



2024  
2025

# PROPOSED BUDGET

**CITY OF HOOD RIVER**  
**FY2024-25 Proposed Budget**

**Budget Committee**

<u>Elected</u>	<u>Term</u>	<u>Appointed</u>	<u>Term</u>
Paul Blackburn	Dec. 31, 2024	Graham Bergh	June 30, 2026
Mark Zanmiller	Dec. 31, 2024	Todd Abel	June 30, 2026
Megan Saunders	Dec. 31, 2024	Rudy Kellner	June 30, 2025
Gladys Rivera	Dec. 31, 2024	Gary Reed	June 30, 2025
Tim Counihan	Dec. 31, 2026	Joseph Sheahan	June 30, 2025
Grant Polson	Dec. 31, 2026	Tina McNerthney	June 30, 2024
Doug Stepina	Dec. 31, 2026	Brandon Kammer	June 30, 2024

Budget Officer / City Manager - Abigail Elder

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# CITY OF HOOD RIVER AT A GLANCE

ZONING | INFRASTRUCTURE | ASSETS | PARKS | SCHOOLS | POPULATION | GROWTH



## INFRASTRUCTURE & ASSETS



100+ year old water and sewer in some areas are being updated in stages.

The City owns and maintains over \$80 million in physical assets, including roads, utilities, and buildings.

City Streets	ODOT Streets	Water Mains	Storm Mains	Sewer Mains
60 mi.	42 mi.	70 mi.	60 mi.	55 mi.

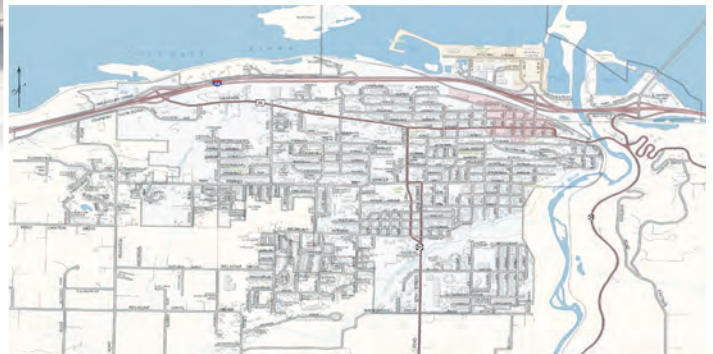
The City's 74 vehicles are modernized as they age out. Our hybrid police cruisers are significantly less expensive to operate. Additional hybrid and electric vehicles are being explored.



LED streetlights and solar arrays at city facilities such as Public Works and the Wastewater Treatment Plant are active examples of the City's commitment to the environment.



## SIZING AND ZONING



**2,180 TOTAL ACRES**  
**DWELLING UNITS**  
**Multi-Family 1,184**  
**Single Family 2,592**  
**Total 3,776**  
**UTILITY ACCOUNTS**  
 4,295

**ZONING**  
 Commercial 250 ac.  
 Industrial 111 ac.  
 Residential 700 ac.  
 Open Space/Public Facility 147 ac.  
 Recreational/Commercial 18 ac.  
 Right-of-Way 449 ac.

## HOUSING AFFORDABILITY

The City has made progress on significant policy initiatives to address housing supply and affordability in the past eleven years.



### 2022-AFFORDABLE HOUSING STRATEGY

Identifies policy tools and actions to encourage development of affordable housing.

### 2021-MIDDLE HOUSING CODE

New Middle Housing development and zoning code allows for smaller attached and detached housing types citywide.

### 2021-RAND ROAD DEVELOPMENT

The City purchased 7 acres on Rand Road and is evaluating developer proposals to create 100+ units of housing affordable for low to average incomes.

### 2021-UTILITY LOW-INCOME ASSISTANCE

New utility rate plan will fund an expanded low-income customer discount program through the Mid-Columbia Community Action Council.

### 2020-RENOVATE HISTORIC BUILDINGS

Encourages residential use of Historic Buildings with parking fee exemption.

### 2019-ADU CODE REVISIONS

Updated Accessory Dwelling Unit (ADU) code to remove barriers and encourage development.

### 2017-TAX FOR AFFORDABLE HOUSING

Adopted a 1% construction excise tax (CET) dedicated to affordable housing.

### 2017-TOWNHOUSE CODE UPDATES

Updated townhouse code to streamline the approval process.

### 2016-STR REGULATION

Established a Short-Term Rental (STR) licensing program, including the phase-out of second home STRs in residential neighborhoods.

### 2013-LOW-INCOME HOUSING SDC WAIVER

Federal tax credit eligible low-income housing exempted from City System Development Charges (SDC)

# CITY OF HOOD RIVER AT A GLANCE

ZONING | INFRASTRUCTURE | ASSETS | PARKS | SCHOOLS | POPULATION | GROWTH



## PARKS AND GREENWAYS

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



## SCHOOLS

There are three schools in the City of Hood River:

- May Street Elementary
- Hood River Middle School
- Horizon Christian

A branch of the Columbia Gorge Community College is located in Hood River as well.



## POPULATION

### 2023

Population: 8,577  
 Under 5 years: 6.5%  
 Under 18 years: 23.1%  
 Over 65 years: 11.2%

### Income:

Median Household: \$70,791

### Education:

High School or higher over 25 years: 86.6%  
 Bachelor's Deg. or higher over 25 years: 43.3%

### Population Characteristics

Veterans: 443  
 Foreign born persons: 11%

## CLIMATE & GEOGRAPHY

### Average Temperature

January	Low:31	High:42
March	Low:39	High:61
July	Low:55	High:82
October	Low:38	High:64

### Altitude

Columbia River: 80'
City Hall: 165'
Hood River Pool: 465'
Hood River Airport: 634'

### Average Precipitation

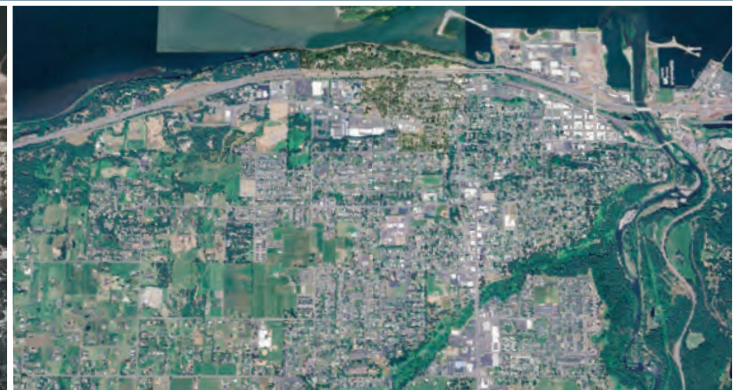
Rain: 32" Snow: 35"

### Daylight

March 21:	12hr. 16min.
June 21:	15hr. 41min.
September 21:	12hr. 11min.
December 21:	8hr. 41min.



## POPULATION GROWTH



1988 - 4,575

2023 - 8,577

## Budget Calendar

Mon., Mar. 11	Fee Schedule Approved by Council	
Mon., Mar. 25	Appoint Electors to Budget Committee	
Wed., April 24	Proposed Budgets Distributed (Target)	4:30 p.m.
Wed., May 1	Budget Committee Meeting # 1 – City	6:00 p.m.
Wed., May 8	Budget Committee Meeting # 2 – City	6:00 p.m.
Wed., May 15	Budget Committee Meeting – Urban Renewal Agency	6:00 p.m.
	Budget Committee Meeting #3 - City	not earlier than 7:00p.m.
Mon., June 10	Budget Hearing – URA	at regularly scheduled mtg
	Budget Adoption – URA	
	Budget Hearing – City	at regularly scheduled mtg

## 2024-25 BUDGET MESSAGE

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It is my pleasure to submit the Proposed Budget for Fiscal Year 2024-25 to the City of Hood River Budget Committee. The City is committed to providing essential services and enhancing the quality of life for all community members. Despite ever-increasing costs and demands for service, our city government remains steadfast in its dedication to efficient service delivery and fiscal responsibility.

**Service Delivery:** The backbone of our City operations lies in the day-to-day service delivery that directly impacts the lives of our residents and visitors, including:

- **Community safety:** Our police, fire, and emergency medical services continue to provide round-the-clock response to promote the safety and security of everyone.
- **Development and regulation of community standards:** We actively engage in land use permitting, planning, and regulatory efforts to uphold community standards and promote sustainable growth.
- **Infrastructure maintenance and operations:** From water and sewer systems to streets and parks, we are dedicated to the upkeep and enhancement of our community's infrastructure.
- **Internal services:** Our internal operations, including financial management, human resources, technology services, communication, and administration are geared towards providing support for our workforce and excellent customer service.

The budget for the upcoming fiscal year reflects our commitment towards a high quality of life for everyone who calls Hood River home. This budget aims to maintain and improve upon the services and infrastructure that make Hood River a great place to live, work, and visit, while also being fiscally responsible and mindful of the challenges we face as a community.

The FY 2023-24 budget is balanced, as required by state law, and is structurally balanced with a prudent operating surplus in accordance with the City's financial policies. The financial position of the City of Hood River remains strong, thanks to a Budget Committee and City Council who continue their commitment to good fiscal stewardship.

**Staffing:** Staffing challenges continue, particularly in light of the high cost of housing and limited labor pools for specialized positions; however, we have made strides filling job vacancies with qualified and dedicating individuals and promoting staff from within the organization. While 30% of our staff have been with the City for less than three years, they have shown exemplary dedication to their roles and are actively contributing to the City's day-to-day success. The appointment of Adam Schmid as Public Works Director and Kelby Johnson as Operations Manager will provide stability and leadership in our largest department. This year, the City hired its first-ever dedicated Human Resources Manager, Sandy Galvez, who has already improved our Human Resources practices, benefiting both staff and job applicants.

Other staffing changes this year included the reclassification of a police officer position to sergeant, and an additional firefighter funded through a grant by the Office of the State Fire Marshal. In the past year, updated Collective Bargaining Agreements were signed with the Hood River Public Works Association and the International Association of Fire Fighters Local 3256. Negotiations are currently underway with the Hood River Police Association.

**Capital Improvements:** The City can soon boast traffic signals at Cascade Avenue and Rand Road, and at 2nd and Oak Streets. These streetlights have been years in the making and will increase the safety and efficiency of travel for pedestrians, cyclists, and drivers alike.

Progress continues on needed improvements on critical water and wastewater line replacement projects. Work on Prospect Avenue has been completed, Eugene Avenue is almost finished, and Montello is underway, and Hull Street will begin soon.

Funding remains a significant concern for capital projects, and staff continue to seek federal, state, and other sources to supplement city funds. A facility master plan for the Wastewater Treatment Plant is in process, which will outline future needs and expected costs for this critical resource. A study of the City's system development charges is currently being conducted, and the results and recommendations will be brought to City Council later this year.

**Council Work Plan:** In December 2022, City Council affirmed its goals for long-term outcomes and established a two-year workplan for 2023-2024. This work plan is a list of priority projects and helps ensure that the organization and resources are aligned with Council's priorities to the community. Goal areas and projects this year include:

#### **City Council Urban Renewal Priorities**

- **Westside:** The City completed work necessary to create a new Westside Urban Renewal District, which officially began in January 2024. Management and leadership for the new District now falls to the Urban Renewal Agency.
- **Administration:** The Agency hired its first Urban Renewal Administrator, Will Norris.

#### **Equitable and diverse housing inventory**

- **780 Rand Rd:** The City, along with its selected developers, Community Development Partners and Columbia Cascade Housing Corporation, are working to build more than 100 units of affordable housing on city-owned land. This year, the project was successful in securing \$15.1 million in LIFT funding from Oregon Housing and Community Services, along with \$2.4 million from the State Legislature for infrastructure improvements.
- **Development Code Audit and Update:** The City of Hood River Subdivision and Zoning Codes are out of date and increasingly complex for applicants to navigate and for staff to administer. The audit will evaluate the development code for consistency with the City's Comprehensive Plan, state land use law, and provide a more user-friendly and streamlined code. This year, the project received a \$100,000 grant from the Oregon Department of Land Conservation and Development.



### **An equitable and inclusive community; an engaged and informed community**

- **Racial and Social Equity:** The City commits to making progress on actions recommended in Resolution 2020-13 with the establishment of an internal staff DEI committee and a review of current city forms, communications, and procedures.
- **Further Community Outreach:** The City's first "Hood River 101" class was held in fall 2023 and received enthusiastic reviews from the participants. Local service agency The Next Door, Inc. received a grant to help provide Hood River 101 in Spanish this coming year.
- **Government Relations:** City Council and staff leadership continued to strengthen relationships with other local, regional, and state governments, agencies, and officials. Councilors presented the Westside Urban Renewal Plan to other taxing districts, attended a meeting of taxing districts hosted by the Parks and Recreation District. In June, City Council and Hood River County Commission will hold a joint meeting to discuss annexation and other topics of shared interest.

### **Efficient and safe transportation system for walkers, bikers, transit riders, and drivers**

- **Safe Routes to Schools:** A demonstration project near Hood River Middle School was conducted and elements of the project will be permanently incorporated.
- **Fixed Bus Routes:** In partnership with Columbia Area Transit, the City will develop standards for benches, shelters, and bus stops.

### **Well-maintained community**

- **Public Safety Facility:** The Hood River Police Department has long been housed in an inadequate and non-resilient space under City Hall. The City will explore options to build, lease, or renovate space that is appropriate to modern police operations.
- **Development Review Process Improvement:** This project seeks to streamline the City's permitting process and enhance customer service with technology changes, improved staffing levels, and coordinate more closely with the County.
- **System Development Charges Study:** SDCs partially fund upgrades in transportation, sewer, water, and stormwater systems; the study will provide data and recommendations on any needed changes to SDCs in the next five years.
- **Mural Regulations and Ordinance:** The City is close to adopting ordinance language to guide and evaluate mural installation requests.

### **Environmentally sustainable and resilient community**

- **Dee Bridge Hydro-Electric:** Critical tasks have been completed, including the surge analysis test, acquisition of a needed easement, county approval of an industrial use permit, and state approval of a certificate for use of up to 4.4 CFS of water for the project.

**Department Highlights:** Most of the city's time is focused on day-to-day operations. While each department provides residents, businesses, and visitors with different services, we strive to deliver those services with accuracy, respect and professionalism. In addition to the projects identified in the City Council Work Plan, upcoming projects and service enhancements include:

- **Administration:** A major focus is to improve and streamline the recruitment, interview, and on-boarding process, create opportunities for employee recognition, and update the Employee Handbook. Staff are working on the 2024 election, have revamped the Council-led video updates, and are planning for the 2025-26 Council goal-setting session.
- **Building:** Recruitment continues for a new Development Administrator, who will serve as the City's Building Official. As part of ongoing work from 2023, Building continues refine its fee and operational program to utilize third-party reviewers and inspections intended to balance its budget of revenues and expenditures. With key staff changes since last year, cross training and professional development for permit technicians and supervisors is budgeted and prioritized for FY 2024-2025.
- **Finance:** The coming year will see a continued focus on a Financing Strategy for the City's critical infrastructure projects. The budget includes the work to analyze the critical financial needs of the City, evaluate recommend options, and execute the financing strategy.
- **Fire:** Work is underway to finish a Medicare audit with help from the Public Consulting Group. The City was randomly selected for the audit which required a review of billing practices, rates, and other collected data. A retirement at the Captain level in June 2024 has created promotions within the department, and recruitment for a new firefighter. Succession planning and training is underway in anticipation of anticipated retirements in the coming years.
- **Planning:** Since the amortization of 50 non-conforming short-term rentals (STR) in October 2023, Planning has redeveloped its STR permitting program to allow for complete online submissions, developed its digital map and archive to track all applications and properties since the program began in 2016, and continues to work on ongoing compliance and code enforcement. Planning has digitized all land use decisions dating back to 1958, which are being organized for instant access to a map system that will research times and increase access to the City's land use history. This effort can serve as a model for other long term document retention and archive strategies. Following the Building Department, Planning is also in process of adopting the State's Accela online permit system to track the workflow of land use approvals and link these documents to its GIS mapping system on electronic file share system.
- **Police:** With the passing of HB4002 (Measure 110 reform) the re-criminalization of drug possession will take effect September 1, 2024. Regional law enforcement, which includes the District Attorneys, are exploring diversion programs for Wasco and Hood River County. State funding is available through a fiscal house bill. The objective is to divert lower-level drug possession cases away from jail and into treatment with an effective support system. Other activities include the implementation of cloud storage for digital evidence; update of policies and procedures; continued work of the health and wellness program funded through a local regional grant; state training mandates; disposal of found and evidence released property in the evidence room and bike shed storage.

- **Public Works:** The Wastewater Facilities Plan project has been awarded to Windsor Engineers and will be completed by June 2025. Public Works Operation staff will continue to do inflow and infiltration investigating and repairs in areas that have high flow due to rain. Multiple locations have already been identified. Mann Park will undergo a full renovation, including multi-generation play equipment and a new sign.

### **Acknowledgements**

Every day, City employees show incredible professionalism and dedication to our community. I appreciate all those who deliver the exceptional services that our community expects and values from our City. Preparation of the budget is a team effort. I would like to give special thanks to Finance Director Chris Longinetti for his leadership role in the process, and to the Department Heads and others who helped develop the budget.

Respectfully submitted,

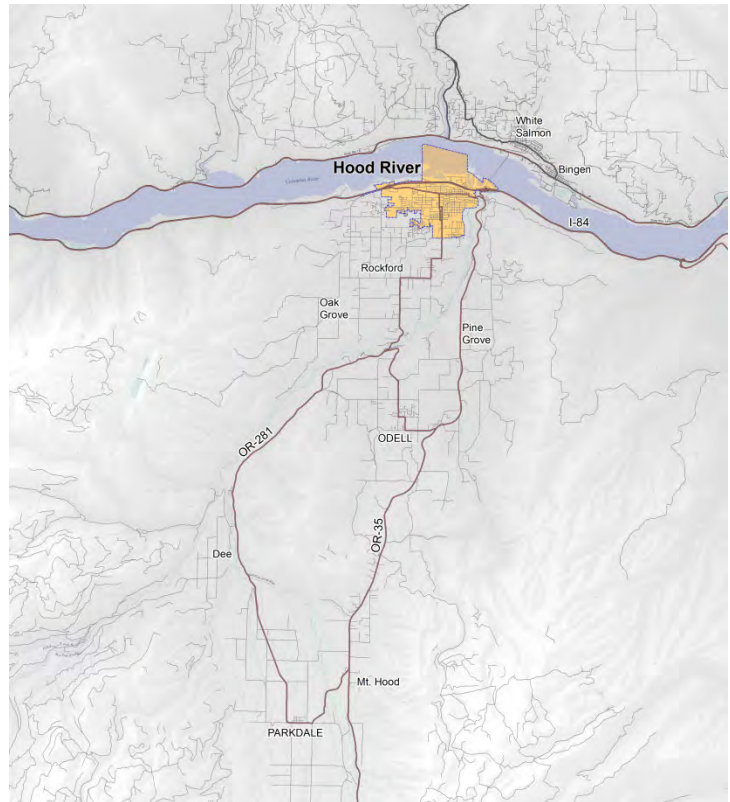


Abigail Elder, City Manager

## ABOUT HOOD RIVER

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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 8,577 and a summertime 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, and Turtle Island Foods (a vegetarian food manufacturer that created Tofurkey) are some of the town's largest employers.



