,000	5,000	5,000	5,000	-	-
42005-40020	Fuel & Lube - Bldg	75	257	1,500	1,500	1,500	1,500	-	-
42005-40035	Printing - Bldg	9	2,188	-	-	-	-	-	-
42010-11501	IT Services - Building	185	6,311	5,000	5,000	5,000	5,000	-	-
42010-40115	Contract Svcs - Bldg	456,824	251,062	214,368	165,000	165,000	165,000	(49,368)	-23%
42010-40150	Professional Svcs - Bldg	-	13,662	50,000	13,330	13,330	13,330	(36,670)	-73%
42015-40205	Telephone - Bldg	-	1,282	-	-	-	-	-	-
42015-40210	Postage - Bldg	96	35	1,000	1,000	1,000	1,000	-	-
42020-00000	ADVERTISING AND PUBLISHING	-	340	-	-	-	-	-	-
42040-40415	Facility Maint- Bldg	748	2,512	3,000	3,000	3,000	3,000	-	-
42040-40420	Janitorial - Bldg	-	529	-	-	-	-	-	-
42050-40505	Dues & Subscriptions - Bldg	-	-	3,000	3,000	3,000	3,000	-	-
42050-40525	Trainings & Meetings - Bldg	-	490	-	-	-	-	-	-

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
42065-00000	BANK AND MERCHANT FEES	482	352	1,500	1,500	1,500	1,500	-	-
42075-62001	Misc harware/apps < $5000	-	1,163	-	-	-	-	-	-
42080-00000	MISCELLANEOUS	-	-	5,000	-	-	-	(5,000)	-100%
42080-42000	Equiptment Maint Chargeback	-	48	-	-	-	-	-	-
42080-42080	ADMIN SERVICES ALLOCATION	21,976	19,999	28,973	40,687	40,687	40,687	11,714	40%
42080-42085	Misc- Misc Building	1,840	3,731	5,000	-	-	-	(5,000)	-100%
42080-42811	Vehicle Replacement Charge	-	-	1,442	1,629	1,629	1,629	187	13%
	TOTAL MATERIALS & SERVICES	**483,090**	**306,989**	**329,783**	**245,646**	**245,646**	**245,646**	**(84,137)**	**-26%**
	CAPITAL OUTLAY								
43010-43010	Buildings	-	-	5,000	-	-	-	(5,000)	-100%
	TOTAL CAPITAL OUTLAY			**5,000**				**(5,000)**	**-100%**
TOTAL EXPENDITURES		**500,369**	**386,475**	**604,235**	**681,918**	**681,918**	**681,918**	**77,683**	**13%**
	CONTINGENCY/TRANSFER								
46001-00000	PERS Side Account Deposit	-	-	-	41,241	41,241	41,241	41,241	-
47005-00000	CONTINGENCY	-	-	50,000	50,000	50,000	50,000	-	-
	TOTAL CONTINGENCY/TRANSFER			**50,000**	**91,241**	**91,241**	**91,241**	**41,241**	**82%**
TOTAL REQUIREMENTS		**500,369**	**386,475**	**654,235**	**773,159**	**773,159**	**773,159**	**118,924**	**18%**
Unappropriated Ending Balance 310-BUILDING		**389,448**	**477,758**	**351,939**	**161,959**	**161,959**	**161,959**	**(189,980)**	**-54%**

PROGRAM NAME: Restricted Revenue Fund – Local Improvement District 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 leaving no ending balance.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
270	**LID ASSESSMENTS (PASS-THROUGH)**								
270-270	**LID Assessments**								
RESOURCES									
	REVENUE								
36015-00000	Asses Prin. West Oak st LID	1,257	-	-	-	-	-	-	-
36020-00000	Asses. Int. - West Oak St LID	60	-	-	-	-	-	-	-
36035-00000	Asses. Prin.- State Street LID	67,316	15,126	50,568	34,724	34,724	34,724	(15,844)	-31%
36040-00000	Asses. Int. - State Street LID	-	-	-	-	-	-	-	-
37005-00000	INTEREST ON INVESTMENTS	545	20	-	-	-	-	-	-
38035-00000	Miscellaneous	-	-	-	-	-	-	-	-
	TOTAL REVENUE	**69,178**	**15,147**	**50,568**	**34,724**	**34,724**	**34,724**	**(15,844)**	**-31%**
TOTAL RESOURCES		**69,178**	**15,147**	**50,568**	**34,724**	**34,724**	**34,724**	**(15,844)**	**-31%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42090-42091	INTERGOVERNMENTAL	69,178	15,147	50,568	34,724	34,724	34,724	(15,844)	-31%
	TOTAL MATERIALS & SERVICES	**69,178**	**15,147**	**50,568**	**34,724**	**34,724**	**34,724**	**(15,844)**	**-31%**
	TOTAL EXPENDITURES	**69,178**	**15,147**	**50,568**	**34,724**	**34,724**	**34,724**	**(15,844)**	**-31%**
TOTAL REQUIREMENTS		**69,178**	**15,147**	**50,568**	**34,724**	**34,724**	**34,724**	**(15,844)**	**-31%**
Unappropriated Ending Balance									
270-LID ASSESSMENTS (PASS-THROUGH)									**-**

PROGRAM NAME: Restricted Revenue – Small Grants

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

PROGRAM DESCRIPTION: Newly created in FY2018-19, this account tracks minor miscellaneous grants or otherwise dedicated monies received throughout the year. Currently the account is holding residual balance from the Overlook Memorial Park Brick Program, Arbor Day activities, and a small amount remaining from an Oregon Community Foundation Grant for wayfinding signs. These dollars were previously held in the Miscellaneous Reserve.

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.

GOAL(S)	MEASURE(S)
1. Accurately account for and expend small miscellaneous grants received throughout the year.	Maintain accurate accounting records of all monies received and expended.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
355	**SMALL GRANTS**								
355-355	**Small Grants**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	13,031	13,524	13,524	13,524	493	4%
	REVENUE								
34055-00000	Other Entity Grants	-	5,000	-	-	-	-	-	-
37005-00000	INTEREST REVENUE	-	271	208	168	168	168	(40)	-19%
38035-38050	Misc - Contributions	-	1,032	850	850	850	850	-	-
	TOTAL REVENUE		**6,303**	**1,058**	**1,018**	**1,018**	**1,018**	**(40)**	**-4%**
39350-00000	Transfer from Misc. Reserve	-	12,823	-	-	-	-	-	-
TOTAL RESOURCES			**19,126**	**14,089**	**14,542**	**14,542**	**14,542**	**453**	**3%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42010-40115	Professional Svcs- Gen Assets	-	5,954	13,518	14,542	14,542	14,542	1,024	8%
42080-42085	Miscellaneous	-	141	-	-	-	-	-	-
	TOTAL MATERIALS & SERVICES		**6,095**	**13,518**	**14,542**	**14,542**	**14,542**	**1,024**	**8%**
	TOTAL EXPENDITURES		**6,095**	**13,518**	**14,542**	**14,542**	**14,542**	**1,024**	**8%**
TOTAL REQUIREMENTS			**6,095**	**13,518**	**14,542**	**14,542**	**14,542**	**1,024**	**8%**
Unappropriated Ending Balance									
355-SMALL GRANTS			**13,031**	**571**	**0**	**0**	**0**	**(570)**	**-100%**

PROGRAM NAME: Restricted Revenue Fund – Fire G.O. Bond

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

PROGRAM DESCRIPTION: This Sub-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. Bonds will fully paid in FY2021-22.

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

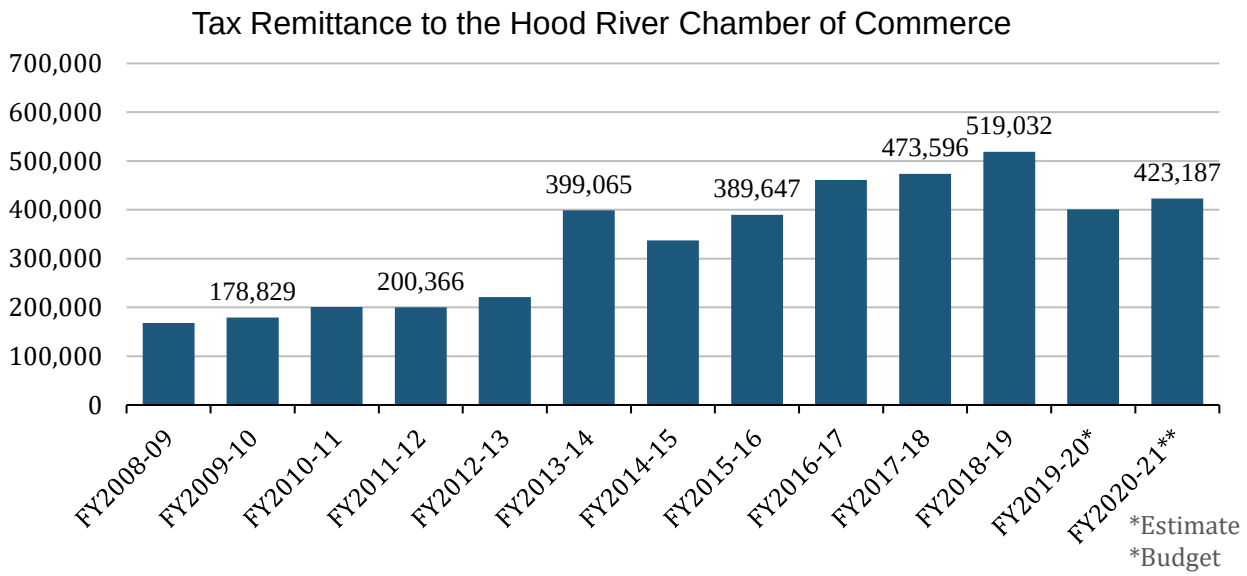
Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
420	**FIRE G/O**								
420-420	**Fire G/O - Debt Service**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	52,459	55,755	71,651	69,571	69,571	69,571	(2,080)	-3%
	REVENUE								
31005-00000	CURRENT TAXES	652,148	685,481	695,000	705,000	705,000	705,000	10,000	1%
31010-00000	PREVIOUSLY LEVIED TAXES	13,218	13,727	15,000	15,510	15,510	15,510	510	3%
37005-00000	INTEREST REVENUE	6,370	9,036	8,194	1,260	1,260	1,260	(6,934)	-85%
	TOTAL REVENUE	**671,738**	**708,245**	**718,194**	**721,770**	**721,770**	**721,770**	**3,576**	**-**
TOTAL RESOURCES		**724,198**	**764,001**	**789,845**	**791,341**	**791,341**	**791,341**	**1,496**	**-**
REQUIREMENTS									
	DEBT SERVICE								
44005-00000	Fire G/O Bond 2009 2nd-Princ	170,000	185,000	200,000	215,000	215,000	215,000	15,000	8%
44005-00002	Fire G/O Bond 2010 2nd-Princ	370,000	400,000	425,000	460,000	460,000	460,000	35,000	8%
44010-00000	Fire G/O Bond 2009 2nd-Int	33,330	26,537	18,675	9,675	9,675	9,675	(9,000)	-48%
44010-00002	Fire G/O Bond 2010 2nd-Int	95,112	80,812	66,313	50,375	50,375	50,375	(15,938)	-24%
	TOTAL DEBT SERVICE	**668,442**	**692,350**	**709,988**	**735,050**	**735,050**	**735,050**	**25,062**	**4%**
	TOTAL EXPENDITURES	**668,442**	**692,350**	**709,988**	**735,050**	**735,050**	**735,050**	**25,062**	**4%**
	CONTINGENCY/TRANSFER								
47005-00000	CONTINGENCY (BUDGETARY)	-	-	15,000	15,000	15,000	15,000	-	-
	TOTAL CONTINGENCY/TRANSFER			**15,000**	**15,000**	**15,000**	**15,000**		**-**
TOTAL REQUIREMENTS		**668,442**	**692,350**	**724,988**	**750,050**	**750,050**	**750,050**	**25,062**	**3%**
Unappropriated Ending Balance 420-FIRE G/O		**55,755**	**71,651**	**64,857**	**41,291**	**41,291**	**41,291**	**(23,566)**	**-36%**

Sub-Fund: Tourist Promotion

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

PROGRAM DESCRIPTION: Hood River Municipal Code 5.09.160.A directs that, “A special fund called "the tourist promotion fund" shall be established for the purpose of promoting tourism within the City of Hood River. The tax administrator shall deposit 25 percent of all money collected under the provisions of this chapter to the credit of the tourist promotion fund. All moneys paid to this account shall be used for the promotion of tourism. The City is authorized to enter into a contract with Hood River County Chamber of Commerce or to otherwise act as the council may see fit to carry out this purpose.” (Ord. 1727, 1996)

Sub-Fund 380 segregates tourism promotion dedicated dollars. The City currently contracts with Hood River Chamber of Commerce to administer tourism promotion activities under a 2009 agreement.



GOAL(S)	MEASURE(S)
1. Accurately track transient room tax dollars dedicated to tourism promotion by municipal code	25% of transient room taxes segregated for tourism promotion activities

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
380	**TOURIST PROMOTION**								
380-380	**Tourist Promotion**								
RESOURCES									
	REVENUE								
31020-00000	TRANSIENT ROOM TAX	-	519,032	553,285	423,187	423,187	423,187	(130,098)	-24%
	TOTAL REVENUE		**519,032**	**553,285**	**423,187**	**423,187**	**423,187**	**(130,098)**	**-24%**
TOTAL RESOURCES			**519,032**	**553,285**	**423,187**	**423,187**	**423,187**	**(130,098)**	**-24%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42010-40145	Chamber Remittance-Tourism Pr	-	519,032	553,285	423,187	423,187	423,187	(130,098)	-24%
	TOTAL MATERIALS & SERVICES		**519,032**	**553,285**	**423,187**	**423,187**	**423,187**	**(130,098)**	**-24%**
	TOTAL EXPENDITURES		**519,032**	**553,285**	**423,187**	**423,187**	**423,187**	**(130,098)**	**-24%**
TOTAL REQUIREMENTS			**519,032**	**553,285**	**423,187**	**423,187**	**423,187**	**(130,098)**	**-24%**
Unappropriated Ending Balance									
380-TOURIST PROMOTION									**-**

PROGRAM NAME: Restricted Revenue Fund – Construction Excise Tax

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

PROGRAM DESCRIPTION: Oregon Senate Bill 1533B (2016) authorized local governments to impose a construction excise tax on improvements to real property to support affordable housing, subject to the limitations and restricted uses defined by the bill. Developments exempt from the tax under include private school improvements, public improvements, affordable housing, hospitals, religious facilities, agricultural buildings, not-for-profit residential care facilities. The City of Hood River adopted a Construction Excise Tax in FY2017-18 through Ordinance 2042.

Ordinance 2042 was written to conform to State law and defines the collection and use of Construction Excise Tax dollars as follows:

Property Type	Tax Rate	Allowable Uses to Promote Affordable Housing (after a 4% admin fee)
Residential	1%	- 50% for developer incentives - 35% for City defined affordable housing programs - 15% distributed to the State Housing and Community Services Dept.,
Commercial and Industrial	1%	- 100% for city affordable housing programs and incentives

Three Sub-Funds were created to segregate and track the Construction Excise Tax (CET) dollars based on allowable uses. Sub-Fund 391 accounts for CET dollars for locally defined affordable housing programs (least restricted dollars), Sub-Fund 392 accounts for CET dollars dedicated to developer incentives (ex. payment of “in lieu” fees, system development charges, low or no interest financing), and Sub-Fund 393 accounts for CET dollars that must be remitted to the Oregon Department of Housing and Community Services. Sub-Fund 393 carries no balance because all revenues are immediately passed through the State of Oregon.

For FY2020-21, Debt Service for the Rand Road affordable housing property acquisition is added to sub-fund 391, the City’s local affordable housing program.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
391	**CET LOCAL HOUSING PROGRAM**								
391-391	**CET Local Housing Program**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	50,505	206,666	292,929	292,929	292,929	86,263	42%
	REVENUE								
31040-00000	CET Local Housing Revenue	50,505	153,541	70,000	96,779	96,779	96,779	26,779	38%
37005-00000	INTEREST ON INVESTMENTS	-	2,618	1,263	5,858	5,858	5,858	4,595	364%
	TOTAL REVENUE	**50,505**	**156,160**	**71,263**	**102,637**	**102,637**	**102,637**	**31,374**	**44%**
TOTAL RESOURCES		**50,505**	**206,666**	**277,929**	**395,566**	**395,566**	**395,566**	**117,637**	**42%**
REQUIREMENTS									
	DEBT SERVICE								
44005-00000	Rand Rd Debt Service - Principle	-	-	-	55,878	55,878	55,878	55,878	-
44010-00000	Rand Rd Debt Service - Interest	-	-	-	29,680	29,680	29,680	29,680	-
	TOTAL DEBT SERVICE				**85,558**	**85,558**	**85,558**	**85,558**	**-**
	TOTAL EXPENDITURES				**85,558**	**85,558**	**85,558**	**85,558**	**-**
	CONTINGENCY/TRANSFER								
47005-00000	CET Local Housing Contingency	-	-	192,968	300,000	300,000	300,000	107,032	55%
	TOTAL CONTINGENCY/TRANSFER			**192,968**	**300,000**	**300,000**	**300,000**	**107,032**	**55%**
TOTAL REQUIREMENTS				**192,968**	**385,558**	**385,558**	**385,558**	**192,590**	**100%**
Unappropriated Ending Balance									
391-CET LOCAL HOUSING PROGRAM		**50,505**	**206,666**	**84,961**	**10,008**	**10,008**	**10,008**	**(74,953)**	**-88%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
392	**CET DEVELOPER INCENTIVES**								
392-392	**CET Developer Incentives**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	30,306	93,560	177,022	177,022	177,022	83,462	89%
	REVENUE								
31040-00000	Developer Incentives Revenue	30,306	61,700	82,500	92,500	92,500	92,500	10,000	12%
37005-00000	INTEREST ON INVESTMENTS	-	1,552	962	3,540	3,540	3,540	2,578	268%
	TOTAL REVENUE	**30,306**	**63,253**	**83,462**	**96,040**	**96,040**	**96,040**	**12,578**	**15%**
TOTAL RESOURCES		**30,306**	**93,560**	**177,022**	**273,062**	**273,062**	**273,062**	**96,040**	**54%**
REQUIREMENTS									
	CONTINGENCY/TRANSFER								
47005-00000	Developer Incentives Contingen	-	-	197,268	270,000	270,000	270,000	72,732	37%
	TOTAL CONTINGENCY/TRANSFER			**197,268**	**270,000**	**270,000**	**270,000**	**72,732**	**37%**
TOTAL REQUIREMENTS				**197,268**	**270,000**	**270,000**	**270,000**	**72,732**	**37%**
Unappropriated Ending Balance									
392-CET DEVELOPER INCENTIVES		**30,306**	**93,560**	**(20,246)**	**3,062**	**3,062**	**3,062**	**23,308**	**-115%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
393	**CET STATE OHCS DISTRIBUTION**								
393-393	**CET State OHCS Distribution**								
RESOURCES									
	REVENUE								
31040-00000	State OHCS Dedicated Revenue	9,092	19,187	27,000	53,608	53,608	53,608	26,608	99%
	TOTAL REVENUE	**9,092**	**19,187**	**27,000**	**53,608**	**53,608**	**53,608**	**26,608**	**99%**
TOTAL RESOURCES		**9,092**	**19,187**	**27,000**	**53,608**	**53,608**	**53,608**	**26,608**	**99%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42090-42000	State OHCS Payment	9,092	19,187	27,000	53,608	53,608	53,608	26,608	99%
	TOTAL MATERIALS & SERVICES	**9,092**	**19,187**	**27,000**	**53,608**	**53,608**	**53,608**	**26,608**	**99%**
	TOTAL EXPENDITURES	**9,092**	**19,187**	**27,000**	**53,608**	**53,608**	**53,608**	**26,608**	**99%**
TOTAL REQUIREMENTS		**9,092**	**19,187**	**27,000**	**53,608**	**53,608**	**53,608**	**26,608**	**99%**

Unappropriated Ending Balance
393-CET STATE OHCS DISTRIBUTION -

Sub-Fund: Assistance to Fire Fighters Grant – AirPacks

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

PROGRAM DESCRIPTION: After several years of successive applications, the Hood River Fire Department successfully obtained federal grant monies to replace the City's aging air packets. Spearheaded by Chief Damian, the City took a regional approach to this most recent grant application by including surrounding fire districts of Wy'East, Cascade Locks, West Side, and Parkdale Fire Departments/Districts in a single consolidated request to the Department of Homeland Security. This new regional approach is likely a significant factor in this year's application being approved.

Appropriations for air pack replacements will come from federal grant monies as well as a 10% match charged to participating regional fire agencies. The City's proportionate 10% match will come from existing Fire Department General Fund appropriations.

GOAL(S)	MEASURE(S)
1. Accurately track Federal Grant Monies	Receive full reimbursement for qualified expenditures

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
356	**AFG AIRPACKS**								
356-356	**AFT AirPacks**								
RESOURCES									
	REVENUE								
34030-34044	AFG Grant - Airpacks	-	-	555,509	555,509	555,509	555,509	-	-
34050-00000	Intergovernmental Revenue	-	-	61,723	61,723	61,723	61,723	-	-
	TOTAL REVENUE			**617,232**	**617,232**	**617,232**	**617,232**		**-**
TOTAL RESOURCES				**617,232**	**617,232**	**617,232**	**617,232**		**-**
REQUIREMENTS									
	CAPITAL OUTLAY								
43020-00000	MACHINERY AND EQUIPMENT	-	-	617,232	617,232	617,232	617,232	-	-
	TOTAL CAPITAL OUTLAY			**617,232**	**617,232**	**617,232**	**617,232**		**-**
	TOTAL EXPENDITURES			**617,232**	**617,232**	**617,232**	**617,232**		**-**
TOTAL REQUIREMENTS				**617,232**	**617,232**	**617,232**	**617,232**		**-**
Unappropriated Ending Balance									
356-AFG AIRPACKS									**-**

INTERNAL SERVICE FUND

PROGRAM DESCRIPTION: The Internal Service Fund accounts for services to internal departments, such as scheduled vehicle replacement, vehicle maintenance, and general administration (City Management, Legal, & Information technology) charged to client departments on a cost reimbursement basis. Oregon Revised Statues (294.343) specifies that reimbursement formulas for internal service funds must be calculated, and periodically revised, to eliminate any element of profit of loss.

Sub-funds within the Internal Service Fund Include:

- Equipment Maintenance
- Administration
- Equipment Replacement

Category	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
INTERNAL SERVICE FUND						
030 Beginning Fund Balance	135,236	199,653	4,470,893	4,756,190	4,756,190	4,756,190
REVENUE						
031 Taxes	6,796	-	-	-	-	-
035 Charges for Services	1,280,693	1,834,364	1,887,652	2,504,860	2,504,860	2,504,860
037 Interest Earnings	2,696	103,573	122,895	95,109	95,109	95,109
038 Misc. Revenues	-	12,261	46,500	171,000	171,000	171,000
REVENUE	**1,290,186**	**1,950,199**	**2,057,047**	**2,770,969**	**2,770,969**	**2,770,969**
039 Interfund Transfers In	-	3,803,652	-	-	-	-
Total RESOURCES	**1,425,423**	**5,953,504**	**6,527,940**	**7,527,159**	**7,527,159**	**7,527,159**
EXPENDITURES						
041 Personnel Services	767,494	784,733	958,935	1,011,022	1,011,022	1,011,022
042 Materials & Services	451,356	492,351	502,268	544,097	544,097	544,097
043 Capital Outlay	-	205,526	554,436	1,230,934	1,230,934	1,230,934
EXPENDITURES	**1,218,850**	**1,482,611**	**2,015,639**	**2,786,053**	**2,786,053**	**2,786,053**
045 Interfund Transfers Out	6,919	-	3,026	1,504,021	1,504,021	1,504,021
046 Special Payments	-	-	-	107,076	107,076	107,076
047 Contingency	-	-	45,221	140,000	140,000	140,000
Total REQUIREMENTS	**1,225,769**	**1,482,611**	**2,063,886**	**4,537,150**	**4,537,150**	**4,537,150**
ENDING FUND BALANCE	**199,653**	**4,470,893**	**4,464,054**	**2,990,009**	**2,990,009**	**2,990,009**

Category/Program	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
INTERNAL SERVICE FUND						
030 Beginning Fund Balance	135,236	199,653	4,470,893	4,756,190	4,756,190	4,756,190
REVENUE						
031 Taxes	6,796	-	-	-	-	-
035 Charges for Services	1,280,693	1,834,364	1,887,652	2,504,860	2,504,860	2,504,860
037 Interest Earnings	2,696	103,573	122,895	95,109	95,109	95,109
038 Misc. Revenues	-	12,261	46,500	171,000	171,000	171,000
REVENUE	**1,290,186**	**1,950,199**	**2,057,047**	**2,770,969**	**2,770,969**	**2,770,969**
039 Interfund Transfers In	-	3,803,652	-	-	-	-
Total RESOURCES	**1,425,423**	**5,953,504**	**6,527,940**	**7,527,159**	**7,527,159**	**7,527,159**
800 ISF - Equipment Maintenance	181,890	202,444	218,645	255,903	255,903	255,903
805 ISF - Administration	1,043,879	1,087,039	1,265,805	1,515,313	1,515,313	1,515,313
811 ISF - Equipment Replacement	-	193,126	579,436	2,765,934	2,765,934	2,765,934
Total REQUIREMENTS	**1,225,769**	**1,482,611**	**2,063,886**	**4,537,150**	**4,537,150**	**4,537,150**
ENDING FUND BALANCE	**199,653**	**4,470,893**	**4,464,054**	**2,990,009**	**2,990,009**	**2,990,009**

PROGRAM NAME: Internal Service Fund – Equipment Maintenance

PROGRAM DESCRIPTION: The Equipment Maintenance Sub-Fund provides all maintenance and repairs to vehicles, rolling stock and numerous light equipment. Revenue to the program comes from charges for services to client departments. The hourly service charge for the City Mechanic for FY2020-21 is $81. Vehicle parts are charged to the client departments at cost.

Fire / EMS		
Year	Vehicle	Est. Rep.
2017	Command 1 - Chevy #113	2030
2011	Command 2 - Chevy #981	2024
2008	Command 3 - F350 #487	2024
2010	Engine 2 - Pierce	2032
1998	Engine 4 - Pierce #768	2022
2011	Tower 3 - Pierce 95'	2031
2016	Medic 1 #955	2025
2020	Medic 2 - Medtec #985 (Rechassied in 2020	2029
2013	Medic 3 - Medtec	2022
2012	Brush 1 - Ford	2025
2012	RTV-1	2024

Police		
Year	Vehicle	Est. Rep.
2018	Interceptor SUV #661	2026
2018	Interceptor Sedan #660	2026
2019	Hybrid Replacement for Charger #998	2027
2019	Interceptor SUV #686	2027
2013	Ford Interceptor #063	2022
2013	Charger #982	2021
2015	Ford Interceptor #212	2023
2016	Ford Interceptor #246	2025
2016	Ford Interceptor #247	2025
2013	Training Vehicle	2021
2021	Detective Vehicle	2031
2013	Chevy Pickup #061	2028
2015	Ford Interceptor #831	2028

Public Works		
Year	Vehicle	Est. Rep.
2004	Ford Explorer XLS #1	2023
1982	John Deere 670a Grader #56	0
2019	Toyota 4Runner #7	2031
1999	John Deere 4300 4x4 #29	2024
2003	Ford F350 #8	2022
2009	Chevy Silverado 1/2 ton #17	2021
2010	John Deere X749 #28	2025
2020	Replacement for Ford F350 #13	2030

Public Works		
Year	Vehicle	Est. Rep.
2012	Ford F350 #16	2021
2016	Ford F350 #15	2026
2018	Skidsteer	2020
2005	International 4x4 (sander) #36	2031
1995	International 4x4 (sander) #39	N/A
2005	Ford F450 #6	2023
2009	Chevy Colorado 4x4 #3	2024
2009	Chevy Colorado 4x4 #4	2024
2009	Ford F350 #14	2023
2009	Chevy Colorado 4X4 #5	2022
2012	International 4x4 Dump Truck #38	2022
2011	Cat 305D (mini) #58	2028
2012	International 4x4 Dump Truck #35	2021
2020	Valve Excercising Trailer	2030
2013	Chevy Silverado 3500 HD Diesel #12	2022
2013	Chevy Silverado 3500 HD #10	2023
2014	Cat 420d Backhoe #57	2026
2014	Toyota Tacoma 4x4 #19	2024
2015	Cat 914k Loader #55	2030
2016	Freightliner Dump Truck #37A	2026
2017	Chevrolet Colorado 4X4 #2	2030
2017	Defender XT Cab (Side by Side ATV)	2032
2012	Vactor Truck #26	2021
2018	Vactor/Combo #27	2028
2013	Ford F350 #18	2023
1959	Beall Tank Trailer Sludge Tanker	2024
2012	Portable Generator John Deer Ts25-3J 4024TF281	2022
2012	Gorman RuppPortable Pump	2046
2005	Ford F350 - OMICrew Truck	2022
2008	Cat It14g LoaderFront Loader	2025
2019	Kubota ZD 1511 Mower	2027
2019	Toro Grandstand Mower	2027
2012	Blador T525Portable Generator	2024
2014	Kenworth Tanker Truck T800Sludge Truck	2024
2015	Kenworth TruckBiosolid Truck/Slinger	2025
2010	Elgin Pelican NP Sweeper #62	2021
2013	Schwarze a7000 Sweeper #60	2020

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
800	**ISF EQUIPMENT MAINTENANCE**								
800-800	**ISF - Equipment Maintenance**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	23,937	19,007	11,733	2,268	2,268	2,268	(9,465)	-81%
	REVENUE								
35045-35000	Interdepartmental- Equipt Mnt.	-	-	-	-	-	-	-	-
35045-35100	Interdept-EquipMaint-Labor	122,290	129,517	133,280	228,512	228,512	228,512	95,232	71%
35045-35200	Interdept-EquipMaint-Materials	54,403	63,737	70,000	70,000	70,000	70,000	-	-
37005-00000	INTEREST ON INVESTMENTS	266	294	500	45	45	45	(455)	-91%
38015-00000	Refunds	-	1,621	-	-	-	-	-	-
	TOTAL REVENUE	**176,959**	**195,170**	**203,780**	**298,557**	**298,557**	**298,557**	**94,777**	**47%**
TOTAL RESOURCES		**200,897**	**214,178**	**215,513**	**300,825**	**300,825**	**300,825**	**85,312**	**40%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	68,032	71,621	76,502	83,804	83,804	83,804	7,302	10%
41006-00000	Overtime	560	27	1,031	1,057	1,057	1,057	26	3%
41010-00000	FRINGE BENEFITS	39,037	41,401	48,208	50,870	50,870	50,870	2,662	6%
	TOTAL PAYROLL	**107,630**	**113,051**	**125,741**	**135,731**	**135,731**	**135,731**	**9,990**	**8%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies - Equiptment	-	42	500	500	500	500	-	-
42005-40015	Operating Materials-Equip Mnt	59,372	78,268	60,000	70,000	70,000	70,000	10,000	17%
42005-40020	Fuel & Lube - Equip Maint	-	167	-	-	-	-	-	-
42040-40410	Vehicle Maint/Rep.-Equip Mnt	5,921	-	10,000	10,000	10,000	10,000	-	-
42050-40525	Trainings & Meetings-Equip Mnt	441	-	400	400	400	400	-	-
42065-42055	BANK AND MERCHANT FEES	-	-	-	-	-	-	-	-
42080-42080	Admin Services Allocation	8,524	10,914	11,175	15,755	15,755	15,755	4,580	41%
	TOTAL MATERIALS & SERVICES	**74,260**	**89,393**	**82,075**	**96,655**	**96,655**	**96,655**	**14,580**	**18%**
	TOTAL EXPENDITURES	**181,890**	**202,444**	**207,816**	**232,386**	**232,386**	**232,386**	**24,570**	**12%**
	CONTINGENCY/TRANSFER								
45815-00000	Transfer To - Comp Absence Rsv	-	-	829	1,019	1,019	1,019	190	23%
46001-00000	PERS Side Account Deposit	-	-	-	12,498	12,498	12,498	12,498	-
47005-00000	CONTINGENCY	-	-	10,000	10,000	10,000	10,000	-	-
	TOTAL CONTINGENCY/TRANSFER			**10,829**	**23,517**	**23,517**	**23,517**	**12,688**	**117%**
TOTAL REQUIREMENTS		**181,890**	**202,444**	**218,645**	**255,903**	**255,903**	**255,903**	**37,258**	**17%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
Unappropriated Ending Balance									
800-ISF EQUIPMENT MAINTENANCE		**19,007**	**11,733**	**(3,132)**	**44,922**	**44,922**	**44,922**	**48,054**	******%**

PROGRAM NAME: Internal Service Fund – Administration

RESPONSIBLE MANAGER(S): Rachael Fuller, 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. Charges to client departments are reexamined each year to ensure the Administrative Fund is both financially stable but also does not accumulate an unnecessarily large fund balance.

In FY2020-21 charges to departments are increased 39%. The large one-time bump in charges is primarily to address overdue information technology infrastructure updates and to make a PERS side account deposit that will be matched 25% by the State of Oregon. Both investments will reduce the City's ongoing administrative costs over the long-term, contributing to lower administrative overhead charges to client departments in future years.

There are 6 full-time equivalent (FTE) positions out of the 72 FTE's in the City budget or about 8% 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. 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.

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 performs all typical, but essential, finance areas such as payroll and employee benefits, accounts payable, customer service, financial reporting, grant management, treasury, accounts payable, 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 assists with ongoing technical support. In 2017, The City engaged with an Information Technology consultants, Civic Foundry, to produce a 5-year IT plan for the City. The final was adopted via Resolution 2018-12 and a part-time IT Manager was hired early 2019. FY2020-21 budget retains a substantial contingency budget to facilitate implementation of the plan. Any use of contingency will be brought to the City Council for approval before expenditures are authorized.

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.

GOAL(S)	MEASURE(S)
1. Coordinate and hold one annual goal setting session.	Goal setting session held
2. Prepare in timely fashion all materials for city audit.	A clean audit is issued by December 31, 2020.
3. 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

2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
4.75	4.75	6.00	6.20	6.20	6.20	5.8*	5.8	6.0

* FY2018/19 budget included more accurate tracking of FTE counts to where positions were proportionately allocated. The change in allocation display makes the FTE count not directly comparable to the prior fiscal year.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
805	**ADMINISTRATION**								
805-805	**ISF - Administration**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	111,298	180,645	161,133	60,742	60,742	60,742	(100,391)	-62%
	REVENUE								
31040-00000	Construction Excise Tax-Admin	6,796	-	-	-	-	-	-	-
35015-35805	I/D - ADMIN SERVICES	960,000	920,000	970,000	1,349,998	1,349,998	1,349,998	379,998	39%
35020-00000	CONTRACTED SERVICES	144,000	144,000	144,000	144,000	144,000	144,000	-	-
37005-00000	INTEREST REVENUE	2,430	3,527	5,231	1,200	1,200	1,200	(4,031)	-77%
	TOTAL REVENUE	**1,113,226**	**1,067,527**	**1,119,231**	**1,495,198**	**1,495,198**	**1,495,198**	**375,967**	**34%**
TOTAL RESOURCES		**1,224,525**	**1,248,172**	**1,280,364**	**1,555,940**	**1,555,940**	**1,555,940**	**275,576**	**22%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	455,948	473,347	555,814	580,711	580,711	580,711	24,897	4%
41006-00000	Admin Overtime	6,654	2,421	-	600	600	600	600	-
41010-00000	FRINGE BENEFITS	197,261	195,913	277,380	293,980	293,980	293,980	16,600	6%
	TOTAL PAYROLL	**659,864**	**671,682**	**833,194**	**875,291**	**875,291**	**875,291**	**42,097**	**5%**
	MATERIALS & SERVICES								
42005-40010	Office Supplies- Admin	7,601	7,433	9,500	9,500	9,500	9,500	-	-
42005-40020	Fuel & Lube - Admin	528	190	500	500	500	500	-	-
42005-40035	Printing - Admin	932	3,583	4,500	4,500	4,500	4,500	-	-
42010-11501	IT Services - Admin	52,235	63,413	55,000	55,000	55,000	55,000	-	-
42010-11502	Contract Svcs - Caselle	19,371	19,994	27,900	27,900	27,900	27,900	-	-
42010-11503	Contract Svcs - Copiers	16,004	11,833	13,000	13,000	13,000	13,000	-	-
42010-11504	Copier Maint. - Admin	3,198	2,815	3,800	3,800	3,800	3,800	-	-
42010-40105	Legal Services	93,395	142,513	100,000	100,000	100,000	100,000	-	-
42010-40110	Audit Svcs - Admin	55,072	34,442	46,000	46,000	46,000	46,000	-	-
42010-40115	Contract Svcs - Admin	23,454	1,168	35,000	60,000	60,000	60,000	25,000	71%
42010-40150	Professional Svcs - Admin	3,210	15,754	-	-	-	-	-	-
42015-40205	Telephone - Admin	12,527	12,965	14,000	14,000	14,000	14,000	-	-
42015-40210	Postage - Admin	4,039	2,548	4,000	4,000	4,000	4,000	-	-
42015-40230	Internet Svc - Admin	4,678	4,678	5,200	5,200	5,200	5,200	-	-
42020-42000	Advertising & Pub - Admin	1,315	1,878	1,000	1,000	1,000	1,000	-	-
42030-42030	Insurance-Admin	16,903	18,441	19,351	21,275	21,275	21,275	1,924	10%
42035-40305	Electricity - Admin	8,249	7,612	9,500	9,500	9,500	9,500	-	-
42035-40310	Heating (Gas/Oil) - Admin	1,257	1,365	2,000	2,000	2,000	2,000	-	-
42035-40315	Garbage Svc - Admin	1,439	1,471	1,200	1,200	1,200	1,200	-	-
42035-40320	City Utilities - Admin	1,986	2,220	2,200	2,200	2,200	2,200	-	-

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
42040-40415	Facility Maint- Admin	7,713	7,300	12,000	12,000	12,000	12,000	-	-
42040-40420	Janitorial - Admin	6,183	4,257	5,500	5,500	5,500	5,500	-	-
42045-42000	Filing & Recording - Admin	905	80	600	600	600	600	-	-
42050-40505	Dues & Subscriptions - Admin	17,258	17,574	17,000	17,000	17,000	17,000	-	-
42050-40525	Trainings & Meetings - Admin	7,004	5,633	8,000	8,000	8,000	8,000	-	-
42050-40530	Other Staff Developmen - Admin	343	667	1,200	1,200	1,200	1,200	-	-
42065-42055	BANK AND MERCHANT FEES	4,564	4,262	7,500	7,500	7,500	7,500	-	-
42075-40620	Misc Minor Tools & Equip	2,752	3,085	3,500	3,500	3,500	3,500	-	-
42075-62001	Misc harware/apps < $5000	1,489	168	5,000	5,000	5,000	5,000	-	-
42075-62003	Software < $5000	-	-	1,000	1,000	1,000	1,000	-	-
42080-42000	Equipment Maint Chargeback	285	6	315	287	287	287	(28)	-9%
42080-42085	Misc- Misc Admin	1,192	2,372	2,200	2,200	2,200	2,200	-	-
42080-42811	Vehicle Replacement Charge	-	1,225	2,727	3,080	3,080	3,080	353	13%
	TOTAL MATERIALS & SERVICES	**377,096**	**402,957**	**420,193**	**447,442**	**447,442**	**447,442**	**27,249**	**6%**
	CAPITAL OUTLAY								
43020-00000	MACHINERY AND EQUIPMENT	-	12,400	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY		**12,400**						**-**
TOTAL EXPENDITURES		**1,036,960**	**1,087,039**	**1,253,387**	**1,322,733**	**1,322,733**	**1,322,733**	**69,346**	**6%**
	CONTINGENCY/TRANSFER								
45810-00000	TRANSFER TO - EQUIP REPLACE	1,870	-	-	-	-	-	-	-
45815-00000	TRANSFER TO - COMP ABSC RES	5,049	-	2,197	3,002	3,002	3,002	805	37%
46001-00000	PERS Side Account Deposit	-	-	-	94,578	94,578	94,578	94,578	-
47005-00000	CONTINGENCY	-	-	10,221	95,000	95,000	95,000	84,779	829%
	TOTAL CONTINGENCY/TRANSFER	**6,919**		**12,418**	**192,580**	**192,580**	**192,580**	**180,162**	**1451%**
TOTAL REQUIREMENTS		**1,043,879**	**1,087,039**	**1,265,805**	**1,515,313**	**1,515,313**	**1,515,313**	**249,508**	**20%**
Unappropriated Ending Balance 805-ADMINISTRATION		**180,645**	**161,132**	**14,559**	**40,627**	**40,627**	**40,627**	**26,068**	**179%**

PROGRAM NAME: Internal Service Fund – Equipment Replacement

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

PROGRAM DESCRIPTION: City Council Resolution 2007-20 first directed the City to maintain a replacement schedule of all vehicles and large equipment. While this created a tracking mechanism, money was not available to fund future replacements. Two years later, the Equipment Replacement Reserve was established by Resolution No. 2009-02 based on the City Council's wish to fund administrative plans to meet equipment replacement needs, to the greatest extent possible, through existing allocations. The two actions created a policy and set aside account, but due the Great Recession's financial impact on the City there still was not available funding for some years.

Beginning in FY2011-12, modest, but consistent, funding into the Equipment Reserve began. The initial transfer from the General Fund was $12,500. Several set aside accounts in the Public Works Funds were also established to separately track contributions from Enterprise Funds. As the City's financial condition improved, transfers to the replacement fund increased in size. The City was able to accomplish a major milestone in FY2018-19 by fully funding and consolidating the various equipment reserves into a single new Internal Service Fund. The accounts are considered 100% funded when the future replacement cost, divided by the number years of useful life, multiplied by the current age of each vehicle is set aside.

The proposed FY2020-21 budget includes the scheduled purchase of hybrid police interceptor ($65,000), replacement detective vehicle ($36,100), two (d) public works pick-up trucks ($58,597), dump truck ($170,754), Vactor Truck ($377,201), and two (2) street sweepers ($489,685). New for FY2020-21 is the addition of Fire/EMS equipment, including ambulance stretchers, life packs, air packs, and turnouts. Including this essential emergency equipment in the replacement program will ensure funds are available for its future replacement on a regular schedule.

The FY2020-21 Budget also includes up to a $1,500,000 interfund loan to the Sewer Fund. This will allow the Sewer Fund to avoid accessing outside sources of financing which saves both staff time and financing expenses. The amount of the loan will depend on actual capital project expense timing and will be repaid within 10-years at a reasonable interest rate set by City Council at the time of the interfund loan creation.

GOAL(S)	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 internal service fund	Measurement is based on annual contribution calculations to ensure sufficient funding exists to replace all vehicles at the end of their useful life.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
811	**ISF - EQUIPMENT REPLACEMENT**								
811-811	**ISF - Equipment Replacement**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	4,298,027	4,693,180	4,693,180	4,693,180	395,153	9%
REVENUE									
35017-35125	Vehicle Replacement Charge	-	157,839	154,496	227,954	227,954	227,954	73,458	48%
35017-35127	Vehicle Replacement Charge	-	54,861	64,651	73,445	73,445	73,445	8,794	14%
35017-35128	Vehicle Replacement Charge	-	2,292	2,489	2,940	2,940	2,940	451	18%
35017-35130	Vehicle Replacement Charge	-	13,830	9,420	27,501	27,501	27,501	18,081	192%
35017-35140	Vehicle Replacement Charge	-	69,847	67,268	77,986	77,986	77,986	10,718	16%
35017-35200	Vehicle Replacement Charge	-	37,267	39,399	31,379	31,379	31,379	(8,020)	-20%
35017-35310	Vehicle Replacement Charge	-	-	1,442	1,629	1,629	1,629	187	13%
35017-35505	Vehicle Replacement Charge	-	45,365	42,756	90,309	90,309	90,309	47,553	111%
35017-35510	Vehicle Replacement Charge	-	43,211	42,763	47,707	47,707	47,707	4,944	12%
35017-35600	Vehicle Replacement Charge	-	56,062	53,265	79,122	79,122	79,122	25,857	49%
35017-35695	Vehicle Replacement Charge	-	95,311	89,696	49,298	49,298	49,298	(40,398)	-45%
35017-35805	Vehicle Replacement Charge	-	1,225	2,727	3,080	3,080	3,080	353	13%
37005-00000	INTEREST REVENUE	-	99,751	117,164	93,864	93,864	93,864	(23,300)	-20%
38010-38127	Vehicle Sales - EMS	-	-	10,000	1,000	1,000	1,000	(9,000)	-90%
38010-38128	Vehicle Sales - Parking	-	-	-	2,500	2,500	2,500	2,500	-
38010-38130	Vehicle Sales - Parks	-	-	1,125	2,500	2,500	2,500	1,375	122%
38010-38140	Vehicle Sales - Police	-	5,177	5,000	2,500	2,500	2,500	(2,500)	-50%
38010-38200	Vehicle Sales - Road	-	-	15,000	87,500	87,500	87,500	72,500	483%
38010-38505	Vehicle Sales - Sewer Ops	-	2,731	-	50,000	50,000	50,000	50,000	-
38010-38600	Vehicle Sales - Water	-	2,731	375	-	-	-	(375)	-100%
38010-38695	Vehicle Sales - Water	-	-	15,000	25,000	25,000	25,000	10,000	67%
TOTAL REVENUE			**687,501**	**734,036**	**977,214**	**977,214**	**977,214**	**243,178**	**33%**
39100-00000	Transfer from - General	-	888,743	-	-	-	-	-	-
39225-00000	Transfer From - Roads	-	96,992	-	-	-	-	-	-
39591-00000	Transfer From - Sewer	-	833,926	-	-	-	-	-	-
39691-00000	Transfer From - Water	-	182,209	-	-	-	-	-	-
39698-00000	Transfer From - Stormwater	-	40,979	-	-	-	-	-	-
39810-00000	Transfer from Reserve - Equip.	-	1,760,801	-	-	-	-	-	-
TOTAL RESOURCES			**4,491,153**	**5,032,063**	**5,670,394**	**5,670,394**	**5,670,394**	**638,331**	**13%**

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
REQUIREMENTS									
	CAPITAL OUTLAY								
43025-40127	Vehicle Purchase - EMS	-	26,173	155,000	33,598	33,598	33,598	(121,402)	-78%
43025-40128	Vehicle Purchase - Parking	-	-	-	15,192	15,192	15,192	15,192	-
43025-40130	Vehicle Purchase - Parks	-	21,000	24,793	28,213	28,213	28,213	3,420	14%
43025-40140	Vehicle Purchase - Police	-	96,988	120,000	101,100	101,100	101,100	(18,900)	-16%
43025-40200	Vehicle Purchase - Road	-	-	108,747	260,034	260,034	260,034	151,287	139%
43025-40505	Vehicle Purchase - Sewer Ops	-	-	-	434,119	434,119	434,119	434,119	-
43025-40600	Vehicle Purchase - Water	-	48,964	8,264	56,918	56,918	56,918	48,654	589%
43025-40695	Vehicle Purchase - Stormwater	-	-	108,747	301,760	301,760	301,760	193,013	177%
43025-40805	Vehicle Purchase - Admin	-	-	28,885	-	-	-	(28,885)	-100%
	TOTAL CAPITAL OUTLAY		**193,126**	**554,436**	**1,230,934**	**1,230,934**	**1,230,934**	**676,498**	**122%**
TOTAL EXPENDITURES			**193,126**	**554,436**	**1,230,934**	**1,230,934**	**1,230,934**	**676,498**	**122%**
	CONTINGENCY/TRANSFER								
45500-00000	InterFund Loan to Sewer Fund	-	-	-	1,500,000	1,500,000	1,500,000	1,500,000	-
47005-00000	CONTINGENCY	-	-	25,000	35,000	35,000	35,000	10,000	40%
	TOTAL CONTINGENCY/TRANSFER			**25,000**	**1,535,000**	**1,535,000**	**1,535,000**	**1,510,000**	**6040%**
TOTAL REQUIREMENTS			**193,126**	**579,436**	**2,765,934**	**2,765,934**	**2,765,934**	**2,186,498**	**377%**
Unappropriated Ending Balance									
811-ISF - EQUIPMENT REPLACEMENT			**4,298,027**	**4,452,627**	**2,904,460**	**2,904,460**	**2,904,460**	**(1,548,167)**	**-35%**

RESERVES FUND

PROGRAM DESCRIPTION: The Reserves Fund accumulates resources for multi-year City Council priorities.

Sub-funds within the Reserves Fund Include:

- Parking In Lieu
- PERS Stabilization
- Affordable Housing
- Compensated Absences
- Parks Facilities

Category	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
RESERVES FUND						
030 Beginning Fund Balance	2,243,985	2,620,943	970,197	940,880	940,880	940,880
REVENUE						
037 Interest Earnings	37,104	22,878	23,908	7,315	7,315	7,315
038 Misc. Revenues	1,105	-	1,600,000	-	-	-
REVENUE	**38,209**	**22,878**	**1,623,908**	**7,315**	**7,315**	**7,315**
039 Interfund Transfers In	477,034	100,000	86,195	375,610	375,610	375,610
Total RESOURCES	**2,759,228**	**2,743,821**	**2,680,300**	**1,323,805**	**1,323,805**	**1,323,805**
EXPENDITURES						
041 Personnel Services	45,111	-	240,450	450,000	450,000	450,000
042 Materials & Services	125	-	-	109,146	109,146	109,146
043 Capital Outlay	93,048	-	1,611,014	11,342	11,342	11,342
EXPENDITURES	**138,284**	**0**	**1,851,464**	**570,488**	**570,488**	**570,488**
045 Interfund Transfers Out	-	1,773,624	-	-	104,969	104,969
046 Special Payments	-	-	-	551,512	551,512	551,512
047 Contingency	-	-	233,300	160,000	75,000	75,000
Total REQUIREMENTS	**138,284**	**1,773,624**	**2,084,764**	**1,282,000**	**1,301,969**	**1,301,969**
ENDING FUND BALANCE	**2,620,943**	**970,197**	**595,536**	**41,805**	**21,836**	**21,836**

Category/Program	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed 2020-21	Approved 2020-21	Adopted 2020-21
RESERVES FUND						
030 Beginning Fund Balance	2,243,985	2,620,943	970,197	940,880	940,880	940,880
REVENUE						
037 Interest Earnings	37,104	22,878	23,908	7,315	7,315	7,315
038 Misc. Revenues	1,105	-	1,600,000	-	-	-
REVENUE	**38,209**	**22,878**	**1,623,908**	**7,315**	**7,315**	**7,315**
039 Interfund Transfers In	477,034	100,000	86,195	375,610	375,610	375,610
Total RESOURCES	**2,759,228**	**2,743,821**	**2,680,300**	**1,323,805**	**1,323,805**	**1,323,805**
EXPENDITURES						
260 Reserve - Parking in Lieu	-	-	11,014	11,342	11,342	11,342
350 Reserve - Affordable Housing	125	12,823	1,698,300	109,146	109,146	109,146
810 Reserve - Equipment Replacemen	93,048	1,760,801	-	-	-	-
815 Reserve - Compensated Absences	45,111	-	290,450	541,260	541,260	541,260
820 Reserve - PERS Stabilization	-	-	-	535,252	535,252	535,252
821 Parks Facilities Reserve	-	-	85,000	85,000	104,969	104,969
Total REQUIREMENTS	**138,284**	**1,773,624**	**2,084,764**	**1,282,000**	**1,301,969**	**1,301,969**
ENDING FUND BALANCE	**2,620,943**	**970,197**	**595,536**	**41,805**	**21,836**	**21,836**

PROGRAM NAME: Reserve Fund – 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 in certain city districts. The fund’s purpose is to accumulate funds to operate, maintain, and expand the parking system of the City of Hood River.

GOAL(S)
1. Responsible tracking and use of reserve funds for intended purpose

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
260	**PARKING IN LIEU**								
260-260	**Reserve - Parking in Lieu**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	10,439	10,593	10,849	11,119	11,119	11,119	270	2%
	REVENUE								
37005-00000	INTEREST ON INVESTMENTS	154	255	270	223	223	223	(47)	-17%
38025-30200	In lieu of parking-Central Bus	-	-	-	-	-	-	-	-
	TOTAL REVENUE	**154**	**255**	**270**	**223**	**223**	**223**	**(47)**	**-17%**
TOTAL RESOURCES		**10,593**	**10,849**	**11,119**	**11,342**	**11,342**	**11,342**	**223**	**2%**
REQUIREMENTS									
	CAPITAL OUTLAY								
43020-40620	Machinery & Equipment	-	-	11,014	11,342	11,342	11,342	328	3%
	TOTAL CAPITAL OUTLAY			**11,014**	**11,342**	**11,342**	**11,342**	**328**	**3%**
	TOTAL EXPENDITURES			**11,014**	**11,342**	**11,342**	**11,342**	**328**	**3%**
TOTAL REQUIREMENTS				**11,014**	**11,342**	**11,342**	**11,342**	**328**	**3%**
Unappropriated Ending Balance									
260-PARKING IN LIEU		**10,593**	**10,849**	**105**				**(105)**	**-100%**

PROGRAM NAME: Reserves Fund – 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 three (3) consecutive biennia, beginning in FY2017-18. The next rate increase will occur in FY2021-22. The City expects to once again increase by the maximum collared rate amounts (approx. 20%). Actuarial models suggest that PERS rate increase should moderate in the mid-2020s and then begin to decline in the mid-2030s.

The FY2020-21 Budget allocated the entirety of the of the PERS Stabilization Reserve to a PERS Side Account which will be matched 25% by the State of Oregon. The Side Account will begin generating rate credits against the City's PERS liability in the 2022-23 biennium and continue on an amortized basis for 20-years.

City of Hood River PERS Rates
(Percentage charge applied to wages)

Employee Group	2015-17	2017-19	2019-21	2021-22*
Tier 1 & 2 (Employees hired prior to August 29th, 2003)	18.21%	23.21%	27.86%	30.44%
Public Safety OPSRP (Public Safety employees hired after August 28th, 2003)	14.04%	17.75%	22.19%	26.15%
General OPSRP (General employees hired after August 28th, 2003)	9.93%	12.98%	17.56%	21.78%

*Advisory rates as of 12/31/2018 valuations

GOAL(S)	MEASURE(S)
1. Hold aside reserved amounts to help offset the financial impact of future PERS rate increases.	N/A

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
820	**PERS STABILIZATION**								
820-820	**Reserve - PERS Stabilization**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	502,533	509,955	522,271	535,252	535,252	535,252	12,981	2%
	REVENUE								
37005-00000	INTEREST ON INVESTMENTS	7,422	12,315	12,981	-	-	-	(12,981)	-100%
	TOTAL REVENUE	**7,422**	**12,315**	**12,981**				**(12,981)**	**-100%**
TOTAL RESOURCES		**509,955**	**522,271**	**535,252**	**535,252**	**535,252**	**535,252**		**-**
REQUIREMENTS									
	CONTINGENCY/TRANSFER								
46001-00000	PERS Side Account Deposit	-	-	-	535,252	535,252	535,252	535,252	-
	TOTAL CONTINGENCY/TRANSFER				**535,252**	**535,252**	**535,252**	**535,252**	**-**
TOTAL REQUIREMENTS					**535,252**	**535,252**	**535,252**	**535,252**	**-**
Unappropriated Ending Balance 820-PERS STABILIZATION		**509,955**	**522,271**	**535,252**				**(535,252)**	**-100%**

PROGRAM NAME: Reserves Fund – Affordable Housing Reserve

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

PROGRAM DESCRIPTION: The Affordable Housing Reserve account was previously titled the, “General Assets reserve fund” and 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 account was later renamed the Miscellaneous Reserve and was used to segregate and track other miscellaneous dedicated monies, such as Serpentine Sidewalk improvement dollars, the Overlook Memorial Park Brick Program, and Oregon Community Foundation Grant for wayfinding signs. In 2016-17, the City Council additionally set aside $100,000 for Affordable Housing Initiatives into the account.

For FY2018-19, the small remaining balances associated with the Overlook Memorial Park Brick Program and Oregon Community Foundation Grant were transferred to the newly created Small Grants account in the Restricted Revenue Fund, leaving only the $100,000 set aside for Affordable Housing.

In FY2020-21 the Rand Road property acquisition activity was accounted for in this Fund. Continued affordable housing development activity is anticipated for FY2020-21.

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
350	**AFFORDABLE HOUSING RESERVE**								
350-350	**Reserve - Affordable Housing**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	113,065	115,723	105,385	107,788	107,788	107,788	2,403	2%
	REVENUE								
37005-00000	INTEREST ON INVESTMENTS	1,677	2,485	2,403	1,358	1,358	1,358	(1,045)	-43%
38005-00000	Property sales	100	-	-	-	-	-	-	-
38025-00000	LOAN PROCEEDS	-	-	1,600,000	-	-	-	(1,600,000)	-100%
38035-38050	Misc - Contributions	1,005	-	-	-	-	-	-	-
	TOTAL REVENUE	**2,782**	**2,485**	**1,602,403**	**1,358**	**1,358**	**1,358**	**(1,601,045)**	**-100%**
TOTAL RESOURCES		**115,848**	**118,208**	**1,707,788**	**109,146**	**109,146**	**109,146**	**(1,598,642)**	**-94%**
REQUIREMENTS									
	MATERIALS & SERVICES								
42010-40105	Legal Services	-	-	-	-	-	-	-	-
42010-40115	Professional Svcs- Gen Assets	125	-	-	109,146	109,146	109,146	109,146	-
	TOTAL MATERIALS & SERVICES	**125**			**109,146**	**109,146**	**109,146**	**109,146**	**-**
	CAPITAL OUTLAY								
43005-00000	Land	-	-	1,600,000	-	-	-	(1,600,000)	-100%
	TOTAL CAPITAL OUTLAY			**1,600,000**				**(1,600,000)**	**-100%**
	TOTAL EXPENDITURES	**125**		**1,600,000**	**109,146**	**109,146**	**109,146**	**(1,490,854)**	**-93%**
	CONTINGENCY/TRANSFER								
45355-00000	TRANS TO - SMALL GRANTS	-	12,823	-	-	-	-	-	-
47005-00000	CONTINGENCY (BUDGETARY)	-	-	98,300	-	-	-	(98,300)	-100%
	TOTAL CONTINGENCY/TRANSFER		**12,823**	**98,300**				**(98,300)**	**-100%**
TOTAL REQUIREMENTS		**125**	**12,823**	**1,698,300**	**109,146**	**109,146**	**109,146**	**(1,589,154)**	**-94%**
Unappropriated Ending Balance 350-AFFORDABLE HOUSING RESERVE		**115,723**	**105,385**	**9,488**				**(9,488)**	**-100%**

PROGRAM NAME: Reserves Fund – 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. A table summarizing the City's total liability and the amounts required in the reserve is on the following page.

The FY2020-21 includes a $300,000 placeholder for a potential buydown of accumulated Fire/EMS compensated absence liabilities. The exact figure will be determined through collected bargaining and approved separately by the City Council.

Consistent with Resolution 2020-07, the Compensated Absence Reserve will be transitioned to an Internal Service Fund for FY2021-22. The funding methodology for this transition will be developed over the course of FY2020-21

CITY OF HOOD RIVER
FY2020-21 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	128,950	
Fire	544,149	
Parks	11,901	
Planning	28,963	
EMS	191,187	
Municipal Court	4,642	
Parking	10,541	
Administration	38,571	
Equipment Maintenance	13,098	
Other Funds		
Building		1,705
Roads		27,048
Water		30,294
Wastewater		19,474
Storm Water		14,065
TOTAL LIABILITY - June 30, 2018 (estimated)	**972,003**	**92,585**
PERS Eligibility		
Eligible	16,593	6,664
All Others	955,410	85,921
TOTAL LIABILITY - June 30, 2018 (estimated)	**972,003**	**92,585**
Reserve Funding Calculation		
100% of PERS Retirement-Age Eligible	16,593	6,664
25% of Remaining Balances	238,852	21,480
RESERVE BALNCE IS FULLY FUNDED WHEN BALANCE EQUALS	**255,446**	**28,144**
Reserve Balance		
Reserve Balance at July 1, 2019	229,277	
FY 2019-20 Activity		
Contributions	86,195	
Interest Earnings	3,783	
Cashouts through June 30, 2020	(139,420)	
FY2019-20 Ending Reserve Fund Balance	**179,835**	
FY2020-21 Required Contributions	**75,611**	

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
815	**COMPENSATED ABSENCES**								
815-815	**Reserve - Compensated Absences**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	199,228	223,870	229,277	181,752	181,752	181,752	(47,525)	-21%
	REVENUE								
37005-00000	INTEREST REVENUE	3,252	5,406	5,700	3,635	3,635	3,635	(2,065)	-36%
	TOTAL REVENUE	**3,252**	**5,406**	**5,700**	**3,635**	**3,635**	**3,635**	**(2,065)**	**-36%**
39100-00000	Transfer from - General	48,462	-	83,169	371,589	371,589	371,589	288,420	347%
39230-00000	TRANS FROM - EMS	12,188	-	-	-	-	-	-	-
39240-00000	TRANS FROM - Muni Court	123	-	-	-	-	-	-	-
39245-00000	TRANS FROM - Parking	679	-	-	-	-	-	-	-
39805-00000	Transfer from - ISF Admin	5,049	-	2,197	3,002	3,002	3,002	805	37%
39810-00000	Transfer from - Equip Replace	-	-	829	1,019	1,019	1,019	190	23%
TOTAL RESOURCES		**268,981**	**229,276**	**321,172**	**560,997**	**560,997**	**560,997**	**239,825**	**75%**
REQUIREMENTS									
	PAYROLL								
41005-00000	SALARIES AND WAGES	35,621	-	185,000	345,988	345,988	345,988	160,988	87%
41010-00000	FRINGE BENEFITS	9,490	-	55,450	104,012	104,012	104,012	48,562	88%
	TOTAL PAYROLL	**45,111**		**240,450**	**450,000**	**450,000**	**450,000**	**209,550**	**87%**
	TOTAL EXPENDITURES	**45,111**		**240,450**	**450,000**	**450,000**	**450,000**	**209,550**	**87%**
	CONTINGENCY/TRANSFER								
46001-00000	PERS Side Account Deposit	-	-	-	16,260	16,260	16,260	16,260	-
47005-00000	CONTINGENCY (BUDGETARY)	-	-	50,000	75,000	75,000	75,000	25,000	50%
	TOTAL CONTINGENCY/TRANSFER			**50,000**	**91,260**	**91,260**	**91,260**	**41,260**	**83%**
TOTAL REQUIREMENTS		**45,111**		**290,450**	**541,260**	**541,260**	**541,260**	**250,810**	**86%**
Unappropriated Ending Balance 815-COMPENSATED ABSENCES		**223,870**	**229,276**	**30,722**	**19,737**	**19,737**	**19,737**	**(10,985)**	**-36%**

PROGRAM NAME: Reserves Fund – Parks Facilities Reserve

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

PROGRAM DESCRIPTION:
The FY2018-19 established the Parks Facilities Reserve sub-fund within the City Reserve fund with an initial transfer of $100,000. The FY2019-20 holds appropriations in contingency pending the outcome of the regional parks district master planning efforts that the City is participating in.

GOAL(S)	MEASURE(S)
1. Hold aside reserved amounts to funding long-term Parks capital replacement needs	N/A

Account	Title	Actual 2017-18	Actual 2018-19	Current Budget 2019-20	Proposed Budget 2020-21	Approved Budget 2020-21	Adopted Budget 2020-21	Change From 2019-20	
821	**PARKS FACILITIES RESERVE**								
821-821	**Parks Facilities Reserve**								
RESOURCES									
30100-00000	BEGINNING FUND BALANCE	-	-	102,415	104,969	104,969	104,969	2,554	2%
	REVENUE								
37005-00000	INTEREST REVENUE	-	2,415	2,554	2,099	2,099	2,099	(455)	-18%
	TOTAL REVENUE		**2,415**	**2,554**	**2,099**	**2,099**	**2,099**	**(455)**	**-18%**
39100-00000	TRANS FROM - GENERAL	-	100,000	-	-	-	-	-	-
TOTAL RESOURCES			**102,415**	**104,969**	**107,068**	**107,068**	**107,068**	**2,099**	**2%**
REQUIREMENTS									
	CONTINGENCY/TRANSFER								
45100-00000	TRANSFER TO - GENERAL FUND	-	-	-	-	104,969	104,969	104,969	-
47005-00000	CONTINGENCY	-	-	85,000	85,000	-	-	(85,000)	-100%
	TOTAL CONTINGENCY/TRANSFER			**85,000**	**85,000**	**104,969**	**104,969**	**19,969**	**23%**
TOTAL REQUIREMENTS				**85,000**	**85,000**	**104,969**	**104,969**	**19,969**	**23%**
Unappropriated Ending Balance									
821-PARKS FACILITIES RESERVE			**102,415**	**19,969**	**22,068**	**2,099**	**2,099**	**(17,870)**	**-89%**

Appendix I

Capital Improvement Plan

CITY OF HOOD RIVER BUDGET FY2020-21

FUND	Est. Cost	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	Page
ROAD FUND								
STP Projects	$1,300,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 150,000	$ 150,000	2
Pavement Management System	1,150,000	200,000	150,000	350,000	150,000	150,000	150,000	
2nd and Oak Signalization	700,000	50,000	325,000	325,000				3
Traffic Signal, Realign C&Rand	3,060,000	460,000	1,100,000	1,500,000				4
May Street Elevated Sidewalk	2,450,000		250,000	1,100,000	1,100,000			5
Road Fund Total	*8,660,000*	*960,000*	*2,075,000*	*3,525,000*	*1,500,000*	*300,000*	*300,000*	
SEWER FUND								
Sewer Operations								
Mt. Hood Rail Road Lift Station	3,340,000		400,000	600,000	1,170,000	1,170,000		6
Clay Pipe Replacement								
Sherman	720,000		720,000					7
Prospect (1st to 7th)	805,000		805,000					8
15th and Cascade Area Pipe Re	200,000		200,000					9
Influent Pipe	478,000						478,000	10
Replace 15" Pipe near Jaymar & W	573,000					90,000	483,000	11
Taylor Ave. Pipe Replacements	680,000					340,000	340,000	12
Replace 8" Wilson St. Pipe from 9t	300,000					60,000	240,000	13
County Club Forcemain (CIP-D)	175,000	40,000	135,000					14
Upgrade 8" Columbia Ave Pipe	670,000						670,000	15
Replace 8" Sewer Pipe on 17th	205,000			205,000				16
Sherman and 20th Street	200,000						200,000	17
Waste Water Treatment Plant								
Influent Channel Coarse Screen	200,000	30,000	170,000					18
Replace Digester Gas Mixing	1,640,000		400,000	1,240,000				19
Digester Building Maintenance	285,000	85,000	200,000					20
Clean out Digester	130,000		130,000					21
UV System	2,272,000	272,000	2,000,000					22
Biosolids Storage Bay Expansion	650,000		650,000					
Short-lived Asset Replacement/Re	1,027,431	287,431	148,000	148,000	148,000	148,000	148,000	
Blower for Activated Sludge Proce	643,750				643,750			23
Septage Receiving Station	502,000					502,000		24
Sewer Fund Total	*15,696,181*	*714,431*	*5,958,000*	*2,193,000*	*1,961,750*	*2,310,000*	*2,559,000*	
WATER FUND								
Leaded Joint								
17th Street	46,000			46,000				25
13th Street	30,000				30,000			26
Leaded Joint - Columbia, 9th, Oak	300,000						300,000	27
Leaded Joint - 1st, Prospect, 7th	700,000		700,000					28
Leaded Joint- Cascade	300,000		300,000					29
Cascade- 15th to 18th	300,000		300,000					
Sherman Improve. (STP 7 & 8)	600,000		300,000	300,000				30
STP 9 East Heights Improvements	1,348,000					674,000	674,000	31
Heights area improvements- Soutl	830,000					415,000	415,000	32
Install bypass, open/close valves N	200,000						200,000	33
Cascade Pressure Zone	130,000		130,000					34
Front and Montello PRV	200,000			200,000				35
Water Fund Total	*4,984,000*	-	*1,730,000*	.	*30,000*	*1,089,000*	*1,589,000*	
STORM WATER FUND								
Storm Water Management Plan	-							
Waterfront Stormwater Line	5,178,000	250,000	1,658,000	1,406,000	1,864,000			36-39
Henderson Creek	190,000			190,000				40
13th Street Cascade to Lincoln	700,000				700,000			41
West May St and 30th Street	1,220,000					1,220,000		42
20th Street (Eugene to Wasco)	1,480,000						1,480,000	43
Storm Water Fund Total	*8,768,000*	*250,000*	*1,658,000*	*1,596,000*	*2,564,000*	*1,220,000*	*1,480,000*	
CITY-WIDE TOTAL	**$ 37,562,181**	**$ 1,924,431**	**$ 11,421,000**	**$ 7,314,000**	**$ 6,055,750**	**$ 4,919,000**	**$ 5,928,000**	

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
ROAD FUND

TITLE: Surface Transportation Program (STP)

CIP PROJECT #:

City G/L # 200-200-43015-00300-00

PROJECT DESCRIPTION:

Asphalt overlays, inlays (grind out existing asphalt and replace with new asphalt), ADA ramps, curb and gutter project. These funds can only be use for road projects. The City identifies a street to be improved with a plan and specifications. Then submits the project to Surface Transportation Program (STP) division of the Oregon Department of Transportation (ODOT) for approval. The City constructs the project and gets reimbursed from ODOT.