## THE CITY

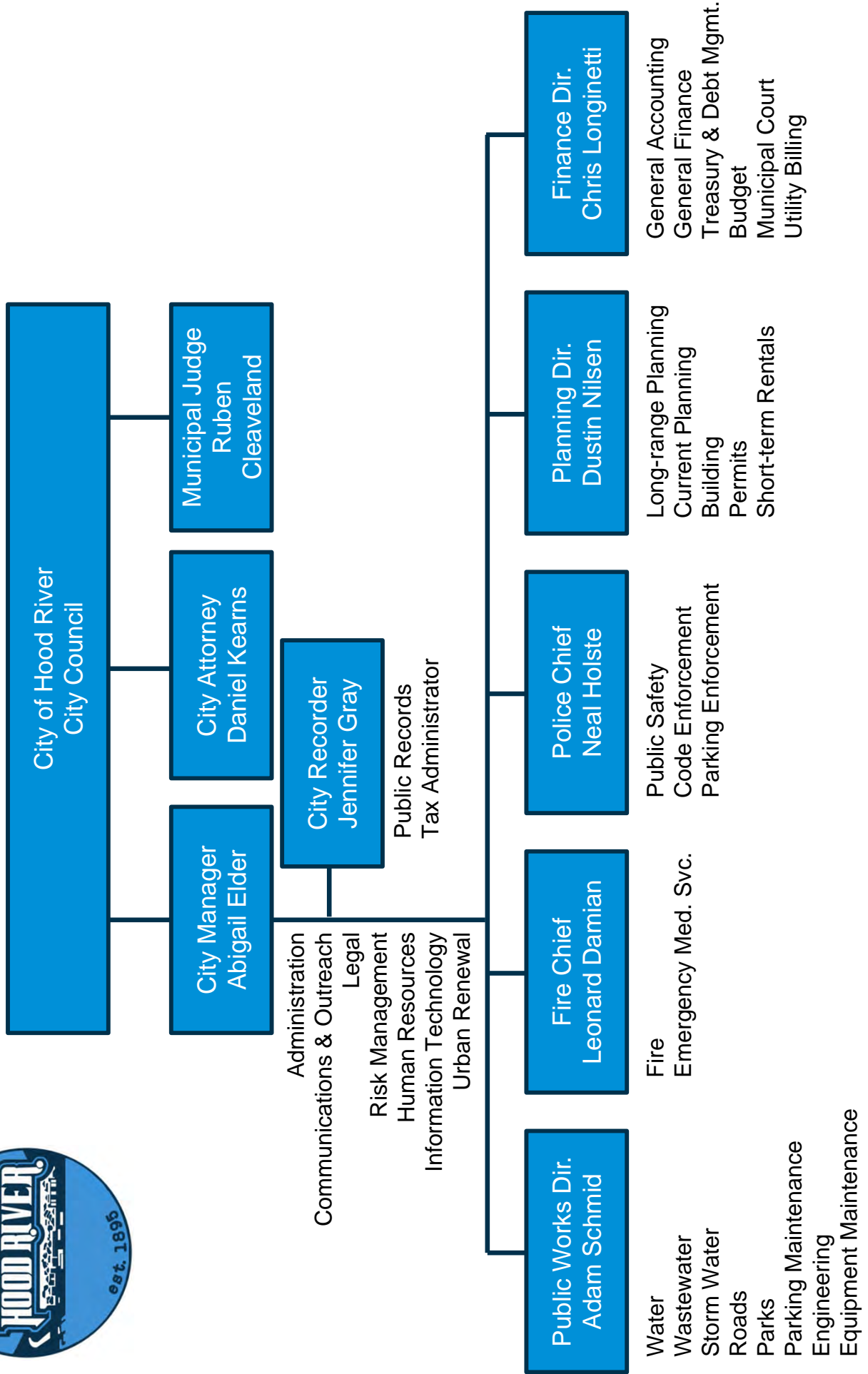
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The City of Hood River operates as a council-manager form of government. Council members are elected at large in an alternating biennial cycle for four-year terms. The mayor is elected for a two-year term. The city manager is appointed by and serves 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.

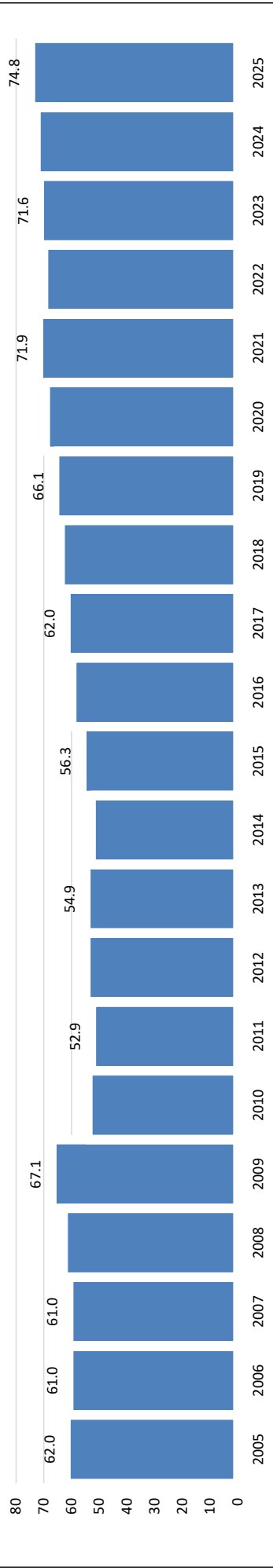
Hood River administers a \$44.3 million all funds budget and has 74.8 full-time equivalent employees. City departments include: Police, Fire, Public Works (includes roads, parks, water, wastewater, and stormwater systems), Planning, and Administration which includes Finance and Municipal Court.



# City of Hood River Organizational Chart



### City of Hood River Full-time Equivalents



Notes for FY2024-25

FY23 Planning replaced a 32hr/wk Senior Planner (0.8 FTE) with a full-time Associate Planner (1.0 FTE)

FY24 +1.0 Fire Engineer

FY25 Administration added an HR Admin (1.0 FTE) and the Urban Renewal Agency added an Administrator (1.0 FTE)

## NEW PROJECT & PROGRAMS

Below is a summary of significant changes to programs or new projects for FY2024-25. Each item includes a brief description and summary of the fiscal impact. One-time projects have defined end points and typically last less than one year. Ongoing projects are permanent additions to City services.

Description	Fiscal Impact		
	One-time	Ongoing	Fund
Safe Routes to School Projects		\$50,000	General
<p>The City approved for FY2022-23 a report identifying and refining specific projects that are eligible for ODOT Safe Routes to Schools Infrastructure Grants. This was a collaborative project between the City, Hood River County School District, Columbia Area Transit (CAT), Oregon Department of Transportation, and Hood River Valley Parks and Recreation District. The City's role focuses on the built environment, engineering, and construction. The FY2024-25 Budget includes appropriations for eligible projects to be developed through the Road Fund. This is the third year of a 5-year program.</p>			
Tsuruta Sister City Program	\$9,400		General
<p>The Hood River-Tsuruta Sister City Program began in May of 1977 to promote friendship and cultural understanding between residents of the two communities. Historically, elected officials and other delegates from Hood River and Tsuruta have enjoyed exchanges in five-year intervals. The pandemic interfered with the 45th anniversary exchange in 2022.</p>			
IT Services		\$62,000	General
<p>With the retirement of the IT Manager, the City of Hood River has expanded its outsourced IT services with Radcomp Technologies. The expanded services contract provides for flat-rate unlimited remote help desk and 1-2 days a week of scheduled onsite support. These services add an additional \$5,135/month to the existing Radcomp services contract.</p>			
Development Code Review – Phase II	\$167,000		General
<p>A Development Code Audit &amp; Update is included in the City Council's Work Plan as a critical project. The Code Audit is expected to identify potential inconsistencies with state land use law and existing City Comprehensive Plan policies, identify internal conflicts, and include a framework to amend development code provisions that are in need improvement or clarification. This Code Update project during the 2024-25 Fiscal Year will recommend amendments to achieve a legal and more user-friendly development code.</p>			

Building Fund	\$175,000		General
<p>The FY2024-25 budget provides for a transfer to the Building Fund. A low opening fund balance combined with a relatively conservative estimate for development activity provides the need for this transfer from the General Fund. Should development be more robust than current estimates, the amount of the transfer may be reduced.</p>			
Utility Rate Study	\$60,000		Various
<p>FY2024-25 is the 4<sup>th</sup> year of the City's current 5-Year Utility Rate Plan. There has not been an upward adjustment for the higher-than-expected inflation experienced over the past two years, and along with changes in the capital improvement plan, provides for this utility rate assessment. The findings from this study will inform future discussions related to Water, Sewer and Stormwater fees.</p>			
Pressure Regulating Value (PRV) Rebuild		\$35,000	Water
<p>The Pressure Regulating Valve (PRV) is a device on the main water supply that regulates water pressure. This FY2024-25 budget provides for the programmatic rebuild of PRV devices and large water meter replacements.</p>			
Computer and Laptop Replacements		\$18,000	General
<p>The City endeavors to replace computers and laptops at the end of their useful life, which is generally a 5yr cycle. Currently there are 53 desktops and laptops in the replacement cycle. In order to keep the purchasing as spread out as possible, there are approximately 15 laptops that are scheduled to be replaced during the current FY2023-24 budget year. The current budget provides for an additional 15 replacements in FY2024-25. As replacements catch up to inventory, the City can return to a regular cycle of approximately 11 per year.</p>			
Meter and Meter Setter Purchases		\$40,000	Water
<p>The existing inventory of Water Meters has been exhausted. The Fiscal 2024-25 budget provides for the on-going purchase of meters to ensure that the department has a low level of inventory on hand at all times. This cost is expected to come from materials &amp; services with an annual total of \$25,000. Meter setters are used on capital projects but have a long lead time. This line item would allow for the annual, on-going purchasing of meter setters to use for Capital Projects. Costs for the meter setters would be removed from project costs. Annual purchase of \$15,000 is proposed to keep adequate inventory.</p>			



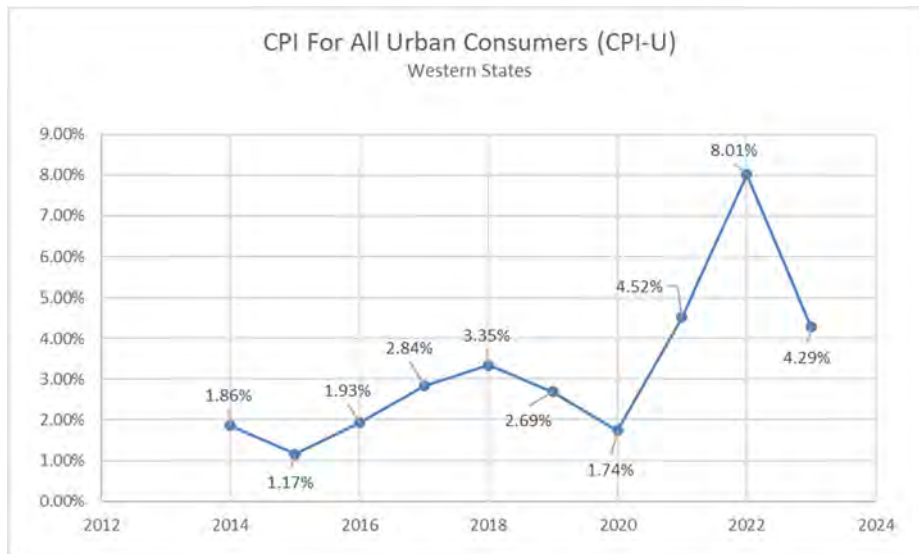
## FINANCIAL OUTLOOK

*Near-term* – Deep into recovery, the local economy is strong. Over the year, the county’s seasonally adjusted unemployment rate fell by a full percentage point, and as of February 2024, Hood River County’s unemployment rate ranked as Oregon’s second lowest at just 3.2%.<sup>1</sup>

General Fund balances are healthy, and the City’s total cash deposits remain near peak levels at nearly \$24M. However, without the benefit of Federal COVID-19 relief reimbursements (which ceased in FY22-23), and persistent inflationary pressures, some challenges have emerged.

In all, the City of Hood River received approximately \$2.0M in COVID-19 reimbursements, and while the local economy performs relatively well, the discontinuation of federal COVID money reduced the overall General Fund revenue receipts from \$11.3M in the FY2022-23 period to \$10.6M in anticipated receipts in FY2023-24.

Inflation’s impact has been significant. After decades of falling interest rates and continuing through to the next-to-nothing levels seen during the pandemic, inflationary pressures emerged at the beginning of 2021. Although well off peak levels of 8%, inflation remain stubbornly persistent. The Western States Consumer Price Index for Urban Consumers (CPI-U) saw an average annual increase of 4.29% for the year.



*Mid-term* – The 2024 League of Oregon Cities “State of the Cities Report” summarizes the challenges facing many municipalities, including Hood River. 68% of Oregon cities have seen an increase in service demand. A review of the department summaries for both Hood River City Fire and Police departments illustrate this increase in local service demand during the current fiscal year. As also outlined by the survey, traditional revenue sources are not keeping up with inflation, compelling cities to examine spending cuts or eliminate services at a time when demand for these services is clearly on the rise.

<sup>1</sup> State of Oregon Employment Department – March 26, 2024

The City's primary revenue, property tax, is limited by Oregon Measures 5 & 50 to 3% maximum annual growth in Assessed Value. This means property tax shrinks in its ability to support current service levels any year when costs rise faster than 3%. Local and State Gas Taxes are even more constrained because each is a set price per gallon with no inflation adjustment. Franchise fee revenue also often do not keep up with inflation.

Other major revenue sources, such as parking meters, utility rates and other fees, are set by City Council Resolution. However, the capacity to continually raise charges while consumers are burdened by higher costs generally may be challenging if inflation pressures persist.

Hood River does have an advantage compared to most other Oregon cities facing inflationary pressures in that Lodging Taxes are a strong inflation hedge in the short run. Lodging revenues are a meaningful portion of overall general fund revenues, however can be more sensitive to other economic factors.

The 2024 State of the Cities concluded with by addressing “a complex fiscal landscape for Oregon cities, with a notable shift from previous years.” While most cities surveyed in the report reported financial conditions that are stable or improved, there is collective concern for the future as cities balance increase demand for services and the cost of providing those services, with a revenue source not keeping pace with those costs. Hood River will not be immune to these same concerns.

*Long-term* – The City of Hood River is in the enviable position of having a diversified revenue portfolio. Its local economy benefits from proximity to Portland, excellent transportation infrastructure, and scenic location with world-class recreational amenities. The City has an abundant supply of naturally purified spring water and access to inexpensive electricity from renewable sources.

Housing scarcity will likely continue to be a drag on the local economy due to limited land supply. Worse housing affordability hurts the residents of Hood River in that they need to devote a larger share of household budgets to basic necessities. The City has taken proactive steps to increase workforce housing and the addition of significant affordable housing inventory in the Rand Road development moved closer to fruition, meeting several financial milestones. The formation of the Westside Urban Renewal District includes the potential for additional public investment in housing as well.

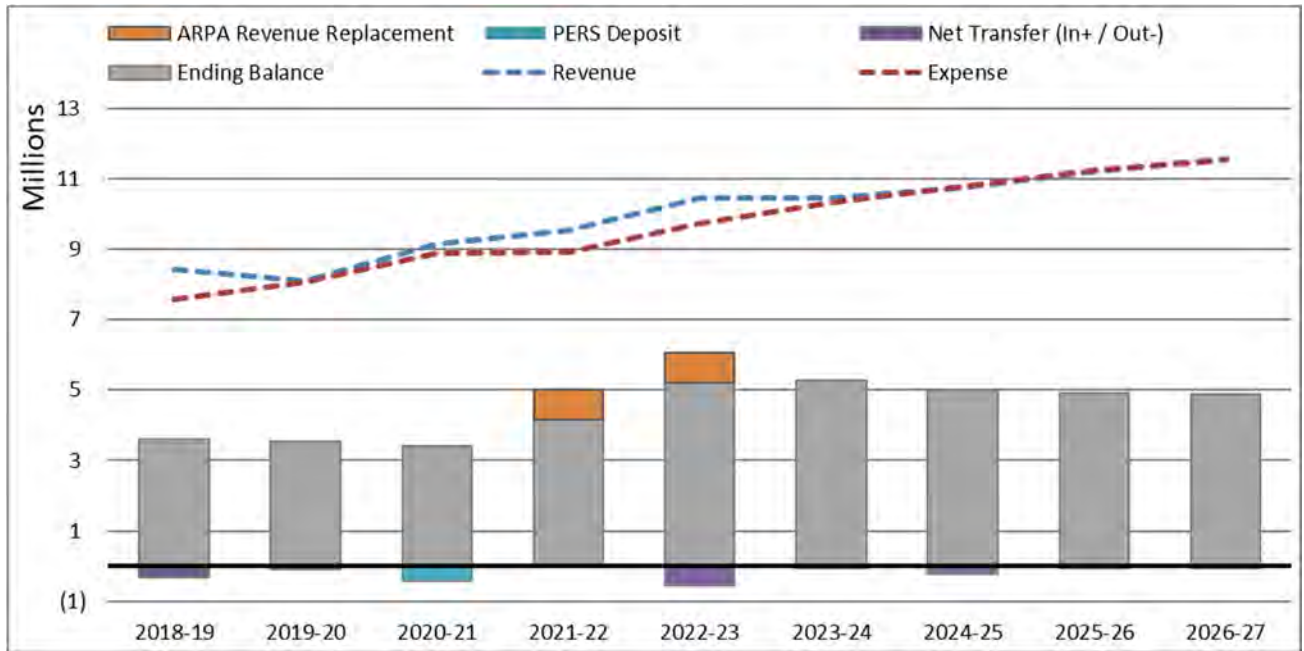
The City's growth through the Westside Urban Renewal district and other housing/high density developments in city limits is extremely important to the future and success of Hood River. However, it will also continue to increase demand on all City services, of which the municipality must be aware and address accordingly.