CONSTRUCTION

Est. COST:	$250,000	**Est. START:**	July 2020
FUNDING:	100% STP Funds (Managed by ODOT)	**Est. COMPLETION:**	June 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

ROAD SYSTEM DEVELOPMENT CHARGE FUND

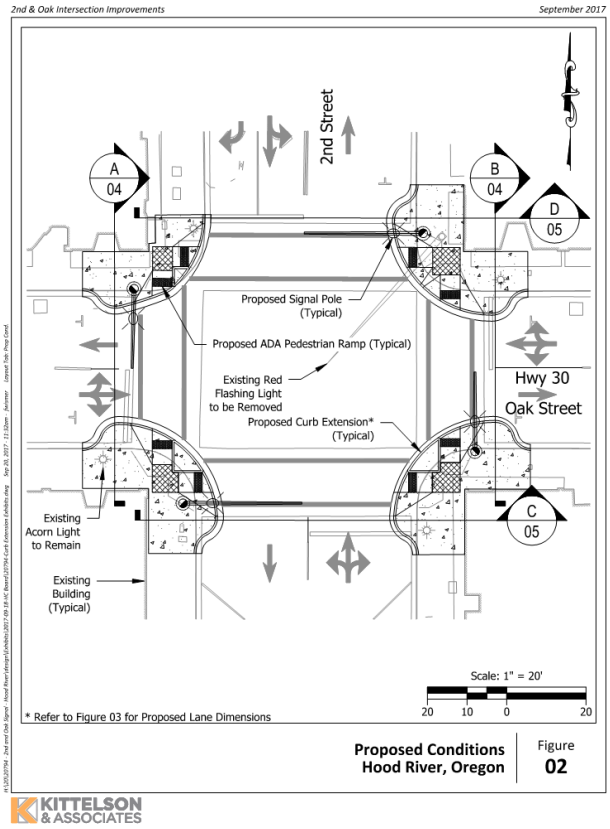
TITLE: 2nd & Oak Signalization

CIP PROJECT #: 648

City G/L # 220-220-43015-43300-00

PROJECT DESCRIPTION:

The proposed intersection design includes curb extensions, upgraded pedestrian ramps per current ADA standards, and storm inlet modifications. The curb extensions provide shorter pedestrian crossing distances and added space for new signal equipment. All quadrants include proposed curb extensions on both Oak Street and 2nd Street with the exception of the northwest quadrant along 2nd Street due to the dedicated right turn lane. With curb extensions all pedestrian ramps will be upgraded to the current ADA codes and ODOT standard drawings. With the curb extensions the storm inlets will be relocated to the end of the curb extensions at the low point prior to the curb returns.



CONSTRUCTION

Est. COST:	$700,000	**Est. START:**	October, 2019
FUNDING:	100% Transportation SDC's	**Est. COMPLETION:**	June, 2022

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
ROAD SDC FUND

TITLE: Traffic Signal, Realignment of Cascade & Rand

CIP PROJECT #: 598

City G/L # 220-220-43015-43200-00

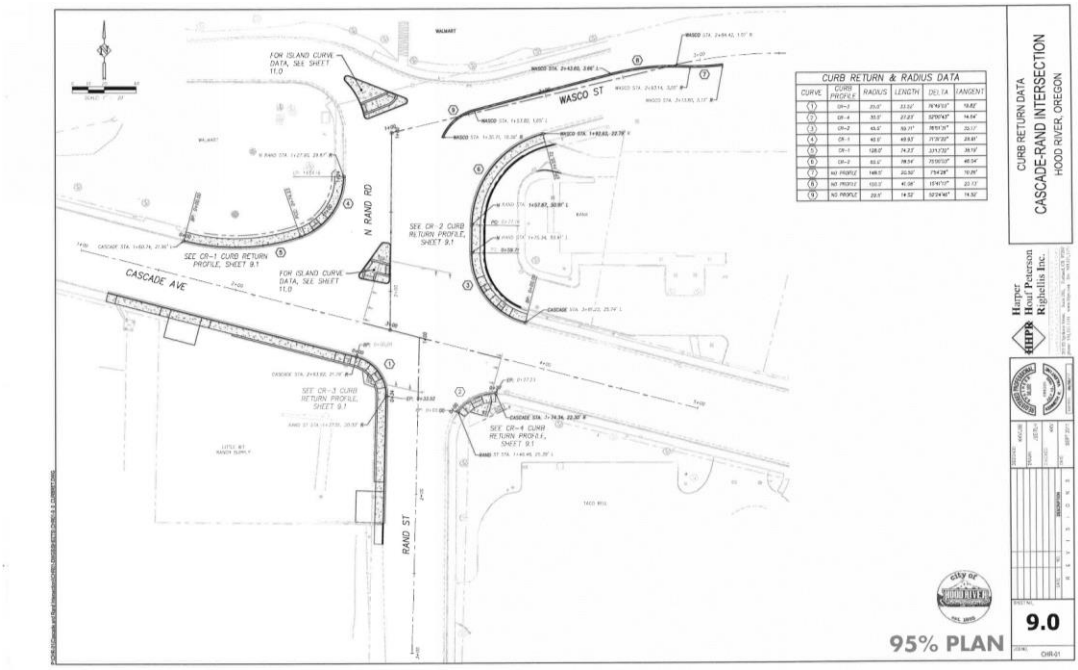
PROJECT DESCRIPTION:

In July 2017 the City entered into an Intergovernmental Agreement with ODOT for the design and construction of Cascade and Rand traffic intersection. This project is an important component of the City's planned transportation capital improvements. It will realign the Rand/Cascade intersection, provide a true pedestrian crossing and signalize the intersection. The following is the phasing and estimated cost per year of this project:

- 2018-19 Preliminary Engineering and Design
- 2019 Right of Way Acquisition
- 2020-21 Construction

Total Project cost is $2,625,111 ODOT is contributing $750,000 and the City of Hood River will fund the remainder which is estimated at $1,875,111

Note: If ODOT's and the City's contribution for design and ROW acquisition is not spent in their phases the contribution will roll over into construction. Therefore, reducing the overall project cost.



CONSTRUCTION

Est. COST:	$3,060,000	**Est. START:**	September, 2020
FUNDING:	100% Transportation SDC's	**Est. COMPLETION:**	June, 2020

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
ROAD FUND

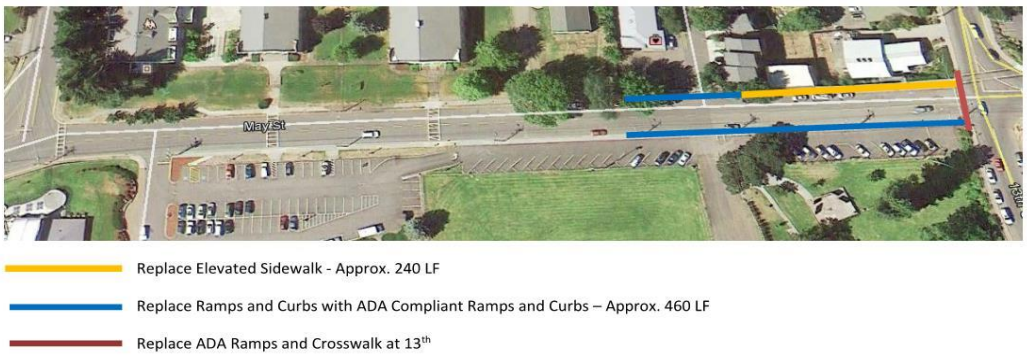
TITLE: May Street Elevated Sidewalk

CIP PROJECT #:

City G/L # 200-200-43015-00415-00

PROJECT DESCRIPTION:

This project consists of installing a new retaining wall on the north side of the existing easement and replacing material that has washed away from underneath the sidewalk and roadway with new road fill and surfacing materials. In addition, the existing storm basins and manhole will be replaced and raised to accommodate the restored grades along the sidewalk and replaced road section. Also, part of the project is new ADA ramps at the intersection of May and 13th Street.



CONSTRUCTION

Est. COST:	$2,450,000	**Est. START:**	October 2020
FUNDING:	100% Road Fund	**Est. COMPLETION:**	October 2022

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

SEWER FUND

TITLE: Mt Hood Rail Rail Road Lift Station

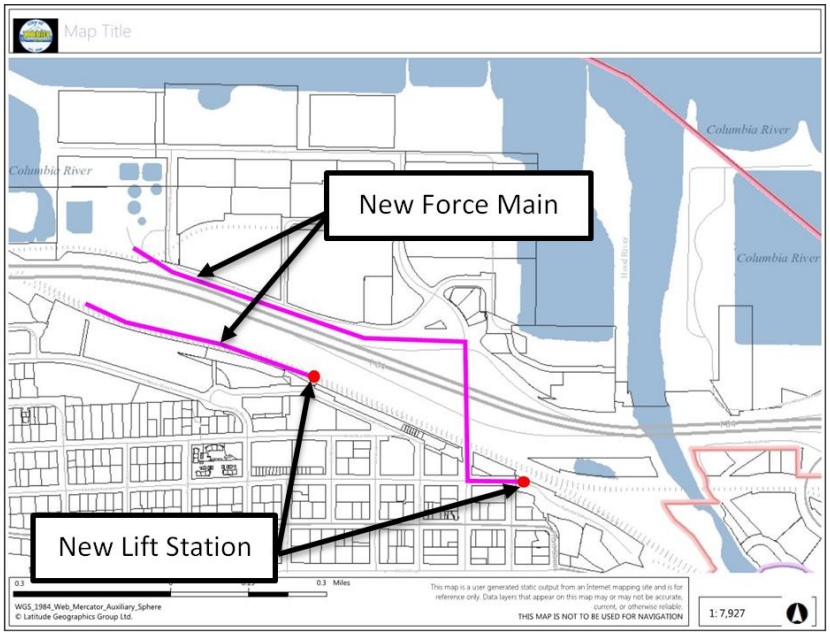
CIP PROJECT #:

City G/L # 500-505-43015-00375

PROJECT DESCRIPTION:

The existing elevated sewer main in the south side of the interstate is very old, exposed and there is no means to divert or stop the flow if there is a break on the main. Alternatives have been considered and the best one is a large and a small sewer lift station.

This project consists of two lift stations and force mains that will start near the Mt. Hood Rail Road parking lot and routes across the Second Street overpasses through existing pier core-holes, and along Riverside Drive to the north side of I-84, until reaching the Waste Water Treatment Plant. This route would fall mostly within ODOT ROW. The smaller lift station near Full Sail Brewery would be routed northwest along the railroad tracks and connect to an existing main going to the WWTP. This project would be completed in phases over several budget years.



CONSTRUCTION

Est. COST:	$3,340,000	**Est. START:**	July 2020
FUNDING:	100% Sewer Charges for Service	**Est. COMPLETION:**	November 2023

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

SEWER FUND

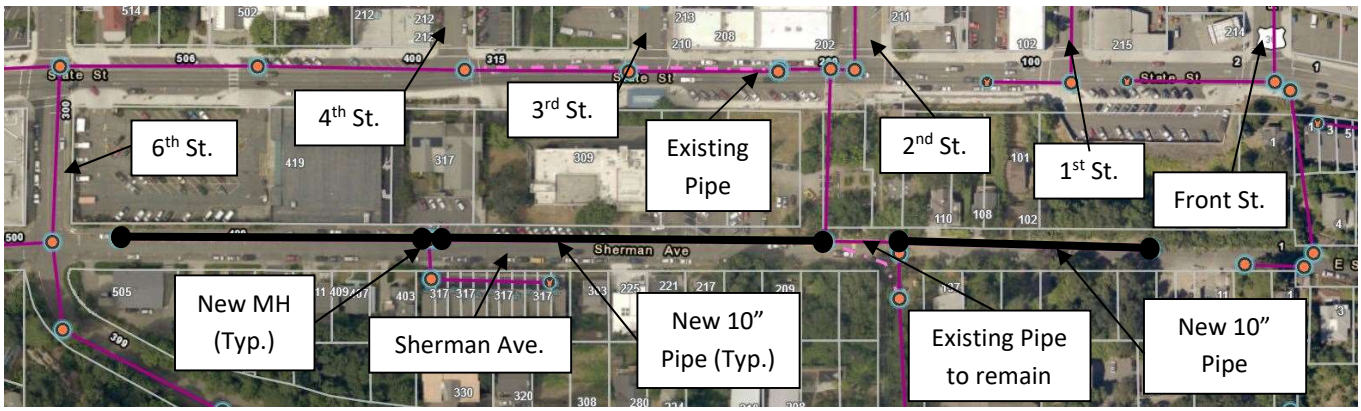
TITLE: Clay Pipe Replacement – Sherman

CIP PROJECT #: M-14

CITY G/L #: 500-505-43015-00390-00

PROJECT DESCRIPTION:

A section of sewer line located along Sherman Ave. between 6th St. and 2nd St. from manhole N25CD28 to manhole N25DC15 will need to be replaced with the same size pipe. Another section located along Sherman Ave. between the 2nd St. stairs and Front St. from manhole N25DC34 to manhole N25DC36 will also need to be replaced with the same size pipe. These sections of clay pipe were likely installed in the late 1800's to early 1900's. The pipeline is in poor condition and contributes to infiltration of water into the sanitary sewer system. Infiltration reduces the available capacity of the City's existing collection system and is a major cause of flooding at the City's WWTP. The project will replace a total of 1,250 ft of 10" Clay Pipe.



CONSTRUCTION

EST. COST:	$720,000	**EST. START:**	July 2020
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	June 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

SEWER FUND

TITLE: Clay Pipe Replacement – Prospect Between 2nd and 7th

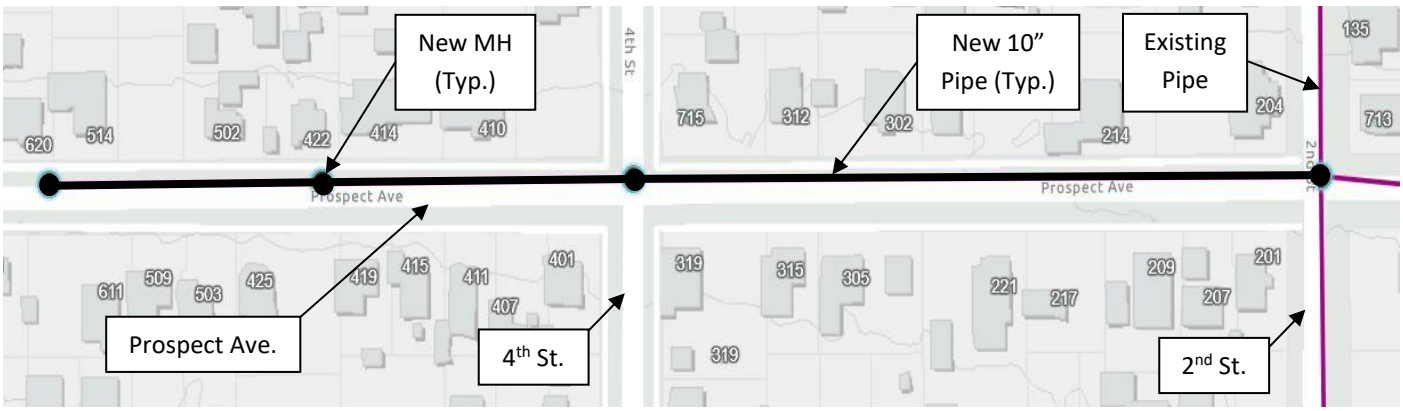
CIP PROJECT #: M-14

CITY G/L #: 500-505-43015-00390-00

PROJECT DESCRIPTION:

A section of Sewer Line Located on Prospect Ave. between 2nd St. and 7th St. from manhole N36AA06 to manhole N36BA10 will need to be replaced with the same size pipe. This section of clay pipe was likely installed in the late 1800's to early 1900's. The pipeline is in poor condition and has a root invasion problem which is a primary contributor to infiltration of water into the sanitary sewer system. Infiltration reduces the available capacity of the City's existing collection system and is a major cause of flooding at the City's WWTP. The existing 10" clay pipe is situated at the north side of the street near large trees. The project will replace three sections of the 10" Clay Pipe totaling approximately 1,220 feet.

- Section One:
  - Replace Pipe L36BA12- totaling 660 feet between 2nd St. and 4th St.
  - Replace manhole N36AA06 at 2nd St. and N36BA12 at 4th St.
  - Install new manhole near 3rd St.
- Section Two:
  - Replace Pipe L36BA11- totaling 300 feet between 4th St. and 422 Prospect Ave.
  - Replace manhole N36BA11 near 422 Prospect Ave.
- Section Three:
  - Replace Pipe L36BA10- totaling 260 feet between 422 Prospect Ave. and 514 Prospect Ave.
  - Replace manhole N36BA10 near 514 Prospect Ave.



CONSTRUCTION

EST. COST:	$805,000	**EST. START:**	July 2020
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	June 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

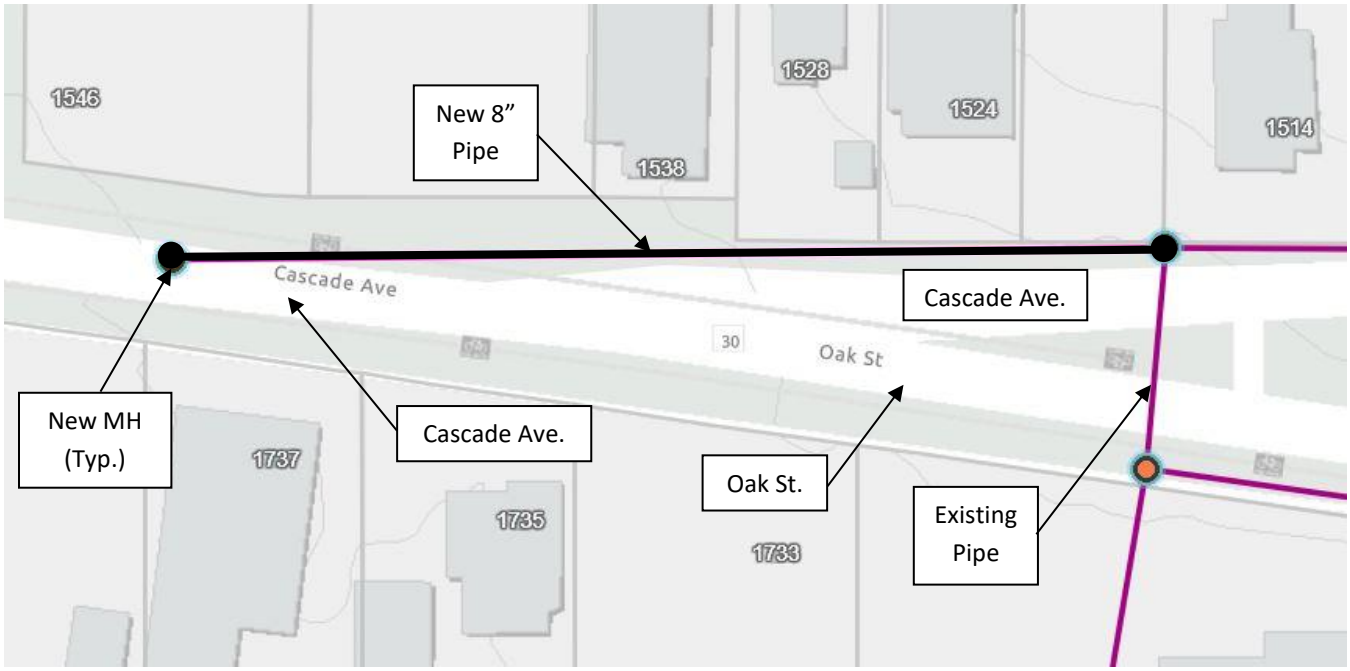
SEWER FUND

TITLE: Pipe Replacement – Oak and Cascade

CIP PROJECT #: not included in CFP

CITY G/L #: 500-505-43015-00390-00

PROJECT DESCRIPTION:
A section of sewer line located on along Cascade Ave. from manhole N26DC19 to manhole N26DD12, near the intersection with Oak St., will need to be replaced with the same size pipe. The existing 8" concrete sewer pipe (L26DC19) is in poor condition and sections of this pipe have collapsed. This project will require replacing approximately 350 ft of sewer pipe with new 8" ASTM 3034 PVC from manhole N26DC19 near 1546 Cascade Ave. to manhole N26DD12 near 1514 Cascade Ave. This project will also require the replacement of manholes N26DC19 and N26DD12. A section of this pipe is located in ODOT's right-of-way and will require an ODOT permit to work within the right-of-way.



CONSTRUCTION

EST. COST:	$200,000	**EST. START:**	July 2020
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	June 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
SEWER FUND

TITLE: Influent Pipe Improvement

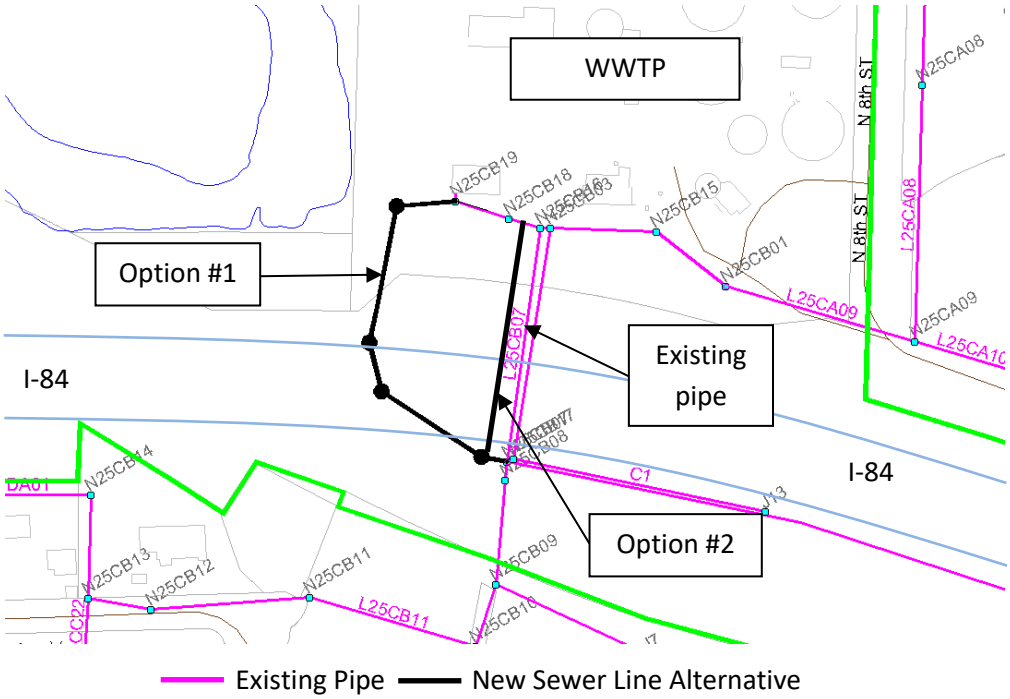
CIP PROJECT #: CIP-C

CITY G/L #: 560-560-43015-40155-00

PROJECT DESCRIPTION:
The Wastewater Facilities Plan indicates that the sewer trunk pipe, L25CB07, needs to be upgraded from 15" to 24". Based on sewer model analysis, the existing sewer pipe has been estimated to be under capacity for the current peak hours flow rates. A new 24" influent pipe will allow redundancy to the system and provide suitable capacity for the City of Hood River.

Phase I of this project involves evaluating two route options. Option (1) is to install a new 24" pipe under the existing ODOT bridges along the existing dirt underpass roadway as shown below (labeled as New Sewer Alignment). Option (2) is to install a new 24" pipe next to the existing 15" pipe (labeled as Existing Pipe) by drilling a horizontal bore under I-84. Both options will be evaluated on a cost basis. Option (1) will be approximately 500 feet of new 24" diameter pipe following along the existing waterline route. This option will require approximately 80 to 100 feet of 36" diameter horizontal boring under the railroad spur. Option (2) will require a horizontal bore crossing approximately 300 feet long under I-84 and will require a 36" diameter steel casing to fit a 24" diameter pipe. The soil conditions for the routes and bore-crossing(s) are unknown. Coordination with ODOT and the railroad owners will be required for geotechnical evaluation of the bore path and for selection of the location of the new pipe crossing(s). The new route will connect directly upstream of the City's WWTP plant headworks.

Phase II of this project involves the design and construction of the preferred alternative identified during phase I.



CONSTRUCTION

EST. COST:	$956,000	**EST. START:**	July, 2024
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	June, 2026

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
SEWER FUND

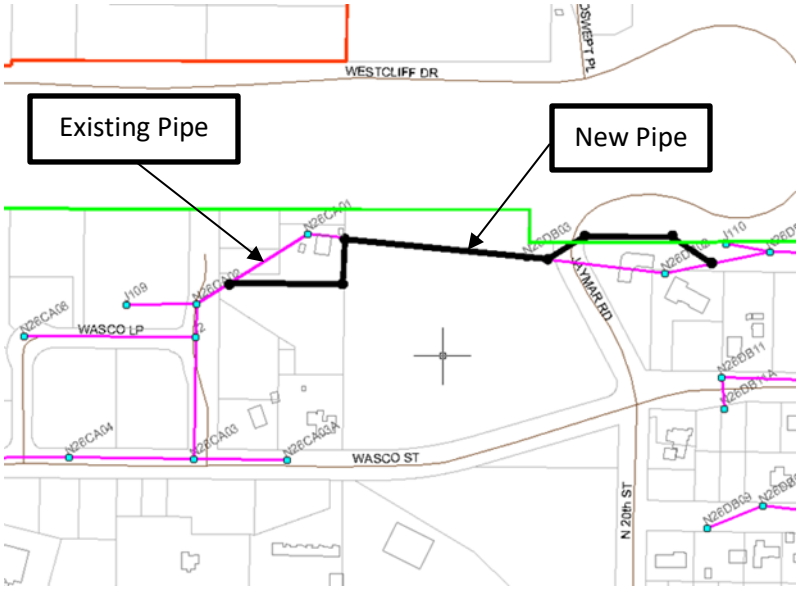
TITLE: Jaymar Rd. & Wasco St. Improvements

CIP PROJECT #: CIP-A

City G/L # 500-505-43015-00365

PROJECT DESCRIPTION:

The sewer pipe between Jaymar Road and Wasco Court needs to be upgraded because it is under capacity for future flows. Then re-route the pipe out from underneath an existing house and around the Cascade Area Transit (CAT) property which is currently not located in an easement and they recently developed the property into a park and ride. The project will require about 800 feet of 15" sewer pipe.



CONSTRUCTION

Est. COST:	$573,000	**Est. START:**	July 2020
FUNDING:	100% Sewer Charges for Service	**Est. COMPLETION:**	October, 2021

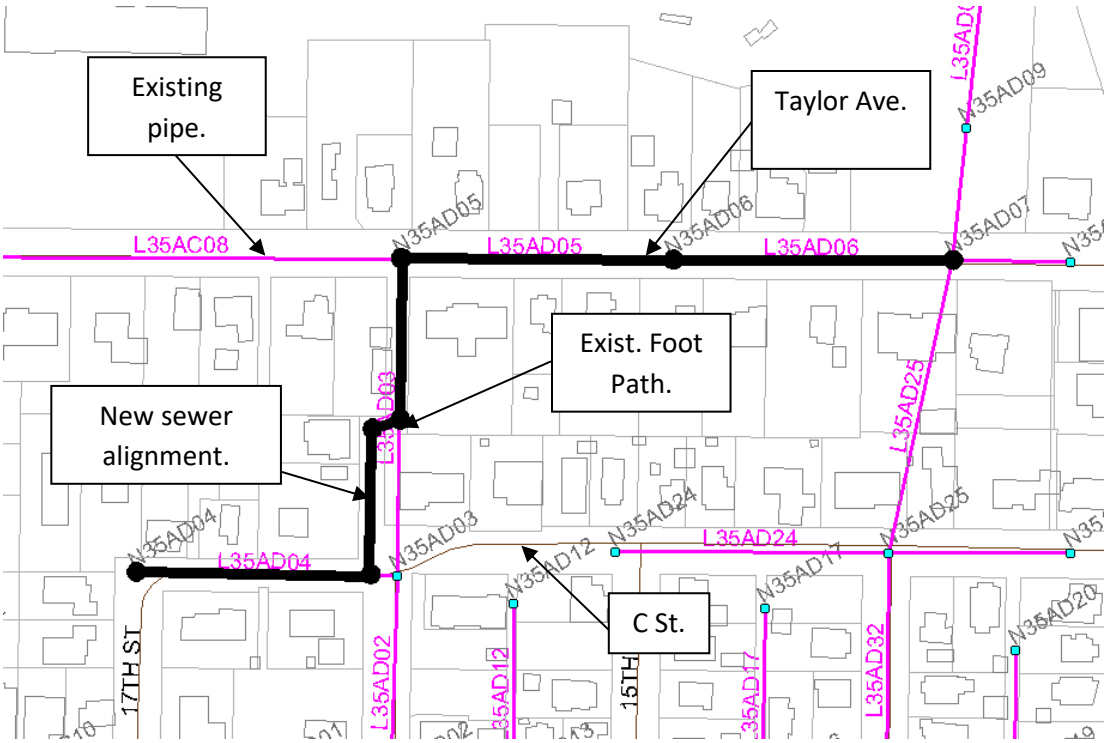
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
SEWER FUND

TITLE: Taylor Ave. and in C St. Sewer Pipe Replacement

CIP PROJECT #: M-4

CITY G/L #: 500-505-43015-00205-00

PROJECT DESCRIPTION:
A section of sewer line located in Taylor Ave. between 13th and 16th St. to Manhole N35AD03 and C St. between 16th and 17th St. will need to be replaced with the same size pipe due to roots and grease buildup. This portion of the sewer line has become a continuous maintenance problem for the City and needs to be replaced. Pipe L35AD03 will also need to be re-located 25' to the west to be in the foot path right-of-way. The project will replace 580 feet of 10" sewer pipe on Taylor Ave., and 595' of 8" sewer pipe on C St. and the foot path.



CONSTRUCTION

EST. COST:	$680,000	**EST. START:**	July 2023
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	November 2024

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

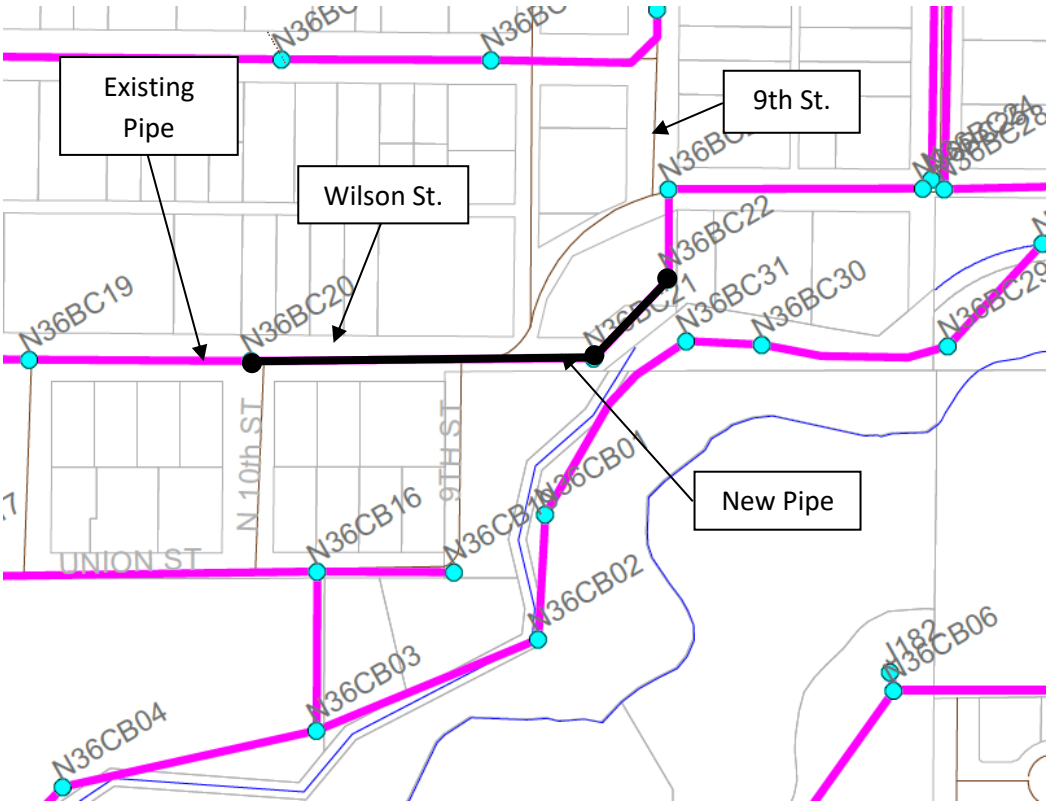
SEWER FUND

TITLE: Wilson St. Sewer Pipe Replacement

CIP PROJECT #: M-5

CITY G/L #: 500-505-43015-00215-00

PROJECT DESCRIPTION:
This pipe section has a problem with gravel entering and clogging the pipe which is potentially an indication of a breakage or separation of the line. This is a primary contributor to infiltration of water into the sanitary sewer system. Infiltration reduces the available capacity of the City's existing collection system and is a major cause of flooding at the City's WWTP. The pipe section is partially located on private property in a backyard that appears to have heavy vegetation. This project requires a 530' section of 8" clay sewer line located in Wilson St. between 9th and 10th St. to be replaced with an 8" pipe.



CONSTRUCTION

EST. COST:	$300,000	**EST. START:**	July 2023
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	November 2024

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

SEWER FUND

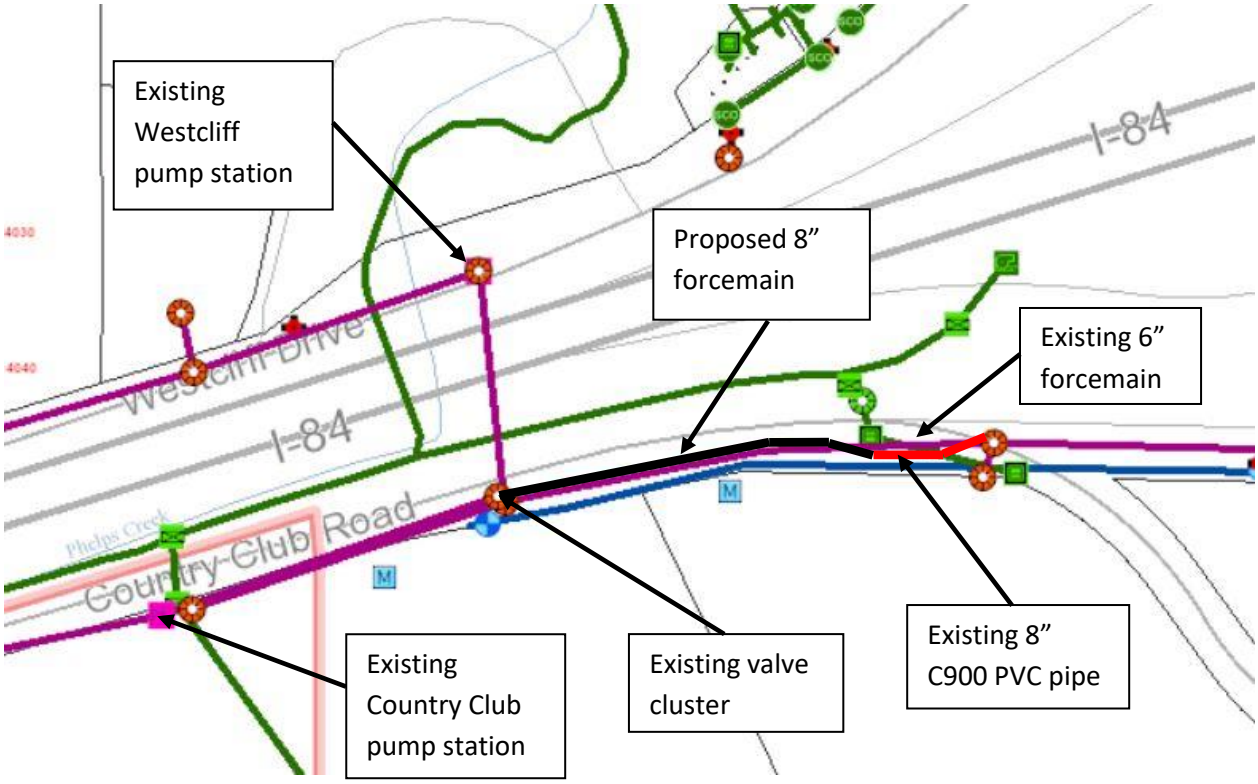
TITLE: Country Club Force Main Improvement

CIP PROJECT #: CIP-D (Part of the Country Club Lift Station Replacement)

CITY G/L #: 500-505-43015-00440-00

PROJECT DESCRIPTION:

Currently the Westcliff pump station pumps into the Country Club pump station. The Country Club pump station then pumps the flow to receiving manhole #N27DC03 where the flows continue by gravity through the City's system to the WWTP. As a result of this configuration, the Country Club pump station has experienced some overcapacity issues. As further development occurs to the west, these issues will become more frequent. To address this issue, the flows from the Westcliff pump station will need to be diverted around the Country Club pump station to the receiving manhole. This diversion can be accomplished through opening and closing valves at the existing valve cluster east of the Country Club pump station. However, the existing 6" forcemain from the valve cluster to the receiving manhole does not have the capacity to pass the projected flow rate from both the Westcliff pump station and the Country Club pump station while both are operating. This section of pipe will need to be replaced with an 8" to meet the projected flow rate. The project will require about 420 feet of 8-inch C900 PVC pipe and will be connected to the end of an existing 8" pipe approximately 100 ft west of the receiving manhole. This force main improvement project is included in the Capital Facilities Plan under *CIP-D Replace Existing Pump Stations* as part of the replacement of the Country Club pump station.



PROJECT COST

EST. COST:	$175,000	**EST. START:**	January 2019
FUNDING:	67% Developer, 33% Sewer Charges	**EST. COMPLETION:**	June 2020

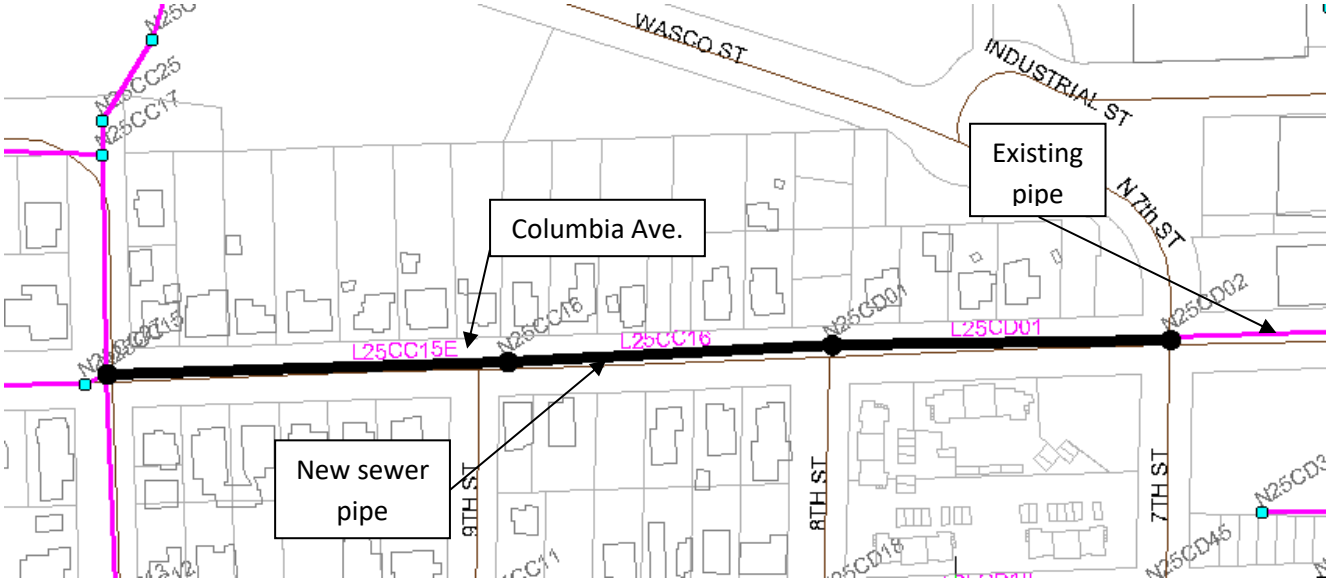
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
SEWER FUND

TITLE: Columbia Ave. Sewer Pipe Improvement

CIP PROJECT #: CIP-E

CITY G/L #: 500-505-43015-40165-00

PROJECT DESCRIPTION:
A section of sewer line along Columbia Avenue between 7th and 10th St., will need to be upgraded from 8" to 12" because this section of pipe has recurring backups. The pipe is old clay pipe which has likely degraded to the point where it no longer has its full capacity. The section upstream from 10th to 20th St. was recently replaced with 12" PVC. This pipe should be replaced with 12" PVC pipe to be consistent with the upstream piping. The project will require about 1,090 feet of 12" sewer pipe.



CONSTRUCTION

EST. COST:	$670,000	**EST. START:**	July 2024
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	June 2025

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

SEWER FUND

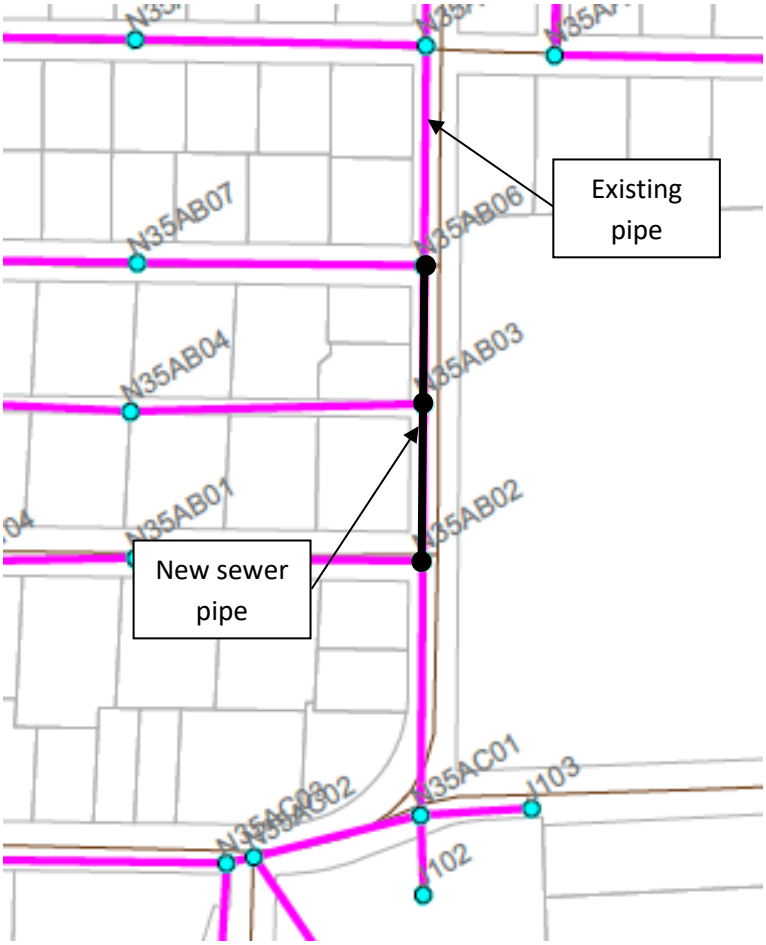
TITLE: 17th St. Sewer Pipe Replacement

CIP PROJECT #: M-10

CITY G/L #: 500-505-43015-40225-00

PROJECT DESCRIPTION:

A segment of sewer line located in 17th St. from Montello Ave. to Prospect Ave. will need to be replaced. The pipe is in poor condition and has a root invasion problem which is a primary contributor to infiltration of water into the sanitary sewer system. Infiltration reduces the available capacity of the City's existing collection system and is a major cause of flooding at the City's WWTP. The project will consist of replacing 360 feet of 8" sewer pipe located in the right-of-way with the same size pipe.



CONSTRUCTION

EST. COST:	$205,000	**EST. START:**	July 2021
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	June 2022

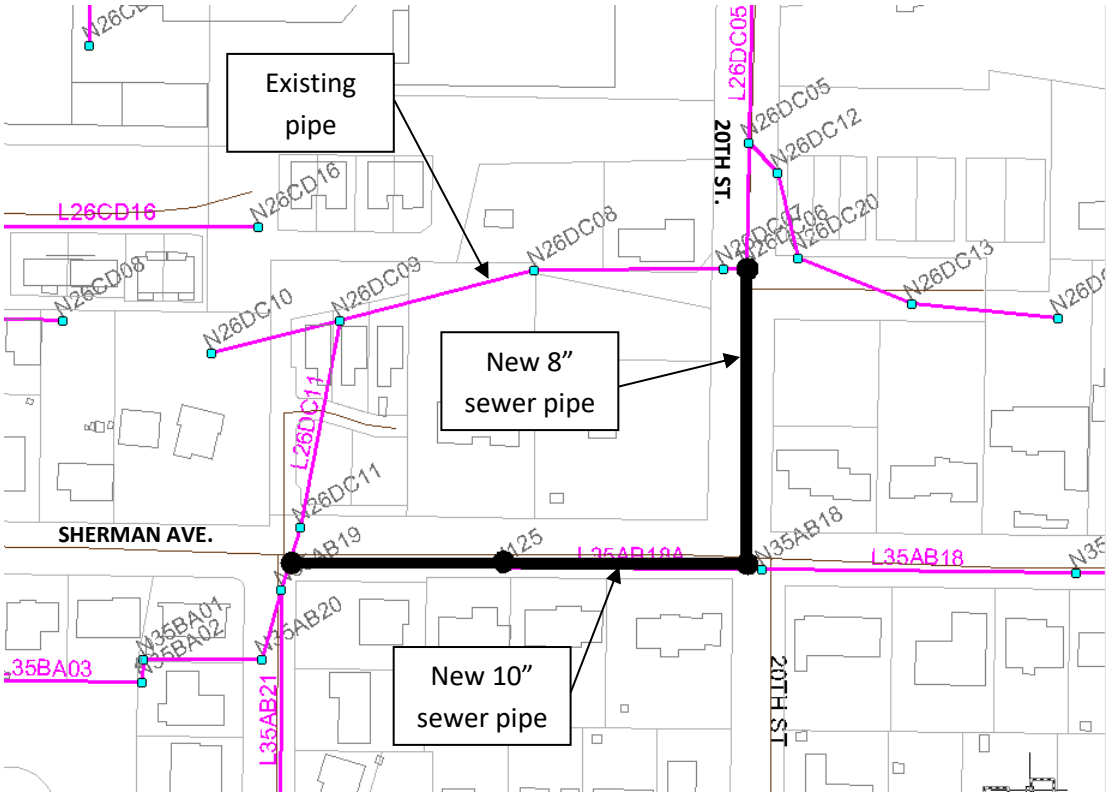
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
SEWER FUND

TITLE: Sherman and 20th Sewer Pipe Improvement

CIP PROJECT #: CIP-J

CITY G/L #: _____

PROJECT DESCRIPTION:
A section of sewer line (L26DC09) located northwest of the intersection of Sherman Ave. and 20th St. will need to be upgraded for Buildout flows. The pipe is at a relatively shallow slope and has the potential to surcharge the upstream cleanout N26DC09. Since the existing sewer lines between Sherman Ave. and 20th St. are located between houses on private property and would be difficult to access, the new lines be constructed in the right-of-ways of Sherman Ave. and 20th St. to divert the flows from these pipe sections. Water and stormwater lines are located on Sherman Ave. and 20th St., so the sewer will need to avoid those lines, where possible. The sewer pipe will need to cross an 8" water line on Sherman Avenue. The new sewer pipe along Sherman Avenue will be 10" due to the shallow slope, and the pipe on 20th will be 8". The pipe on Sherman will also replace an existing 6" sewer service lateral. A total of 725 feet of pipe will be required.



CONSTRUCTION

EST. COST:	$425,000	**EST. START:**	July 2024
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	June 2026

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

SEWER FUND

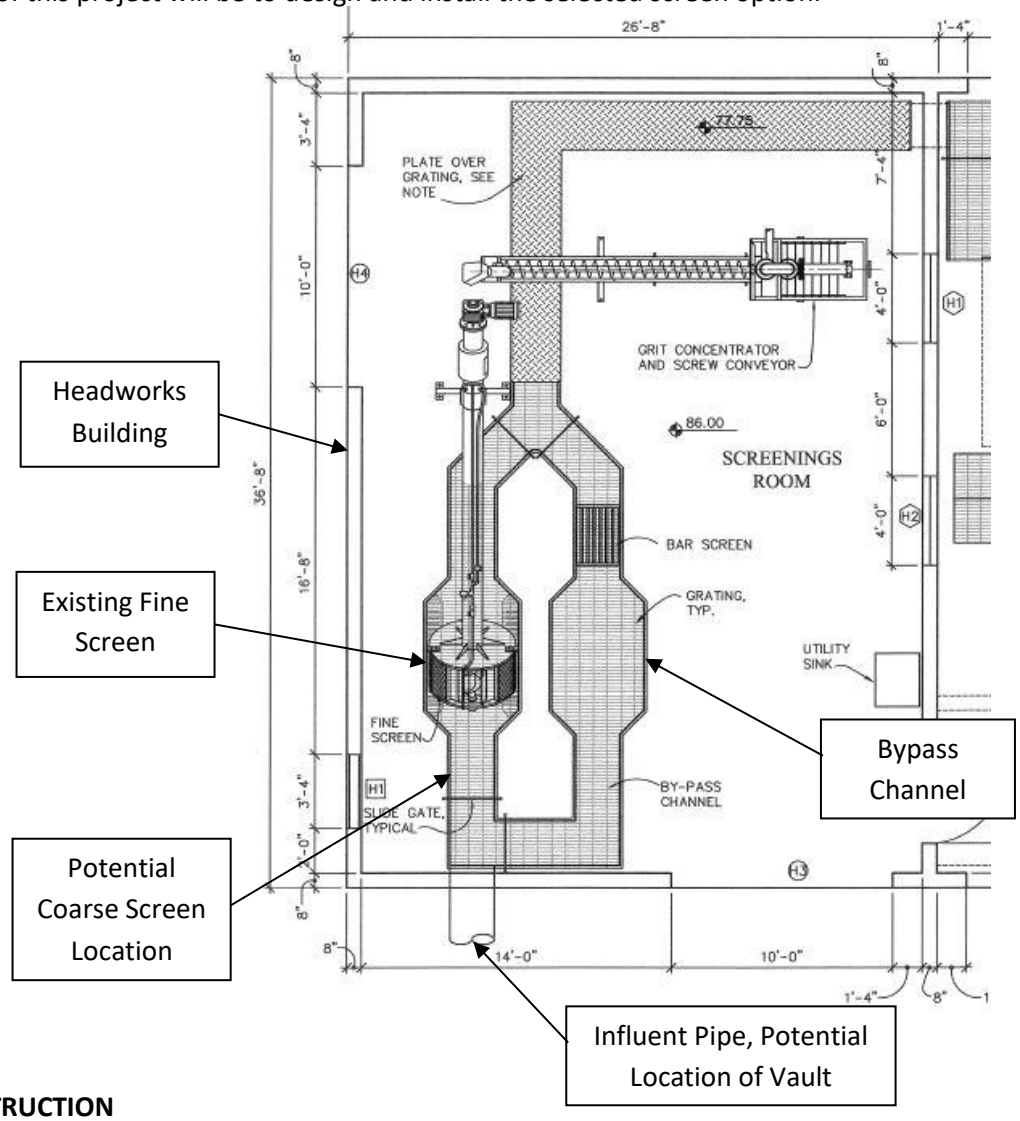
TITLE: Influent Channel Coarse Screen

CIP PROJECT #: WWTP-6 Coarse Influent Screen

CITY G/L #: 500-510-43015-40175-00

PROJECT DESCRIPTION:

The WWTP influent channel is equipped with a mechanical, fine screen that captures materials that can cause operation and maintenance problems with the downstream process. However, this fine screen can be damaged by large objects such as rocks. The City's Wastewater Facilities Plan recommends installing a manual bar screen in the influent channel upstream of the mechanical screen. Due to limited space upstream of the fine screen, the coarse screen may need to be housed in a new vault upstream of the existing headworks building. The first phase of this project will assess three screening options: 1) Install a vertical manual coarse screen in the existing channel directly upstream of the fine screen; 2) Install a vertical mechanical coarse screen in the existing channel directly upstream of the fine screen; or 3) Install an angled manual screen in a vault upstream of the headworks building. The Second phase of this project will be to design and install the selected screen option.



CONSTRUCTION

EST. COST:	$100,000	**EST. START:**	October 2019
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	July 2020

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

SEWER FUND

TITLE: Digester Gas Mixing System Replacement

CIP PROJECT #: WWTP-4 Replace Digester Gas Mixing System

CITY G/L #: 500-510-43015-40155-00

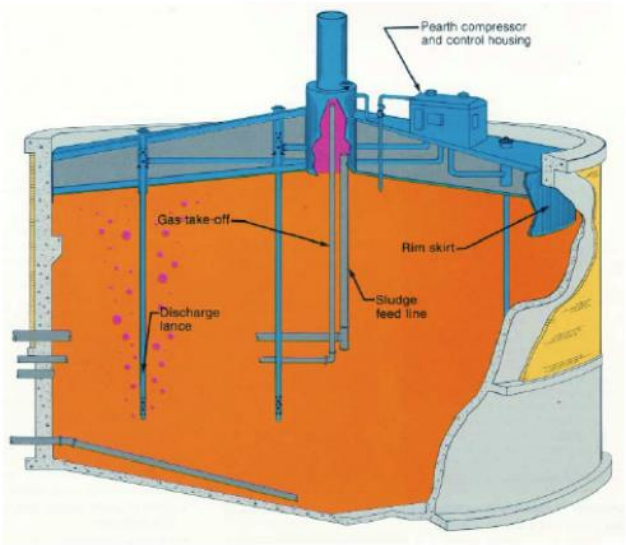
PROJECT DESCRIPTION:

The digesters are used to convert thickened waste activated sludge into biosolids. The City's digesters were built and put into operation in the early 1970's. In order to maximize the processes efficiency within the digesters, a mixing system is used to keep the biosolids circulating throughout the tank. The digester's mixing system was also installed in the early 1970's and is beyond its useful life. The lines for the gas mixing system inside the anaerobic digesters are difficult to maintain and plug regularly according to the plant operators. This project will replace the existing floor mounted gas mixing system with a newer, more efficient system that is easier to access and maintain. Phase I of this project will involve identifying and evaluation alternative mixing systems for their suitability to operate with the existing digester's structure and compatibility with the City's sludge characteristics. Alternative systems will be ranked and a preferred alternative will be recommended in a technical memorandum. Depending on the alternative selected a pilot study may be required to establish design values to be used to size and design the system.

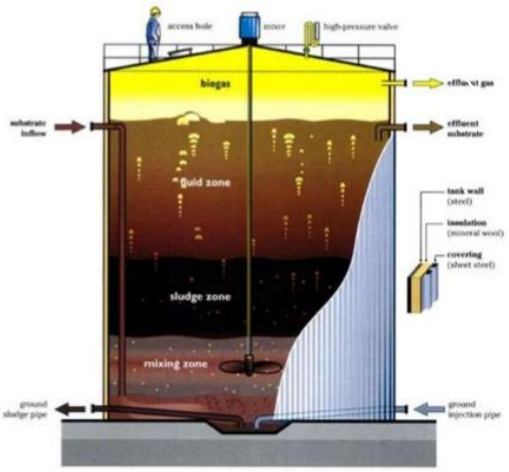
Phase II will involve designing and specifying the preferred system and making alterations to the existing digesters. The construction will likely be phased so that one digester will remain in service while the other is modified.

Potential Digester Mixing System Alternatives

Pearth™ Gas-Lance System



Vertical Shaft Mixer



CONSTRUCTION

EST. COST:	**$1,640,000**	**EST. START:**	**September 2020**
FUNDING:	**100% Sewer Charges for Service**	**EST. COMPLETION:**	**June 2022**

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

SEWER FUND

TITLE: Digester Building Maintenance

CIP PROJECT #: WWTP-5 Building Maintenance

CITY G/L #: 500-510-43015-40145-00

PROJECT DESCRIPTION:

The project includes repairing roof leaks in the Digester Building and the Support Building located by the Digested Sludge Storage Tank. The roofs are membrane systems that were installed in 2001. The roof on the Digester Building appears to be in fair condition, but ponding and membrane bubbling has been observed. This project includes removal of the existing roof membranes, installing leveling material, and replacing the membrane. In addition, this project includes replacing hatches, vents and piping on the roof of the south digester. Finally, this project also includes repairing the deteriorating mortar for the upper three feet of the brick facade on the two anaerobic digesters.

CONSTRUCTION

EST. COST:	$285,000	**EST. START:**	July 2019
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	June 2020

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
SEWER FUND

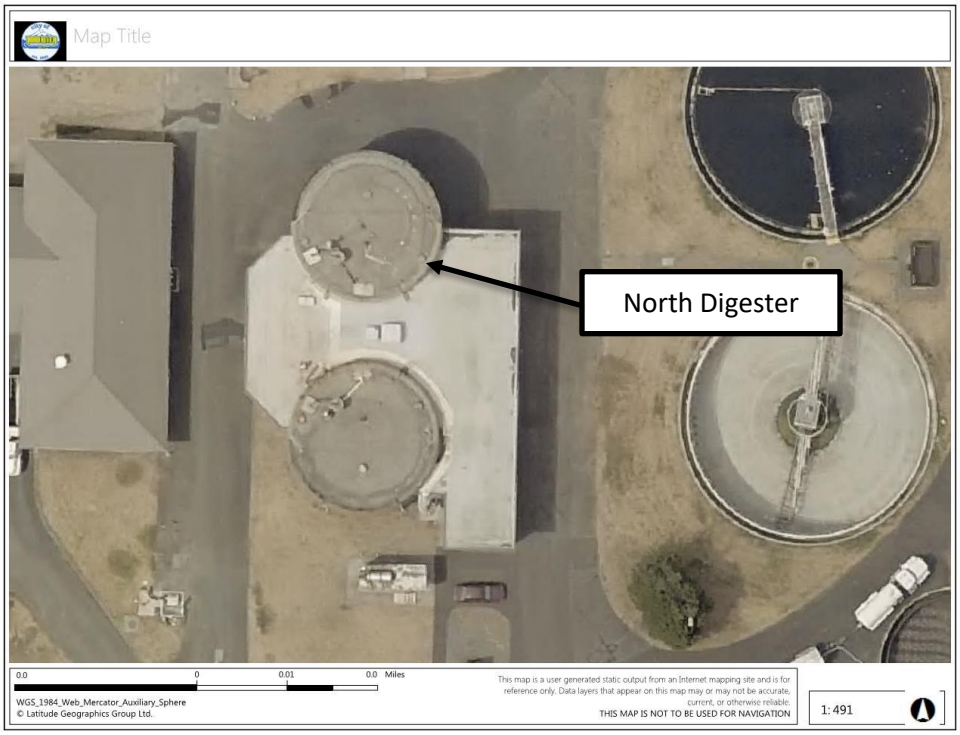
TITLE: Clean out the North Digester

CIP PROJECT #: WWTP-6 Clean Out Digester

City G/L # 500-510-43015-40155-00

PROJECT DESCRIPTION:

Clean the north digester out of about 120,000 gallons or about 1/3 of the tank will need to be pumped out and disposed of. The cost assumes dewatering and transport of the material.



CONSTRUCTION

Est. COST:	$130,000	**Est. START:**	Fall 2019
FUNDING:	100% Sewer Charges for Service	**Est. COMPLETION:**	June, 2020

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

SEWER FUND

TITLE: UV System Replacement

CIP PROJECT #: WWTP-2 Replace Existing UV System

CITY G/L #: 500-510-43015-40150-00

PROJECT DESCRIPTION:

The existing UV system has adequate capacity for the planning period, but the system is outdated and the hypochlorite system that serves as a backup cannot provide redundancy because it does not have adequate capacity for peak flow events. Therefore, a new disinfection system is recommended.

Selection of the disinfection system for Hood River will depend on a combination of factors including capital costs, operating and maintenance costs, operator preference, and regulatory requirements. Disposal method of treated wastewater is also an important factor to consider when choosing a disinfection system. Recycled water disinfected by UV radiation has the propensity for bacteria re-growth. Facilities that disinfect by UV radiation and move water through long transmission lines or require storage prior to reuse, may need to utilize chlorine and maintain a chlorine residual to control bio-film development. The City's current NPDES permit does not allow reuse of the effluent, and it does not allow chlorine usage for disposal to the Columbia River except in emergencies.

This project includes the evaluation and selection of the primary and backup disinfection systems. This project involves two phases, Phase I will evaluate various alternatives and physical configurations to operate reliable UV disinfection with excess capacity for future plant flows. Phase I includes producing a detailed technical memorandum which outlines the evaluated alternatives and presents the selected preferred alternative.

Phase II involves design and specification of the UV system modifications to the existing chlorine contact chamber and modification to the chlorine feed system.

CONSTRUCTION

EST. COST:	$2,272,000	**EST. START:**	February 2020
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	February 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

SEWER FUND

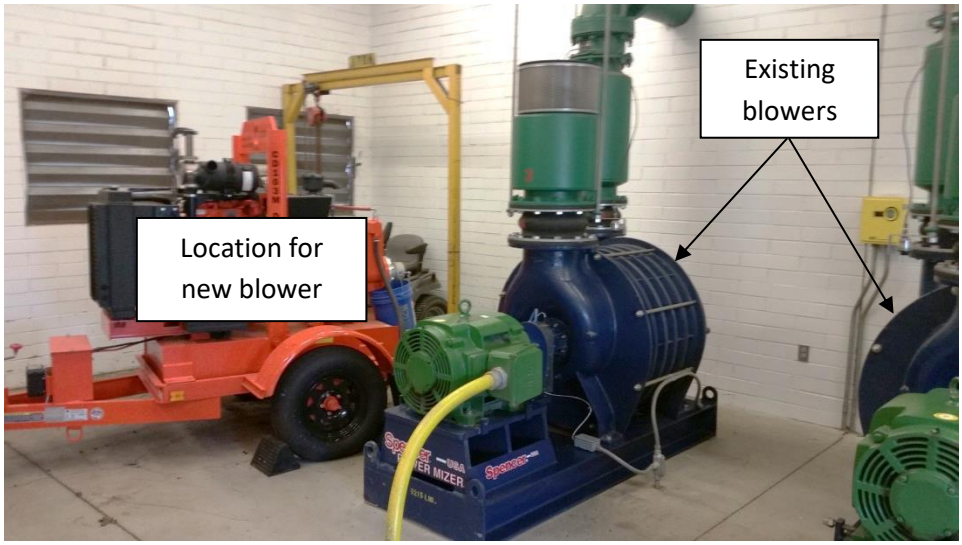
TITLE: **Blower for Activated Sludge Process**

CIP PROJECT #: WWTP-8

CITY G/L #: 500-510-43015-40195-00

PROJECT DESCRIPTION:

A 2,600 CFM blower will be needed at the WWTP for the planning period. The blower building has a space to accommodate a fourth blower. According to the O&M manual the air-diffuser disks are rated 0.5-4 CFM/disk. With the extra blower, a total air supply of 8,600 CFM would equate to approximately 3.0 CFM/ disk for peak conditions. The additional blower will increase the dissolved oxygen capacity of the treatment plant to 20,700 pounds per day which will help the plant better match peak day BOD and ammonia loads in the future and provide a redundant blower for maximum monthly loads during the planning period.



CONSTRUCTION

EST. COST:	$643,750	**EST. START:**	July 2022
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	June 2023

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

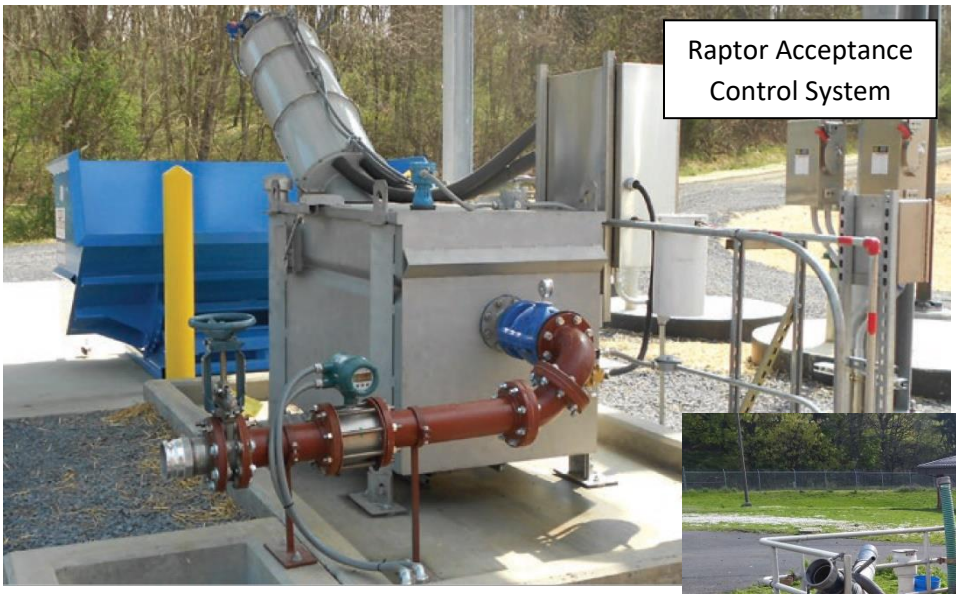
SEWER FUND

TITLE: **Septage Receiving Station Improvements**

CIP PROJECT #: WWTP-9

CITY G/L #: 500-510-43015-40205-00

PROJECT DESCRIPTION: The WWTP receives septage from portable toilets and septic systems from all around the region. The ability of the City to receive septage is a critical factor in the economics of Hood River Valley. The City is reimbursed though tipping fees that are based on the number of gallons dumped at the site. The City's current septage receiving station consists of a catchbasin that is plumbed into the WWTP's headworks. Odor control was installing in 2010 and consists of a metal hood with a vacuum system which maintains negative pressure under the hood. During the 2015 Odor Study conducted by the City, the septic receiving station was determined to be the next largest contributor of odors behind the WAS storage tank and the aeration basin splitter box. Due to "ragging" the septage receiving station consistently overflows into its containment basin and out from under its odor control hood. The corrective action would require a complete redesign of the station and a mechanical system to clean the screens or grind up the solids contained in the septage. A prepackaged system known as the Raptor Acceptance Control System is a popular solution and is replacing many of the traditional septage receiving stations. The advantages of the Raptor System are: 1) The automated receiving station screens and dewaters solids which are then sent to the land fill and not processed by our WWTP. 2) The Raptor System automatically and accurately measures flows, pH, and takes samples. 3) The system also provides for automated invoicing to be made for each waste hauler. 4) The system is completely contained so no odors are emitted.



Raptor Acceptance Control System

Existing receiving station

CONSTRUCTION

EST. COST:	$502,000	**EST. START:**	July 2023
FUNDING:	100% Sewer Charges for Service	**EST. COMPLETION:**	June 2024

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

WATER FUND

TITLE: 17th St. Lead Joint Pipe Replacement

CIP PROJECT #: LJ-1

CITY G/L #: _____

PROJECT DESCRIPTION:

An existing 4-inch lead jointed pipe along 17th St. between May St. and Sherman Ave. needs to be replaced. Currently, this pipeline is connected at May St., Prospect Ave., Montello Ave., Eugene St., and Sherman Ave. In addition, there are several service lines connected to this 4-inch pipe. An existing 6-inch non-lead jointed pipe runs parallel to the 4-inch lead jointed pipe. This project consists of disconnecting all existing services currently connected to the 4-inch lead jointed pipe and reconnecting the services to the parallel 6-inch pipe. Also, the existing pipelines running along Eugene, Prospect, and Montello will be disconnected from the existing 4-inch lead jointed pipe and reconnected to the existing 6-inch line. After all the connections are made, the existing 4-inch lead jointed line will be disconnected from the system at May St. and Sherman Ave. and abandoned.