On balance, the City of Hood River's long-term financial outlook is positive. Strong financial policies set in the wake of the Great Recession, and consistently adhered since, have maintained the organization's stability. The City remains poised to take advantage of its natural economic advantage and fund essential services to its residents.

## THREE YEAR FORECAST

The City's Financial Policy, [Resolution 2020-07](#), directs the use of multi-year forecast as part of the annual budgeting process. Financial projections help understand the potential long-term impact of current decisions. They also help identify future events that should be planned for today. As projections, forecasts are dependent on decisions made between now and the future and are also impacted by unforeseeable circumstances.

For the current 2023-24 fiscal year, operating revenues are anticipated to exceed all expenses contributing to general fund reserves. This changes in FY2024-25 when one-time expenses, interfund transfers, and budgeted contingency are anticipated to exceed revenues. Adjusted for these expenses, reoccurring expenses are balanced with reoccurring revenue, now and during the three-year forecast period, but it will require managing growth rates in both personnel costs and other expenses to do so.

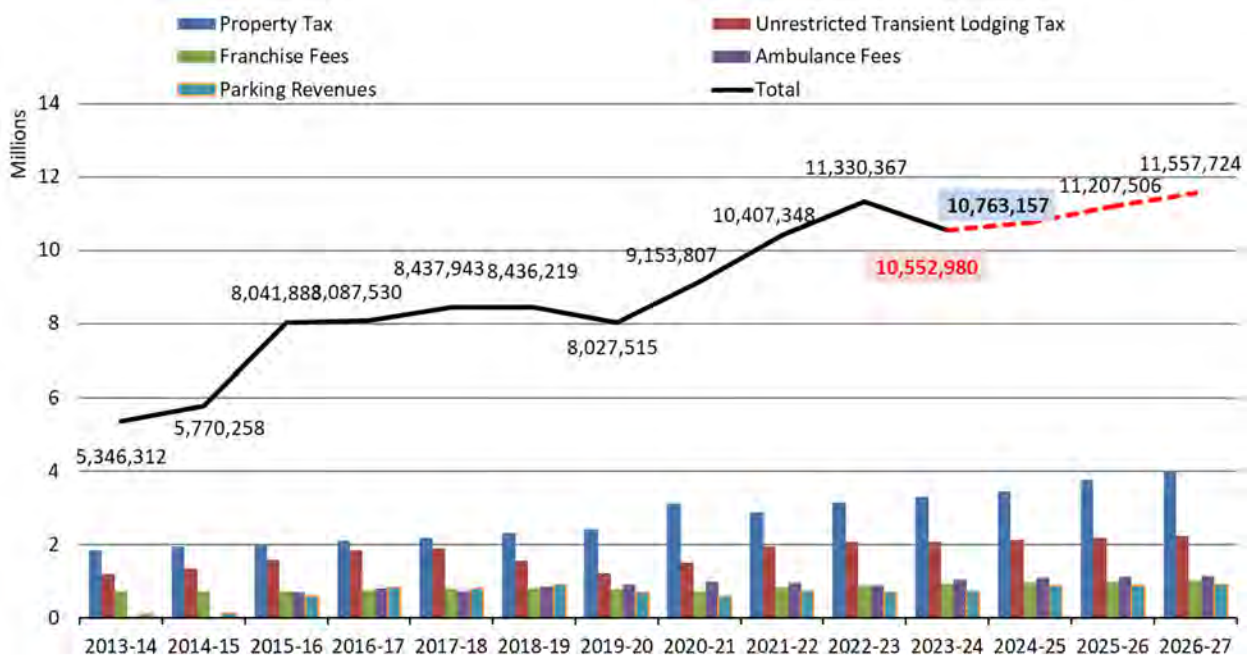


## DESCRIPTION OF MAJOR REVENUE SOURCES

The General Fund's five largest revenue sources are Property Tax, Lodging Tax, Franchise Fees, Parking Revenues, and Ambulance Charges. These five revenue sources have consistently represented over 75% of the City's unrestricted revenue available for general governmental services.

As illustrated below, Property Tax collections have steadily increased and represent about 30% of all City revenue. The steep "bump" in property taxes in FY2021-22 was due to a one-year "pause" in urban renewal division of tax across all three districts. Transit Lodging Taxes comprise about 20% of General Fund revenues.

General Fund revenue receipts peaked at \$11.3M in the FY2022-23 period, during the last year of receipt of federal COVID relief funds and are projected to end the current fiscal year at \$10.6M. Fiscal 2024-25 projections are for nearly \$10.8M in general fund revenue receipts.



Property Tax - Property tax is the City's largest and most reliable revenue source. The Hood River area has experienced major increases in real estate values since the end of the recession. Rising market values do not directly 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 most Hood River properties' market values below assessed values. The result is a stable core revenue source.

Transient Lodging 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 lodging 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 and remain 20% of general fund receipts.

Franchise / Utility Fees – Franchise and Utility Fees are paid entities that use City right-of-way. Examples are telecommunications and cable companies, waste haulers, and water & sewer utilities.

Parking Meter Fees – Parking meter revenues jumped in FY2016-17 when parking rates were increased to \$1.00 an hour. Meter receipts were flat before and after this change suggesting Hood River had reach “peak parking revenue” with existing supply & rates. Parking meter receipts have also been much slower than lodging taxes to recover. FY2024-25 raises parking rates to \$1.25 per hour.

Ambulance Charges – The Hood River Fire Department operates its own emergency medical transport services with a service area that covers all of Hood River County a portion of western Wasco County. The primary revenue driver for the department is medical transports to Portland. The rate of pay for transports is largely dictated by Medicare and Medicaid reimbursement rates. The budget assumes that ambulance revenues will continue into historical averages going forward.

## **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 adopted a new five-year rate plan that took effect on July 1, 2021. The plan is constructed to produce 3% water and sewer revenue increases and 14% revenue increases for stormwater. The rate structure is also designed to incrementally improve alignment between charges and user impacts by slowly shifting the rate burden from residential to non-residential users over time. It is possible this rate plan may need to be adjusted upward for inflation to maintain the City's capital improvement plan.

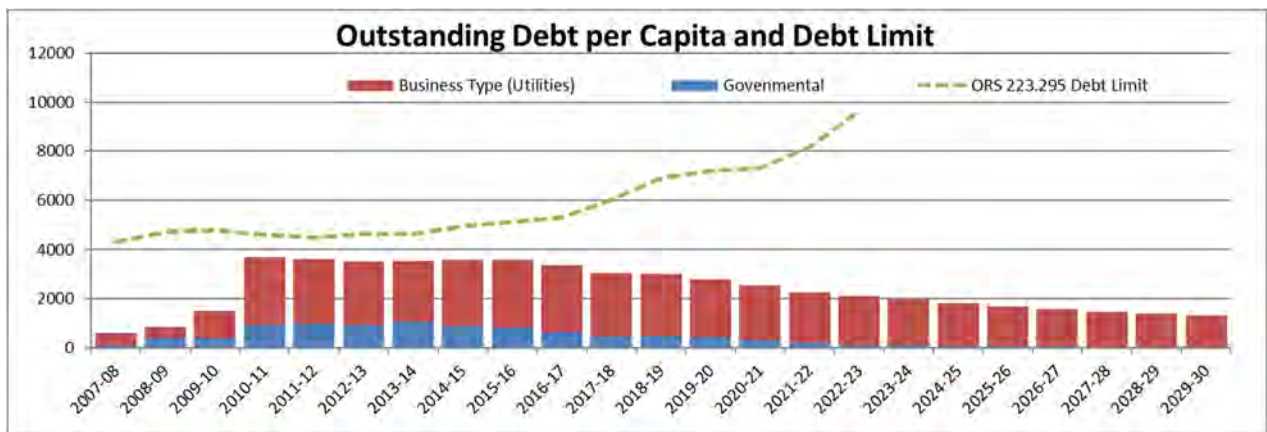
Local & State Gas Tax – The City of Hood River receives a portion of State of Oregon fuels tax dedicated for road maintenance and repair. State gas tax revenues were greatly enhanced with the passage of House Bill 2017 (2017) that included a 10-cent gas tax increase, from \$0.30 to \$0.40, and 53% weight-mile 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. Over the long-term, the City may need to diversify its road maintenance funding sources should electric vehicles become the dominant vehicle type.

## DEBT

Borrowing is a regular part of municipal financial operations. Debt provides a mechanism for future residents to pay for the use of long-lived assets such as large equipment, utility infrastructure, and public buildings built today. 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, and not revenue backed bonds typical for utilities; it is still a useful metric to assess the debt capacity of a community. The graph below 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 City's 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 FY2024-25, the City will hold \$1,795 in outstanding debt per capita, down from a high of \$3,680 in FY2010-11.

Plans for future borrowing may include:

- Potential bond levy for a shared public safety facility with Hood River County
- Potential bond levy or other utility infrastructure investments totaling approximately \$50M 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

### CITY OF HOOD RIVER, OREGON

Budgetary Fund Sub-Fund Department		
GENERAL FUND	RESTRICTED FUNDS	OTHER FUND TYPES
<b>General Fund</b>	<b>Road Fund</b>	<b>Reserves Fund</b>
100-115 City Council	200 Operations	260 Reserve - Parking in Lieu
100-120 Engineering	220 SDC	350 Affordable Housing
100-125 Fire/EMS	<b>Water Fund</b>	821 Park Facilities
100-128 Parking	600 Operations	820 Reserve - PERS Stabilization
100-129 Municipal Court	660 SDC	<b>Internal Service Fund</b>
100-130 Parks	665 USDA SLARRA	805 Administration
100-135 Planning	690 Reserve - Debt Requirements	811 Fleet & Large Equipment
100-140 Police	<b>Sewer Fund</b>	815 Reserve - Compensated Absences
100-190 Non-Departmental	500 Operations	<b>Fiduciary Fund</b>
	505 Distribution	910 Fiduciary - Sewer Billing
	510 WWTP	920 Fiduciary - Water Billing
	560 SDC	
	565 USDA SLARRA	
	590 USDA Debt Reserve	
	592 DEQ Debt Reserve	
	<b>Storm Water Fund</b>	
	695 Operations	
	696 SDC	
	<b>Misc. Restricted Fund</b>	
	310 Building	
	270 LID Assessments	
	355 Small Grants	
	420 Fire G.O. Bond	
	380 Tourist Promotion	
	391 CET- Local Promotion	
	392 CET- Developer Incentives	
	393 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 City's 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 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 expensed 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.
- Fiduciary Fiduciary funds are held in trust for outside agencies. The City of Hood River entered into an intergovernmental agreement with the City of Mosier to perform meter reading and utility billing functions. Mosier is able to save money by access Hood River's existing business systems for this work and the City of Hood River is able to generate revenue by charging Mosier for this work. The Agency Fund accounts for utility revenues generated from Mosier customers and remittance of these dollars to the City of Mosier.

### **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	<p><b>Base Budget and Department Proposals</b>  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.</p>
March	<p><b>Department Meetings with City Management</b>  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.</p> <p><b>Budget Committee Members Appointed</b>  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.</p>
April	<p><b>Proposed Budget Released</b>  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.</p> <p><b>Budget Committee Meetings</b>  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, adjust as necessary, and when satisfied approve the budget.</p>
May	<p><b>Approved Budget</b>  A summary of the Approved Budget is published in the newspaper and Public Hearing scheduled.</p>
June	<p><b>City Council Budget Adoption</b>  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.</p>
July	<p><b>Certification to County Assessor</b>  The Adopted Budget Resolution and Tax Levy is submitted to the County Assessor by July 15<sup>th</sup>.</p>

## 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 at least five days but no more than thirty days prior.

## CITY OF HOOD RIVER COMMITTEES, COMMISSIONS, & BOARDS

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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 is currently on hiatus. When active, the volunteer 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.