CONSTRUCTION

EST. COST:	$46,000	**EST. START:**	July 2021
FUNDING:	100% Water Charges for Service	**EST. COMPLETION:**	November 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

WATER FUND

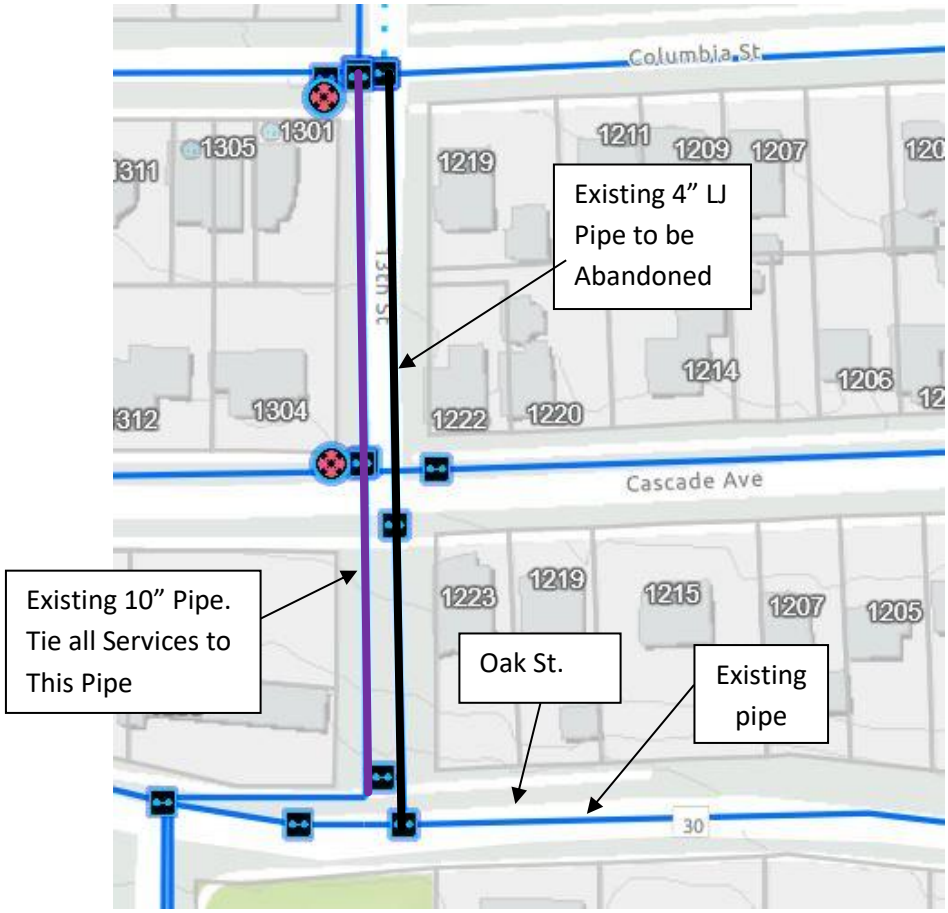
TITLE: 13th St. Lead Joint Pipe Replacement

CIP PROJECT #: LJ-1

CITY G/L #: _____

PROJECT DESCRIPTION:

An existing 4-inch lead jointed pipe along 13th St. between Oak St. and Columbia St. needs to be replaced. Currently, there are several service lines connected to this 4-inch pipe. An existing 10-inch non-lead jointed pipe runs parallel to the 4-inch lead jointed pipe along 13th St. This project consists of disconnecting all existing services currently connected to the 4-inch lead jointed pipe and reconnecting the services to the parallel 10-inch pipe. After all the connections are made, the existing 4-inch lead jointed line will be disconnected from the system at Oak St. and Columbia St. and abandoned.



CONSTRUCTION

EST. COST:	$30,000	**EST. START:**	July 2021
FUNDING:	100% Water Charges for Service	**EST. COMPLETION:**	November 2021

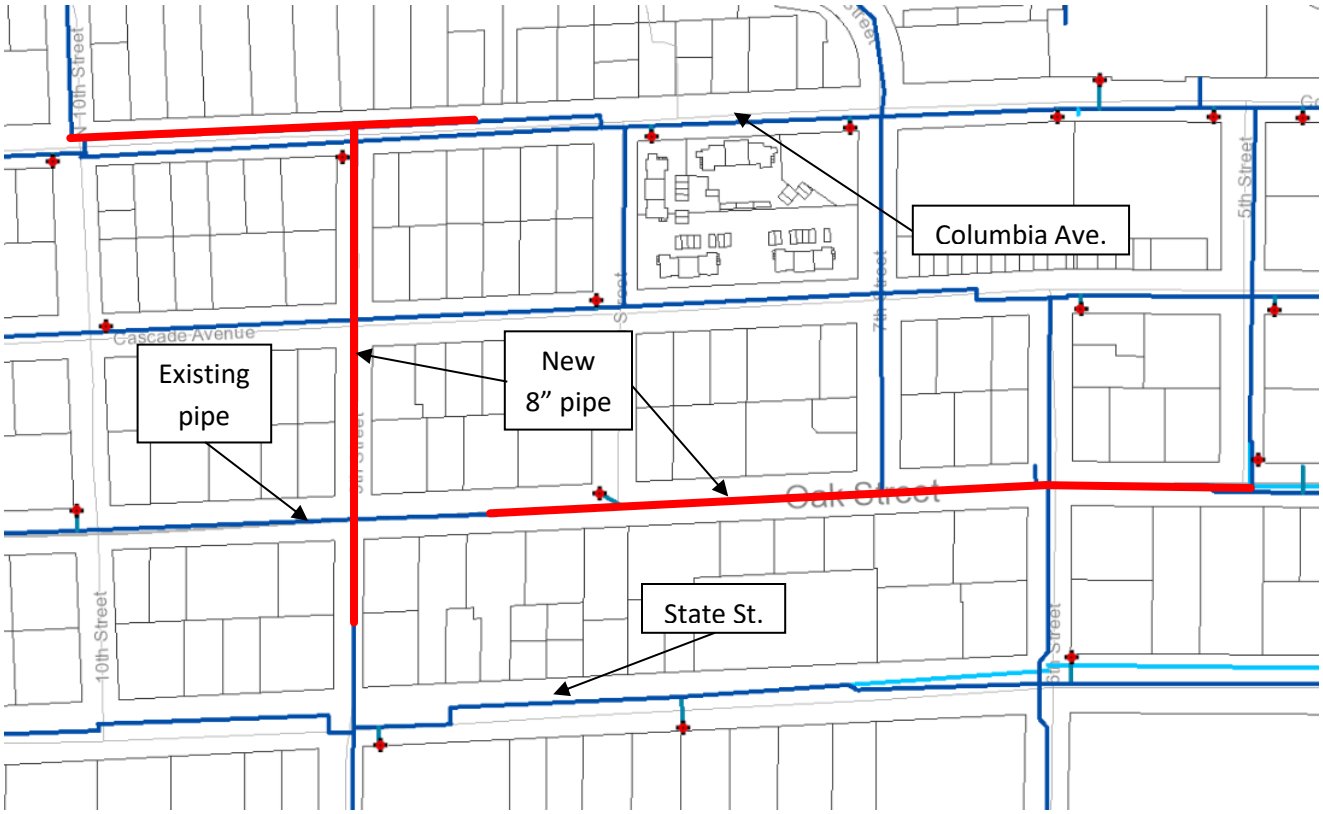
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
WATER FUND

TITLE: Columbia, 9th, and Oak Lead Joint Pipe Replacement

CIP PROJECT #: LJ-3

CITY G/L #: 600-600-43015-00690-00

PROJECT DESCRIPTION:
The project consists of replacing 500 feet of 4" lead jointed water line along Columbia Ave. from 10th St. to 814 Columbia Ave. This project also includes replacing 1,680 feet of 8" lead jointed water line along 9th St. from Columbia Ave. to the north side of 904 State St. and along Oak St. from 5th St. to 810 Oak St. All pipe should be replaced with 8" C900 PVC pipe.



CONSTRUCTION

EST. COST:	$1,300,000	**EST. START:**	July 2024
FUNDING:	100% Water Charges for Service	**EST. COMPLETION:**	June 2025

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

WATER FUND

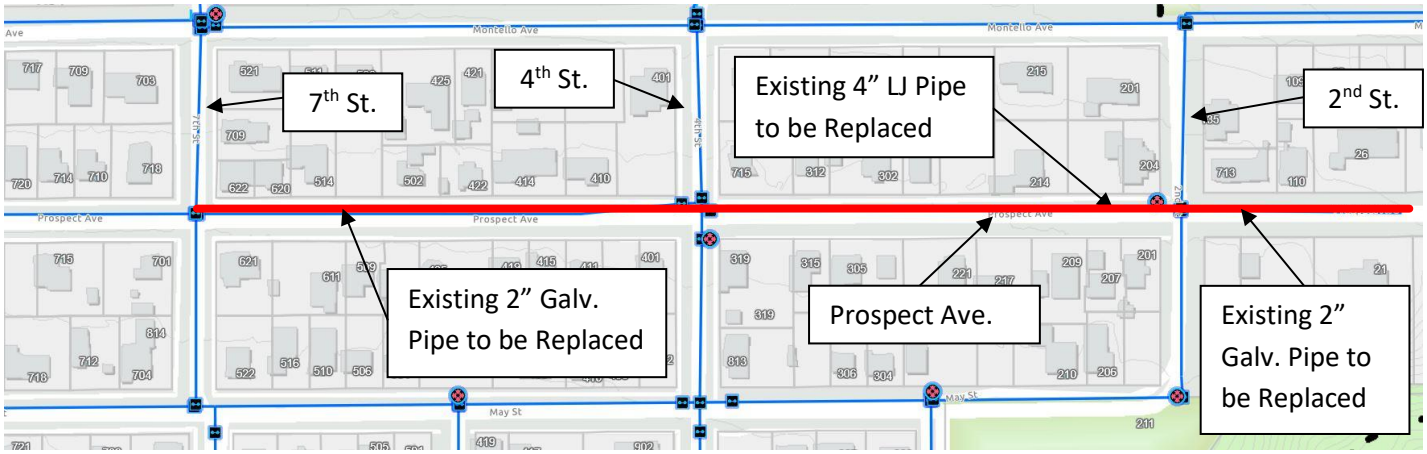
TITLE: Prospect, 1st to 7th Lead Joint Pipe Replacement

CIP PROJECT #: LJ-4

CITY G/L #: _____

PROJECT DESCRIPTION:

Existing 4-inch lead jointed pipes along Prospect Ave. from 2nd St. to 4th St. needs to be replaced. In addition, a section of existing 2-inch galvanized pipe along Prospect Ave. from 1st St. to 2nd St. and another section of 2" galvanized pipe along Prospect Ave. from 4th St. to 7th St. will need to be replaced. Since the City requires all new water mains to be a minimum of 8-inches, this project will consist of replacing all sections of pipe along this route with 8-inch PVC. This project will require the replacement of approximately 620 ft of 4-inch lead jointed and 990 ft of 2-inch galvanized pipe with approximately 1,610 ft of 8-inch PVC. This project will be constructed concurrent with a clay pipe replacement project along the same route.



CONSTRUCTION

EST. COST:	$700,000	**EST. START:**	July 2020
FUNDING:	100% Water Charges for Service	**EST. COMPLETION:**	November 2020

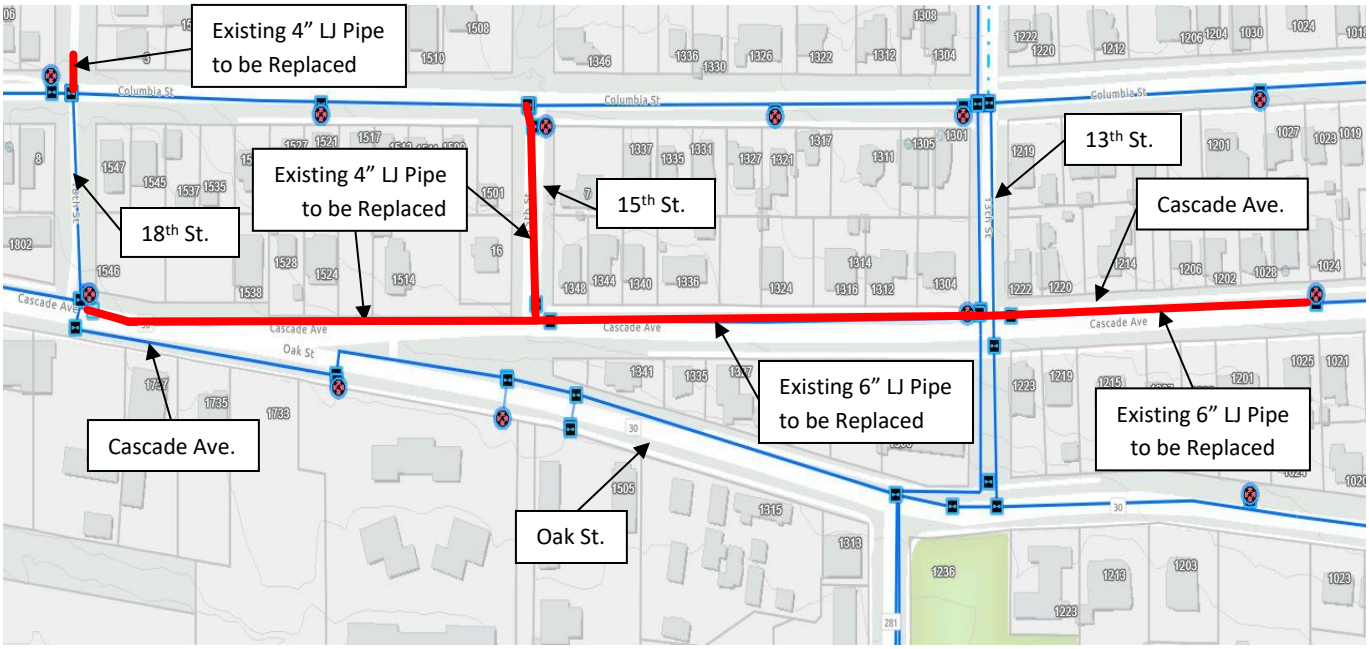
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
WATER FUND

TITLE: Cascade Lead Joint Pipe Replacement

CIP PROJECT #: LJ-11

CITY G/L #: _____

PROJECT DESCRIPTION:
Sections of existing 4-inch lead jointed pipe along Cascade Ave. from 15th St. to 18th St. and 6-inch lead jointed pipe from 1024 Cascade Ave. to 15th St. needs to be replaced. In addition, sections of existing 4-inch lead jointed pipe along 15th St. from Columbia St. to Cascade Ave. and 18th St. north of Columbia St. needs to be replaced. Since the City requires all new water mains to be a minimum of 8-inches, this project will consist of replacing all sections of pipe along this route with 8-inch PVC. This project will require the replacement of approximately 950 ft of 4-inch and 1,125 ft of 6-inch lead jointed with 8-inch PVC. A portion of this project along Cascade Ave. from 15th St. to 18th St. will be constructed concurrent with a clay pipe replacement project along the same route.



CONSTRUCTION

EST. COST:	$1,150,000	**EST. START:**	July 2020
FUNDING:	100% Water Charges for Service	**EST. COMPLETION:**	June 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

WATER SYSTEM DEVELOPMENT FUND

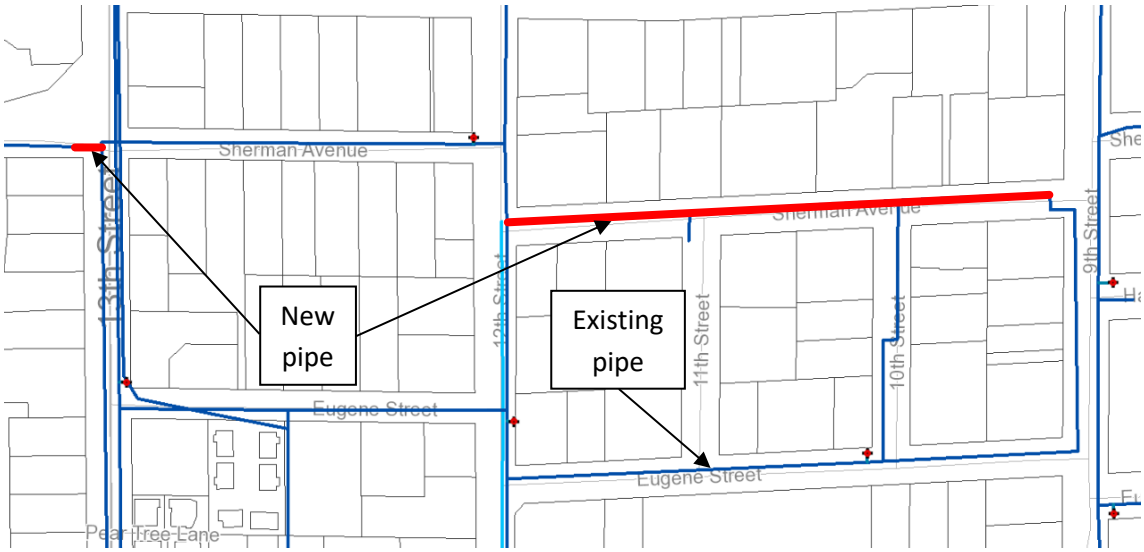
TITLE: Sherman Water System Improvements

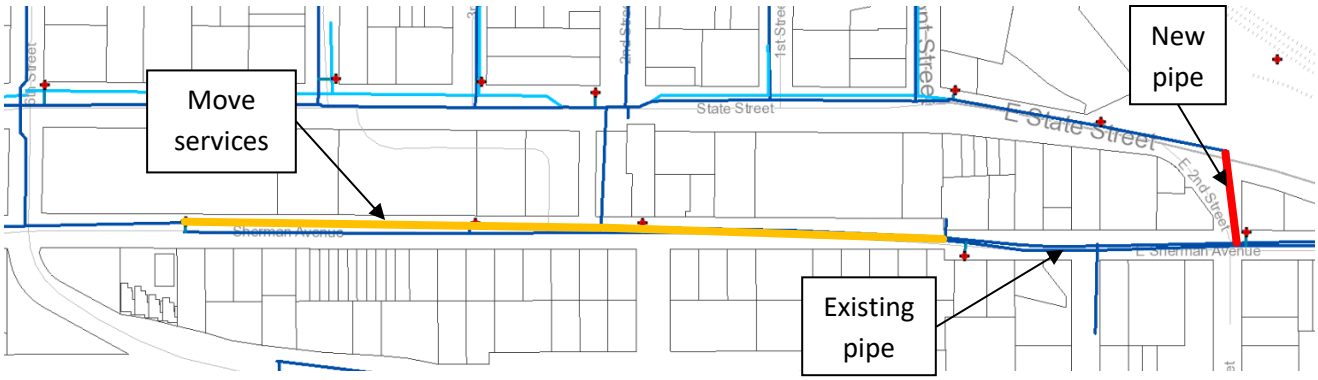
CIP PROJECT #: STP-7/8

CITY G/L #: 600-660-43015-00590-00

PROJECT DESCRIPTION:

Available design fire flows along Sherman Ave. between 9th St. and 12th St, 10th St. between Eugene St. and Sherman Ave., and 13th St. between State St. and Montello Ave. are less than half the required flows. In addition, available design fire flows along and south of Sherman Avenue and east of Front Street are less than the required flows. This deficiency is primarily due to small 2-inch and 4-inch lines and lines that have been disconnected from others, reducing the looping effect within this area. This project consists of installing 20 feet of new 6" pipe along Sherman Ave. west of 13th St.; replacing approximately 725 feet of 2" pipe with 8" along Sherman Ave. from 9th St. to 12th St.; and installing approximately 160 feet of new 8" pipe along East 2nd St. Furthermore this project includes the reconnection of service lines from the 4" lead jointed line to the 6" line along Sherman Ave. from 5th St. to Front St.





CONSTRUCTION

EST. COST:	$600,000	**EST. START:**	January 2020
FUNDING:	100% Water Charges for Service	**EST. COMPLETION:**	June 2022

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

WATER FUND

TITLE: East Heights Water System Improvements

CIP PROJECT #: STP-9

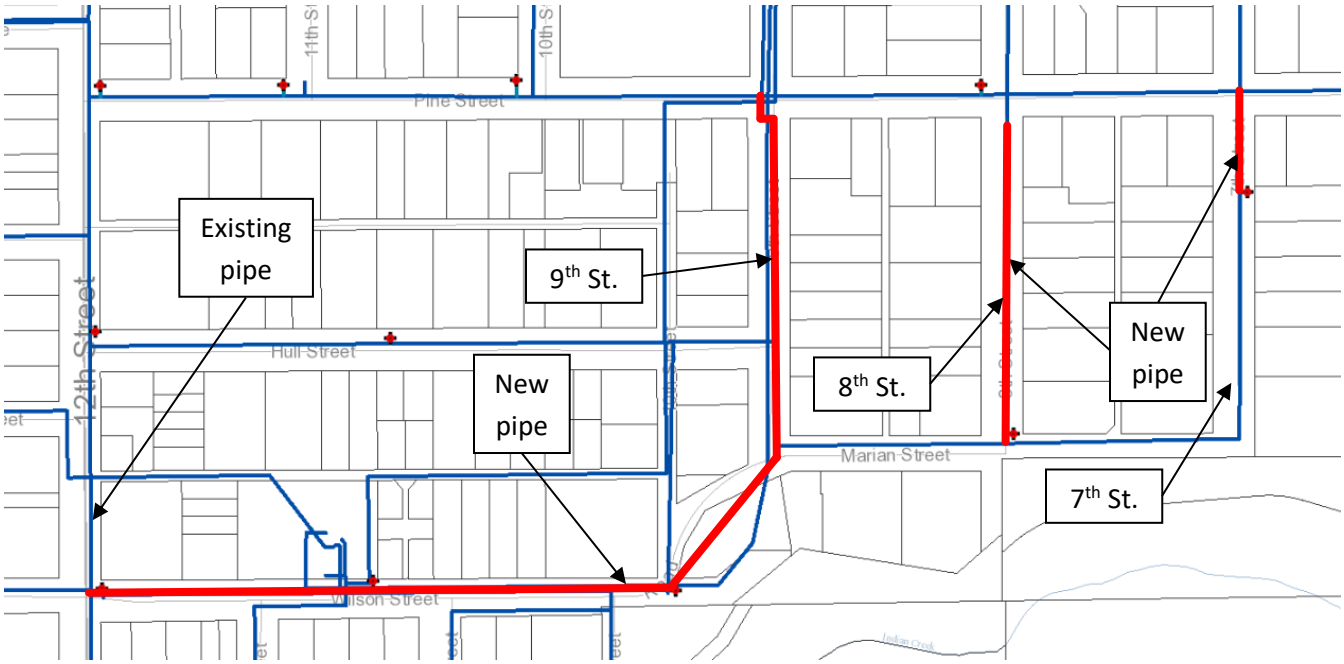
CITY G/L #: _____

PROJECT DESCRIPTION:

Currently, deficient fire flows exist east of 9th St. and south of Pine St. Flows range from 52 gpm at the south end of 7th St. to 1,200 gpm at the intersection of Wilson and Marian St. The required fire flow in this area is 1,500 gpm. This project requires the replacement of the existing:

- 4" pipe along Wilson St. between 11th St. and Marian St. with 8" PVC pipe;
- 8" line on Wilson St. between 12th and 11th St. with a new 8" PVC pipe;
- 4" pipe along Marian St. between Wilson St. and 9th St. with 8" PVC pipe;
- 4" line along 9th St. from Marian St. to Pine St. with 8" PVC pipe;
- 4" pipe along 8th St. between Pine and Marian St. with 8" PVC pipe; and
- 4" pipe along 7th St. south of Pine St. to the hydrant with 8" PVC pipe.

This project will require approximately 2,180 feet of 8" PVC pipe.



CONSTRUCTION

EST. COST:	$1,348,000	**EST. START:**	July 2023
FUNDING:	100% Water Charges for Service	**EST. COMPLETION:**	June 2025

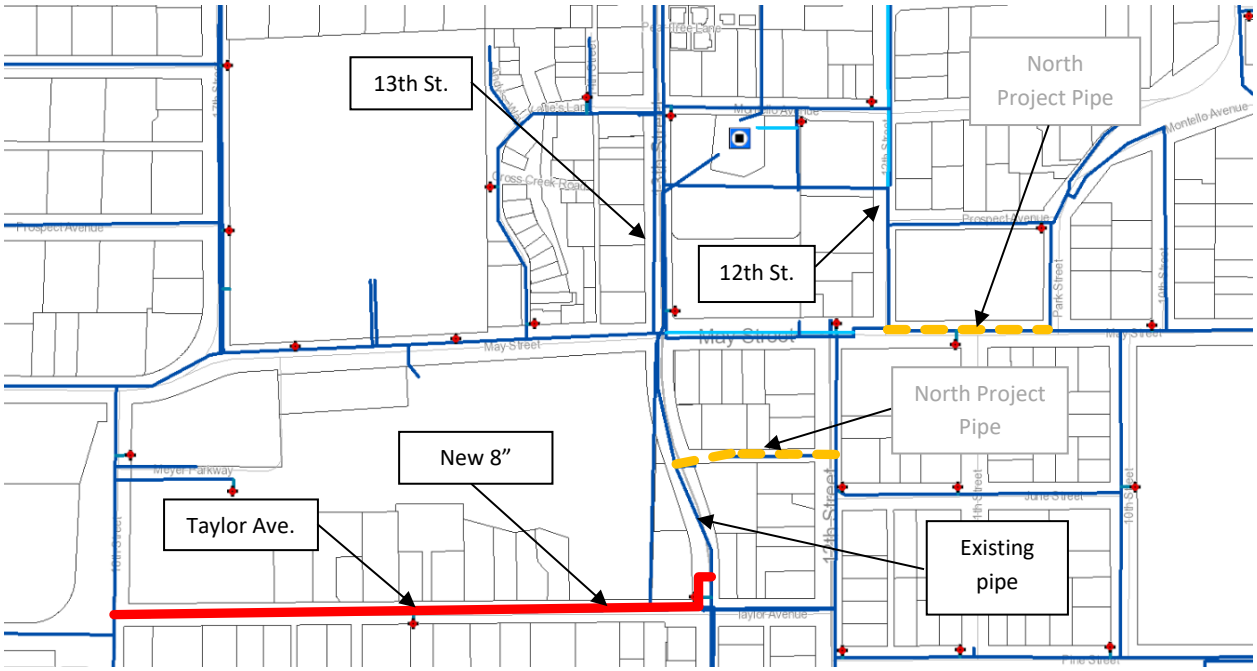
CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
WATER FUND

TITLE: Heights Area Water System Improvements- South

CIP PROJECT #: STP-10

CITY G/L #:

PROJECT DESCRIPTION:
Very low fire flow of 383 gpm exists on the 4" line on Taylor Ave. in the vicinity of 15th St. at the location of the existing hydrant. The required fire flow in this area is 1,500 gpm. This 4" LJ line is also leaking. This project requires the replacement of the 4" LJ line along Taylor Ave. between 18th and 13th St. with 8" PVC pipe and the reconnection of this line to the 13th St. line north of the hydrant. Various valves in the area will need to be opened or closed to adjust the zone boundaries. The project will require approximately 1,380 feet of new 8" PVC pipe.



CONSTRUCTION

EST. COST:	$830,000	**EST. START:**	July 2023
FUNDING:	100% Water Charges for Service	**EST. COMPLETION:**	June 2025

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

WATER FUND

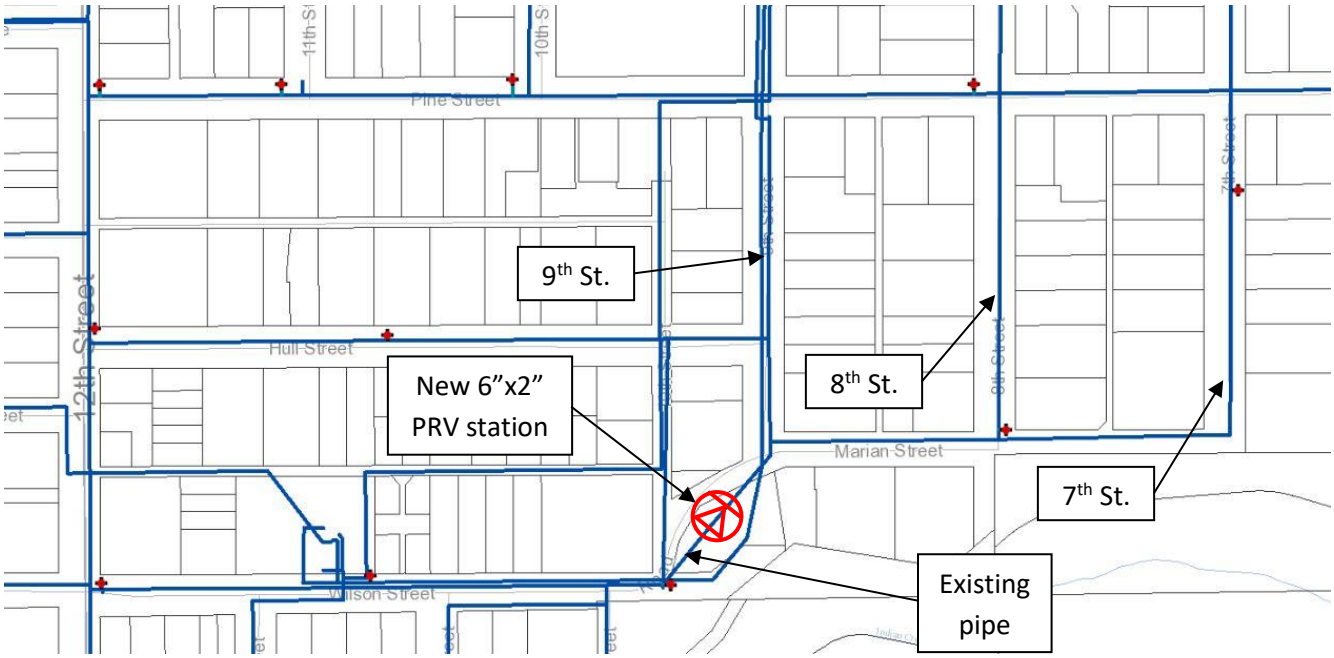
TITLE: Marian St. PRV

CIP PROJECT #: STP-12

CITY G/L #: _____

PROJECT DESCRIPTION:

Pressures within the heights area east of 12th St. and along and south of Montello Ave. currently range from 110 psi to 150 psi. Most of this area lies within the same elevational range as the *First Reg* pressure zone on the west side of 13th St., but it is currently being fed by the *Mainline* pressure zone. Pressures can be reduced in the area between Montello Ave. to the north and Wilson St. to the south on the eastern side of town by bringing this area into the *First Reg* pressure zone. This project requires a new 6-inch PRV and 2-inch bypass PRV to be installed along Marian St. between Wilson St. and 9th St. near elevation 486 feet. In addition, various valves in the area will need to be opened or closed to adjust the zone boundaries.



CONSTRUCTION

EST. COST:	$200,000	**EST. START:**	July 2024
FUNDING:	100% Water Charges for Service	**EST. COMPLETION:**	November 2025

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

WATER FUND

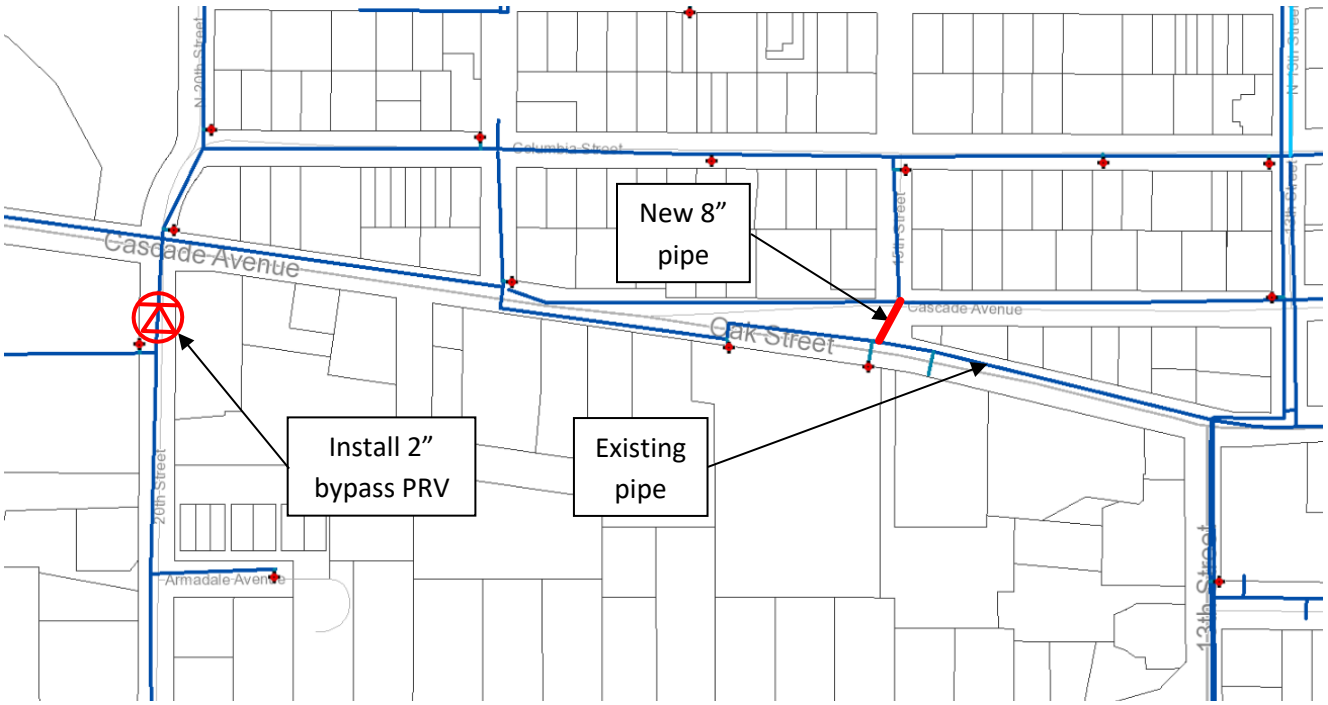
TITLE: Cascade Pressure Zone

CIP PROJECT #: STP-16

CITY G/L #: _____

PROJECT DESCRIPTION:

Decreasing the hydraulic grade line (HGL) of the Coe pressure zone to 408 feet will reduce the pressures below 50 psi along Cascade Ave. between Rand Rd. and 13th St. To increase pressures along this route, a new pressure zone referred to as the *Cascade* pressure zone will be created using the existing Rand PRV vault, the Clearwater PRV vault, and the 20nd Street PRV vault to feed the new zone and by closing various existing valves. 75 feet of new 8" pipe will also be constructed to connect the line in Oak St. to Cascade Ave. near the intersection of Oak St. and Cascade Ave. to maintain fire flows in this area. The Cascade pressure zone should be set to maintain an HGL of 442 feet. In addition, a 2-inch bypass valve will be installed at the 20th St. PRV vault.



CONSTRUCTION

EST. COST:	$130,000	**EST. START:**	July 2020
FUNDING:	100% Water Charges for Service	**EST. COMPLETION:**	June 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

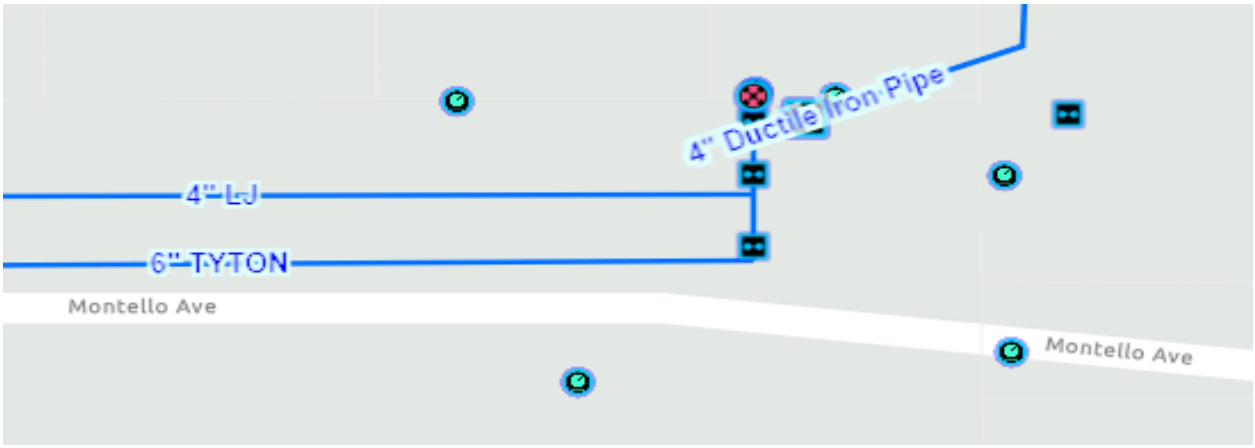
WATER FUND

TITLE: Front and Montello PRV

CIP PROJECT #:

CITY G/L #: 660-660-43015-00590-00

PROJECT DESCRIPTION:
The existing PRV at Front and Montello will need to be replaced with a new PRV. Design costs will be associated with the install to ensure the correct updated vault is put into place. The updated PRV will contains a 6” Cla-Val valve with a 2” bypass valve, pressure relief valve and air valve. A 6” Traffic Rated Utility Vault will be put into place. This vault will have two Pressure Reducers- one inlet and one outlet. This project will replace the existing PRV at Front and Montello with a new PRV.



CONSTRUCTION

EST. COST:	$150,000	**EST. START:**	July 2021
FUNDING:	100% Water Charges for Service	**EST. COMPLETION:**	June 2022

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
STORM FUND

TITLE: Waterfront Storm Line (Phase One)

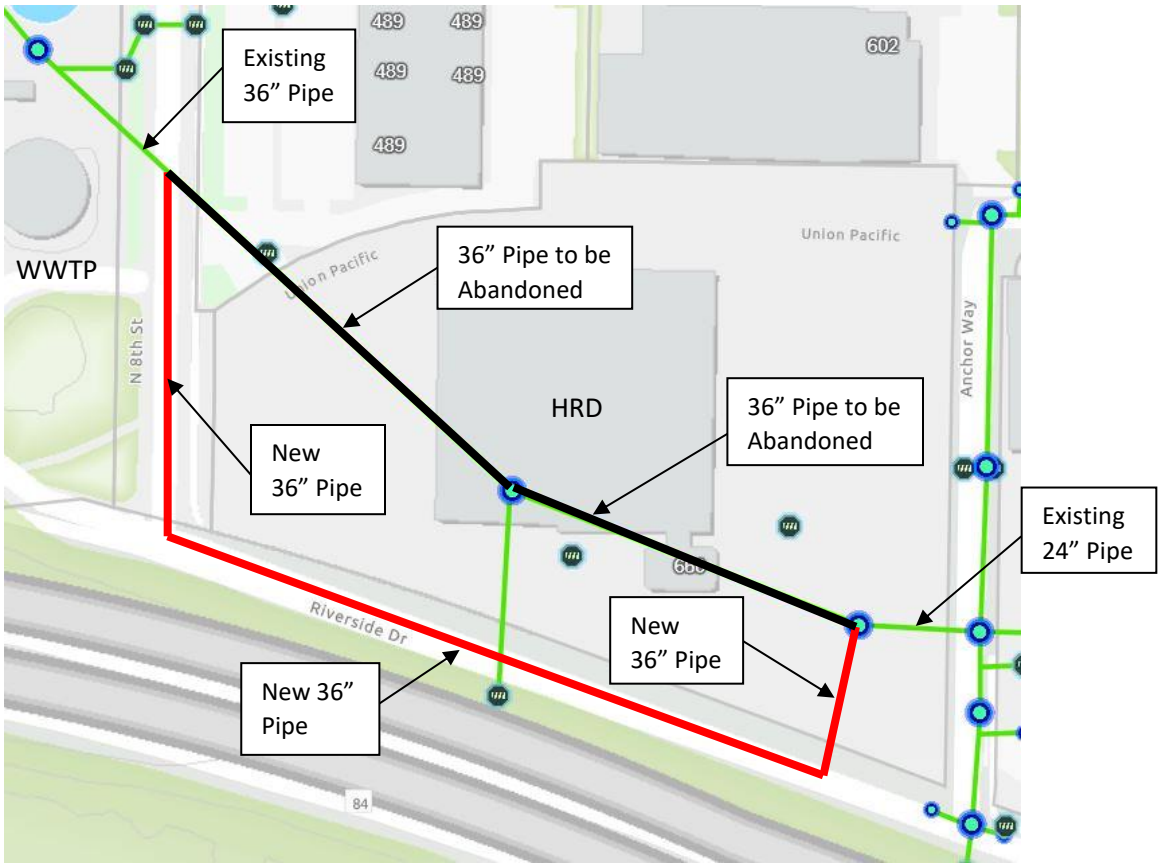
CIP PROJECT #:

City G/L # 695-695-43015-00161-00

PROJECT DESCRIPTION:

An existing pipeline located north of Riverside Dr. primarily on private property is in poor and failing condition. This pipeline is threating several structures in the area including three private building, the north secondary clarifier, and the aeration basins of the City's Wastewater Treatment Plant. In addition, this line is located approximately 20 feet below ground and is continually in a surcharged condition from laying below the water surface elevation of the Columbia River Bonneville Pool.

This project will raise and reroute the current deteriorating storm water pipeline into the Public Right-of-Way of Riverside Dr. and N. 8th St. and in Public Property of the City Park. This phase focuses on the immediate risk to the Hood River Distillers building where a sinkhole has formed due to the current pipeline collapsing in that area. This collapse indicates excessive deterioration in this portion of the pipeline and it is reasonable to anticipate that addition structural failure along this line will occur in the near future. This phase of the project will raise and relocate the current stormwater line around the Hood River Distillers Facility to Riverside Dr. and connect the new line back into the existing stormwater line on North 8th Street.



CONSTRUCTION

Est. COST:	$1,658,000	**Est. START:**	April 2020
FUNDING:		**Est. COMPLETION:**	November 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

STORM FUND

TITLE: Waterfront Storm Line (Phase Two)

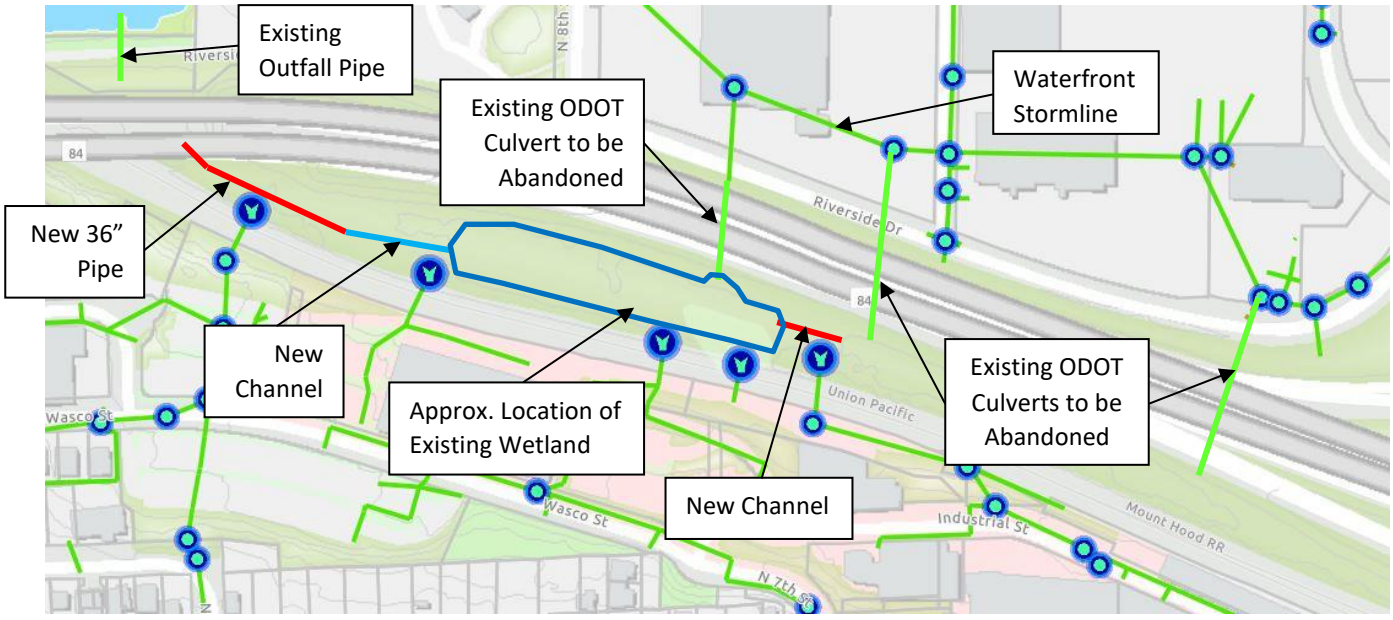
CIP PROJECT #:

City G/L # 695-695-43015-00162-00

PROJECT DESCRIPTION:

An existing pipeline located north of Riverside Dr. primarily on private property is in poor and failing condition. This pipeline is threating several structures in the area including three private building, the north secondary clarifier, and the aeration basins of the City's Wastewater Treatment Plant. In addition, this line is located approximately 20 feet below ground and is continually in a surcharged condition from laying below the water surface elevation of the Columbia River Bonneville Pool.

This project will raise and reroute the current deteriorating storm water pipeline into the Public Right-of-Way of Riverside Dr. and N. 8th St. and in Public Property of the City Park. As part of this project, the three existing ODOT culverts will need to be disconnected and abandoned. This Phase of the project consists of intercepting and rerouting the existing storm water flows entering these culverts on the south side of I-84. The stormwater will be conveyed to the west, under the I-84 bridges, and to the existing outfall north of the I-84 bridges. The existing ODOT culverts under I-84 will be plugged and abandoned.



CONSTRUCTION

Est. COST:	$600,000	**Est. START:**	January 2021
FUNDING:		**Est. COMPLETION:**	November 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

STORM FUND

TITLE: Waterfront Storm Line (Phase Three)

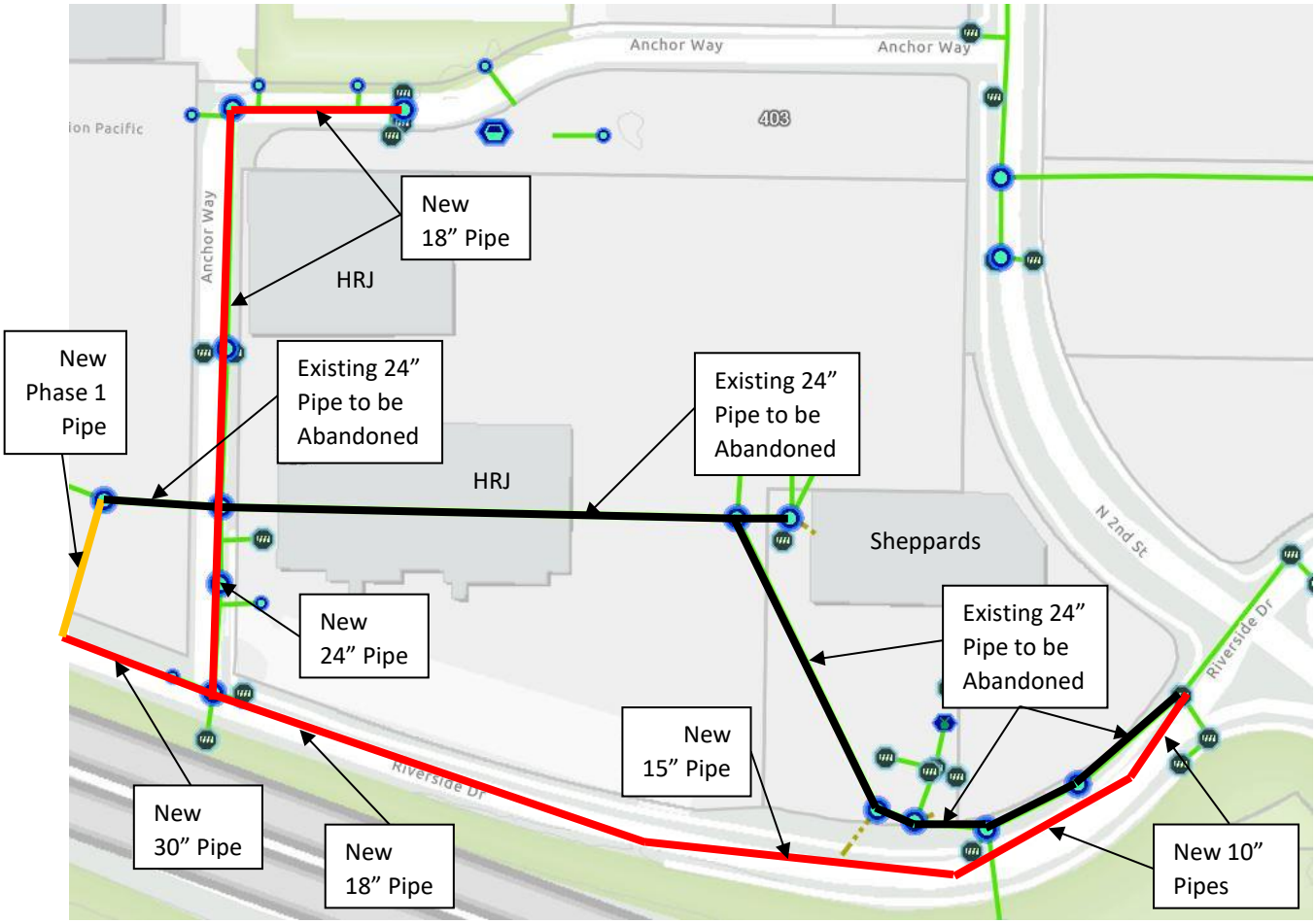
CIP PROJECT #:

City G/L # 695-695-43015-00163-00

PROJECT DESCRIPTION:

An existing pipeline located north of Riverside Dr. primarily on private property is in poor and failing condition. This pipeline is threating several structures in the area including three private building, the north secondary clarifier, and the aeration basins of the City's Wastewater Treatment Plant. In addition, this line is located approximately 20 feet below ground and is continually in a surcharged condition from laying below the water surface elevation of the Columbia River Bonneville Pool.

This project will raise and reroute the current deteriorating storm water pipeline into the Public Right-of-Way of Riverside Dr. and N. 8th St. and in Public Property of the City Park. This phase will raise and relocate the stormwater line around the Hood River Juice facility. The new stormwater line will be constructed along the eastern portion of Riverside Drive, along the frontage of Hood River Juice and Shepherds to the line installed in Phase 1. This phase will also raise and replace the existing stormwater line in Anchor Way.



CONSTRUCTION

Est. COST:	$1,864,000	**Est. START:**	January 2022
FUNDING:		**Est. COMPLETION:**	November 2022

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

STORM FUND

TITLE: Waterfront Storm Line (Phase Four)

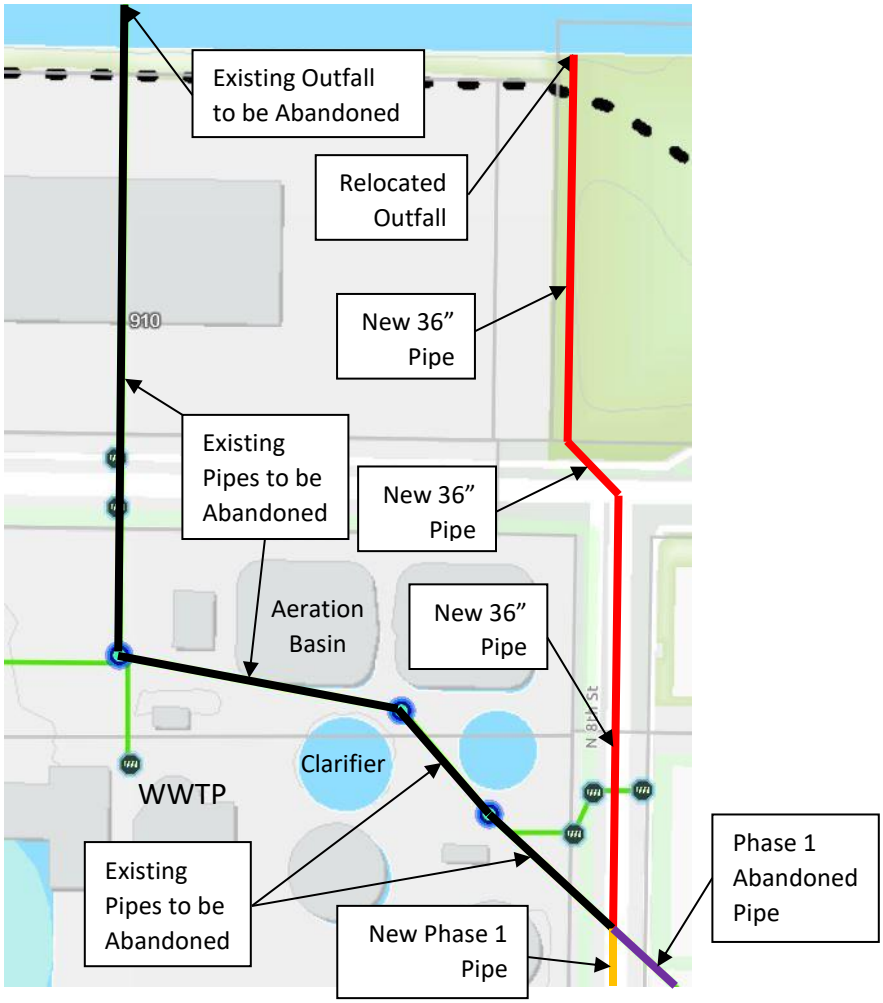
CIP PROJECT #:

City G/L # 695-695-43015-00164-00

PROJECT DESCRIPTION:

An existing pipeline located north of Riverside Dr. primarily on private property is in poor and failing condition. This pipeline is threating several structures in the area including three private building, the north secondary clarifier, and the aeration basins of the City's Wastewater Treatment Plant. In addition, this line is located approximately 20 feet below ground and is continually in a surcharged condition from laying below the water surface elevation of the Columbia River Bonneville Pool.

This project will raise and reroute the current deteriorating storm water pipeline into the Public Right-of-Way of Riverside Dr. and N. 8th St. and in Public Property of the City Park. This phase will build a new stormwater line northward of the existing stormwater line in North 8th Street. This new line will be constructed along North 8th Street, through the intersection of Portway Avenue, where it will continue along the west side of Waterfront Park to a relocated outfall to the Columbia River.



CONSTRUCTION

Est. COST:	$806,000	**Est. START:**	January 2021
FUNDING:		**Est. COMPLETION:**	November 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

STORM SEWER FUND

TITLE: Henderson Creek Improvements

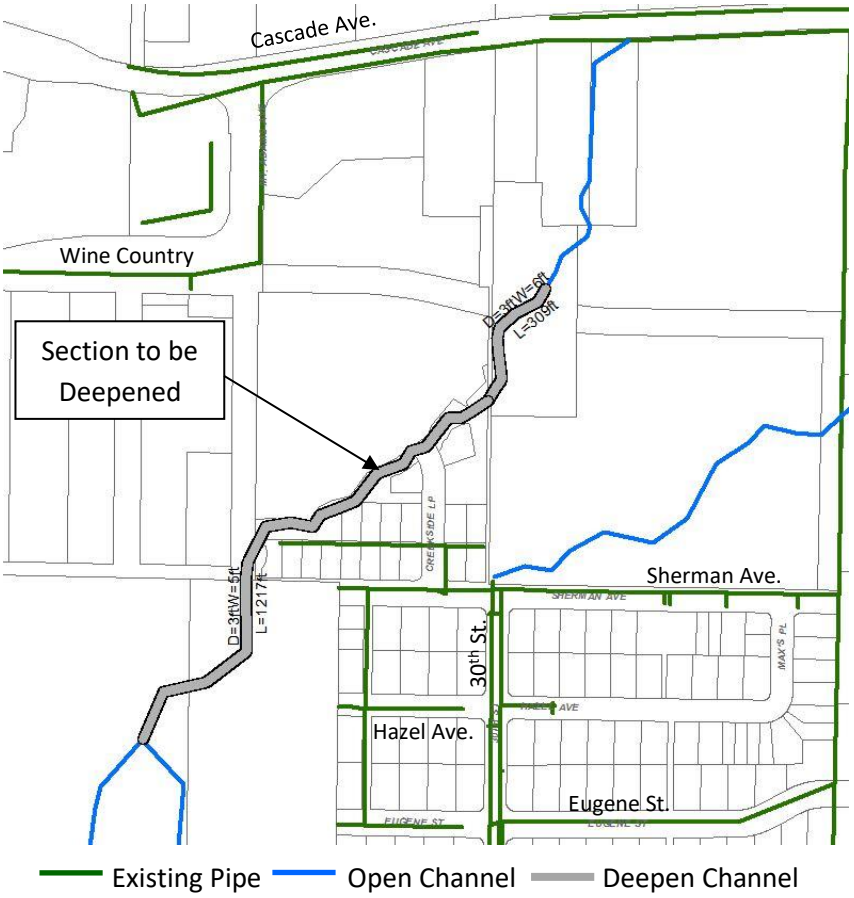
CIP PROJECT #: CIP-4

CITY G/L #: _____

PROJECT DESCRIPTION:

Flooding has been observed along Henderson Creek west of 30th St. and Sherman Ave. due to increased flows from new developments upstream of this location. During a storm event in December of 2015 a large pond formed in the area west of 30th St. up to the westernmost houses near Sherman Ave. requiring sandbagging to redirect flow around these houses to the conveyance system in Sherman Ave. Henderson Creek appears to be shallow from west of Hazel Ave. to Creekside Lp. The channel appears to be no more than 12" deep for most of this section. Model analysis of this section indicates that Henderson Creek will be required to have a minimum depth of 2 feet and a minimum slope of 1% to convey the projected flows. At the existing end of Creekside Lp, Henderson Creek descends rapidly for a short distance before the grade flattens out again.

This project involves rechanneling approximately 1,500 feet of Henderson Creek west of Hazel Ave. to the existing driveway east of Wine Country Ave. The final channel will be a minimum 3 feet deep, which includes a 1-foot freeboard. The bottom width of the channel will be a minimum of 5 feet wide.



CONSTRUCTION

EST. COST:	$190,000	**EST. START:**	July 2021
FUNDING:	100% Storm Sewer Charges for Service	**EST. COMPLETION:**	November 2021

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

STORM SEWER FUND

TITLE: 13th St. Cascade to Lincoln Storm Sewer System Improvements

CIP PROJECT #: CIP-3

CITY G/L #: _____

PROJECT DESCRIPTION:

Storm system overflows have been observed along the 14th St. alignment at Columbia St. due to an inadequately sized pipe at Columbia St. With the completion of CIP#2 (Cottonwood Stormline Replacement Project) the model analysis indicated that most of the downstream pipes along this alignment from Cascade Ave. to the east side of the apartment complex at 1301 15th St. are under sized. Flooding of catch basins has also been observed along the existing 13th St. storm line at Cascade Ave. and Columbia St. The existing 13th St. pipeline is assumed to turn east at a 90° angle just north of Lincoln St. where it continues approximately 150 feet east through private property just north of Lincoln St. to an open channel. It is believed that this pipe plugs at the bend causing surcharge in the pipe and flooding at the upstream catch basins. Ponding has also been observed on the south side of Lincoln St. approximately 100 feet east of the open channel due to a low point in the road.

Rather than replace two parallel lines, this project will intercept and divert flows from the 14th St. alignment to 13th St. by installing a new pipeline along Cascade Ave. This project will consist of constructing approximately 250 feet of new 30" pipe along Cascade Ave. from the 14th St. alignment to 13th St, 510 feet of 30" pipe along 13th St. from Cascade Ave. to Lincoln St., and 150 feet of 36" pipe in the right-of-way along Lincoln St. from 13th St. to the open channel. In addition, a new catch basin will be installed at the area of observed ponding and 100 feet of 10" pipe will be constructed to the open channel north of Lincoln St.

CONSTRUCTION

EST. COST:	$700,000	**EST. START:**	July 2022
FUNDING:	100% Storm Sewer Charges for Service	**EST. COMPLETION:**	June 2023

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

STORM SEWER FUND

TITLE: 30th and May Storm Sewer System Improvements

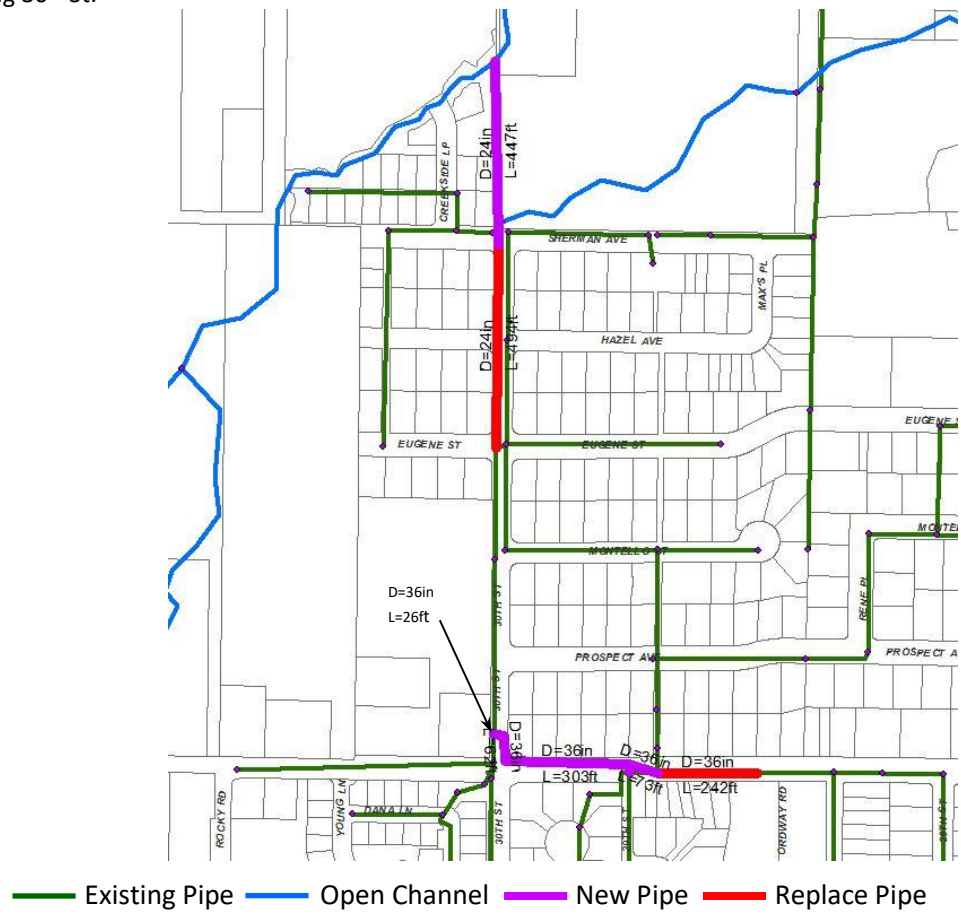
CIP PROJECT #: CIP-6

CITY G/L #: _____

PROJECT DESCRIPTION:

Flooding has been observed in areas north of May St. between 29th St. and 30th St. and along 30th St. Ponding has also been observed at 29th and May St. due to the lack of a catch basin at the low point of the road. During a storm event in December of 2015 manholes along the 29th St. path between May St. and Prospect Ave. overflowed and flooded the backyards of the houses along Prospect Ave. The flows continued down the path and around houses to Prospect Ave. During the same storm event several catch basins along 30th St. north of May St. overflowed. There are several factors that contribute to the flooding issues in this area and are described in detail on the City's Stormwater Facilities Plan.

This project will divert flows from May St. to 30th St. and then to a new outlet on Henderson Creek. This project consists of upsizing existing pipe along May St. from Ordway Rd. to 29th St., installing new pipes along May St. from 29th St. to 30th St., upsizing existing pipe along 30th St. from Eugene St. to Sherman Ave. and installing new pipe east of Creekside Lp. from 30th and Sherman Ave. north to Henderson Creek. This project will also require installing a new catch basin and regrading the roadway as needed at the intersection of 29th St. and May St. to capture the flows that are ponding at this location. This project will require the installation of approximately 700 feet of new 36" pipe along May St. and approximately 940 feet of new 24" pipe along 30th St.



CONSTRUCTION

EST. COST:	$1,220,000	**EST. START:**	July 2023
FUNDING:	100% Storm Sewer Charges for Service	**EST. COMPLETION:**	June 2024

CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET
STORM SEWER FUND

TITLE: 20th St. from Eugene to Wasco Storm Sewer System Improvements

CIP PROJECT #: CIP-7

CITY G/L #: _____

PROJECT DESCRIPTION:

Flooding has been observed along the 20th St. alignment between Prospect Ave. and Sherman Ave. During a storm event in December of 2015 the catch basins along 20th St. from Prospect Ave. to Sherman Ave. overflowed due to undersized pipes and flowed east on Prospect Ave., Montello Ave., Eugene St., and Sherman Ave. to 17th St. Since the conveyance system along 17th St. and Sherman Ave. is undersized and cannot adequately convey its own collected flows, the overflows from 20th St. further aggravated the flooding issues along 17th St. Other flooding has also been observed at the skate park south of Wasco St. due to an undersized culvert under Wasco St. Model analysis also indicated that multiple pipe segments from May St. to Wasco St. in the vicinity of 20th and 22nd St. are undersized. In addition, the City has indicated that a pipe segment along 20th St. in the vicinity of Armadale Ave. is old and due for replacement.

To minimize the amount of pipe replacement in this area, the City will reroute some of the stormwater flow through new pipe sections and replace sections along 22nd and 20th St. with larger pipe. Due to the size of the project, this work will be constructed in two phases under separate project numbers (CIP#7 and CIP#9). This project will include the lower section from 22nd St. and Eugene St. to Jaymar Rd. This will include diverting the existing flows from 22nd St. at Eugene St. and upsize the existing pipe along the 20th St. alignment to Wasco St. This project will require a total of 2,200 feet of new pipe with the individual pipe section's size and lengths as shown below. The second project, CIP#9, will divert the existing flow from May St. at 22nd St. and upsize the existing pipe along 22nd St. to Eugene St.

Existing Pipe | Open Channel | New Pipe | Replace Pipe

CONSTRUCTION

EST. COST:	$1,480,000	**EST. START:**	July 2024
FUNDING:	100% Storm Sewer Charges for Service	**EST. COMPLETION:**	November 2025

Appendix II

Budget Policy Resolution 2016-09

(In Effect for FY2020-21)

Budget Policy Resolution

(Takes Effect for FY2021-22)

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 3.1%, making the relevant surplus target $111,697. The proposed General Fund budget has a $385,262 operating deficit, calculated based on ongoing revenues (without Transfers In) less ongoing expenses (excluding transfers out, special payments, and contingency). This modest deficit is justified by declared State of Emergency and prudent given nearly a decade of budget surpluses.

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**

   All reserve types are fully funded in the FY2020-21 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 19% of operating revenues, 20% if one-time property tax from pausing Heights and Waterfront Urban Renewal Funds are excluded from 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.**

   This provision is no longer applicable now that equipment replacement is now fully funded.

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. Using this methodology equipment replacement is fully funded

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 fully funds the accrued compensated absences liability. 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 February of 2020. The City Council appropriated audited beginning fund balances in the Second Quarter Budget Adjustment (Res. 2020-02).

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

   The FY2020-21 Proposed Budget complies with this requirement. In the General Fund, contingency is budgeted at 2.9% of operating revenues, 3% if one-time property tax from pausing Heights and Waterfront Urban Renewal Funds are excluded from operating revenues.

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 FY2018-19 Budget returned the Parking, Municipal Court, Emergency Medical Services, and Engineering programs to the General Fund, leaving only programs legally restricted in the use of their revenues outside of the General Fund.

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

    The FY2020-21 meets the definition of extraordinary circumstances due to the outbreak of COVID19.

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 will be presented as part of the 1st Budget Committee meeting on April 29th, 2020.

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 City Council adopted updated Financial Policies under Resolution 2020-07 which take effect for the FY2021-22 Budget.

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 FY2019-20 Budget Message complies with this requirement.

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

    All current collective bargaining agreements were approved by the City Council

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 February 24th, 2020.

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.

RESOLUTION 2020-07
Financial Polices

1. The Budget will be Structurally Balanced

Background – A budget is structurally balanced if it does not spend more on ongoing services than it receives in ongoing revenues. A structurally balanced budget is a necessary component of good financial management and financial discipline and will help sustain the consistent delivery of services to residents. An unbalanced budget (spending more than is received) undermines the City's ability to deal with financial problems. It may lead to reduced services in the future and inhibit the City's ability to take advantage of opportunities that will periodically occur.

Policy - The budget for the General Fund will be structurally balanced for the fiscal Year or will include an explanation and describe the expected approach and time frame for achieving structural balance within the context of official revenue and expenditure projections. It is not a violation of this policy to have a planned use of funds available to fund one-time items, including capital, equipment, land or transitional costs for operations (starting up or termination of a service element). It is also not a violation of this policy to use funds previously set aside to mitigate temporarily higher costs or lower revenues.

2. One-Time Resources will be Used Only for One-Time Purposes

Background - One-time resources are revenues that only occur once, for a very limited time, or are too unpredictable or unstable to fund operations. One-time revenues may include the variable portion of some revenue sources that have highly variable components. One-time revenues are not suited to fund ongoing operations because they are not available in the future or cannot be relied on from year-to-year to pay the ongoing costs of operations.

Policy - One-time resources will not be used to fund ongoing operations. They will be used for one-time uses, including capital and other one-time expenditures, transitional funding of operations (for a limited time-period with a planned ending date), increasing reserves, or paying down unfunded liabilities.

3. The Budget Process Is Based on an Annual Cycle with Minimal Mid-Cycle Adjustments

Background - Budgeting on an annual basis provides time to review all revenue sources, develop solutions to previously identified problems, and to discuss and decide on policies and priorities. An annual budget process also provides time for management to plan and implement changes incorporated into the budget more efficiently and effectively. Shortening or interrupting the process with significant mid-cycle changes can lead to poor decision making due to incomplete information and to inefficient and ineffective operations or expenditures.