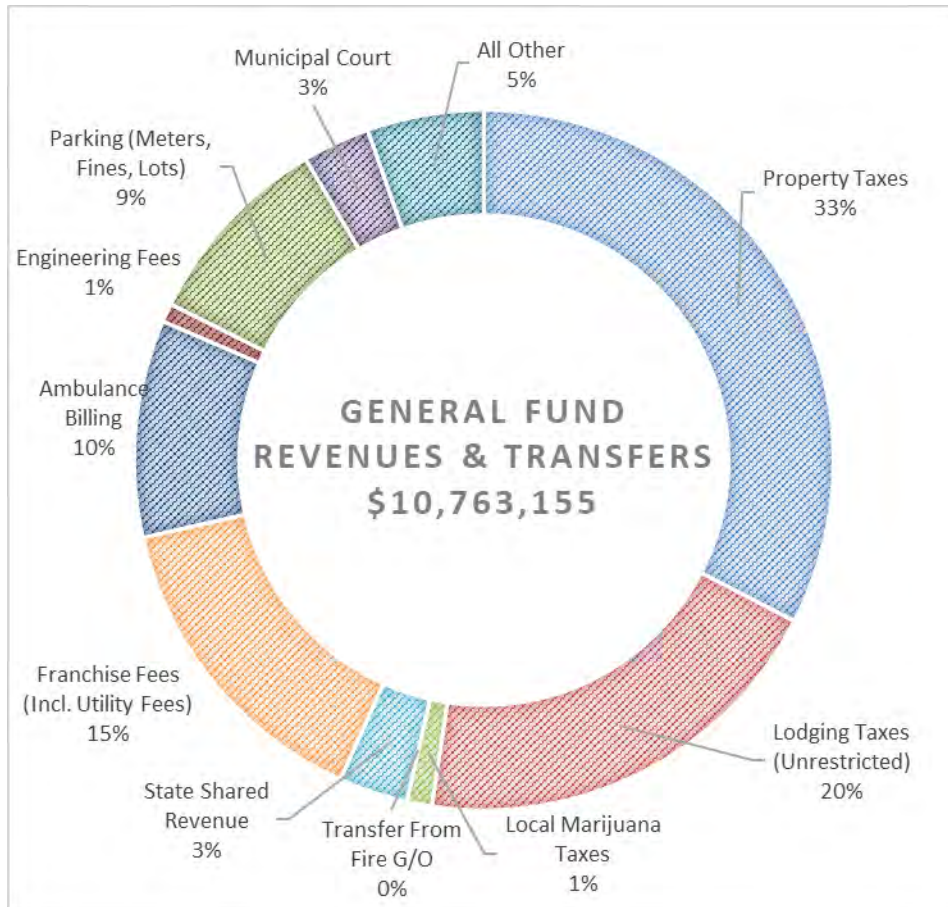
# ALL FUNDS SUMMARY

## CITY OF HOOD RIVER FY2024-25 PROPOSED BUDGET BUDGET SUMMARY BY BUDGETARY FUND/PROGRAM

	Beginning Fund Balance	Program Revenues	Transfers In	Resources Total	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Transfers Out	Special Payments	Contingency	Ending Fund Balance	Requirements
<b>GENERAL FUND</b>													
City Council	-	-	-	-	78,808	32,148	-	-	-	-	-	-	110,956
Fire	-	1,275,191	-	1,275,191	3,574,882	1,384,405	-	-	-	-	-	-	4,959,287
Parks	-	6,528	-	6,528	188,154	530,124	70,300	-	-	-	-	-	788,578
Planning	-	113,729	-	113,729	397,575	253,087	-	-	-	-	-	-	650,662
Police	-	26,895	-	26,895	2,609,923	705,398	-	-	-	-	-	-	3,315,321
Engineering	-	91,562	-	91,562	290,327	42,802	-	-	-	-	-	-	333,129
Parking	-	985,401	-	985,401	455,821	317,670	-	-	-	-	-	-	773,491
Municipal Court	-	335,992	-	335,992	110,385	47,939	-	-	-	-	-	-	158,324
Non-Departmental	4,829,790	7,927,857	-	12,757,647	-	90,100	-	-	225,000	-	400,000	3,788,097	4,503,197
	<b>4,829,790</b>	<b>10,763,155</b>	<b>4,700</b>	<b>15,592,945</b>	<b>7,458,350</b>	<b>3,651,198</b>	<b>70,300</b>	<b>-</b>	<b>225,000</b>	<b>-</b>	<b>400,000</b>	<b>3,788,097</b>	<b>15,592,945</b>
<b>ROAD FUND</b>													
Road Operations	448,045	2,456,210	50,000	2,954,255	430,388	587,870	1,625,000	-	-	-	195,000	115,997	2,954,255
Road SDC	76,638	239,750	-	316,388	-	8,000	-	121,698	-	-	50,000	136,690	316,388
	<b>524,683</b>	<b>2,695,960</b>	<b>50,000</b>	<b>3,270,643</b>	<b>430,388</b>	<b>595,870</b>	<b>1,625,000</b>	<b>121,698</b>	<b>-</b>	<b>-</b>	<b>245,000</b>	<b>252,687</b>	<b>3,270,643</b>
<b>WATER FUND</b>													
Water Operations	273,000	6,432,219	-	6,705,219	937,470	1,078,296	3,189,050	995,054	4,700	-	240,000	260,649	6,705,219
Water SDC	1,494,763	197,107	-	1,691,870	-	16,000	-	-	-	-	50,000	1,625,870	1,691,870
USDA SLARRA	25,000	-	4,700	29,700	-	19,700	-	-	-	-	10,000	-	29,700
USDA Waterline Debt Reserve	551,231	-	-	551,231	-	-	-	-	-	-	-	551,231	-
	<b>2,343,994</b>	<b>6,629,326</b>	<b>4,700</b>	<b>8,978,020</b>	<b>937,470</b>	<b>1,113,996</b>	<b>3,189,050</b>	<b>995,054</b>	<b>4,700</b>	<b>-</b>	<b>300,000</b>	<b>2,437,750</b>	<b>8,978,020</b>
<b>SEWER FUND</b>													
SewerOperations/WWTTP	601,450	9,398,163	-	9,999,613	563,719	3,427,620	3,933,822	823,633	148,218	-	300,000	802,601	9,999,613
Sewer SDC	346,141	460,303	-	806,444	-	10,000	600,000	-	-	-	100,000	96,444	806,444
USDA SLARRA	51,218	3,800	148,218	203,236	-	25,000	100,000	-	-	-	50,000	203,236	203,236
USDA Indian Creek Debt Reserve	73,025	-	-	73,025	-	-	-	-	-	-	-	73,025	73,025
DEQ Outfall Debt Reserve	51,615	-	-	51,615	-	-	-	-	-	-	-	51,615	51,615
	<b>1,123,449</b>	<b>9,862,266</b>	<b>148,218</b>	<b>11,133,933</b>	<b>563,719</b>	<b>3,462,620</b>	<b>4,633,822</b>	<b>823,633</b>	<b>148,218</b>	<b>-</b>	<b>450,000</b>	<b>1,051,921</b>	<b>11,133,933</b>
<b>STORM WATER FUND</b>													
Stormwater Operations	193,645	4,289,368	795,992	5,279,005	320,421	430,930	3,587,419	795,992	-	-	50,000	94,243	5,279,005
Stormwater SDC	194,059	45,387	-	239,446	-	8,000	-	-	-	-	50,000	181,446	239,446
	<b>387,704</b>	<b>4,334,755</b>	<b>795,992</b>	<b>5,518,451</b>	<b>320,421</b>	<b>438,930</b>	<b>3,587,419</b>	<b>795,992</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>275,689</b>	<b>5,518,451</b>
<b>RESTRICTED REVENUE</b>													
Small Grants	17,710	750	-	18,460	-	18,460	-	-	-	-	-	-	18,460
Tourist Promotion	-	709,395	-	709,395	-	709,395	-	-	-	-	-	-	709,395
CET - Local Program	71,000	48,416	-	119,416	-	-	-	18,411	-	-	10,000	91,005	119,416
CET - Developer Incentives	290,000	69,027	-	359,027	-	219,755	-	94,272	-	-	45,000	-	359,027
CET - State of Oregon HCS	-	40,922	-	40,922	-	40,922	-	-	-	-	-	-	40,922
LID Assessments (pass-through)	-	14,070	-	14,070	-	14,070	-	-	-	-	-	-	14,070
Building	16,706	453,569	175,000	645,275	405,321	173,661	-	-	-	-	35,000	31,293	645,275
Fire G/O	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>395,416</b>	<b>1,336,149</b>	<b>175,000</b>	<b>1,906,565</b>	<b>405,321</b>	<b>1,176,263</b>	<b>-</b>	<b>112,683</b>	<b>-</b>	<b>-</b>	<b>90,000</b>	<b>122,298</b>	<b>1,906,565</b>
<b>RESERVES FUND</b>													
Parking in Lieu	35,837	1,500	-	37,337	-	-	15,000	-	-	-	10,000	12,337	37,337
Affordable Housing Reserve	15,000	350,640	-	365,640	-	15,000	350,640	-	-	-	-	-	365,640
Parks Reserve	109,414	4,650	-	114,064	-	-	-	-	-	-	-	114,064	114,064
	<b>160,251</b>	<b>356,790</b>	<b>-</b>	<b>517,041</b>	<b>-</b>	<b>15,000</b>	<b>365,640</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>126,401</b>	<b>517,041</b>
<b>INTERNAL SERVICES FUND</b>													
Administration	295,611	1,937,325	-	2,232,936	1,118,825	688,120	18,000	-	-	-	75,000	332,991	2,232,936
Compensated Absences	223,327	194,305	-	417,632	95,130	-	-	-	-	-	35,000	287,502	417,632
Equipment	3,700,000	2,180,526	-	5,880,526	163,976	86,755	1,166,217	-	1,225,000	-	117,000	3,121,578	5,880,526
	<b>4,218,938</b>	<b>4,312,156</b>	<b>-</b>	<b>8,531,094</b>	<b>1,377,931</b>	<b>774,875</b>	<b>1,184,217</b>	<b>-</b>	<b>1,225,000</b>	<b>-</b>	<b>227,000</b>	<b>3,742,071</b>	<b>8,531,094</b>
<b>FIDUCIARY FUND</b>													
Mosier Sewer Billing	25,000	313,000	-	338,000	-	338,000	-	-	-	-	-	-	338,000
Mosier Water Billing	25,000	266,000	-	291,000	-	291,000	-	-	-	-	-	-	291,000
	<b>50,000</b>	<b>579,000</b>	<b>-</b>	<b>629,000</b>	<b>-</b>	<b>629,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>629,000</b>
<b>ENTITY-WIDE</b>	<b>14,034,225</b>	<b>40,869,557</b>	<b>1,173,910</b>	<b>56,077,692</b>	<b>11,493,600</b>	<b>11,857,752</b>	<b>14,655,448</b>	<b>2,849,060</b>	<b>1,602,918</b>	<b>-</b>	<b>1,822,000</b>	<b>11,796,914</b>	<b>56,077,692</b>

### GENERAL FUND OVERVIEW

The General Fund is where the City’s non-enterprise and other non-restricted fund work is 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 under \$10.8 million. The City of Hood River General Fund is well diversified in its major resources:



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

Public safety expenditures for Police and Fire/EMS are roughly three quarters of the 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, and special projects and initiatives, along with other small miscellaneous expenses that cannot be directly tied to a department.

Category/Program	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
<b>GENERAL FUND</b>						
030 Beginning Fund Balance	2,663,284	4,151,355	5,097,656	4,829,790	-	-
<b>REVENUE</b>						
031 Taxes	5,113,208	5,447,135	5,732,347	5,767,095	-	-
032 Licenses & Permits	2,166,875	2,206,910	2,270,375	2,501,951	-	-
033 Fines & Forfeitures	311,217	366,054	362,732	441,905	-	-
034 Intergovernmental Revenues	1,169,820	1,661,229	730,400	339,124	-	-
035 Charges for Services	1,510,116	1,335,055	1,402,293	1,439,386	-	-
036 Assessment Revenues	-	6,734	-	-	-	-
037 Interest Earnings	*****	181,393	48,300	212,500	-	-
038 Misc. Revenues	147,742	125,855	99,098	61,194	-	-
<b>REVENUE</b>	<b>10,407,348</b>	<b>11,330,367</b>	<b>10,645,545</b>	<b>10,763,155</b>		
039 Interfund Transfers In	-	-	115,000	-	-	-
<b>Total RESOURCES</b>	<b>13,070,633</b>	<b>15,481,723</b>	<b>15,858,202</b>	<b>15,592,945</b>		
<b>EXPENDITURES</b>						
105	-	-	-	-	-	-
115 City Council	34,356	14,265	27,111	110,956	-	-
120 Engineering	341,346	297,328	317,679	333,129	-	-
125 Public Safety - Fire/EMS	3,890,806	4,768,709	4,702,897	4,959,287	-	-
128 Parking	516,864	592,761	573,031	773,491	-	-
129 Municipal Court	87,756	124,148	157,381	158,324	-	-
130 Parks	561,517	612,974	750,367	788,578	-	-
135 Planning	621,511	536,135	549,920	650,662	-	-
140 Public Safety - Police	2,670,560	2,968,334	3,150,462	3,315,321	-	-
190 Non-Departmental	194,556	469,406	636,287	715,100	-	-
<b>Total REQUIREMENTS</b>	<b>8,919,277</b>	<b>10,384,065</b>	<b>10,865,136</b>	<b>11,804,848</b>		
<b>ENDING FUND BALANCE</b>	<b>4,151,355</b>	<b>5,097,657</b>	<b>4,993,066</b>	<b>3,788,096</b>		



**PROGRAM NAME:** General Fund - Non-Departmental

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**PROGRAM DESCRIPTION:** Non-Departmental is the program area where all non-department specific General Fund revenues are recognized. This includes property tax, the 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 and 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.



Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>100-190</b>	<b>Non-Departmental</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	2,663,284	4,151,355	5,097,656	4,829,790	-	-	( 267,866) -5%
	<b>REVENUE</b>							
31005-00000	CURRENT TAXES	2,857,453	3,148,346	3,276,671	3,445,572	-	-	168,901 5%
31007-00000	HEAVY EQUIPMENT RENTAL TAX HR	11,329	52,409	11,669	11,669	-	-	-
31010-00000	PREVIOUSLY LEVIED TAXES	143,217	39,074	38,719	52,527	-	-	13,808 36%
31020-00000	TRANSIENT ROOM TAX	1,939,967	2,067,732	2,220,700	2,128,186	-	-	( 92,514) -4%
31035-00000	Local Marijuana Tax	153,758	137,495	181,382	124,413	-	-	( 56,969) -31%
31040-00000	Construction Excise Tax-Admin	7,481	2,077	3,206	4,728	-	-	1,522 47%
32005-00000	LICENSES	11,183	14,020	11,633	11,287	-	-	( 346) -3%
32015-00000	FRANCHISE FEES	830,478	879,078	836,878	957,215	-	-	120,337 14%
32015-32015	I/D - City Utility Fee	555,810	588,304	622,325	626,434	-	-	4,109 1%
34005-00000	STATE REVENUE SHARING	117,682	118,641	144,588	142,807	-	-	( 1,781) -1%
34015-00000	CIGARETTE TAX	7,026	6,102	6,116	5,335	-	-	( 781) -13%
34020-00000	STATE LIQUOR TAX	159,709	166,910	171,585	164,229	-	-	( 7,356) -4%
34025-00000	State Marijuana Tax	16,772	16,018	12,986	15,653	-	-	2,667 21%
34030-34045	Fed. CVRF Reimbursement	866,359	866,359	-	-	-	-	-
34035-00000	STATE GRANTS	-	30,000	-	-	-	-	-
36005-00000	ASSESSMENT REVENUE	-	6,734	-	-	-	-	-
37005-00000	INTEREST REVENUE	( 11,633)	181,393	48,300	212,500	-	-	164,200 340%
38015-00000	REFUNDS	9,154	17,870	1,500	1,500	-	-	-
38017-00000	SAIF DIVIDEND	73,588	30,651	30,651	22,802	-	-	( 7,849) -26%
38030-00000	InterFund Repay - Principal	26,986	27,599	28,227	-	-	-	( 28,227) -100%
38031-00000	InterFund Repay - Interest	1,883	1,269	642	-	-	-	( 642) -100%
38035-00000	FEES AND LATE CHARGES	860	913	1,000	1,000	-	-	-
	<b>TOTAL REVENUE</b>	<b>7,779,070</b>	<b>8,399,001</b>	<b>7,648,778</b>	<b>7,927,857</b>			<b>279,079 4%</b>
39420-00000	TRANS FROM - FIRE G/O DEBT	-	-	115,000	-	-	-	( 115,000) -100%
	General Fund Subsidy IN(+)/OUT(-)	( *, ***, ***)	( *, ***, ***)	( *, ***, ***)	( *, ***, ***)	-	-	8,298
<b>REQUIREMENTS</b>								
	<b>MATERIALS &amp; SERVICES</b>							
42010-11501	IT Services	58,528	-	-	-	-	-	-
42010-40115	Professional Services- Non-Dep	46,689	260,850	100,000	35,000	-	-	( 65,000) -65%
42040-40420	Janitorial - Admin	-	1,919	-	-	-	-	-
42045-42000	Filing & Recording Fees-NonDep	135	2,068	5,000	-	-	-	( 5,000) -100%
42065-42060	PENALTY AND FINES	-	-	18,873	-	-	-	( 18,873) -100%
42080-42060	City Contributions/Donations	10,000	20,112	30,000	20,000	-	-	( 10,000) -33%
42080-42065	City/Community Engagement	-	-	3,000	-	-	-	( 3,000) -100%
42080-42075	Tsuruta Travel	-	-	-	4,700	-	-	4,700

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
42080-42085	Misc - Non-Departmental	614	53	2,000	2,000	-	-	-
42080-47020	City Grants	57,589	34,865	23,000	23,000	-	-	-
42090-42000	Intergovernmental- State	-	-	-	1,500	-	-	1,500
42090-42092	INTERGOVERNMENTAL - ANNEXATION	20,999	15,949	5,000	3,900	-	-	( 1,100)
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>194,556</b>	<b>335,817</b>	<b>186,873</b>	<b>90,100</b>			<b>( 96,773)</b>
<b>CAPITAL OUTLAY</b>								
43015-00520	Safe Routes to School Projects	-	33,589	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>		<b>33,589</b>					
	<b>TOTAL EXPENDITURES</b>	<b>194,556</b>	<b>369,406</b>	<b>186,873</b>	<b>90,100</b>			<b>( 96,773)</b>
<b>CONTINGENCY/TRANSFER</b>								
45200-00000	TRANS TO- ROAD	-	-	50,000	50,000	-	-	-
45310-00000	TRANS TO - Building Fund	-	-	-	175,000	-	-	175,000
45805-00000	TRANSFER TO - Admin Fund	-	-	59,414	-	-	-	( 59,414)
45815-00000	TRANSFER TO - COMP ABSENCES	-	100,000	-	-	-	-	-100%
47005-00000	CONTINGENCY	-	-	340,000	400,000	-	-	60,000
	<b>TOTAL CONTINGENCY/TRANSFER</b>		<b>100,000</b>	<b>449,414</b>	<b>625,000</b>			<b>175,586</b>
48010-00000	Unappropriated Fund Balance	-	-	174,302	-	-	-	( 174,302)
<b>100-190</b>	<b>TOTAL Non-Departmental</b>	<b>( 0)</b>	<b>0</b>	<b>0</b>				<b>( 0)</b>
<b>Unappropriated Ending Balance</b>								
<b>100-GENERAL</b>		<b>4,151,355</b>	<b>5,097,657</b>	<b>4,818,764</b>	<b>3,788,096</b>			<b>(1,030,667)</b>
								<b>-100%</b>



**PROGRAM NAME:** General Fund – Public Safety - Police

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

**PROGRAM DESCRIPTION:** The Police Department's responsibility is to promote community livability by serving and protecting those who live, work, and visit our community. It is the department's commitment to provide a proactive level of service to prevent and/or reduce crime. We hold ourselves accountable to the highest standards of excellence and achievement, while continuously growing our relationship between the department and community.

The Police Department has an obligation to govern criminal and non-criminal incidents within the city limits and the surrounding area of our community. This responsibility is accomplished through the enforcement of State, Federal, and Local Ordinances and Regulations. The Police Department is responsible to promote community livability by reducing crime, fear, and disorder. Always remember, our employees are the Police Department's most valuable resource.

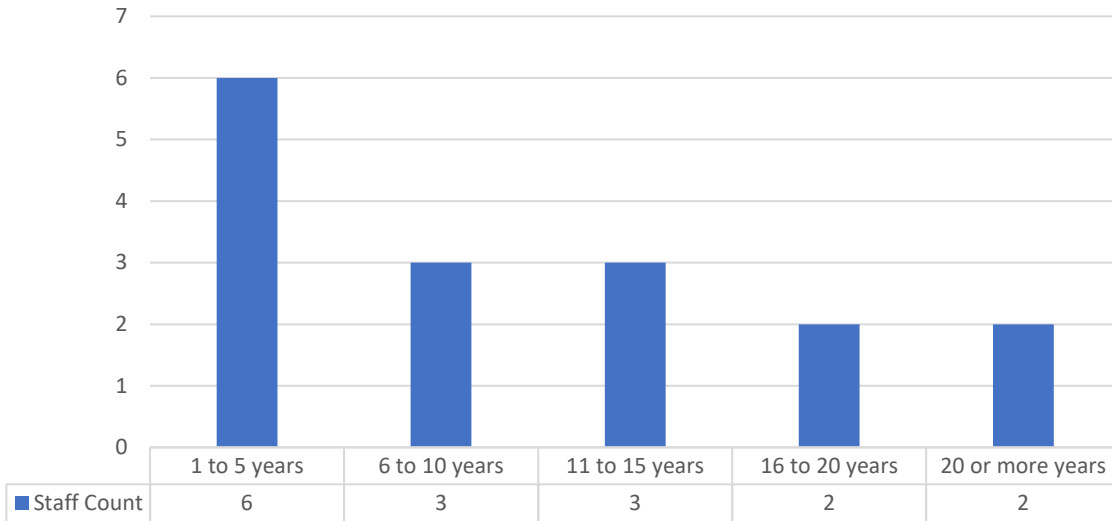
The Police Department prioritizes patrol duties as the primary responsibility for the community. With the department's staffing level, focus is patrol. The Police Department provides 24/7 police services to the community. In addition to 24-hour service, the goal is to have two police officers on duty for City service response needs and proactive enforcement.

The city is the daily service hub for Hood River County, Mosier, and neighboring Washington cities. In addition, the City remains a desirable place to live, visit, and engage in social and recreational activities. The increased population flux impacts the Police Department services, resources, and staff.

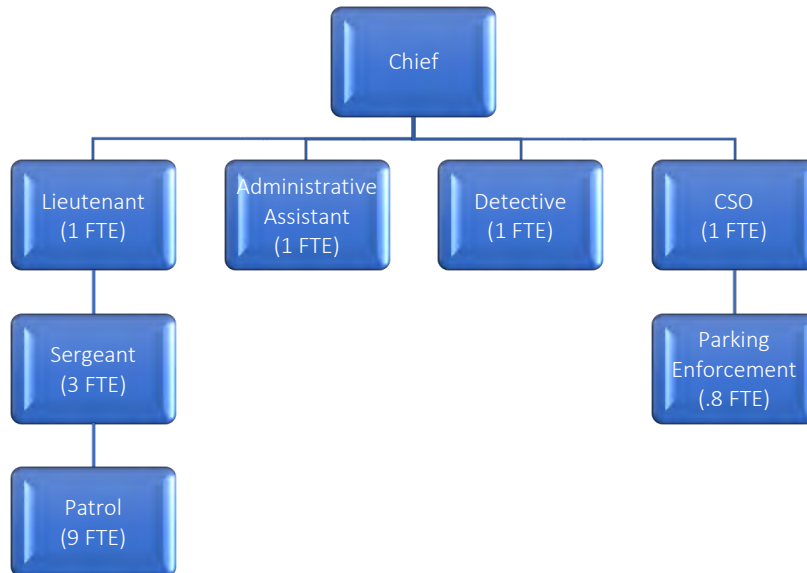
The Police Department is very excited for the upcoming fiscal year. As I wrote in the budget overview last year, the department had been down 2 to 4 employees at any given time throughout the year. As of now, only 1 position is open and interviews are occurring in the second week of April to fill this position. With the new hire, it will be over a year before the person will be on their own covering a patrol shift.

The Police Department is staffed with 18 FTE positions. Of the 18 positions, 15 are State Certified Police Officers (includes Chief of Police and Lieutenant), 1 Community Service Officer (CSO), 1 Office Administrator, and 1 Parking Enforcement.

Staff Experience  
Years Employed by City of Hood River



Organizational Chart

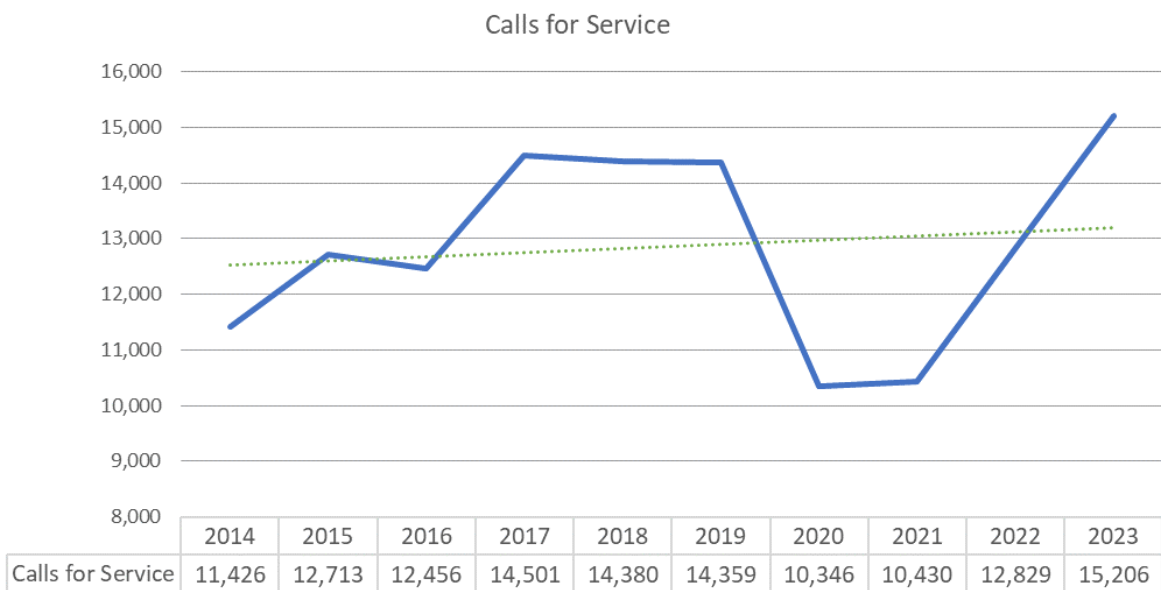


In the 2023 calendar year, 15 certified police officers registered a combined total of 2,021 hours of service training and additional 640 hours of Police Academy training logged through the Oregon Department of Public Safety Standards & Training.

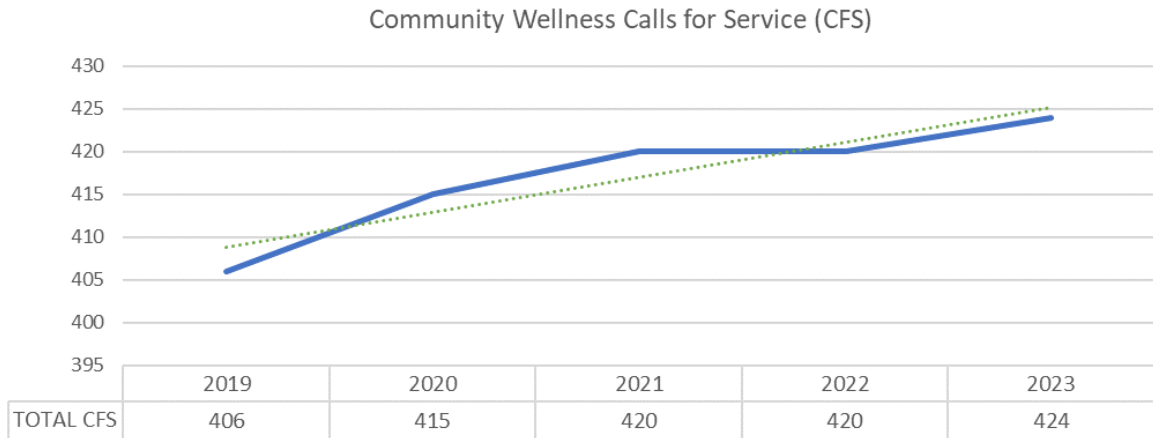


The department currently has 3 Reserve Officers that volunteer. A Reserve Officer assists in performing community outreach and law enforcement duties in the community. In 2023, 235 hours of volunteered time were directed to law enforcement assistance within the community.

In the 2023 calendar year, the department responded to 15,206 calls for service. This is an increase of 19% from 2022.

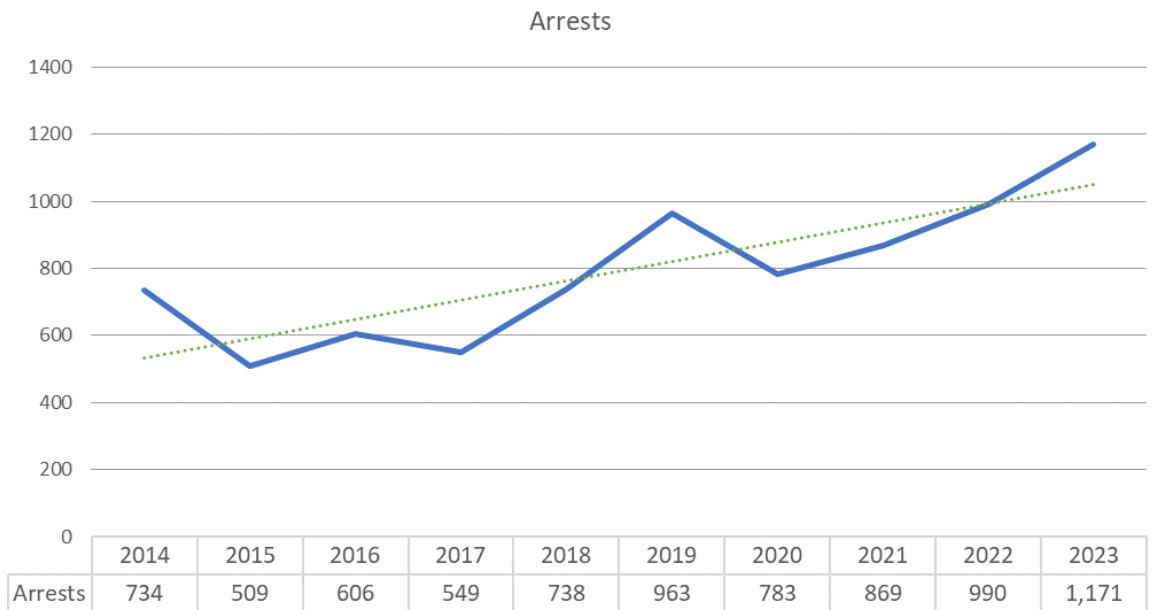


In the 2023 calendar year, community wellness calls were slightly higher than 2022 department numbers.

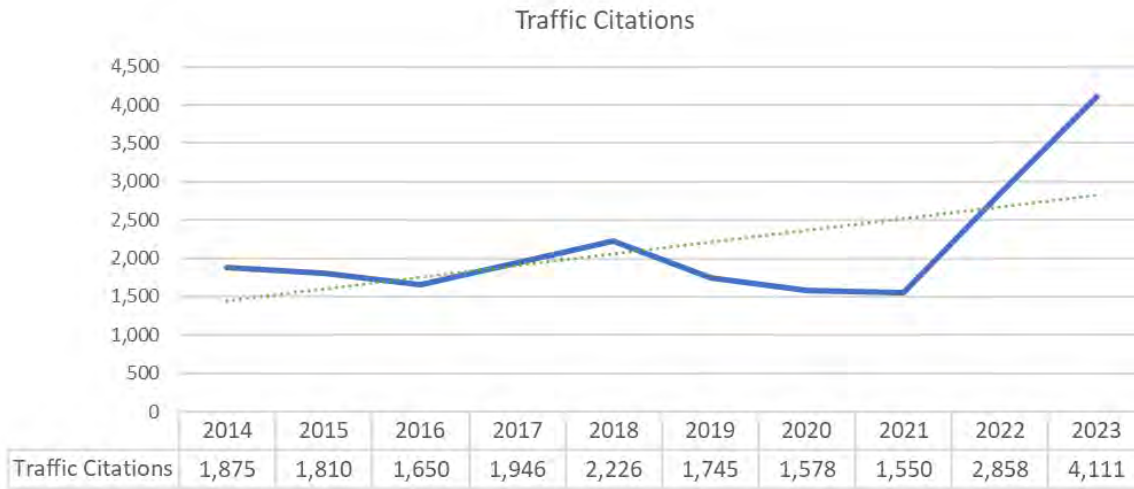


\*Includes calls for service regarding: home visits, mental health, suicide, and welfare checks.

For the 2023 calendar year, the department recorded 1,171 criminal arrest charges. This is an increase of 18% from 2022.



In the 2023 calendar year, a total of 4,111 traffic citations were issued. This is an increase of 44% since 2022.



Over the last 3 years, the department has averaged 12,822 calls for service, 1,010 arrest charges, and 2,840 traffic citations per year.

**Capital Outlay**

No new capital purchase request in this budget cycle.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>100-140</b>	<b>Public Safety - Police</b>							
	<b>REVENUE</b>							
33035-38030	Towed Vehicle	4,715	7,152	5,370	7,676	-	-	2,306
34030-34035	Federal Grants- BP Vests CFDA#	-	1,602	2,100	2,100	-	-	-
34035-34032	State Grant-Distracted Driving	2,270	1,305	4,000	4,000	-	-	-
34035-34034	State Grants-DUII	-	2,825	5,000	5,000	-	-	-
38035-38010	Police Misc revenue	1,705	1,884	1,966	1,906	-	( 60)	-3%
38035-38035	PD Alarm Permits	3,438	3,229	3,340	3,771	-	431	13%
38035-38050	Police reports	1,968	2,616	2,859	2,442	-	( 417)	-15%
	<b>TOTAL REVENUE</b>	<b>14,097</b>	<b>20,615</b>	<b>24,635</b>	<b>26,895</b>		<b>2,260</b>	<b>9%</b>
	General Fund Subsidy IN(+)/OUT(-)	2,656,463	2,947,718	3,125,827	3,288,426	-	162,598	5%
	<b>REQUIREMENTS</b>							
	<b>PAYROLL</b>							
41005-00000	SALARIES AND WAGES	1,219,402	1,450,583	1,433,987	1,511,128	-	77,141	5%
41006-00000	Overtime - Police	51,448	28,527	57,359	52,889	-	( 4,470)	-8%
41011-00000	PERS	328,416	321,023	374,230	388,397	-	14,167	4%
41012-00000	Health/Dental/Life Ins.	282,462	340,749	391,711	414,227	-	22,516	6%
41013-00000	Social Sec/Medicare/UI/MC/PFML	134,792	151,202	128,808	136,232	-	7,424	6%
41014-00000	Comp. Absences	13,579	27,029	39,443	26,597	-	( 12,846)	-33%
41060-00000	HOLIDAY CASHOUTS	66,460	55,086	82,213	80,453	-	( 1,760)	-2%
	<b>TOTAL PAYROLL</b>	<b>2,096,563</b>	<b>2,374,202</b>	<b>2,507,751</b>	<b>2,609,923</b>		<b>102,172</b>	<b>4%</b>
	<b>MATERIALS &amp; SERVICES</b>							
42005-40010	Office Supplies - Police	3,728	3,295	2,984	5,300	-	2,316	78%
42005-40015	Operating Materials - Police	708	3,143	2,185	-	-	( 2,185)	-100%
42005-40020	Fuel & Lube - Police	28,755	37,867	30,000	31,200	-	1,200	4%
42005-40025	Uniforms & Clothing - Police	8,283	17,767	12,675	13,182	-	507	4%
42005-40030	Ammunition	4,219	3,981	4,503	4,503	-	-	-
42005-40035	Printing - Police	2,079	1,939	1,251	1,251	-	-	-
42005-40040	Evidence Supplies	176	1,002	1,563	1,563	-	-	-
42010-11501	IT Services - Police	4,647	1,256	1,570	1,570	-	-	-
42010-40115	Contract Svcs - Police	43,402	32,814	48,000	57,930	-	9,930	21%
42010-40146	In Custody Medical Expenses	3,572	652	4,000	4,000	-	-	-
42010-40150	Professional Svcs - Police	2,107	1,185	2,217	2,217	-	-	-
42015-40205	Telephone - Police	3,986	8,777	8,451	8,451	-	-	-
42015-40210	Postage - Police	785	1,757	1,500	1,560	-	60	4%
42020-42000	Advertising & Pub - police	1,809	215	1,066	1,066	-	-	-
42030-42030	Insurance- Police	77,222	79,808	92,578	96,783	-	4,205	5%



Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
42035-40310	Heating (Gas/Oil) - Police	955	64	1,100	1,100	-	-	-
42035-40315	Garbage Svc - Police	-	20	-	-	-	-	-
42040-40405	Equipment Repairs - Police	510	-	405	405	-	-	-
42040-40415	Facility Maint- Police	319	380	-	15,000	-	-	15,000
42040-40420	Janitorial - Police	10,125	12,704	13,635	13,635	-	-	-
42050-40505	Dues & Subscriptions - Police	1,990	2,106	2,450	2,450	-	-	-
42050-40510	Books & Manuals - Police	-	163	210	210	-	-	-
42050-40525	Trainings & Meetings - Police	5,053	14,146	17,250	17,940	-	-	690
42050-40532	Public Education - Police	-	-	526	526	-	-	-
42075-40620	Misc Minor Tools & Equip - Pol	22,329	20,944	19,240	20,010	-	-	770
42080-00000	MISCELLANEOUS	2,099	2	-	-	-	-	-
42080-42081	ADMIN SERVICES ALLOC (GEN)	176,823	181,815	198,194	247,997	-	-	49,803
42080-42811	Vehicle Replacement Charge	168,306	166,322	175,158	155,548	-	-	( 19,610)
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>573,997</b>	<b>594,132</b>	<b>642,711</b>	<b>705,397</b>			<b>62,686</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,670,560</b>	<b>2,968,334</b>	<b>3,150,462</b>	<b>3,315,321</b>			<b>164,858</b>
								<b>5%</b>



**PROGRAM NAME:** General Fund – Public Safety – Fire

**RESPONSIBLE MANAGER(S):** Leonard Damian, Fire Chief

**PROGRAM DESCRIPTION:** Hood River Fire & EMS is responsible for preventing, preparing for, and protecting the people who live, work, and visit our city from the dangers of fire, medical emergencies, natural disasters, and other emergency conditions. The department operates from a single station located at 1785 Meyer Parkway. The fleet comprises 12 vehicles, including two fire engines, one 95-foot tower ladder, one brush fire vehicle, two command vehicles, one support pick-up, 3 Advanced Life Support ambulances, and one remote access vehicle.

Most of the 17-response staff 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 \$886,082 in FY2022-23 by 911 calls and inter-facility transfers from Providence Hood River Hospital. Ground Emergency Medical Transportation (GEMT) supplemental payment program provided an additional \$197,000 in FY2022-23, and FireMed membership revenue has been steady at around \$35,000 for several fiscal years.

The fire department received 2,019 emergency calls for service in 2023, which is 1.7% more than the previous year. The number of inter-facility transfers also increased by 31.3% from the previous year, with a total of 373 transfers in 2023. In Q1-2024, the fire department completed 96 transfers, which is 15.7% more than Q1-2023 illustrating a continued trend. The department has streamlined communication with Providence Hood River and is now using Life Flight for critical transfers by air and ground, which allows them to maintain staffing levels within the city and improve response reliability and response times for local emergencies.

The fire department staff includes the Fire Chief, administration assistant (0.5 FTE), and sixteen (16) shift firefighter/paramedics consisting of 3 Captains, 3 Lieutenants, and 10 Engineers. The paid staff are all dual-role employees, filling firefighting and EMS-related functions. Additionally, the department has a roster of 10 volunteers, of which 2 are operational firefighters, 6 are EMS-only volunteers, and 2 fill various support functions. In June 2023, HRFD was awarded an Office of State Fire Marshal (OSFM) Oregon Fire Service Capacity Grant for \$384,025. This matching three-year grant allowed for the addition of one (1) FTE, working a 40-hour work week, to address the workload during high-call volume hours.

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 critical response information.	Utilize a city-wide GIS approach to provide pre-fire planning and maps to improve response and recovery efforts
2. Develop processes and policies 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 reduce the number and frequency of calls and emergency department visits.
3. Advance a workforce with a focus on core functions that improve emergency response	Conduct workforce planning and support career development to prepare for future staffing needs and sustain employee expertise.