Policy -

a) The annual budget process will be the general method used by the City to develop its annual service priorities and the level and type of resources to fund those services.
b) Changes to the budget and to service levels during the fiscal year will be minimized. “Routine” changes during the fiscal year will generally be limited to technical adjustments, time sensitive opportunities or issues, or new grants or awards that are intended to be spent during the year.
c) The creation of non-routine mid-year new programs or projects, higher service levels, or other expenditures during mid-budget cycle should be evaluated for programmatic feasibility and impact and for fiscal impact, preferably by the responsible operational department and by the Finance Department. If an adopted mid-year program or project is in conflict in terms of resource use or other aspects, the midyear program or project will have a lower priority (compared to preexisting budgeted programs and projects) unless otherwise specified by City Council.
d) Unexpected revenue shortfalls or other significant issues that may create a budget shortfall during the fiscal year are to be reported to the City Council with recommendations by the City Manager as to whether a mid-year budget adjustment should be made.

4. General Fund Emergency and Operating Reserves

Background - Maintaining adequate emergency and operating reserves is a basic component of a financially strong City. Adequate reserves help sustain City operations when adverse or unexpected circumstances impact the City. Reserve levels should be set in the context of the City’s specific revenue environment and operating conditions.

Policy –

a) The City will maintain a General Fund ending balance equal to three months of operating expenditures.
b) An Operating Reserve equaling one year of unrestricted Transient Room Tax collection will be accumulated by the end of FY2024-25.
c) Essential services will receive priority for reserve funding.
d) Spending emergency or operating reserves is allowed under the following circumstances:
    - Severe economic downturn
    - One-time loss or impairment of a significant revenue source
    - Natural disaster or state of emergency
    - When paying down liabilities is a financial benefit to the City
e) If emergency or operating reserves are drawn down below the minimums, a plan will be developed and implemented to replenish them, generally, from future surpluses. Replenishing reserves will be a priority use of one-time resources.

5. Vehicles, Apparatus, and Other Large Equipment Purchases

Background – Municipal operations require the daily use of expensive equipment and vehicles that must be replaced periodically. Without long-term financial planning, cities can be left with essential equipment in need of replacement without a defined funding source.

Policy – The City will maintain a fleet replacement program that will charge a reasonably calculated fee to operating funds for the planned replacement of assigned vehicles, apparatus, and large equipment at the end of their useful life. Interest earnings on the accumulated balance within the fleet replacement program will be used to proportionately offset annual operating fund charges.

6. Facilities, Utility Infrastructure, and other Long-lived Asset Investments

Background – Buildings and capital projects typically have lifespans of over thirty-years and are built to accommodate future growth. Borrowing promotes intergenerational equity by spreading the cost of new or upgraded City infrastructure over time so that future generations benefitting from such infrastructure contribute to its costs.

Policy – Debt is a preferred method to fund facilities, utility infrastructure, and other long-lived City assets with a useful life of thirty or more years. The City will strive to maintain a high bond rating to minimize interest expenses.

7. Employee Compensation

Background – The employment of people is the City's largest ongoing expense. This is because the City's business is providing public services instead of a product. The City must closely control drivers' personnel expenditures while also maintaining a competitive compensation structure to attract and retain high-quality employees.

Policy –

a) The City Council shall approve all collective bargaining agreements.
b) Cost of living increases for general service pay scales will be tied to an appropriate inflationary index.
c) Pay scales for all employees will be published as an appendix to the annual budget document.

8. Operating Funds will be Charged to Offset Accrued Liabilities

Background – Business operations routinely involve the creation of future liabilities. The most common example is retirement benefits attached to earned service hours. The true cost of these obligations can be easily overlooked because the expenses will not occur for many years in the future. This can lead to unsustainable operating levels followed by rapidly increasing future costs.

Policy – The City will charge operations for the present value of long-term liabilities created by current activities. At minimum this will include:

a) Administer an operational charge to operational funds that is reasonably calculated to equal the cost of accrued compensated absences. Revenue from these charges will be set aside in an Internal Service Fund to pay for future compensated absence payouts.
b) When the City's Public Employee Retirement System (PERS) account maintains an unfunded actuarial liability, the City will deposit up to the amount necessary to bring the City to 100% funded status into a PERS Side Account. To the extent feasible,

this deposit will be proportionally distributed across operating funds based on their payroll liability.

9. Annual Audit Review

Background – Budgets are critical planning tools but are necessarily forward looking, based on forecasting assumptions. Periodically uniting budgeted figures to actual spending amounts is necessary to provide the most accurate and current view of the City's financial condition.

Policy - 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.

10. Budgeted Contingency

Background – Budgeted contingency is a routine line-item needed to accommodate natural variation in expenditures from budgeted figures. Contingency appropriations are not a substitute for estimating known expenditures or to facilitate loose budgeting practices. Contingency should be estimated to reasonably equal expenditure variation and not as a "savings account" in which to sequester excess revenues.

Policy – Budgeted Contingency must be reasonable, based on experience, and consistent with the purpose of the particular fund.

11. Limited Use of Special Revenue Funds

Background – Fund accounting is required in the governmental context in order to separate funds by legal use. For instance, System Development Charges cannot be used for general system maintenance. Further segregation of dollars beyond legally restricted uses can obscure the City's financial condition by overly complicating its budget.

Policy – Special Revenue Funds shall be created only as needed to segregate funds due to statutory requirements, ordinances or contractual commitments.

12. Use of Multi-Year Financial Projections

Background – The City's financial situation and projected future status are important factors in the financial and economic decisions the City Council may make. To support the City's budgetary planning and financial decision-making process, the City needs to analyze its financial situation and the key factors impacting its economic and financial status.

Policy - At a minimum, the proposed annual budget will include a three-year General Fund projection (the fiscal year plus two additional years). Major assumptions should be identified. It is desirable that the budget should include similar projections of key funds and potentially all funds.

13. Required Elements of the Budget Message

Background – The annual budget message is the primary explanation of the City's financial plans for the coming fiscal year. It gives the budget committee and the public information that will help them understand the proposed budget.

Policy – The Budget Message will 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.

14. User Fees and Charges will be Set at the Cost of the Service

Background - Fee supported services typically benefit an individual, business, or group. Because these services provide a discreetly assignable benefit, communities often seek to recover costs through user charges. This allows general revenues to be directed to funding services performed for the community as a whole. Incrementally increasing fees in alignment with an appropriate inflation index helps charges remain stable on a real dollar basis over time and lessens the need for large periodic fee revisions.

Policy - The City shall annually review its fees or charges for services. Annual automatic increases should be tied to an appropriate inflationary index. Fees will be set to fully recover costs, except where there is a greater public benefit through use of a lower fee, such as where full recovery may adversely impact overall revenue or may discourage participation in programs where the participation benefits the overall community

15. Capital Improvement Plans

Background – Capital investments in public infrastructure is the City's largest asset. Capital improvement plants should be reviewed annually, and the state of infrastructure continuously monitored.

Policy - The City will maintain a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible. A five-year capital improvement plan will be included in the annual budget document.

16. Financial Policies Reviewed Annually

Background – Regular review of financial policies ensures that they are still meeting the needs of the organization and expectations of the elected Officials

Police – The City of Hood River's Financial Policies will be reviewed during a Regular City Council prior to the start of the budget process on an annual basis

Appendix III

Adopted FY2020-21 Consolidated schedule of Fees, Rates, and Charges

							272.584	2.78%			
							11,261.45	1.80%			
						CPI-W West, OR:	**2.80%**	https://www.bls.gov/regions/west/news-release/ConsumerPriceIndex_west.htm			
						ENR Const. Index	**1.80%**		eff. July 1, 2020		
				Contact		**FY 2019-20**	**Price Index**	**Other**	**July 1, 2020**	**FY 2020-21**	
	DESCRIPTION			**Person**	**Department**	**Fee Amount**	**Adjustment**	**Changes ($)**	**Change**	**Fee Amount**	**Comments**
1	**BURGLAR ALARM SYSTEMS HRMC 8.28**										
2			Alarm User Permit	Neal	Police	44	2		2	46	
3			Revoked Alarm User Permit	Neal	Police	126	4		4	130	
4			Alarm User Permit - Late Renewal	Neal	Police	63	2		2	65	
5			3rd false Alarm w/in 12 mos.	Neal	Police	126	4		4	130	
6											
7	**CLASSIC LIGHT POLE BANNER HANGING FEE**										
8			Downtown Zone	Wade	Public Works	200	6		6	206	
9			Port Zone	Wade	Public Works	200	6		6	206	
10			Cascade Zone	Wade	Public Works	200	6		6	206	
11			Bike rack installation	Wade	Public Works	366	10		10	376	
12										-	
13	**DRIVEWAYS & CURB CUTS HRMC 13.28**										
14			Service Driveways Authorized under Permit	Wade	Public Works	94	2		2	96	
15											
16	**CONSTRUCTION SITE / WORK IN THE ROW PERMIT**										
17			No street cut	Wade	Public Works	94	2		2	96	
18			Street cut	Wade	Public Works	170	5		5	175	
19			Street Degradation Fee	Wade	Public Works	Formula in City				Formula in City	
20			Re-Inspection	Wade	Public Works	54	1		1	55	
21			Detailed Engineering review fee	Wade	Public Works	2% of the approved construction				2% of the approved construction	
22	**TEMPORARY ROCK CRUSHING PERMIT**			Wade	Public Works	94	2		2	96	
23											
24	**FINANCE - MISC**										
25	(Excluding Utilities, Parking, and Municipal Court)										
26											
27		Debit/Credit Card Service Fee (non-utility payments)		Will	Finance	3.0%				3.0%	debit/credit card users to pay fees instead of City absorbing these costs
28		Invoicing									
29			Late fees (added after 30 days past due)	Will	Finance	1.5% of total				1.5% of total	
30		Payment arrangements		Will	Finance	27	1		1	28	
31		Returned Check/Payment Fee (plus bank fee)		Will	Finance	37	1		1	38	+ bank fee
32											
33	**FIRE/EMS DEPARTMENT**										
34		**Fire/EMS Department Emergency Response**									
35			(All rates are per hour)								
36											
37			Engine, with crew	Leonard	Fire	451	12		12	463	
38			Tower, with crew	Leonard	Fire	520	14		14	534	

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
39	Ambulance, with crew - use at emergency scene, no	Leonard	Fire	209	6		6	215	
40	Brush truck, with crew	Leonard	Fire	209	6		6	215	
41	Salvage unit, with crew	Leonard	Fire	209	6		6	215	
42	Command vehicle w/crew	Leonard	Fire	141	3		3	144	
43	Rescue equipment use	Leonard	Fire	282	7		7	289	
44	Field decontamination	Leonard	Fire	406	11		11	417	
45	Mileage	Leonard	Fire	IRS rate				IRS rate	
46	Paid staff w/o apparatus	Leonard	Fire	At cost + 5%				At cost + 5%	
47	Volunteer FF w/o apparatus	Leonard	Fire	22	0		0	22	
48	Miscellaneous expenses	Leonard	Fire	At cost + 5%				At cost + 5%	
49	Damaged property	Leonard	Fire	At cost + 5%				At cost + 5%	
50									
51	**Ambulance Transportation Rates**								
52	Basic Life Support, per transport	Leonard	Fire	1,906	52		52	1,958	
53	Advanced Life Support, Level 1 (ALS1), per transpor	Leonard	Fire	1,906	52		52	1,958	
54	Advanced Life Support, Level 2 (ALS2), per transpor	Leonard	Fire	2,124	58		58	2,182	
55	Specialty Care Transport (SCT), per transport	Leonard	Fire	2,124	58		58	2,182	
56									
57	Mileage rate (per mile)	Leonard	Fire	22	1		1	23	
58	Non-City Resident Surcharge, per transport	Leonard	Fire	436	12		12	448	
59	Care Facility Assistance, per occurrence, if more tha	Leonard	Fire	272	8		8	280	
60	Hospice Transport	Leonard	Fire	450	13		13	463	
61	**Special Events**								
62	(Pre-scheduled events with an approved license)								
63	ALS Ambulance Standby, with crew, per hour	Leonard	Fire	119	3		3	122	
64	Event medical crew, without ambulance, with bikes o	Leonard	Fire	90	2		2	92	
65	Fireworks Booth	Leonard	Fire	119	3		3	122	
66	Fireworks in Tent	Leonard	Fire	151	4		4	155	
67	Fireworks Display	Leonard	Fire	209	6		6	215	
68									
69	**Fire Department Service Charge**								
70	[Response to Protect Covered Property from a Covered Loss]								
71	Up to maximum amount provided by policy of insurar	Leonard	Fire	Max				Max	
72									
73	**Fire Alarm Systems -** HRMC 08.32								
74	4th and greater False Alarm within 12 months - 1/2 h	Leonard	Fire	As outlined				As outlined	
75	Automatic Dialing Device Connected to City Phone S	Leonard	Fire	500.00				500.00	Municipal Code Violation - maximum pe
76									
77	**Burn Permits - HRMC 8.43**								
78	Burn Permit for Open Burning	Leonard	Fire	no charge				no charge	no fines for corrective action
79									
80	**Fire Inspection Fee**								
81	First inspection	Leonard	Fire	no charge				no charge	
82	Second inspection, with compliance	Leonard	Fire	no charge				no charge	No fines for corrective action
83	Second inspection, without compliance	Leonard	Fire	101	4		4	105	+ $20 per violation class
84	Third inspection, with compliance	Leonard	Fire	no charge				no charge	No fines for corrective action

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
85	Third inspection, without compliance	Leonard	Fire	204	5		5	209	+ $20 per violation class
86	Fourth inspection, with compliance	Leonard	Fire	no charge				no charge	No fines for corrective action
87	Fourth inspection, without compliance	Leonard	Fire	406	11		11	417	+ $20 per violation class
88	Fifth(& above) Inspection, with compliance	Leonard	Fire	no charge				no charge	No fines for corrective action
89	Fifth(& above) Inspection, without compliance	Leonard	Fire	564	16		16	580	+ $20 per violation class
90									
91	**Specific Violation Fees**								
92	Failure to adhere to Occupant load limit	Leonard	Fire	113	4		4	117	
93	Exit Blocked, Locked or Obstructed	Leonard	Fire	124	4		4	128	
94	Fire Protection System not functioning	Leonard	Fire	124	4		4	128	
95	Burning in violation of Fire Code	Leonard	Fire	85	2		2	87	
96	Parking on posted Fire Access Road/Lane	Leonard	Fire	90	2		2	92	
97	Obstructing FD Appliance	Leonard	Fire	170	5		5	175	
98	Imminent hazard to life & Property	Leonard	Fire	339	8		8	347	
99									
100									
101	**FRANCHISE APPLICATION FEE**	Jen	City Recorder	218	2		2	220	
102									
103	**LIQUOR LICENSE PROCESSING FEES ORS 471.166 (Res. No. 2016-10)**								
104	Any new application	Jen	City Recorder	100.00				100	Maximum fee amounts established by State Law (ORS 471.166)
105	Renewal or Special Event Application processing	Jen	City Recorder	35.00				35	
106	Temporary Liquor License	Jen	City Recorder	10.00				10	
107	Any addition or change - Per change	Jen	City Recorder	75.00				75	
108	Expedited processing	Jen	City Recorder	50.00				50	
109									
110	**LOADING ZONE/HANDICAP PARKING SPACE FORMATION**								
111	**[Includes any signage placed at request of private party]**								
112	To create space or sign	Wade	Public Works	449	12		12	461	
113	To remove any old Markings	Wade	Public Works	149	4		4	153	
114	Yearly maintenance	Wade	Public Works	126	4		4	130	
115									
116	**MOBILE HOMES & RECREATIONAL VEHICLES HRMC 13.48**								
117	Permit for use for sleeping or living	Jen	City Recorder	71	2		2	73	
118	Permit for emergency use for sleeping or living	Jen	City Recorder	36	1		1	37	
119	Use for live-in at Construction site	Jen	City Recorder	71	2		2	73	
120	Extension fee per month	Jen	City Recorder	49	2		2	51	
121									
122	**MOVING BUILDINGS**								
123	Permit - Application	Wade	Engineering	149	4		4	153	
124									
125	**MUNICIPAL COURT**								
126									
127	Copy of Video and Audio Tapes - Per tape	Will	Municipal Court	see Public Records Request section				see Public Re	see Public Records Request section
128	Copy of CD	Will	Municipal Court	see Public Records Request section				see Public Re	see Public Records Request section
129	Evidentiary Communications - Per tape	Will	Municipal Court	see Public Records Request section				see Public Re	see Public Records Request section
130	Color Reprints of Digital Photos	Will	Municipal Court	see Public Records Request section				see Public Re	see Public Records Request section
131	Records check	Will	Municipal Court	See Police Section				See Police Se	See Police Section

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
132	Payment plan	Will	Municipal Court	54	1		1	55	
133	Warrant Fee	Will	Municipal Court	109	3		3	112	
134	Release Cost	Will	Municipal Court	15% of bail				15% of bail	set by ORS
135	Suspension Hold Fee	Will	Municipal Court	27	1		1	28	
136	Collections fee - charged by Collection Agency	Will	Parking	25% of fines due				25% of fines due	
137	collections interest - 50% to Agency/City	Will	Parking	9% per				9% per	
138									
139	**NOTARY PUBLIC**								
140	City-related business	Jen	City Recorder	no charge				no charge	
141	Non-City business	Jen	City Recorder	8	(0)			8	
142									
143	**PARKING**								
144									
145	**Parking Fines**								
146	Disabled Zone	Neal	Police	450.00				450.00	Set by ORS
147	Expired meter	Neal	Police	27	1		1	28	
148	Loading zone	Neal	Police	33	0		0	33	
149	Obstructing a street	Neal	Police	82	1		1	83	
150	Overtime limit	Neal	Police	27	1		1	28	
151	Parked against traffic	Neal	Police	33	0		0	33	
152	Parked for repair	Neal	Police	33	0		0	33	
153	Parked for sale	Neal	Police	33	0		0	33	
154	Parked in a crosswalk	Neal	Police	82	1		1	83	
155	Parked in an intersection	Neal	Police	82	1		1	83	
156	Parked in front of a driveway	Neal	Police	82	1		1	83	
157	Parked on a sidewalk	Neal	Police	82	1		1	83	
158	Parked over/across lines	Neal	Police	33	0		0	33	
159	Parked over 72 hours	Neal	Police	33	0		0	33	
160	Abandoned, Disabled, or Unlicensed Vehicle	Neal	Police	33	0		0	33	
161	Parking by permit only	Neal	Police	27	1		1	28	
162	Prohibited zone	Neal	Police	27	1		1	28	
163	RV/Trailer (not for occupancy) parked over 72 hours	Neal	Police	33	0		0	33	
164	RV/Trailer parked over 72 hours	Neal	Police	33	0		0	33	
165	Snow emergency	Neal	Police	33	0		0	33	
166	Within 10' of fire hydrant	Neal	Police	150				150	Set by ORS
167									
168	**Parking Collection Fees**								
169	Late Fee (28 day)	Will	Parking	11	0		0	11	
170	Collections fee - charged by Collection Agency	Will	Parking	25% of fines				25% of fines	
171	collections interest - 50% to Agency/City	Will	Parking	9% per				9% per	
172									
173	**Parking Meter**								
174	Meter hourly rate	Will	Parking	1				-	
175	Meter pass - Monthly	Will	Parking	38	-			38	Meter passes for Summer months are being phased out, ongoing sales for

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
176	Local delivery vehicle pass - Monthly	Will	Parking	5	-			5	
177	Work permit - Daily	Will	Parking	9	-			9	
178	Lost meter Bag Fee	Will	Parking	27	1		1	28	$150 max
179	Per parking space per day (any street)	Will	Parking	9	-			9	
180	Oak Street Apartments - Monthly	Will	Parking	22	-			22	
181	Hotel Guest Parking - 1/2 Day	Will	Parking	4	-			4	Downtown metered spaces except Oak
182	Hotel Guest Parking - Full Day	Will	Parking	8	-			8	Downtown metered spaces except Oak
183									
184	**Municipal Parking Lot Fees - Monthly**								
185	Columbia Street Lot	Will	Parking	22	0	3	3	25	Moved to a number divisible by 5 with
186	Cascade Lot (formerly West)	Will	Parking	38	1	6	7	45	the intention to increase +$5 annually
187	Front Street Lot	Will	Parking	38	1	6	7	45	until passes are no longer sold out
188	State Street Lot (formerly East)	Will	Parking	38	1	6	7	45	during peak season months. The City
189	Additional pass (Front & State Street Lots only)	Will	Parking	1	(0)			1	
190									
191	**Parking Lot Closure**								
192	Columbia Street Lot -								
193	First day	Will	Parking	336	8		8	344	
194	each consecutive add'l day	Will	Parking	112	3		3	115	not to exceed 3 consectv days (max = $
195	All other lots - per space per day	Will	Parking	7	-			7	not to exceed 3 consectv days
196	Late / expedited process fee	Will	Parking	35	1		1	36	
197									
198	**PARKING IN LIEU (2010-07)**								
199	**Business Districts**								
200	Residential or combined non-residential - per space (	Dustin	Planning	22,088	604		604	22,692	
201	Residential or combined non-residential - per space (	Dustin	Planning	2,142	59		59	2,201	
202	Commercial - per space	Dustin	Planning	1,226	33		33	1,259	
203	Industrial or light industrial - per space	Dustin	Planning	1,226	33		33	1,259	
204									
205	**PLANNING APPLICATION FEES** - 17.09.090								
206									
207	**Accessory Dwelling Unit**	Dustin	Planning	390	10		10	400	Plus an additional 1% of the Building Pe
208	**Review Adequate Public Facilities**	Dustin	Planning						
209	Planning			250	6		6	256	
210	Engineering	Wade	Engineering	250	6		6	256	
211	**Annexation**								
212	Planning	Dustin	Planning	2,342	65		65	2,407	
213	Engineering	Wade	Engineering	229	6		6	235	
214	Fire	Leonard	Fire	229	6		6	235	
215	**Appeal**	Dustin	Planning	Equal to				Equal to	1/2 refunded if Appellant prevails on app
216	**Bed & Breakfast**	Dustin	Planning	959	26		26	985	
217	**Change of Use**	Dustin	Planning						
218	Planning			959	26		26	985	
219	Engineering			313	9		9	322	
220	**Conditional Use Permit (CUP)**								
221	all CUP except PUD and Greater than 1.5 Acres								

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
222	Planning	Dustin	Planning	1,994	55		55	2,049	
223	Engineering	Wade	Engineering	950	27		27	977	
224	Fire	Leonard	Fire	950	27		27	977	
225	Conditional use - 1.5 acres and larger								
226	Planning	Dustin	Planning	3,073	84		84	3,157	
227	Engineering	Wade	Engineering	1,411	38		38	1,449	
228	Fire	Leonard	Fire	1,411	38		38	1,449	
229	Building		Building	178	4		4	182	
230	Conditional use - PUD								
231	MP or SUB (as applicable) plus								
232	Planning	Dustin	Planning	1,994	55		55	2,049	
233	Engineering	Wade	Engineering	950	27		27	977	
234	Fire	Leonard	Fire	950	27		27	977	
235	Conditional use - TWN								
236	MP or SUB (as applicable) plus								
237	Planning	Dustin	Planning	1,994	55		55	2,049	
238	Engineering	Wade	Engineering	950	27		27	977	
239	Fire	Leonard	Fire	950	27		27	977	
240	Conditional Use Permit Modification								
241	Major - Quasi-judicial								
242	Planning	Dustin	Planning	950	26		26	976	
243	Engineering	Wade	Engineering	474	13		13	487	
244	Minor - Administrative								
245	Planning	Dustin	Planning	626	17		17	643	
246	Engineering	Wade	Engineering	313	9		9	322	
247	Conditional Use Permit Extension	Dustin	Planning	126	4		4	130	
248	**Home Occupation**	Dustin	Planning	959	26		26	985	Same Fee as Bed and Breakfasts
249	**Final Plat Approval - Subdivisions**	Dustin	Planning						
250	Planning	Dustin	Planning	505	14		14	519	
251	Engineering	Wade	Engineering	505	14		14	519	
252	**Final Plat Approval - Minor Partition & Townhouse Pa**	Dustin	Planning	248	12		12	260	
253		Wade	Engineering	253	7		7	260	
254	Re-Plat Consolidation	Dustin	Planning	124	-			124	Lower fee for minor clean-up of
255		Wade	Engineering	126	-			126	remenent parcels that are sometimes
256	**Landmarks Review**								
257	Exterior Alteration (minor) - Admin Review	Dustin	Planning	989	-			989	Set to mirror Plan Review
258	New construction (Major Alteration, removal, demolition, moving, or designation)	Dustin	Planning	1,489	40		40	1,529	
259	**Land Use Compatibiity Statement (LUCS)**	Dustin	Planning	107	3		3	110	
260	**Mobile Home Parks**								
261	Planning	Dustin	Planning	2,473	68		68	2,541	
262	Engineering	Wade	Engineering	1,391	39		39	1,430	+$45 per pad
263	Fire	Leonard	Fire	1,391	39		39	1,430	
264	**Minor Partition**								
265	Planning	Dustin	Planning	745	21		21	766	
266	Engineering	Wade	Engineering	463	13		13	476	
267	**Minor Partition Extension**	Dustin	Planning					130	Mirrors Site Plan Review Extension Fee

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
268	**Natural Resource Review**	Dustin	Planning	750	20		20	770	
269	**Non Conforming Use Determination**	Dustin	Planning	505	14		14	519	
270	**Pre-application Conference**								
271	Planning	Dustin	Planning	436	12		12	448	
272	Engineering	Wade	Engineering	172	5		5	177	
273	Fire	Leonard	Fire	172	5		5	177	
274	**Property Line Adjustment**								
275	Planning	Dustin	Planning	505	14		14	519	
276	Engineering	Wade	Engineering	220	6		6	226	
277	**Property Line Adjustment - Extension**							130	Mirrors Site Plan Review Extension Fee
278									
279									
280	**Replat/Partition**								
281	Standard - Planning	Dustin	Planning	734	20		20	754	
282	Standard- Engineering	Wade	Engineering	456	13		13	469	
283	Simple Consolidation - Planning	Dustin	Planning	367	10		10	377	Lower fee for minor clean-up of
284	Simple Consolidation - Engineering	Wade	Engineering	228	7		7	235	remenent parcels that are sometimes
285	**Site Plan Review**								
286	Site Plan Review - Administrative	Dustin	Planning	1,502	41		41	1,543	
287	Engineering			716	19		19	735	
288	< 1 acre - Quasi-judicial								
289	Planning	Dustin	Planning	1,502	41		41	1,543	
290	Engineering	Wade	Engineering	716	19		19	735	
291	Fire	Leonard	Fire	716	19		19	735	
292	Building	Danielle	Building	173	5		5	178	
293	1 to 5 acres - Quasi-judicial								
294	Planning	Dustin	Planning	1,843	51		51	1,894	
295	Engineering	Wade	Engineering	1,080	23		23	1,103	
296	Fire	Leonard	Fire	716	19		19	735	
297	Building	Danielle	Building	173	5		5	178	
298	> 5 acres - Quasi-judicial								
299	Planning	Dustin	Planning	1,843	51		51	1,894	
300	Engineering	Wade	Engineering	1,431	39		39	1,470	
301	Fire	Leonard	Fire	1,438	39		39	1,477	
302	Building	Danielle	Building	173	5		5	178	
303	Site Plan Review Extension	Dustin	Planning	126	4		4	130	
304	Site Plan Review Modification (administrative)	Dustin	Planning	625	18		18	643	
305	Site Plan Review Modification (Quasi-Judicial)	Dustin	Planning	1,502	42		42	1,544	
306	**Planning Director Interpretation**	Dustin	Planning	545	15		15	560	
307	(To include Use Determination)								
308	**Street Vacation**								
309	Planning	Dustin	Planning	2,499	69		69	2,568	
310	Deposit			328	9		9	337	
311	Engineering	Wade	Engineering	172	5		5	177	
312	Subdivision (Includes Expedited Land Division)								
313	Planning	Dustin	Planning	985	27		27	1,012	
314	Per Lot fee in addition to Subdivision fee			109	3		3	112	

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
315	Engineering	Wade	Engineering	1,203	33		33	1,236	
316	Fire	Leonard	Fire	1,203	33		33	1,236	
317	**Subdivision Amendment**								
318	**Minor Amendment**								
319	Planning	Dustin	Planning	249	7		7	256	
320	Per Lot fee in addition to Subdivision fee			109	3		3	112	
321	Engineering	Wade	Engineering	229	6		6	235	
322	**Major Amendment**								
323	Planning	Dustin	Planning	985	27		27	1,012	
324	Per Lot fee in addition to Subdivision fee	Dustin	Planning	119	3		3	122	
325	Engineering	Wade	Engineering	683	19		19	702	
326	**Subdivision Extension**							130	Mirrors Site Plan Review Extension Fee
327	**Temporary Use Permit**	Dustin	Planning	126	4		4	130	
328	**Townhouse Partition**								
329	Planning	Dustin	Planning	641	17		17	658	
330	Engineering	Wade	Engineering	463	13		13	476	
331	**Variance, including Natural Resource**								
332	Planning	Dustin	Planning	1,250	33		33	1,283	
333	Engineering	Wade	Engineering	683	19		19	702	
334	**Zone Change - Map**		Planning	3,965	109		109	4,074	
335	**Zone Change - Text**	Dustin	Planning	3,410	93		93	3,503	
336	**Zoning Confirmation Letter**	Dustin	Planning	109	3		3	112	
337	**Planning Documents**								
338	Background Report	Dustin	Planning	28	1		1	29	
339	Comprehensive Plan	Dustin	Planning	21	0		0	21	
340	Vision Statement	Dustin	Planning	9	-			9	
341	Title 16 - Land Division	Dustin	Planning	26	-			26	
342	Title 17 - Zoning	Dustin	Planning	74	2		2	76	
343	Transportation System Plan	Dustin	Planning	44	2		2	46	
344	Deposits - 3rd Party Review	Dustin	Planning	Exp. Amt. + 10%				Exp. Amt. + 10%	Based on Engineer's or Attorney's Estim
345									
346	**PLANNING, ENGINEERING & FIRE MARSHAL**								
347									
348	**Building Permit Review - County/UGA**								
349	Administrative Review	Wade	Engineering	57	1		1	58	
350	**Fire Protection System Plans (Alarms, Sprinklers, Standpipes, etc.)**								
351	Based on value:								
352	$0 to $4,999	Leonard	Fire	226	6		6	232	
353	$5,000 to $24,999	Leonard	Fire	451	12		12	463	
354	$25,000 to $49,999	Leonard	Fire	902	25		25	927	
355	$50,000 to $99,999	Leonard	Fire	1,692	46		46	1,738	
356	$100,000 and greater	Leonard	Fire	1,692	46		46	1,738	
357	plus value over $100,000 - per $1,000	Leonard	Fire	5	-			5	
358	**Formation of Reimbursement District**	Wade	Engineering	440	12		12	452	
359	**Planner/Engineering/Fire Marshal Review of Building Permits**								
360	Residential - New								
361	Planning	Dustin	Planning	109	3		3	112	

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
362	Engineering	Wade	Engineering	80	2		2	82	
363	Fire	Leonard	Fire	81	2		2	83	
364	Residential - Addition/Remodel/Demolition								
365	Planning	Dustin	Planning	80	2		2	82	
366	Engineering - No Street Cut	Wade	Engineering	98	3		3	101	
367	- Street Cut	Wade	Engineering	170	5		5	175	
368	Fire	Leonard	Fire						
369	Commercial, Industrial or Multi-Family	Dustin	Planning	226	6		6	232	
370	Engineering - Based on value:								
371	$0 to $4,999	Wade	Engineering	73	2		2	75	
372	$5,000 to $24,999	Wade	Engineering	253	7		7	260	
373	$25,000 to $99,999	Wade	Engineering	674	20		20	694	
374	$100,000 to $499,999	Wade	Engineering	1,121	30		30	1,151	
375	$500,000 to $999,999	Wade	Engineering	1,499	41		41	1,540	
376	$1M to $4,999,999	Wade	Engineering	2,621	72		72	2,693	
377	$5M and greater	Wade	Engineering	4,498	123		123	4,621	
378	Fire - Based on value:								
379	Minimal Review Fee		Fire	81	2		2	83	
380	$0 to $4,999	Leonard	Fire	184	6		6	190	
381	$5,000 to $24,999	Leonard	Fire	361	10		10	371	
382	$25,000 to $99,999	Leonard	Fire	722	19		19	741	
383	$100,000 to $499,999	Leonard	Fire	1,203	33		33	1,236	
384	$500,000 to $999,999	Leonard	Fire	1,804	50		50	1,854	
385	$1M to $4,999,999	Leonard	Fire	2,886	79		79	2,965	
386	$5M and greater	Leonard	Fire	4,811	131		131	4,942	
387	Demolition Fee - Administrative Review	Dustin	Planning	57	1		1	58	
388	No Street Cut	Wade	Engineering	94	2		2	96	
389	Street Cut	Wade	Engineering	170	5		5	175	
390									
391	**POLICE DEPARTMENT**								
392									
393	Police Reports			13	-			13	
394	Basic (30 pages or less)	Neal	Police	see Public Records Request section				see Public Records Request section	see Public Records Request section
395	Plus per page, if over 30 pages	Neal	Police	see Public Records Request section				see Public Records Request section	see Public Records Request section
396	Finger printing								
397	Blue Card (first card)	Neal	Police	16	1		1	17	
398	additional finger printing cards (per card)	Neal	Police	5	-			5	
399	Vehicle impound fee	Neal	Police	83	2		2	85	
400	Records check	Neal	Police	11	0		0	11	
401	Decoy Services								
402	Officer only	Neal	Police	At cost + 5%				At cost + 5%	