### INCIDENT STATISTICS:

	2018	2019	2020	2021	2022	2023
EMS	1351	1437	1287	1515	1623	1776
FIRE	327	388	377	451	362	243
<b>TOTAL</b>	<b>1678</b>	<b>1825</b>	<b>1664</b>	<b>1966</b>	<b>1985</b>	<b>2019</b>

### PERSONNEL SUMMARY:

#### Full-time Equivalents

2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
15.0	15.3	16.0	15.2	16.2	16.2	16.2	16.5	17.5*	17.5

\* FY2024 hiring of an additional firefighter facilitated by the Oregon Fire Service Capacity Grant.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>100-125</b>	<b>Public Safety - Fire/EMS</b>							
	<b>REVENUE</b>							
32020-32015	Fire Marshall Fees	42,691	6,851	20,581	14,525	-	-	( 6,056) -29%
34035-34036	State Grants (Fire- Awards)	-	451,465	384,025	-	-	-	( 384,025) -100%
35010-00000	Fire Response Reimbursements	3,466	-	2,500	2,500	-	-	-
35015-00000	Ambulance Fee Receipts	970,134	886,082	970,811	1,081,730	-	-	110,919 11%
35015-00000	Ambulance Fee Receipts	-	-	-	-	-	-	-
35016-00000	GEMT Reimbursement	49,697	129,752	113,220	116,617	-	-	3,397 3%
35017-00000	GEMT-CCO Reimb. Cord. Care	64,698	67,745	-	-	-	-	-
35030-00000	Fire Med Memberships	34,490	37,022	32,280	33,248	-	-	968 3%
38035-00000	Miscellaneous- Amb	6,789	4,346	3,171	3,171	-	-	-
38040-00000	Facilities Rental Income	21,227	35,451	20,937	21,793	-	-	856 4%
38070-00000	Fire Dept- Misc Revenue	6	22	2,575	1,607	-	-	( 968) -38%
	<b>TOTAL REVENUE</b>	<b>1,193,202</b>	<b>1,618,738</b>	<b>1,550,100</b>	<b>1,275,191</b>			<b>( 274,909) -18%</b>
	General Fund Subsidy IN(+)/OUT(-)	2,697,603	3,149,971	3,152,797	3,684,096	-	-	531,299 17%
	<b>REQUIREMENTS</b>							
	<b>PAYROLL</b>							
41005-00000	SALARIES AND WAGES	1,570,023	1,665,629	1,851,699	1,972,890	-	-	121,190 7%
41006-00000	Overtime - Fire	191,978	190,962	274,913	256,476	-	-	( 18,437) -7%
41011-00000	PERS	452,662	433,348	511,822	539,813	-	-	27,991 5%
41012-00000	Health/Dental/Life Ins.	341,732	347,437	454,941	468,472	-	-	13,531 3%
41013-00000	Social Sec/Medicare/UI/MC/PFML	189,458	207,239	180,824	192,773	-	-	11,949 7%
41014-00000	Comp. Absences	22,910	44,380	64,531	44,458	-	-	( 20,073) -31%
41060-00000	HOLIDAY CASHOUTS	109,198	146,139	100,000	100,000	-	-	-
	<b>TOTAL PAYROLL</b>	<b>2,877,962</b>	<b>3,035,137</b>	<b>3,438,730</b>	<b>3,574,882</b>			<b>136,151 4%</b>
	<b>MATERIALS &amp; SERVICES</b>							
42005-40005	Supplies - Fire	48,346	58,670	41,387	43,042	-	-	1,655 4%
42005-40010	Office Supplies - Fire	3,670	3,548	3,396	3,532	-	-	136 4%
42005-40015	Operating Materials - Fire	-	51	-	-	-	-	-
42005-40020	Fuel & Lube - Fire	24,875	30,011	19,469	20,248	-	-	779 4%
42005-40025	Uniforms & Clothing - Fire	18,544	33,198	30,084	31,287	-	-	1,203 4%
42005-40032	Fire Prevention Supplies	-	506	1,082	1,125	-	-	43 4%
42005-40035	Printing - Fire	55	95	541	562	-	-	21 4%
42010-11501	IT Services - Fire	5,787	2,032	1,645	1,710	-	-	65 4%
42010-40110	Audit Svcs - Medicare	-	-	35,000	-	-	-	( 35,000) -100%
42010-40115	Contract Svcs - Fire	21,964	26,948	63,349	65,883	-	-	2,534 4%
42010-40150	Professional Svcs - Fire	52,489	62,730	45,558	47,380	-	-	1,822 4%

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
42015-40210	Postage - Fire	145	79	866	901	-	-	35 4%
42015-40230	Internet Svc - Fire	-	-	-	-	-	-	-
42015-40235	Radios	10,643	680	11,120	11,565	-	-	445 4%
42020-42000	Advertising & Pub-Fire	60	29	4,435	4,612	-	-	177 4%
42030-42030	Insurance- Fire	74,223	78,401	90,946	94,884	-	-	3,938 4%
42035-40305	Electricity - Fire	12,894	13,866	19,469	20,248	-	-	779 4%
42035-40310	Heating (Gas/Oil) - Fire	9,145	11,247	7,355	7,649	-	-	294 4%
42035-40315	Garbage Svc - Fire	1,653	1,545	1,731	1,800	-	-	69 4%
42035-40320	City Utilities - Fire	8,994	8,499	10,275	10,686	-	-	411 4%
42040-40405	Equipment Repairs - Fire	4,396	12,375	11,609	12,703	-	-	1,094 9%
42040-40410	Vehicle Maint/Rep - Fire	54,121	53,084	34,168	35,535	-	-	1,367 4%
42040-40415	Facility Maint- Fire	37,246	69,818	19,486	20,265	-	-	779 4%
42040-40420	Janitorial - Fire	2,012	1,272	3,786	3,937	-	-	151 4%
42050-40505	Dues & Subscriptions - Fire	627	3,329	811	843	-	-	32 4%
42050-40510	Books & Manuals - Fire	1,355	1,835	1,352	1,406	-	-	54 4%
42050-40525	Trainings & Meetings - Fire	25,472	58,919	70,808	70,808	-	-	-
42050-40535	Staff Recognition	166	47	3,407	3,543	-	-	136 4%
42075-40620	Misc Minor Tools & Equip - Fir	28,909	31,874	23,690	24,638	-	-	948 4%
42080-40700	Miscellaneous- Misc. - Fire	-	2	-	-	-	-	-
42080-40705	Volunteer Expenses - Fire	671	711	7,355	7,649	-	-	294 4%
42080-42081	ADMIN SERVICES ALLOC (GEN)	230,291	264,579	292,883	365,123	-	-	72,240 25%
42080-42085	Miscellaneous- Misc.	5,404	11,729	6,842	7,116	-	-	274 4%
42080-42811	Vehicle Replacement Charge	328,674	343,530	379,762	463,725	-	-	83,963 22%
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,012,843</b>	<b>1,185,252</b>	<b>1,243,667</b>	<b>1,384,405</b>			<b>140,738 11%</b>
<b>CAPITAL OUTLAY</b>								
43020-40620	Machinery & Equipment - EMS	-	-	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>							
	<b>TOTAL EXPENDITURES</b>	<b>3,890,806</b>	<b>4,220,389</b>	<b>4,682,397</b>	<b>4,959,287</b>			<b>276,890 6%</b>
<b>CONTINGENCY/TRANSFER</b>								
45811-00000	TRANSFER TO - FLEET ISF	-	448,320	20,500	-	-	-	( 20,500) -100%
45815-00000	Transfer To - Comp Absence Rsv	-	100,000	-	-	-	-	-
	<b>TOTAL CONTINGENCY/TRANSFER</b>		<b>548,320</b>	<b>20,500</b>				<b>( 20,500) -100%</b>



**PROGRAM NAME:** General Fund – Parks

**RESPONSIBLE MANAGER(S):** Adam Schmid, Director of Public Works

**PROGRAM DESCRIPTION:** The Parks Fund provides all maintenance for 15 parks spanning 23 acres within City limits. The City is currently contracting with Crystal Greens Landscaping to perform routine maintenance and cleanup of all 15 City parks.

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.

**PERSONNEL SUMMARY:**

Refer to Public Works Overview

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>100-130</b>	<b>Parks</b>							
<b>RESOURCES</b>	<b>REVENUE</b>							
32005-32005	PARK USAGE FEES	7,542	13,366	11,419	5,416	-	-	( 6,003) -53%
38035-00000	Miscellaneous - Parks	50	-	2,060	1,112	-	-	( 948) -46%
38035-38000	Donations	-	-	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>7,592</b>	<b>13,366</b>	<b>13,479</b>	<b>6,528</b>	-	-	<b>( 6,951) -52%</b>
	General Fund Subsidy IN(+)/OUT(-)	553,925	599,608	736,888	782,050	-	-	45,162 6%
<b>REQUIREMENTS</b>	<b>PAYROLL</b>							
41005-00000	SALARIES AND WAGES	98,772	58,063	110,131	113,415	-	-	3,284 3%
41006-00000	Overtime - Parks	3,647	3,096	1,071	1,146	-	-	75 7%
41011-00000	PERS	21,078	10,611	20,977	21,842	-	-	865 4%
41012-00000	Health/Dental/Life Ins.	32,736	14,916	41,027	40,057	-	-	( 970) -2%
41013-00000	Social Sec/Medicare/UI/MC/PFML	11,161	5,783	9,032	9,408	-	-	376 4%
41014-00000	Comp. Absences	1,228	1,371	3,434	2,286	-	-	( 1,148) -33%
	<b>TOTAL PAYROLL</b>	<b>168,625</b>	<b>93,841</b>	<b>185,672</b>	<b>188,154</b>	-	-	<b>2,482 1%</b>
<b>MATERIALS &amp; SERVICES</b>								
42005-40010	Office Supplies - Parks & Rec	653	276	500	500	-	-	-
42005-40015	Operating Materials - Parks	23,186	32,865	23,500	23,500	-	-	-
42005-40020	Fuel & Lube - Parks & Rec	2,349	7,069	4,800	4,800	-	-	-
42005-40025	Uniforms & Clothing - Parks	733	1,131	1,500	1,500	-	-	-
42005-40035	Printing - Parks	-	10	-	-	-	-	-
42010-40115	Contract Svcs - Parks	6,697	46,881	141,500	151,400	-	-	9,900 7%
42010-40150	Professional Svcs - Parks	626	1,445	20,000	20,000	-	-	-
42015-40205	Telephone - Parks	200	522	-	-	-	-	-
42020-42000	ADVERTISING AND PUBLISHING	-	-	100	100	-	-	-
42035-40305	Electricity - Parks	11,566	10,875	14,000	14,000	-	-	-
42035-40315	Garbage Svc - Parks	17,629	24,886	18,000	18,000	-	-	-
42035-40320	City Utilities - Parks	44,491	43,444	60,000	60,000	-	-	-
42040-40415	Facility Maint- Parks	171,931	187,048	74,000	84,000	-	-	10,000 14%
42040-40420	Janitorial - Parks & Rec	25,241	70,296	51,000	51,000	-	-	-
42050-40505	Dues & Subscriptions - Parks	50	-	-	-	-	-	-
42050-40525	Trainings & Meetings - Parks	647	1,421	1,500	1,500	-	-	-
42075-40620	Misc Minor Tools & Equip-Prks	-	-	-	-	-	-	-
42080-00000	MISCELLANEOUS	-	-	5,000	5,000	-	-	-
42080-42081	ADMIN SERVICES ALLOC (GEN)	38,849	44,164	43,338	53,963	-	-	10,625 25%
42080-42811	Vehicle Replacement Charge	48,039	46,794	28,457	40,861	-	-	12,404 44%

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>392,892</b>	<b>519,132</b>	<b>487,195</b>	<b>530,124</b>			<b>42,929</b> <b>9%</b>
<b>CAPITAL OUTLAY</b>								
43015-43009	Mann Park	-	-	77,500	35,000	-	-	( 42,500)      -55%
43015-43011	Wilson Park Revovation/Signage	-	-	-	5,300	-	-	5,300      -
43015-43100	Children's Park Retaining Wall	-	-	-	30,000	-	-	30,000      -
<b>TOTAL CAPITAL OUTLAY</b>				<b>77,500</b>	<b>70,300</b>			<b>( 7,200)</b> <b>-9%</b>
<b>TOTAL EXPENDITURES</b>		<b>561,517</b>	<b>612,974</b>	<b>750,367</b>	<b>788,578</b>			<b>38,211</b> <b>5%</b>





**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, Zoning Code, and other long-range planning efforts. Planning operates the City’s short term rental program, provides project management support to Urban Renewal and other administrative programs.

FY2023-24 was characterized by the amortization of approximately 50 non-conforming short-term rental licenses (a 25% reduction in the overall number of licenses within the City 200-150), the approval of 84 new hotel rooms, Westside, and Heights Urban Renewal planning efforts, \$3.5 million in grant awards announced for housing and development and initiation of the Rand Road Housing site plan approval process. Over 485 building permits, 150 short term rental licenses and 40 Land use applications were initiated during 2023 calendar year, which included commercial and residential construction, subdivisions, site plans, conditional use approvals, multifamily and townhouse residential developments, and site specific rezonings.

The FY2024-25 budgets are relatively level, anticipates sustaining staff capacity, and supplementing full time staff with contract services for building services and state awarded grants. In 2024, planning was able to fill its customer facing administrative position and undertake process improvements intended to expedite building permits processing using e-permitting software, and an online portal for short term licenses application and tracking.

Additional project funds are requested for consulting assistance to support continued work on Rand Road, current application support, building program operating procedures and process improvements, updated contracts and intergovernmental agreements, and a development code audit and amendment.

**PERSONNEL SUMMARY:**

**Full-time Equivalents**

2016	2017	2018	2019	2020	2021	2022	2023	2024*	2025*
2.9	2.8	3.8	3.9	4.0	4.0	3.5	3.3	3.0	3.0

\* Commencing in 2024, Planning allocates additional staff time to the Building Department

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>100-135</b>	<b>Planning</b>							
<b>RESOURCES</b>	<b>REVENUE</b>							
35025-30105	Planning Fees - Annexation	4,884	5,228	4,948	2,598	-	-	( 2,350) -47%
35025-30110	Planning Fees - Appeal	902	250	321	169	-	-	( 152) -47%
35025-30120	Planning Fee - Conditional Use	14,856	2,120	8,586	4,617	-	-	( 3,969) -46%
35025-30125	Planning Fees - Documents	228	2,191	-	-	-	-	-
35025-30130	Planning Fees - Land Division	24,781	13,028	14,938	13,595	-	-	( 1,343) -9%
35025-30135	Planning Fee - Land Use Permit	19,779	16,467	17,811	16,869	-	-	( 942) -5%
35025-30140	Planning Fee-Plan & Zone Amend	4,134	-	-	-	-	-	-
35025-30145	Planning Fees-Site Plan Review	15,298	12,232	23,034	24,186	-	-	1,152 5%
35025-30155	Planning Fees - Variance	1,795	4,922	4,813	3,152	-	-	( 1,661) -35%
35025-30160	Planning Fees-Pre Application	5,091	1,948	2,597	2,278	-	-	( 319) -12%
35025-30170	Planning Fee- PUD	-	-	359	188	-	-	( 171) -48%
35025-30181	PLANNING FEE - STR APPL FEE	2,266	3,118	3,965	11,637	-	-	7,672 193%
35025-30182	PLANNING FEE - STR ANNUAL FEE	34,483	28,414	34,073	34,440	-	-	367 1%
35025-30195	Planning Fee-Other	-	609	652	-	-	-	( 652) -100%
	<b>TOTAL REVENUE</b>	<b>128,498</b>	<b>90,529</b>	<b>116,097</b>	<b>113,729</b>			<b>( 2,368) -2%</b>
	General Fund Subsidy IN(+)/OUT(-)	493,012	445,606	433,823	536,933	-	-	103,110 24%
<b>REQUIREMENTS</b>	<b>PAYROLL</b>							
41005-00000	SALARIES AND WAGES	302,448	294,308	263,887	275,985	-	-	12,098 5%
41006-00000	Overtime - Planning	1,601	2,878	3,200	3,200	-	-	-
41011-00000	PERS	65,345	54,537	54,900	57,339	-	-	2,439 4%
41012-00000	Health/Dental/Life Ins.	52,636	29,404	27,658	33,799	-	-	6,141 22%
41013-00000	Social Sec/Medicare/UI/MC/PFML	23,394	23,609	21,871	23,136	-	-	1,265 6%
41014-00000	Comp. Absences	2,571	4,496	6,149	4,116	-	-	( 2,033) -33%
	<b>TOTAL PAYROLL</b>	<b>447,997</b>	<b>409,234</b>	<b>377,665</b>	<b>397,575</b>			<b>19,910 5%</b>
<b>MATERIALS &amp; SERVICES</b>								
42005-40010	Office Supplies - Planning	94	995	1,500	1,500	-	-	-
42005-40015	Operating Materials - Planning	516	194	750	750	-	-	-
42005-40035	Printing - Planning	179	139	450	450	-	-	-
42010-11501	IT Services	2,430	1,200	3,300	3,300	-	-	-
42010-40105	Legal Svcs - Planning	8,600	14,685	12,000	5,000	-	-	( 7,000) -58%
42010-40115	Contract Svcs - Planning	62,648	220	15,000	15,000	-	-	15,000 -
42010-40150	Professional Svcs - Planning	54,237	62,286	100,000	167,000	-	-	67,000 67%
42015-40205	Telephone - Planning	718	764	-	-	-	-	-
42015-40210	Postage - Planning	569	1,868	2,500	2,500	-	-	-

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
42020-42000	Advertising & Pub-Planning	952	1,740	2,500	2,500	-	-	-
42050-40505	Dues & Subscriptions - Plan	1,338	1,667	800	800	-	-	-
42050-40525	Training & Meetings - Planning	539	952	3,000	3,000	-	-	-
42080-42081	ADMIN SERVICES ALLOC (GEN)	40,341	40,113	45,455	51,287	-	-	5,832
42080-42085	Misc- Planning	348	74	-	-	-	-	-
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>173,513</b>	<b>126,901</b>	<b>172,255</b>	<b>253,087</b>			<b>80,832</b>
	<b>TOTAL EXPENDITURES</b>	<b>621,511</b>	<b>536,135</b>	<b>549,920</b>	<b>650,662</b>			<b>100,742</b>
								<b>18%</b>



**PROGRAM NAME:** General Fund – City Council

**RESPONSIBLE MANAGER(S):** Abigail Elder, City Manager

**PROGRAM DESCRIPTION:**

The City of Hood River is the elected legislative body that represents residents and provides policy and fiscal leadership regarding the delivery of services and capital improvements for the community.

City Council consists of a mayor serving a two-year term, and six councilors who serve four-year terms. City Council meets the second and fourth Mondays of the month. Council members also represent the City of Hood River through participation on external boards, connecting with other elected officials, and meeting with constituents.

The City Council budget reflects expenses for council compensation, resources for an annual goal-setting session, training and travel, membership fees, and outreach activities.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>100-115</b>	<b>City Council</b>							
<b>RESOURCES</b>								
	General Fund Subsidy IN(+)/OUT(-)	34,356	14,265	27,111	110,956	-	-	83,845 309%
<b>REQUIREMENTS</b>								
	<b>PAYROLL</b>							
41005-00000	SALARIES AND WAGES	4,200	4,200	4,848	72,720	-	-	67,872 1400%
41012-00000	Health/Dental/Life Ins.	-	-	6	89	-	-	83 1383%
41013-00000	Social Sec/Medicare/UI/WC/PFML	335	341	395	5,999	-	-	5,604 1419%
	<b>TOTAL PAYROLL</b>	<b>4,535</b>	<b>4,541</b>	<b>5,249</b>	<b>78,808</b>			<b>73,559 1401%</b>
	<b>MATERIALS &amp; SERVICES</b>							
42005-00000	OPERATING SUPPLIES	-	-	2,000	500	-	-	( 1,500) -75%
42005-40035	Printing - Council	102	710	700	100	-	-	( 600) -86%
42010-00000	Professional Svcs - Council	-	3,724	10,000	11,000	-	-	1,000 10%
42010-11501	IT Services - Council	-	-	500	100	-	-	( 400) -80%
42010-40105	Legal Services	3,185	-	-	-	-	-	- -
42010-40150	Professional services	22,714	-	-	-	-	-	- -
42050-40505	Dues & Subscriptions - Council	1,302	139	1,000	650	-	-	( 350) -35%
42050-40525	Trainings & Meetings - Council	1,199	3,132	5,500	12,000	-	-	6,500 118%
42080-00000	MISCELLANEOUS	295	542	350	1,000	-	-	650 186%
42080-40275	Tsuruta Travel	-	-	-	4,700	-	-	4,700 -
42080-42081	ADMIN SERVICES ALLOC (GEN)	1,023	1,476	1,812	2,098	-	-	286 16%
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>29,821</b>	<b>9,724</b>	<b>21,862</b>	<b>32,148</b>			<b>10,286 47%</b>
	<b>TOTAL EXPENDITURES</b>	<b>34,356</b>	<b>14,265</b>	<b>27,111</b>	<b>110,956</b>			<b>83,845 309%</b>



**PROGRAM NAME:** Engineering

**RESPONSIBLE MANAGER(S):** Adam Schmid, Director of Public Works

**PROGRAM DESCRIPTION:** The Engineering program provides support for the activities of the City's utility infrastructure, including water, wastewater, roads, and stormwater management. Also, as part of the Engineering program, the City has an engineering contract services arrangement with the HBH Engineering Company. HBH participates as part of the City's development review team for new development applications and provides technical construction management expertise for major projects. HBH also provides the City with registered professional civil engineering consulting and other services, including surveyor capability.

**PERSONNEL SUMMARY:**

Refer to Public Works Overview

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>100-120</b>	<b>Engineering</b>							
<b>RESOURCES</b>								
<b>REVENUE</b>								
35030-00000	ENGINEERING INCOME	259,129	123,923	167,385	91,562	-	-	( 75,823) -45%
	<b>TOTAL REVENUE</b>	<b>259,129</b>	<b>123,923</b>	<b>167,385</b>	<b>91,562</b>			<b>( 75,823) -45%</b>
General Fund Subsidy IN(+)/OUT(-)								
		82,217	173,405	150,294	241,567	-	-	91,273 61%
<b>REQUIREMENTS</b>								
<b>PAYROLL</b>								
41005-00000	SALARIES AND WAGES	32,614	29,291	23,528	31,717	-	-	8,189 35%
41011-00000	PERS	6,456	1,597	4,195	5,655	-	-	1,460 35%
41012-00000	Health/Dental/Life Ins.	10,436	10,342	1,825	2,332	-	-	507 28%
41013-00000	Social Sec/Medicare/UI/MC/PFML	2,766	2,568	1,924	2,625	-	-	701 36%
41014-00000	Comp. Absences	421	897	548	473	-	-	( 75) -14%
	<b>TOTAL PAYROLL</b>	<b>52,694</b>	<b>44,697</b>	<b>32,020</b>	<b>42,802</b>			<b>10,782 34%</b>
<b>MATERIALS &amp; SERVICES</b>								
42005-40015	Operating Materials - Eng	-	33	-	-	-	-	-
42010-40115	Contract Svcs - Eng	265,838	228,811	-	-	-	-	-
42010-40150	Professional Svcs - Eng	852	-	262,400	262,400	-	-	-
42045-42000	Filing & Recording Fees-NonDep	125	-	-	-	-	-	-
42080-42081	ADMIN SERVICES ALLOC (GEN)	21,836	23,787	23,259	27,927	-	-	4,668 20%
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>288,651</b>	<b>252,631</b>	<b>285,659</b>	<b>290,327</b>			<b>4,668 2%</b>
	<b>TOTAL EXPENDITURES</b>	<b>341,346</b>	<b>297,328</b>	<b>317,679</b>	<b>333,129</b>			<b>15,450 5%</b>



**PROGRAM NAME:** Municipal Court

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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. Most 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.

**PERSONNEL SUMMARY:**

**Full-time Equivalents**

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
1.1	1.1	1.1	1.1	1.0*	1.0	1.0	1.0	1.0	1.0	1.0

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



Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>100-129</b>	<b>Municipal Court</b>							
<b>RESOURCES</b>								
<b>REVENUE</b>								
33005-00000	Municipal Court Revenue	161,024	238,365	211,266	313,356	-	-	102,090 48%
33010-00000	OR Judicial Court Revenues	21,105	23,750	21,569	22,636	-	-	1,067 5%
	<b>TOTAL REVENUE</b>	<b>182,129</b>	<b>262,116</b>	<b>232,835</b>	<b>335,992</b>			<b>103,157 44%</b>
	General Fund Subsidy IN(+)/OUT(-)	( 94,373)	( 137,968)	( 75,454)	( 177,668)	-	-	( 102,214) 135%
<b>REQUIREMENTS</b>								
<b>PAYROLL</b>								
41005-00000	Salary & Wages - Muncicourt	38,681	55,370	62,433	64,851	-	-	2,418 4%
41006-00000	Overtime - Court	18	49	2,500	500	-	-	( 2,000) -80%
41011-00000	PERS	3,349	9,746	11,578	12,009	-	-	431 4%
41012-00000	Health/Dental/Life Ins.	9,009	23,021	25,941	26,467	-	-	526 2%
41013-00000	Social Sec/Medicare/UI/WC/PFML	2,978	4,036	5,326	5,591	-	-	265 5%
41014-00000	Comp. Absences	76	385	1,455	967	-	-	( 488) -34%
	<b>TOTAL PAYROLL</b>	<b>54,114</b>	<b>92,609</b>	<b>109,233</b>	<b>110,385</b>			<b>1,152 1%</b>
<b>MATERIALS &amp; SERVICES</b>								
42005-40010	Office Supplies- Muni court	66	147	1,200	500	-	-	( 700) -58%
42005-40035	Printing - Muni Court	-	-	200	100	-	-	( 100) -50%
42010-11501	IT Services	-	-	750	-	-	-	( 750) -100%
42010-40115	Contract Svcs- Muncicourt	23,779	19,951	33,758	32,000	-	-	( 1,758) -5%
42015-40210	Postage - Muncicourt	140	1,016	500	1,000	-	-	500 100%
42050-40505	Dues & Subscriptions - Muni	75	77	150	550	-	-	400 267%
42050-40510	Books & Manuals - Muni	165	-	250	250	-	-	-
42050-40525	Training & Meetings - Muni	97	2,023	2,250	2,250	-	-	-
42075-40620	Misc Minor Tools & Equip-Muni	-	-	500	500	-	-	-
42080-42080	ADMIN SERVICES ALLOCATION	9,318	8,294	8,090	10,539	-	-	2,449 30%
42080-42085	Misc.- Muni Court	-	27	500	250	-	-	( 250) -50%
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>33,642</b>	<b>31,538</b>	<b>48,148</b>	<b>47,939</b>			<b>( 209) -</b>
	<b>TOTAL EXPENDITURES</b>	<b>87,756</b>	<b>124,148</b>	<b>157,381</b>	<b>158,324</b>			<b>943 1%</b>



**PROGRAM NAME:** Parking Program

**RESPONSIBLE MANAGER(S):** Adam Schmid, Director of Public Works

**PROGRAM DESCRIPTION:** The parking program provides maintenance and repairs to an automated meter system consisting of 52 CALE pay stations located on street frontages and within City parking lots. This program also maintains and repairs parking lot striping, lights, electrical connections, and landscape vegetation.

The commitment to the efficient operations of meter and Parking enforcement is managed by the Police Department. 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 their 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.

**PERSONNEL SUMMARY:**

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
1.6	1.7	2.7	1.9	3.0*	3.3	3.6	3.6	3.7	3.7	4.2*

**Full-time Equivalents**

\*FY2019 increase is due to better precision in allocating FTE counts where positions are charged. This makes FY2019 and FY2018 not directly comparable. FY2025 changes are also a result of changes in FTE allocation.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>100-128</b>	<b>Parking</b>							
	<b>REVENUE</b>							
32005-32005	Parking Lot Use Fees	1,168	624	726	751	-	-	25 3%
32020-00000	Parking Work Permits	1,766	2,607	2,485	621	-	-	( 1,864) -75%
32025-00000	Parking Meter Receipts	605,074	601,895	661,672	774,588	-	-	112,916 17%
32030-00000	Parking Space Rental	111,161	100,163	102,656	111,114	-	-	8,458 8%
33010-00000	PARKING FINES	124,372	96,786	124,527	98,237	-	-	( 26,290) -21%
38035-00000	Miscellaneous	85	-	170	90	-	-	( 80) -47%
	<b>TOTAL REVENUE</b>	<b>843,628</b>	<b>802,076</b>	<b>892,236</b>	<b>985,401</b>			<b>93,165 10%</b>
	General Fund Subsidy IN(+)/OUT(-)	( 326,763)	( 209,314)	( 319,205)	( 211,910)	-	-	107,295 34%
	<b>REQUIREMENTS</b>							
	<b>PAYROLL</b>							
41005-00000	Salary & Wages - Parking	187,082	221,558	235,431	290,532	-	-	55,101 23%
41006-00000	Overtime - Parking	7,187	6,878	2,050	2,050	-	-	-
41011-00000	PERS	33,256	39,602	43,000	52,984	-	-	9,984 23%
41012-00000	Health/Dental/Life Ins.	67,687	62,554	45,098	80,695	-	-	35,597 79%
41013-00000	Social Sec/Medicare/UI/MC/PFML	19,479	23,498	19,483	24,283	-	-	4,800 25%
41014-00000	Comp. Absences	1,840	3,932	6,443	5,277	-	-	( 1,166) -18%
41060-00000	HOLIDAY CASHOUTS	-	2,745	-	-	-	-	-
	<b>TOTAL PAYROLL</b>	<b>316,534</b>	<b>360,770</b>	<b>351,505</b>	<b>455,821</b>			<b>104,316 30%</b>
	<b>MATERIALS &amp; SERVICES</b>							
42005-00000	OPERATING SUPPLIES	-	-	1,000	1,000	-	-	-
42005-40015	Operating Materials - Parking	11,823	12,019	15,000	10,000	-	-	( 5,000) -33%
42005-40020	Fuel & Lube - Parking	2,026	1,552	2,100	2,100	-	-	-
42005-40025	Uniforms & Clothing - Parking	406	-	500	500	-	-	-
42005-40035	Printing - Parking	782	465	1,500	1,500	-	-	-
42010-11501	IT SERVICES	-	-	2,000	-	-	-	( 2,000) -100%
42010-40115	Contract Svcs - Parking	47,382	70,623	54,000	80,000	-	-	26,000 48%
42010-40150	Professional Svcs - Parking	14,901	-	-	-	-	-	-
42015-40210	Postage - Parking	92	590	1,500	1,500	-	-	-
42035-40305	Electricity - Parking	1,411	700	2,500	1,000	-	-	( 1,500) -60%
42040-40405	Equipment Repairs - Parking	-	9,669	8,000	8,000	-	-	-
42040-40415	Facility Maint- Parking	3,790	6,440	5,600	13,000	-	-	7,400 132%
42050-40525	Trainings & Meetings - Parking	97	-	1,500	1,500	-	-	-
42065-42055	BANK AND MERCHANT FEES	79,834	90,856	83,000	142,750	-	-	59,750 72%
42080-42080	ADMIN SERVICES ALLOCATION	32,335	34,311	39,071	50,379	-	-	11,308 29%
42080-42811	Vehicle Replacement Charge	5,448	4,764	4,255	4,441	-	-	186 4%

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>RESOURCES</b>								
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>200,330</b>	<b>231,991</b>	<b>221,526</b>	<b>317,670</b>		<b>96,144</b>	<b>43%</b>
	<b>TOTAL EXPENDITURES</b>	<b>516,864</b>	<b>592,761</b>	<b>573,031</b>	<b>773,491</b>		<b>200,460</b>	<b>35%</b>

## PUBLIC WORKS OVERVIEW

**RESPONSIBLE MANAGER(S):** Adam Schmid, 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 source and distribution system. The department also manages and maintains the City's machinery equipment, vehicle fleet, City-owned facilities, as well as provides professional and technical support to other City departments. Also managed within this department is City Engineering, City capital construction projects, and the Building division.

General Fund – Parks Program provides all maintenance and repairs for City owned park properties.

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 water mainline pipe, three (3) reservoirs, and infrastructure at the Mt. Hood water source located approximately 20 miles from the City.

Sewer Fund provides all maintenance and repairs to approximately 60 miles of sanitary sewer pipe and six (6) lift stations.

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

The City's Restricted Revenue Fund supports Building division which manages all building, planning, and engineering reviews, inspections, and permitting.

Fleet & Equipment Fund provides support to all maintenance and repairs to vehicles, rollingstock and numerous light equipment.

**PERSONNEL SUMMARY:**

<b>Public Works Allocation</b>							
	<b>Parks</b>	<b>Roads</b>	<b>Eng.</b>	<b>Parking</b>	<b>Sewer</b>	<b>Water</b>	<b>Storm</b>
<b>Position</b>	<b>100-130</b>	<b>200-200</b>	<b>100-120</b>	<b>100-128</b>	<b>500-505</b>	<b>600-600</b>	<b>695-695</b>
Community Service Officer				60%			
Parking Enforcement				100%			
Customer Service Representative						60%	
Accounting Manager		5%			5%	5%	5%
Parking/TLT Customer Service				100%			
Management Analyst	5%	5%			35%	35%	20%
Administrative Assistant						50%	
Engineer		25%	25%		25%	25%	
Project Manager		5%			40%	35%	20%
Accounting Tech I	11%	18%		5%	20%	25%	12%
Construction Inspector		25%			40%	35%	
Public Works Director	13%	20%		8%	18%	28%	13%
Operations Manager	13%	20%		8%	18%	28%	13%
Public Works Worker/Lead	5%	50%		40%	2%	2%	1%
Public Works Worker/Lead		5%			50%		45%
Public Works Worker/Lead		3%			3%	94%	
Public Works Worker/Lead					50%	50%	
Public Works Worker		10%			45%		45%
Public Works Worker	95%	5%					
Public Works Worker		20%		21%	18%	28%	13%
Public Works Worker					15%	70%	15%
Public Works Worker					15%	80%	5%
Public Works Worker					15%	80%	5%
Public Works Worker	4%	40%		40%	2%	2%	12%
Public Works Worker	4%	40%		40%	2%	2%	12%
GIS Analyst		10%			30%	30%	30%
Mechanic/Lead							
<b>Full-Time Equivalents</b>	<b>1.5</b>	<b>3.1</b>	<b>0.3</b>	<b>4.2</b>	<b>4.5</b>	<b>7.6</b>	<b>2.7</b>

**5-YEAR CAPITAL IMPROVEMENT PLAN**

	Est. Cost	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	
<b>PARKS</b>							
Waterfront Park- Playground Renovation	\$ 320,000	\$ -	\$ -	\$ -	\$ 320,000	\$ -	1
Waterfront Park- Restroom Expansion	75,000	-	75,000	-	-	-	2
Waterfront Park- Beach Renovation	40,000	-	40,000	-	-	-	3
Children's Park- BB Ct Renovation, Fence and Sidewalk	45,000	-	45,000	-	-	-	4
Children's Park- Retaining Wall Replacement	30,000	30,000	-	-	-	-	5
Jackson Park/Collins Field- Baseball Field Renovation	85,000	-	-	85,000	-	-	6
Wilson Park- Playground Renovation & Signage	5,300	5,300	-	-	-	-	7
Jackson/Mann Park- Playground Renovation & Signage	53,500	53,500	-	-	-	-	8
<b>Parks Fund Total</b>	<b>653,800</b>	<b>88,800</b>	<b>160,000</b>	<b>85,000</b>	<b>320,000</b>	<b>-</b>	
<b>ROAD</b>							
Pavement Management System	\$ 625,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	
May Street Elevated Sidewalk	1,450,000	1,450,000	-	-	-	-	9
Safe Routes to School Improvements	150,000	50,000	50,000	50,000	-	-	10
<b>Road Fund Total</b>	<b>2,225,000</b>	<b>1,625,000</b>	<b>175,000</b>	<b>175,000</b>	<b>125,000</b>	<b>125,000</b>	
<b>SEWER</b>							
<b>Sewer Operations</b>							
Wilson St. Pipe from 9th-12th	\$ 425,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 325,000	11
9th- Marian to Pine	190,000	-	-	-	125,000	65,000	12
8th Marian to Pine & 7th Pine to Dead End	195,000	-	-	-	-	195,000	13
Rebuild WestCliff Pump Station	600,000	600,000	-	-	-	-	14
Hull St - 9th to 12th	500,000	500,000	-	-	-	-	15
Eugene 2nd-7th	100,000	-	-	-	-	100,000	16
June 10th-12th	490,000	-	-	318,500	171,500	-	17
May: Park -12th	90,000	-	-	58,500	31,500	-	18
Montello- 2nd to 5th	96,000	96,000	-	-	-	-	19
Cascade 6th-10th	1,627,500	1,057,875	569,625	-	-	-	20
Cascade 10th-15th	1,100,000	100,000	-	650,000	350,000	-	21
Oak Street Sanitary- 5th-13th	1,135,000	35,000	715,000	385,000	-	-	22
A Street (LJ8 Area)	650,000	-	-	-	422,500	227,500	23
Waucoma Park & 13th Alley Sewer	573,765	372,947	200,818	-	-	-	24
Influent Pipe (new pipe to headworks)	705,289	-	-	-	-	705,289	25
Columbia 8th-10th	642,000	20,000	622,000	-	-	-	26
Elevated Sewer Upgrade (Mt Hood RR Lift Station)	8,340,000	1,000,000	3,940,000	3,400,000	-	-	27
Frankton Pump Station	100,000	100,000	-	-	-	-	28
<b>Waste Water Treatment Plant</b>							
UV System	20,000	20,000	-	-	-	-	29
Replace Digester Gas Mixing	2,501,960	-	1,125,980	1,225,980	150,000	-	30
Primary Clarifier Repair	420,000	420,000	-	-	-	-	31
WWTP Office Upgrades	80,000	80,000	-	-	-	-	-
WWTP Facilities Plan	132,000	132,000	-	-	-	-	-
Upgrade PistaGrit Removal System	250,000	-	-	-	-	250,000	32
Clarifier Sweep Replacement	750,000	-	-	750,000	-	-	33
Upgrade Polymer Feed System	500,000	-	-	-	500,000	-	34
Upgrade Waste-Gas Flare System	75,000	-	75,000	-	-	-	35
Short-lived Asset Replacement/Repair	400,000	100,000	100,000	100,000	50,000	50,000	36
<b>Sewer Fund Total</b>	<b>22,688,514</b>	<b>4,633,822</b>	<b>7,348,423</b>	<b>6,887,980</b>	<b>1,900,500</b>	<b>1,917,789</b>	
<b>WATER</b>							
Montello-Front to 2nd & 2nd Street	\$ 225,750	\$ 225,750	\$ -	\$ -	\$ -	\$ -	37
Columbia Pipe Replacements (8th-10th)	498,000	20,000	478,000	-	-	-	38
Columbia Pipe Replacements (13th Columbia to Oak)	255,000	-	-	-	-	255,000	39
Cascade Pipe Replacements (6th- 10th)	1,550,000	1,007,500	542,500	-	-	-	40
Cascade Pipe Replacements (10th-15th)	1,100,000	100,000	-	650,000	350,000	-	41
Cascade Pipe Replacements (15th- Cascade to Columbia)	210,000	-	-	-	210,000	-	42
Oak Pipe Replacements (5th-13th)	850,000	35,000	529,750	285,250	-	-	43
Oak Pipe Replacements (Lincoln 10th-13th)	550,000	-	-	357,500	192,500	-	44
A Street	940,000	-	-	-	611,000	329,000	45
Eugene St. Pipe Replacement 4th-7th	100,000	-	-	-	-	100,000	46
East Heights Improvements- Wilson 9th-12th	555,000	-	-	-	100,000	455,000	47
East Heights Improvements- 9th Marian to Pine	340,000	-	-	-	220,000	120,000	48
East Heights Improvements- 8th Marian to Pine & 7th Pine to Dead End	396,500	-	-	-	-	396,500	49
Heights Improvements- June 10th-12th	490,000	-	-	318,500	171,500	-	50
Heights Improvements- May Park-12th	290,000	-	-	188,500	101,500	-	51
Hull St. 9th-12th	600,000	600,000	-	-	-	-	52
PRV Replacement- 20th St/ Rand&Cascade	430,000	430,000	-	-	-	-	53
AMI Meter Reading Upgrade	75,000	25,000	50,000	-	-	-	54
In-line Hydro	1,463,100	745,800	717,300	-	-	-	55
<b>Water Fund Total</b>	<b>10,918,350</b>	<b>3,189,050</b>	<b>2,317,550</b>	<b>1,799,750</b>	<b>1,956,500</b>	<b>1,655,500</b>	
<b>STORM WATER</b>							
Waterfront Storm Line (Admin)	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
Waterfront Storm Line (Phase 3- Downtown)	900,000	900,000	-	-	-	-	56
Waterfront Storm Line (Phase 4- Wetland)	1,100,000	400,000	700,000	-	-	-	57
Waterfront Storm Line (Phase 4B- Riverside)	1,903,200	1,237,080	666,120	-	-	-	58
13th Street Cascade to Lincoln	482,300	-	-	-	-	482,300	59
Hull St	400,000	400,000	-	-	-	-	60
Stormwater Management Plan	20,000	20,000	-	-	-	-	-
Cascade 6th-10th	697,000	453,050	243,950	-	-	-	61
Cascade 10th-15th	430,000	30,000	-	195,000	205,000	-	62
Oak Street 5th-13th	315,000	15,000	195,000	105,000	-	-	63
<b>Storm Water Fund Total</b>	<b>6,297,500</b>	<b>3,505,130</b>	<b>1,805,070</b>	<b>300,000</b>	<b>205,000</b>	<b>482,300</b>	
<b>TOTAL</b>	<b>\$ 42,783,164</b>	<b>\$ 13,041,802</b>	<b>\$ 11,806,043</b>	<b>\$ 9,247,730</b>	<b>\$ 4,507,000</b>	<b>\$ 4,180,589</b>	