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
403	Officer plus vehicle	Neal	Police	At cost +				At cost +	
404	Security Service for Private Events (Police Officers)								
405	Per hour or partial hour	Neal	Police	61	1		1	62	
406	Removal of Illegally posted flyers, advertisements, et	Marty	Police	73	2		2	75	incl. discarded windshield flyers
407									
408	**PROPORTIONATE SHARE**								
409	**Cascade & Rand -** per PM Peak Hour trip (Res. No 2009	Dustin	Planning	557	9		9	566	Construction Cost Index
410	**2nd & Oak Street** - per PM Peak Hour trip	Dustin	Planning	683	11		11	694	
411									
412	**PUBLIC RECORDS REQUESTS ORS 192.324**								
413	Research fees								
414	including summarizing, compiling, tailoring, copying or								
415	Minimum Fee	Jen	City Recorder	9	-			9	
416	Hourly Fee (payable in 1/4 hour increments)	Jen	City Recorder	33	1		1	34	
417	Copies - CD or thumb drive (charge per item)	Jen	City Recorder	33	1		1	34	
418	Copies - Photocopies								
419	Standard size (8.5 x 11)								
420	Black and white	Jen	City Recorder	0.54	0.02		0.02	0.56	
421	Color	Jen	City Recorder	1.17	0.03		0.03	1.21	
422	All non-standard copies								
423	Black and white	Jen	City Recorder	0.71	0.02		0.02	0.73	
424	Color	Jen	City Recorder	2.36	0.07		0.07	2.42	
425	Drawings								
426	Minimum Fee	Wade	Public Works	11	0		0	11	
427	Hourly Fee (payable in 1/4 hour increments)	Wade	Public Works	46	2		2	48	
428	Other Public Records Charges								
429	Any charges from 3rd parties, including the City Attor	Jen	City Recorder						
430	Postage								
431	Any postage or packing charges incurred by the City	Jen	City Recorder						
432									
433	**RECORDING FEES**								
434	Documents recorded at HR County	Jen	City Recorder						
435									
436	**SHORT TERM RENTALS (HRMC 5.10)**								
437	Application Fee	Will	Finance	80	2		2	83	
438	Annual Fee, pro-rated for mid-year applications	Will	Finance	161	5		5	166	
439	Annual Fee w/ Discount for Online Tax Filing	Will	Finance	121	4		4	124	25% Discount to promote online tax
440	Inspection Fee	Will	Finance	241	7		7	249	
441	Re-Inspection Fee	Will	Finance	107	3		3	111	
442	STR Decision Appeal to Hearings Officer	Will	Finance	214	7		7	221	
443									
444	**SYSTEM DEVELOPMENT CHARGES (SDC)**								
445	**SDC Evaluation Fee**	Wade	Public Works						
446	**Stormwater System Development Charges (Res 2007-21)**								
447	Residential								
448	SDC per ERU	Wade	Public Works	730	3		3	733	
449	**Commercial**								

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
450	Per Sq. Ft. of Impervious Surface	Wade	Public Works	0.26	0.01		0.01	0.27	Prior Existing Fee, added to schedule
451									
452	**Water System Development Charges (Res. 2015-19)**								
453	Reimbursement								
454	3/4"	Wade	Public Works	1,723	31		31	1,754	
455	1"	Wade	Public Works	2,872	51		51	2,923	
456	1 1/2"	Wade	Public Works	5,745	103		103	5,848	
457	2"	Wade	Public Works	9,191	166		166	9,357	
458	3"	Wade	Public Works	28,721	519		519	29,240	
459	4"	Wade	Public Works	57,442	1,036		1,036	58,478	
460	6"	Wade	Public Works	114,886	2,073		2,073	116,959	
461	8"	Wade	Public Works	155,094	2,798		2,798	157,892	
462	Improvement								
463	3/4"	Wade	Public Works	2,571	46		46	2,617	
464	1"	Wade	Public Works	4,284	78		78	4,362	
465	1 1/2"	Wade	Public Works	8,568	154		154	8,722	
466	2"	Wade	Public Works	13,708	247		247	13,955	
467	3"	Wade	Public Works	42,840	773		773	43,613	
468	4"	Wade	Public Works	85,678	1,546		1,546	87,224	
469	6"	Wade	Public Works	171,358	3,092		3,092	174,450	
470	8"	Wade	Public Works	231,333	4,174		4,174	235,507	
471									
472	**Sewer System Development Charges (Res. 2015-20)**								
473	Reimbursement								
474	3/4"	Wade	Public Works	1,019	17		17	1,036	
475	1"	Wade	Public Works	1,702	31		31	1,733	
476	1 1/2"	Wade	Public Works	3,394	61		61	3,455	
477	2"	Wade	Public Works	5,433	98		98	5,531	
478	3"	Wade	Public Works	16,989	306		306	17,295	
479	4"	Wade	Public Works	33,970	613		613	34,583	
480	6"	Wade	Public Works	67,947	1,227		1,227	69,174	
481	8"	Wade	Public Works	91,725	1,654		1,654	93,379	
482	Improvement								
483	3/4"	Wade	Public Works	913	16		16	929	
484	1"	Wade	Public Works	1,525	27		27	1,552	
485	1 1/2"	Wade	Public Works	3,038	55		55	3,093	
486	2"	Wade	Public Works	4,864	88		88	4,952	
487	3"	Wade	Public Works	15,212	275		275	15,487	
488	4"	Wade	Public Works	30,414	549		549	30,963	
489	6"	Wade	Public Works	60,839	1,098		1,098	61,937	
490	8"	Wade	Public Works	82,128	1,483		1,483	83,611	
491									
492	**Transportation System Development Charges (Res. 2013-02)**								
493	**Residential**								
494	Single Family (ITE 210) - per dwelling unit	Stonner	Engineering	2,023	36		36	2,059	
495	Multi-Family (ITE 220) - per dwelling unit	Stonner	Engineering	1,417	25		25	1,442	
496	Residential Townhome/Plex (ITE 230) - per dwelling	Stonner	Engineering	1,238	22		22	1,260	

				Contact		FY 2019-20	Price Index	Other	July 1, 2020	FY 2020-21	
	DESCRIPTION			Person	Department	Fee Amount	Adjustment	Changes ($)	Change	Fee Amount	Comments
497			Assisted Living (ITE 254) - per bed	Stonner	Engineering	579	11		11	590	
498			Continuing Care Retirement (ITE 255) - per unit	Stonner	Engineering	594	11		11	605	
499			**Non-Residential**		Engineering						
500			Hotel/Motel/B&B (ITE 310) - per room	Stonner	Engineering	3,477	62		62	3,539	
501			Elementary School (Public) (ITE 520) - per student	Stonner	Engineering	109	2		2	111	
502			Middle/Jr High School (Public) (ITE 522) - per stude	Stonner	Engineering	137	3		3	140	
503			High School (public) (ITE530) - per student	Stonner	Engineering	270	5		5	275	
504			Community College (Public) (ITE 540) - per student	Stonner	Engineering	190	3		3	193	
505			Church (ITE 560) - per T.S.F.G.F.A	Stonner	Engineering	1,444	27		27	1,471	
506			Daycare/Preschool (ITE 565) - per student	Stonner	Engineering	378	7		7	385	
507			Parking Lot (ITE 090) - per space	Stonner	Engineering	1,056	19		19	1,075	
508			Campground/RV (ITE 416) - per campsite	Stonner	Engineering	962	18		18	980	
509			**Non-Residential (continued)**		Engineering						
510			Multipurpose Recreation/Arcade (ITE 435) - per T.S.	Stonner	Engineering	7,859	141		141	8,000	
511			Multiplex Movie Theater (ITE 445) - per screen	Stonner	Engineering	32,000	577		577	32,577	
512			Sports Field/Complex (ITE 448) - per field	Stonner	Engineering	16,735	302		302	17,037	
513			Health/Fitness Club (ITE492) - per T.S.F.G.F.A	Stonner	Engineering	7,726	139		139	7,865	
514			Amusement Park (ITE 480)- per acre	Stonner	Engineering	42,280	763		763	43,043	
515			Hospital (ITE 610) - per bed	Stonner	Engineering	2,646	48		48	2,694	
516			Clinic (ITE 630) - per T.S.F.G.F.A	Stonner	Engineering	7,046	127		127	7,173	
517			Specialty Retail Center (ITE 814) - per T.S.F.G.F.A	Stonner	Engineering	3,462	62		62	3,524	
518			Shopping Center (ITE 820) - per T.S.F.G.F.A	Stonner	Engineering	3,354	60		60	3,414	
519			Car Sales (ITE 841) - per T.S.F.G.F.A	Stonner	Engineering	3,906	71		71	3,977	
520			Auto Part Sales (ITE 843) - per T.S.F.G.F.A	Stonner	Engineering	6,265	113		113	6,378	
521			Tire Superstore (ITE 849) - per T.S.F.G.F.A	Stonner	Engineering	2,603	47		47	2,650	
522			Discount Club (ITE 861)- per T.S.F.G.F.A	Stonner	Engineering	6,160	112		112	6,272	
523			SuperMarket (ITE 850) - per T.S.F.G.F.A	Stonner	Engineering	11,617	210		210	11,827	
524			Convenience Market (ITE 853) - per T.S.F.G.F.A	Stonner	Engineering	25,548	461		461	26,009	
525			Pharmacy/Drugstore (ITE 880) - per T.S.F.G.F.A	Stonner	Engineering	8,155	146		146	8,301	
526			Bank/Savings (ITE 911) - per T.S.F.G.F.A	Stonner	Engineering	14,724	266		266	14,990	
527			Quality Restaurants (ITE 931) - per T.S.F.G.F.A	Stonner	Engineering	5,418	98		98	5,516	
528			Fast Food Restraunts (ITE 934) - per T.S.F.G.F.A	Stonner	Engineering	22,544	407		407	22,951	
529			Automobile Care Center (ITE 942) - per T.S.F.G.F.A	Stonner	Engineering	3,133	57		57	3,190	
530			Gasoline/Service Station (ITE 944)- per V.F.P	Stonner	Engineering	6,434	116		116	6,550	
531			General Office Buildings (ITE 710) - per T.S.F.G.F.A	Stonner	Engineering	2,327	43		43	2,370	
532			Medical-Dental Office Building (ITE 720) - per T.S.F.	Stonner	Engineering	7,636	138		138	7,774	
533			Government Office Building (ITE 730) - per T.S.F.G.I	Stonner	Engineering	14,569	263		263	14,832	
534			State Motor Vehicles Dept. (ITE 731) - per T.S.F.G.F	Stonner	Engineering	35,090	633		633	35,723	
535			US Post Office (ITE 732)- per T.S.F.G.F.A	Stonner	Engineering	18,979	343		343	19,322	
536			General Light Industrial (ITE 110) - per T.S.F.G.F.A	Stonner	Engineering	1,473	27		27	1,500	
537			General Heavy Industrial (ITE 120) - per T.S.F.G.F.A	Stonner	Engineering	316	7		7	323	
538			Warehouse (ITE 150) - per T.S.F.G.F.A	Stonner	Engineering	1,048	19		19	1,067	
539			Mini-Warehouse (ITE 151) - per T.S.F.G.F.A	Stonner	Engineering	529	9		9	538	
540											
541	**SEPARATION OF ASSESSMENTS HRMC 3.16**										
542			Per newly-configured lot			367	10		10	377	
543											

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
544	**SEPTAGE RECEIVING FEE - Per Gallon**	L. Hooks	WWTP	0.20	0.00		0	0.20	
545									
546	**SIGN HANGING FEE [e.g. banner in park]**								
547	Hang and remove temporary sign [7 day limit]								
548	Non-profit	Wade	Public Works	34	1		1	35	
549	For profit	Wade	Public Works	57	1		1	58	
550									
551	**SIGNS**								
552	Sign Permits	Wade	Engineering	132	4		4	136	
553									
554	**SOLICITOR'S LICENSE HRMC 5.12**								
555	Door to door	Jen	City Recorder	83	2		2	85	
556									
557	**STREET CLOSURE FEE**								
558	Street Closure - per day, plus per street, per block	Jen	City Recorder	115	4		4	119	
559	Late / expedited process fee	Jen	City Recorder	35	1		1	36	
560									
561	**TAXICABS HRMC 5.20**								
562	License--Per vehicle--Annual fee [includes safety ins	Jen	City Recorder	85	2		2	87	
563	License--Per vehicle--After July 1 [includes safety ins	Jen	City Recorder	64	2		2	66	
564	Cab Driver Permit	Jen	City Recorder	49	2		2	51	
565	Cab Driver Permit--Renewal	Jen	City Recorder	49	2		2	51	
566									
567	**TELECOMMUNICATIONS REGISTRATION**								
568	Registration (non-refundable)	Jen	City Recorder	78	2		2	80	
569	Construction Site Permit								
570	No street cut	Wade	Engineering	94	2		2	96	
571	Street cut	Wade	Engineering	170	5		5	175	
572	Application and Review	Dustin	Planning	754	20		20	774	
573									
584	**TRANSIENT MERCHANTS & SPECIAL EVENTS HRMC 5.07**								
585	Class 1 connecting directly to City water or sewer:								
586	Annual Application Fee	Jen	City Recorder	319	9		9	328	
587	Annual Issuance Fee (Max 180 days/No annual rene	Jen	City Recorder	319	9		9	328	
588	Class 2 (All others):								
589	Initial Fee (1st 30 days)	Jen	City Recorder	83	2		2	85	
590	Renewal Fee (If no changes) - Per each 30 day rene	Jen	City Recorder	16	1		1	17	
591	(Renewal fee applies to subsequent years only if no changes)								
592	Transient merchant inspection fees - Fire Dept								
593	Transient Merchant Fire and Life Safety Inspection F	Leonard	Fire	87	2		2	89	
594	Special Event/Dance License								
595	Special Event license fee	Jen	City Recorder	71	2		2	73	
596	Temporary ROW- Tables	Jen	City Recorder	58	1		1	59	
597	Appeal Fee								
598	Fee stated or 1/2 the license fee, whichever is greate	Jen	City Recorder	65	2		2	67	Minimum
599	Late / expedited process fee	Jen	City Recorder	35	1		1	36	
600									

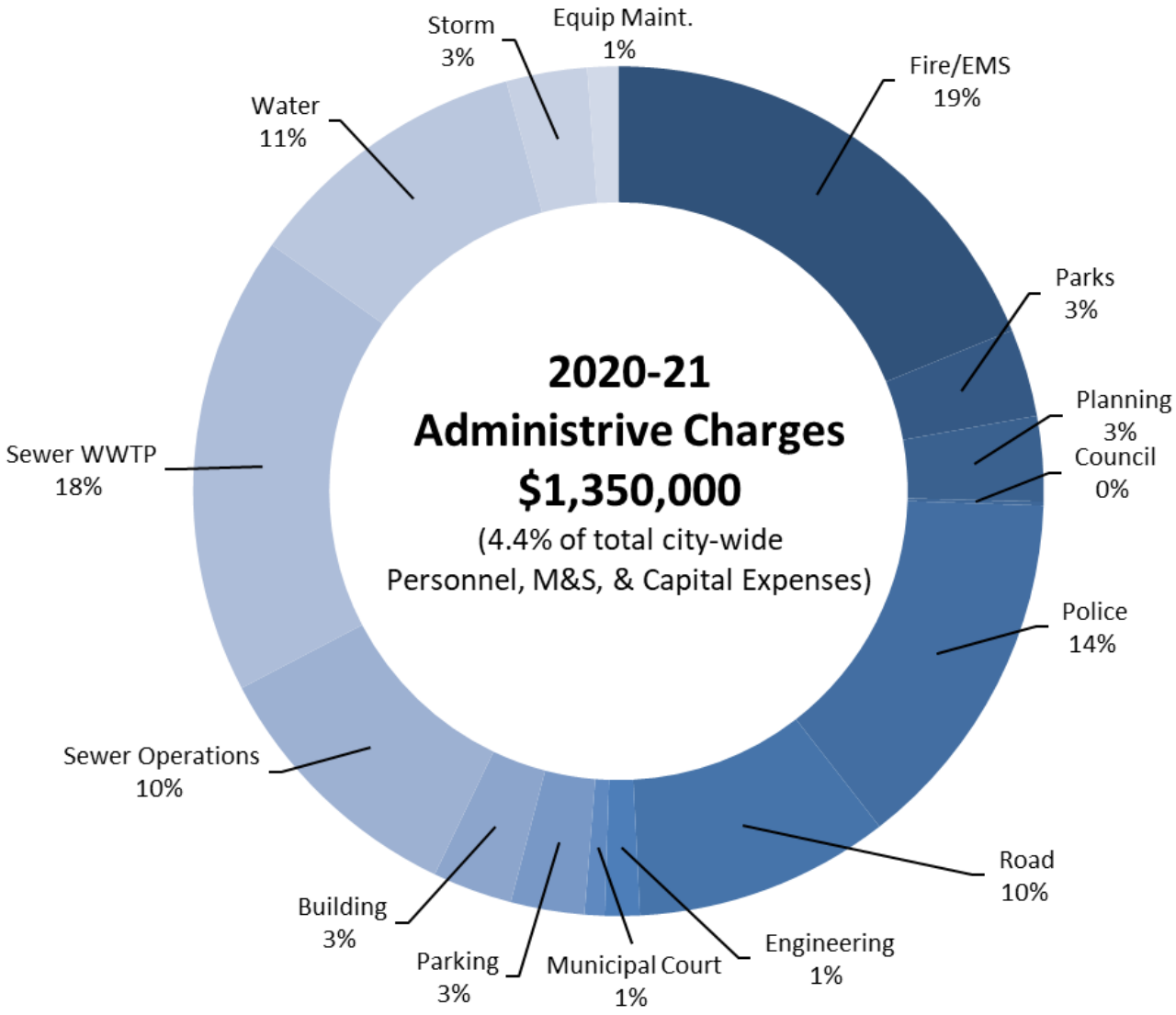
	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
601	**USE OF CITY PROPERTY**								
602	**(excluding City Parking Lots - under Street/Parking Lot)**								
603	**City Parks**								
604	Stratton Rose Garden Rental Fee - 3 hours	Wade	Public Works	113	4		4	117	
605	Jackson Park - Per 4 Block of Time								
606	Lawn Use	Wade	Public Works	100	3		3	103	
607	Small Site	Wade	Public Works	80	2		2	82	
608	Large Site	Wade	Public Works	185	5		5	190	
609	Stage Use	Wade	Public Works	57	1		1	58	
610	Waterfront Park - daily fee								
612	Great Lawn	Wade	Public Works	155	4		4	159	
613	Shelter Use - 4 Block of Time	Wade	Public Works	113	4		4	117	
616	Stage/Amphitheater Use: 0 to 50 People	Wade	Public Works	109	-			109	
617	Stage/Amphitheater Use: 50 0 to 100 People	Wade	Public Works	206	6		6	212	
618	Stage/Amphitheater Use: Over 100 People	Wade	Public Works	516	15		15	530	
619	Event Vendor Site - daily per site	Wade	Public Works	57	0		0	57	
620	Electrical Spider Box Refundable Deposit - per eve	Wade	Public Works	564	16		16	580	
621	Electrical Spider Box Use Fee - per event	Wade	Public Works	27	1		1	28	
622	All other City Parks - daily	Wade	Public Works	85	2		2	87	
623	**City Fields**								
624	Collins Field - daily use	Wade	Public Works	54	1		1	55	
625	Collins Field - Night use	Wade	Public Works	100	3		3	103	Fee added to cover the electricity cost to
626	Fire Station								
627	Community Room								
628	Less than 4 hours	Leonard	Fire	50	1		1	51	Prior existing charge added to Consolida
629	More than 4 hours	Leonard	Fire	100	3		3	103	Prior existing charge added to Consolida
630									
631	**USED ARTICLE DEALERS HRMC 5.24 - Per Year**	Jen	City Recorder	36	(36)			-	
632									
633	**UTILITY BILLING FEES**								
634	Delinquent Fee (30 days past due)		Public Works	5	-			5	
635	Water turn on/turn off								
636	After hours- per trip	Wade	Public Works	90	2		2	92	
637	Delinquent shut off/turn on	Wade	Public Works	34	1		1	35	
638	Water meter removal and/or reinstallation fee	Wade	Public Works	57	1		1	58	
639	Water meter read (other than routine)	Wade	Public Works	23	0		0	23	
640	Water shut-off notice (doorhanger)	Wade	Public Works	23	0		0	23	
641	Water calibration/testing of meter - requested by	Wade	Public Works	28	1		1	29	no fee if meter is working improperly
642	Processing Fee - New Accounts	Wade	Public Works	10.00				10.00	
643	Process Fee - Closed Accounts	Wade	Public Works	10.00				10.00	
644	Collections fee - charged by Collection Agency	Will	Parking	25% of fines due				25% of fines due	
645	collections interest - 50% to Agency/City		Parking	9% per annum				9% per annum	
646	Bulk Water Sale Per Day	Wade	Public Works	$ 150.00				$ 150.00	Existing price, moved on to the Consolid
647									
648	**UTILITY CONNECTION FEES**								
649	**Water Connection Fees**								
650	3/4"	Wade	Public Works	2,168	60		60	2,228	

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
651	1"	Wade	Public Works	2,379	65		65	2,444	
652	1 1/2"	Wade	Public Works	3,637	100		100	3,737	
653	2"	Wade	Public Works	3,976	108		108	4,084	
654	3"	Wade	Public Works	Actual + 10%				Actual + 10%	
655	4"	Wade	Public Works	Actual + 10%				Actual + 10%	
656	6"	Wade	Public Works	Actual + 10%				Actual + 10%	
657	8"	Wade	Public Works	Actual + 10%				Actual + 10%	
658									
659	**UTILITY INSPECTION FEES**								
660	**Sewer Inspection Fees**								
661	3/4"	Wade	Public Works	161	4		4	165	
662	1"	Wade	Public Works	161	4		4	165	
663	1 1/2"	Wade	Public Works	161	4		4	165	
664	2"	Wade	Public Works	161	4		4	165	
665	3"	Wade	Public Works	161	4		4	165	
666	4"	Wade	Public Works	161	4		4	165	
667	6"	Wade	Public Works	161	4		4	165	
668	8"	Wade	Public Works	161	4		4	165	
669									
670	**UTILITY RATES (12.01.030)**								
671	**Water Meter Monthly Base Fee**								
672	3/4"	Wade	Public Works	40.25	1.10		1.10	41.35	
673	1"	Wade	Public Works	68.42	1.87		1.87	70.29	
674	1 1/2"	Wade	Public Works	120.76	3.30		3.30	124.06	
675	2"	Wade	Public Works	216.11	5.91		5.91	222.02	
676	3"	Wade	Public Works	430.64	11.78		11.78	442.42	
677	4"	Wade	Public Works	672.08	18.39		18.39	690.47	
678	6"	Wade	Public Works	1,340.22	36.67		36.67	1,376.89	
679	**Water Commodity Charge**								
680	Residential > 5,000 gallons/month, per 1,000 gallons	Wade	Public Works	2.49	0.07		0.07	2.56	
681	Commercial > 0 gallons/month, per 1,000 gallons	Wade	Public Works	2.49	0.07		0.07	2.56	
682	**Stormwater Monthly Base Fee**								
683	3/4"	Wade	Public Works	9.54	0.26		0.26	9.80	
684	1"	Wade	Public Works	46.07	1.26		1.26	47.33	
685	1 1/2"	Wade	Public Works	79.82	2.18		2.18	82.00	
686	2"	Wade	Public Works	87.32	2.38		2.38	89.70	
687	3"	Wade	Public Works	152.13	4.17		4.17	156.30	
688	4"	Wade	Public Works	305.34	8.36		8.36	313.70	
689	6"	Wade	Public Works	476.22	13.03		13.03	489.25	
690	**Sewer Monthly Base Fee**								
691	Residential - Inside City Limits								
692	3/4"	Wade	Public Works	60.72	1.67		1.67	62.39	
693	1"	Wade	Public Works	103.00	2.82		2.82	105.82	
694	1 1/2"	Wade	Public Works	200.11	5.48		5.48	205.59	
695	2"	Wade	Public Works	321.36	8.80		8.80	330.16	
696	3"	Wade	Public Works	648.71	17.75		17.75	666.46	
697	4"	Wade	Public Works	1,012.68	27.71		27.71	1,040.39	

	DESCRIPTION	Contact Person	Department	FY 2019-20 Fee Amount	Price Index Adjustment	Other Changes ($)	July 1, 2020 Change	FY 2020-21 Fee Amount	Comments
698	6"	Wade	Public Works	2,019.10	55.24		55.24	2,074.34	
699	Residential - Outside City Limits								
700	3/4"	Wade	Public Works	75.78	2.07		2.07	77.85	
701	1"	Wade	Public Works	128.77	3.52		3.52	132.29	
702	1 1/2"	Wade	Public Works	250.13	6.84		6.84	256.97	
703	2"	Wade	Public Works	401.68	10.99		10.99	412.67	
704	3"	Wade	Public Works	811.49	22.21		22.21	833.70	
705	4"	Wade	Public Works	1,265.34	34.62		34.62	1,299.96	
706	6"	Wade	Public Works	2,523.37	69.04		69.04	2,592.41	
707	**Sewer Non-Residential Commodity Rates - Per 1,000 gallons**								
708	Low BOD <401	Wade	Public Works	2.64	0.08		0.08	2.72	
709	Medium BOD <801	Wade	Public Works	3.95	0.11		0.11	4.06	
710	High BOD > 800	Wade	Public Works	5.26	0.14		0.14	5.40	
711	**Permitted Industrial Users**								
712	FLOW per gallon	Wade	Public Works	0.00139	0.00004		0.00004	0.00143	
713	BOD per lbs	Wade	Public Works	0.18	0.00		0	0.18	
714	TSS per lbs	Wade	Public Works	0.29	0.00		0	0.29	
715	**Utility Rate Assistance Program - Residential Only**								
716	Water Rate Reduction - as % of Base Rate	Wade	Public Works	40%				40%	
717	Sewer Rate Reduction - as % of Base Rate	Wade	Public Works	30%				30%	
718	Stormwater - No Rate Reduction	Wade	Public Works	n/a				n/a	

Appendix IV

Administrative Allocation Schedule


2020-21
Administrive Charges
$1,350,000
(4.4% of total city-wide
Personnel, M&S, & Capital Expenses)
Fire/EMS
19%
Parks
3%
Planning
3%
Council
0%
Police
14%
Road
10%
Engineering
1%
Municipal Court
1%
Parking
3%
Building
3%
Sewer Operations
10%
Sewer WWTP
18%
Water
11%
Storm
3%
Equip Maint.
1%

Appendix V

Debt Service Schedule

	Misc. Restricted Fund						Water Fund						Sewer Fund						Stormwater Fund	
	General Obligation Fire		Fire GO (2nd Issuance) (Gov - B)		Rand Road - 2020 FFC		2017 FFC Waterline Phase I Refinancing		USDA Phase II		USDA Phase IIA		Full Faith and Credit Refunding 2010		USDA Indian Creek Sewer Revenue Bond		OR DEQ Outfall Sewer Revenue Bond		Cottonwood Stormpipe (InterFund Loan)	
	1,750,000		4,250,000		933,300		2,940,935		8,099,000		5,000,000		2,915,000		1,920,186		1,696,102		135,000	
	4.50%		3.75%		3.25%		2.30%		2.75%		2.75%		3.00%		2.25%		1.40%		2.25%	
Year	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2020-21	215,000	9,675	460,000	50,375	54,291	29,450	294,094	47,349	137,491	198,942	84,881	122,819	210,000	42,917	32,911	40,402	78,371	29,036	26,387	2,483
2021-22	-	-	710,000	29,675	85,647	27,176	294,094	40,585	141,272	195,161	87,216	120,485	220,000	34,475	33,652	39,661	79,472	27,543	26,986	1,883
2022-23	-	-	-	-	88,430	24,347	294,094	33,821	145,157	191,276	89,614	118,086	230,000	25,360	34,409	38,904	80,589	26,029	27,600	1,269
2023-24	-	-	-	-	91,304	21,427	294,094	27,057	149,148	187,285	92,079	115,622	235,000	15,651	35,183	38,130	81,721	24,494	28,227	642
2024-25	-	-	-	-	94,272	18,411	294,094	20,292	153,250	183,183	94,611	113,090	245,000	5,329	35,975	37,338	82,869	22,937	-	-
2025-26	-	-	-	-	97,336	15,297	294,094	13,528	157,464	178,969	97,212	110,488	-	-	36,784	36,529	84,033	21,359	-	-
2026-27	-	-	-	-	100,499	12,083	294,094	6,764	161,795	174,638	99,886	107,815	-	-	37,612	35,701	85,213	19,759	-	-
2027-28	-	-	-	-	103,765	8,763	-	-	166,244	170,189	102,633	105,068	-	-	38,458	34,855	86,411	18,135	-	-
2028-29	-	-	-	-	107,137	5,336	-	-	170,816	165,617	105,455	102,245	-	-	39,324	33,989	87,625	16,489	-	-
2029-30	-	-	-	-	110,619	1,798	-	-	175,513	160,920	108,355	99,345	-	-	40,208	33,105	88,856	14,819	-	-
2030-31	-	-	-	-			-	-	180,340	156,093	111,335	96,366	-	-	41,113	32,200	90,104	13,127	-	-
2031-32	-	-	-	-			-	-	185,299	151,134	114,397	93,304	-	-	42,038	31,275	91,370	11,411	-	-
2032-33	-	-	-	-			-	-	190,395	146,038	117,543	90,158	-	-	42,984	30,329	92,653	9,671	-	-
2033-34	-	-	-	-			-	-	195,631	140,802	120,775	86,926	-	-	43,951	29,362	93,955	7,906	-	-
2034-35	-	-	-	-			-	-	201,011	135,422	124,096	83,604	-	-	44,940	28,373	95,275	6,116	-	-
2035-36	-	-	-	-			-	-	206,538	129,895	127,509	80,192	-	-	45,951	27,362	96,613	4,301	-	-
2036-37	-	-	-	-			-	-	212,218	124,215	131,015	76,685	-	-	46,985	26,328	97,971	2,460	-	-
2037-38	-	-	-	-			-	-	218,054	118,379	134,618	73,082	-	-	48,042	25,271	49,502	595	-	-
2038-39	-	-	-	-			-	-	224,051	112,382	138,320	69,380	-	-	49,123	24,190	-	-	-	-
2039-40	-	-	-	-			-	-	230,212	106,221	142,124	65,576	-	-	50,228	23,085	-	-	-	-
2040-41	-	-	-	-			-	-	236,543	99,890	146,033	61,668	-	-	51,359	21,954	-	-	-	-
2041-42	-	-	-	-			-	-	243,048	93,385	150,048	57,652	-	-	52,514	20,799	-	-	-	-
2042-43	-	-	-	-			-	-	249,732	86,701	154,175	53,526	-	-	53,696	19,617	-	-	-	-
2043-44	-	-	-	-			-	-	256,599	79,834	158,415	49,286	-	-	54,904	18,409	-	-	-	-
2044-45	-	-	-	-			-	-	263,656	72,777	162,771	44,930	-	-	56,139	17,174	-	-	-	-
2045-46	-	-	-	-			-	-	270,906	65,527	167,247	40,453	-	-	57,402	15,911	-	-	-	-
2046-47	-	-	-	-			-	-	278,356	58,077	171,846	35,854	-	-	58,694	14,619	-	-	-	-
2047-48	-	-	-	-			-	-	286,011	50,422	176,572	31,128	-	-	60,015	13,298	-	-	-	-
2048-49	-	-	-	-			-	-	293,876	42,557	181,428	26,273	-	-	61,365	11,948	-	-	-	-
2049-50	-	-	-	-			-	-	301,958	34,475	186,417	21,283	-	-	62,746	10,567	-	-	-	-
2050-51	-	-	-	-			-	-	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	**215,000**	**9,675**	**1,170,000**	**80,050**	**933,300**	**164,088**	**2,058,655**	**189,396**	**7,234,265**	**3,863,088**	**4,466,145**	**2,384,911**	**1,140,000**	**123,732**	**1,795,625**	**843,303**	**1,542,603**	**276,187**	**109,200**	**6,276**

Appendix VI

Budget Resolution

RESOLUTION 2020-08
ADOPTING THE FY2020-21 BUDGET

BE IT RESOLVED that the City Council of the City of Hood River hereby adopts the budget for fiscal year 2020-21 in the total amount of $47,134,991

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020, for the following purposes:

GENERAL FUND	
Police	2,683,455
Fire	3,862,154
Parks	583,563
Planning	649,635
City Council	24,745
Engineering	166,676
Municipal Court	142,872
Parking	532,193
Non-Department	470,850
Debt Service	0
Transfers	371,230
Special Payments	754,595
Contingency	250,000
TOTAL - GENERAL FUND	10,491,968

ROAD FUND	
Operations	1,713,707
System Development Charges	1,425,000
Debt Service	0
Transfers	0
Special Payments	50,483
Contingency	190,000
TOTAL - ROAD FUND	3,379,190

WATER FUND	
Operations	3,186,756
System Development Charges	0
USDA Waterline Debt Reserve	0
Water Reserve - Equip. Replacement	0
Debt Service	886,777
Transfers	0
Special Payments	84,249
Contingency	125,000
TOTAL - WATER FUND	4,282,782

SEWER FUND	
Operations	
Distribution	3,323,427
Waste Water Treatment Plant	4,901,498
Systems Development Charges	400,000
USDA SLARRA	650,000

USDA Indian Creek Debt Reserve	0
Debt Service	433,638
Transfers	148,218
Special Payments	46,639
Contingency	180,000
TOTAL - SEWER FUND	10,083,420

STORMWATER FUND	
Operations	476,276
Systems Development Charges	0
Debt Service	28,870
Transfers	0
Special Payments	22,943
Contingency	110,000
TOTAL - STORMWATER FUND	638,089

RESTRICTED REVENUE FUND	
Building Program	681,918
LID Assessments	34,724
Small Grants	14,542
Fire General Obligation Bonds	0
Tourist Promotion Fund	423,187
CET - Local Program	0
CET - Development Incentives	0
CET - State OHCS Distribution	53,608
AFT AirPack Grant	617,232
Debt Service	820,608
Transfers	0
Special Payments	41,241
Contingency	635,000
TOTAL - RESTRICTED REVENUE FUND	3,322,060

INTERNAL SERVICE FUND	
Equipment Maintenance	232,386
Equipment Replacement	1,230,934
Administration	1,322,733
Debt Service	0
Transfers	1,504,021
Special Payments	107,076
Contingency	140,000
TOTAL - INTERNAL SERVICE FUND	4,537,150

RESERVES FUND	
Parking in Lieu	11,342
Affordable Housing	109,146
Compensated Absences	450,000
PERS Stabilization	0
Parks Facilities Replacement	0
Debt Service	0
Transfers	104,969
Special Payments	551,512

Contingency	75,000
TOTAL - RESERVES FUND	1,301,969

SUMMARY	
TOTAL APPROPRIATIONS, All Fund	38,036,628
TOTAL UNAPPROPRIATED AMOUNTS, All Funds	9,098,363
TOTAL ADOPTED BUDGET	47,134,991

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 the tax year 2019-20: 1) at the rate of $2.8112 per $1,000 of assessed value for the permanent rate, and 2) in the amount of $737,300 for general obligation bonds.

CATEGORIZING THE TAX

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

	General Government	Excluded from Limitation
Permanent Rate Tax	$2.8112 per $1,000	----
General Obligation Bond Debt Service	----	$737,300

The above resolution statements were approved and declared adopted on this 8th day of June, 2020

Kate McBride,
Mayor

ATTEST:

Jennifer Gray, City Recorder

City of Hood River
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Hood River, OR 97031
541-386-1488 | CityofHoodRiver.gov