**PROGRAM NAME:** Road Fund

**RESPONSIBLE MANAGER(S):** Adam Schmid, Director of Public Works

**PROGRAM DESCRIPTION:** The Road Fund provides all maintenance in the Public Rights-of-Way (ROW). This maintenance includes roads, sidewalks, curbs and gutters and signs. This fund also covers snow plowing and snow removal on City roads and City-owned sidewalks. Outside of road related work this fund also pays for tree trimming and energy costs related to streetlights. There are approximately 63 City single lane roadway miles, approximately 42 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.

**PERSONNEL SUMMARY:**

Refer to Public Works Overview



Category/Program	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
<b>ROAD FUND</b>						
030 Beginning Fund Balance	2,492,415	2,795,078	751,852	524,683	-	-
<b>REVENUE</b>						
031 Taxes	332,128	363,407	378,593	340,304	-	-
032 Licenses & Permits	31,407	23,014	18,940	18,940	-	-
034 Intergovernmental Revenues	895,566	768,830	1,846,629	2,077,966	-	-
035 Charges for Services	221,435	63,367	1,240,750	236,250	-	-
037 Interest Earnings	*****	48,856	5,840	22,500	-	-
038 Misc. Revenues	23,589	502,274	3,198	-	-	-
<b>REVENUE</b>	<b>1,491,780</b>	<b>1,769,751</b>	<b>3,493,950</b>	<b>2,695,960</b>		
039 Interfund Transfers In	-	-	50,000	50,000	-	-
<b>Total RESOURCES</b>	<b>3,984,195</b>	<b>4,564,830</b>	<b>4,295,802</b>	<b>3,270,643</b>		
200 Road Operations	1,167,678	1,151,412	2,439,420	2,838,257	-	-
220 Road SDC	21,439	2,661,565	1,331,698	179,698	-	-
<b>Total REQUIREMENTS</b>	<b>1,189,117</b>	<b>3,812,977</b>	<b>3,771,118</b>	<b>3,017,955</b>		
<b>ENDING FUND BALANCE</b>	<b>2,795,078</b>	<b>751,852</b>	<b>524,684</b>	<b>252,687</b>		

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>200</b>	<b>ROAD OPERATIONS</b>							
<b>200-200</b>	<b>Road Operations</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	756,498	765,662	677,903	448,045	-	-	( 229,858) -34%
	<b>REVENUE</b>							
31025-00000	Local Gas Tax	332,128	363,407	378,593	340,304	-	-	( 38,289) -10%
32005-32005	Street Closure Fees	1,760	7,843	940	940	-	-	-
32070-32075	Right-of-Way Permits	18,235	14,249	12,000	12,000	-	-	-
32070-32080	Street degradation fee	5,799	( 1,418)	2,500	2,500	-	-	-
32070-32085	Construction Site Permits	5,613	2,340	3,500	3,500	-	-	-
34025-00000	State Gas Tax	680,209	654,201	656,629	677,966	-	-	21,337 3%
34030-34045	Fed. CVRF Reimbursement	124,591	-	-	-	-	-	-
34050-34060	Intergovernmental - ODOT Grant	-	-	1,100,000	1,400,000	-	-	300,000 27%
37005-00000	INTEREST REVENUE	( 2,879)	20,756	5,400	19,000	-	-	13,600 252%
38070-00000	MISCELLANEOUS	11,386	2,274	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>1,176,842</b>	<b>1,063,654</b>	<b>2,159,562</b>	<b>2,456,210</b>			<b>296,648 14%</b>
39100-00000	TRANS FROM - GENERAL	-	-	50,000	50,000	-	-	-
	<b>TOTAL RESOURCES</b>	<b>1,933,340</b>	<b>1,829,316</b>	<b>2,887,465</b>	<b>2,954,255</b>			<b>66,789 2%</b>
<b>REQUIREMENTS</b>								
	<b>PAYROLL</b>							
41005-00000	SALARIES AND WAGES	251,042	269,549	218,553	260,996	-	-	42,443 19%
41006-00000	Overtime	12,081	12,854	27,043	28,936	-	-	1,893 7%
41011-00000	PERS	54,925	47,471	47,497	55,946	-	-	8,449 18%
41012-00000	Health/Dental/Life Ins.	65,525	61,702	54,643	57,933	-	-	3,290 6%
41013-00000	Social Sec/Medicare/UI/WC/PFML	26,396	28,155	17,910	21,637	-	-	3,727 21%
41014-00000	Comp. Absences	2,892	5,886	6,303	4,940	-	-	( 1,363) -22%
	<b>TOTAL PAYROLL</b>	<b>412,863</b>	<b>425,619</b>	<b>371,949</b>	<b>430,388</b>			<b>58,439 16%</b>
	<b>MATERIALS &amp; SERVICES</b>							
42005-40010	Office Supplies - Road	883	1,131	-	-	-	-	-
42005-40015	Operating Materials - Road	38,400	38,790	30,000	35,000	-	-	5,000 17%
42005-40020	Fuel & Lube - Road	7,956	7,110	7,000	7,000	-	-	-
42005-40025	Uniforms & Clothing - Road	2,964	2,265	2,200	2,200	-	-	-
42005-40035	Printing - Road	-	25	100	100	-	-	-
42010-11501	IT Services - Sewer	240	33	1,000	1,000	-	-	-
42010-40115	Contract Svcs - Road	21,054	40,137	50,000	50,000	-	-	-
42010-40150	Professional Svcs - Road	3,040	3,324	4,500	4,500	-	-	-
42015-40205	Telephone - Road	1,600	1,467	-	-	-	-	-
42015-40210	Postage - Road	-	-	250	250	-	-	-

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
42020-42000	Advertising & Publishing - Roa	-	111	-	-	-	-	-
42030-42030	Insurance- Road	57,786	60,644	70,348	76,101	-	-	5,753
42035-40305	Electricity - Road	84,356	71,712	85,000	85,000	-	-	-
42035-40315	Garbage Svc - Road	41,681	51,747	28,000	45,000	-	-	17,000
42035-40320	City Utilities - Road	6,783	4,269	8,000	8,000	-	-	-
42040-40415	Facility Maint- Road	44,520	11,469	50,000	25,000	-	-	( 25,000)
42040-40420	Janitorial - Road	15,887	20,308	16,187	16,187	-	-	-
42050-40505	Dues & Subscriptions - Road	297	-	-	-	-	-	-
42050-40525	Trainings & Meetings - Road	1,699	4,963	2,000	5,000	-	-	3,000
42075-40620	Misc Minor Tools & Equip - Rd	5,953	-	-	-	-	-	-
42080-42080	ADMIN SERVICES ALLOCATION	75,247	87,666	87,149	105,126	-	-	17,977
42080-42085	Misc- Misc Road	11,603	5	5,000	5,000	-	-	-
42080-42811	Vehicle Replacement Charge	58,974	57,541	117,797	117,405	-	-	( 392)
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>480,934</b>	<b>464,726</b>	<b>564,531</b>	<b>587,869</b>			<b>23,338</b>
	<b>CAPITAL OUTLAY</b>							
43015-00410	May Str-Safe Routes to School	-	-	50,000	50,000	-	-	-
43015-00415	May Str-Elevated Sidewalks	3,389	40,266	1,100,000	1,450,000	-	-	350,000
43015-00500	Pavement Management System	270,491	220,801	150,000	125,000	-	-	( 25,000)
	<b>TOTAL CAPITAL OUTLAY</b>	<b>273,880</b>	<b>261,067</b>	<b>1,300,000</b>	<b>1,625,000</b>			<b>325,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,167,678</b>	<b>1,151,412</b>	<b>2,236,480</b>	<b>2,643,257</b>			<b>406,777</b>
	<b>CONTINGENCY/TRANSFER</b>							
45805-00000	TRANSFER TO - Admin Fund	-	-	7,940	-	-	-	( 7,940)
47005-00000	CONTINGENCY	-	-	195,000	195,000	-	-	-
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>202,940</b>	<b>195,000</b>			<b>( 7,940)</b>
	<b>TOTAL REQUIREMENTS</b>	<b>1,167,678</b>	<b>1,151,412</b>	<b>2,439,420</b>	<b>2,838,257</b>			<b>398,837</b>
	<b>Unappropriated Ending Balance</b>							
	<b>200-ROAD OPERATIONS</b>	<b>765,662</b>	<b>677,903</b>	<b>448,045</b>	<b>115,997</b>			<b>( 332,048)</b>
								<b>-74%</b>

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>220</b>	<b>ROAD SDC</b>							
<b>220-220</b>	<b>Road SDC</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	1,735,917	2,029,416	73,948	76,638	-	-	2,689 4%
	<b>REVENUE</b>							
34050-34050	Intergovernmental Rev-STP	90,766	114,629	90,000	-	-	( 90,000)	-100%
35010-30210	SDC Receipts - Improvement	221,435	60,041	240,750	236,250	-	( 4,500)	-2%
35056-00710	2nd and Oak URA Charges	-	3,326	1,000,000	-	-	(1,000,000)	-100%
37005-00000	INTEREST ON INVESTMENTS	( 9,467)	28,100	440	3,500	-	3,060	695%
38025-00000	LOAN PROCEEDS	-	500,000	-	-	-	-	-
38035-00000	Prop share- Cascade & Rand	12,203	-	3,198	-	-	( 3,198)	-100%
38035-00002	Prop. share- 13th & Belmont	-	-	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>314,938</b>	<b>706,097</b>	<b>1,334,388</b>	<b>239,750</b>	-	<b>(1,094,638)</b>	<b>-82%</b>
	<b>TOTAL RESOURCES</b>	<b>2,050,855</b>	<b>2,735,513</b>	<b>1,408,336</b>	<b>316,388</b>	-	<b>(1,091,948)</b>	<b>-78%</b>
<b>REQUIREMENTS</b>								
	<b>MATERIALS &amp; SERVICES</b>							
42010-40115	Contract Svcs	-	-	10,000	8,000	-	( 2,000)	-20%
	<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>10,000</b>	<b>8,000</b>	-	<b>( 2,000)</b>	<b>-20%</b>
	<b>CAPITAL OUTLAY</b>							
43015-43100	New Lights and Traffic Study	17,052	-	-	-	-	-	-
43015-43200	Traffic Signal Realign C&Rand	-	2,658,238	150,000	-	-	( 150,000)	-100%
43015-43300	2nd and Oak Signalization	4,387	3,326	1,000,000	-	-	(1,000,000)	-100%
	<b>TOTAL CAPITAL OUTLAY</b>	<b>21,439</b>	<b>2,661,565</b>	<b>1,150,000</b>	-	-	<b>(1,150,000)</b>	<b>-100%</b>
	<b>DEBT SERVICE</b>							
44005-00000	Principal	-	-	101,289	105,469	-	4,180	4%
44010-00000	Interest	-	-	20,409	16,229	-	( 4,180)	-20%
	<b>TOTAL DEBT SERVICE</b>			<b>121,698</b>	<b>121,698</b>	-		
	<b>TOTAL EXPENDITURES</b>	<b>21,439</b>	<b>2,661,565</b>	<b>1,281,698</b>	<b>129,698</b>	-	<b>(1,152,000)</b>	<b>-90%</b>
	<b>CONTINGENCY/TRANSFER</b>							
47005-00000	CONTINGENCY (BUDGETARY)	-	-	50,000	50,000	-	-	-
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>50,000</b>	<b>50,000</b>	-		
	<b>TOTAL REQUIREMENTS</b>	<b>21,439</b>	<b>2,661,565</b>	<b>1,331,698</b>	<b>179,698</b>	-	<b>(1,152,000)</b>	<b>-87%</b>
	<b>Unappropriated Ending Balance</b>	<b>2,029,416</b>	<b>73,948</b>	<b>76,638</b>	<b>136,690</b>		<b>60,051</b>	<b>78%</b>
	<b>220-ROAD SDC</b>							



**PROGRAM NAME:** Water Fund

**RESPONSIBLE MANAGER(S):** Adam Schmid, Director of Public Works

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

- Water mainline pipes and service laterals within the public right-of-way inside City limits
- 5 zones along Dee Hwy/Dee Flat/Lost Lake Road
- 24-inch diameter, 20-mile transmission water main from source location
- 3 point source water springs
- Central Collection Box
- 3 Water reservoirs (Riverdale, Wilson, and Coe)
- Backflow Cross Connection Program
- 45 Pressure Reducing Valves (PRV)
- Vehicles and equipment

There are approximately 83 miles of water mains providing an average of 1.5 million gallons per day (MGD) of potable water to the City residents and businesses. The main water transmission line, completed in 2014, is approximately 20 miles long, extending to the City's spring source on the slope of Mt. Hood.

The Water system development charge (SDC) 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 proposed 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/Program	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
<b>WATER FUND</b>						
030 Beginning Fund Balance	4,228,332	3,764,426	3,295,871	2,343,994	-	-
<b>REVENUE</b>						
034 Intergovernmental Revenues	8,465	14,365	9,842	11,970	-	-
035 Charges for Services	3,279,478	3,221,782	3,553,739	3,491,207	-	-
037 Interest Earnings	*****	113,048	26,592	75,000	-	-
038 Misc. Revenues	37,292	34,517	2,718,281	3,051,149	-	-
<b>REVENUE</b>	<b>3,312,181</b>	<b>3,383,712</b>	<b>6,308,454</b>	<b>6,629,326</b>		
039 Interfund Transfers In	42,300	4,700	9,400	4,700	-	-
<b>Total RESOURCES</b>	<b>7,582,813</b>	<b>7,152,839</b>	<b>9,613,725</b>	<b>8,978,020</b>		
600 Water Operations	3,817,245	3,856,967	7,016,339	6,444,570	-	-
660 Water SDC	1,141	-	71,192	66,000	-	-
665 USDA SLARRA - Water	-	-	51,700	29,700	-	-
<b>Total REQUIREMENTS</b>	<b>3,818,387</b>	<b>3,856,967</b>	<b>7,139,231</b>	<b>6,540,270</b>		
<b>ENDING FUND BALANCE</b>	<b>3,764,426</b>	<b>3,295,871</b>	<b>2,474,494</b>	<b>2,437,750</b>		

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>600</b>	<b>WATER OPERATIONS</b>							
<b>600-600</b>	<b>Water Operations</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	2,503,088	1,863,127	1,283,294	273,000	-	-	(1,010,294) -79%
	<b>REVENUE</b>							
34050-00000	INTERGOVERNMENTAL REVENUE	8,465	14,365	9,842	11,970	-	-	2,128 22%
35005-00000	WATER USAGE RECEIPTS	3,002,148	3,144,285	3,324,553	3,262,598	-	-	( 61,955) -2%
35010-30215	Connection Fees	132,183	27,226	92,576	95,002	-	-	2,426 3%
37005-00000	INTEREST REVENUE	( 2,805)	56,741	11,592	11,500	-	-	( 92) -1%
38025-00000	LOAN PROCEEDS	-	-	2,075,000	2,275,000	-	-	200,000 10%
38035-00000	FEES AND LATE CHARGES	37,292	33,965	35,881	30,349	-	-	( 5,532) -15%
38070-00000	MISCELLANEOUS	-	551	607,400	745,800	-	-	138,400 23%
	<b>TOTAL REVENUE</b>	<b>3,177,283</b>	<b>3,277,135</b>	<b>6,156,844</b>	<b>6,432,219</b>			<b>275,375 4%</b>
	<b>TOTAL RESOURCES</b>	<b>5,680,372</b>	<b>5,140,262</b>	<b>7,440,138</b>	<b>6,705,219</b>			<b>( 734,919) -10%</b>
<b>REQUIREMENTS</b>								
	<b>PAYROLL</b>							
41005-00000	SALARIES AND WAGES	408,220	515,795	565,634	606,576	-	-	40,942 7%
41006-00000	Overtime	20,217	15,931	5,186	5,486	-	-	300 6%
41011-00000	PERS	87,201	84,811	104,405	112,340	-	-	7,935 8%
41012-00000	Health/Dental/Life Ins.	109,221	119,481	166,991	151,329	-	-	( 15,662) -9%
41013-00000	Social Sec/Medicare/UI/WC/PFML	42,469	53,292	46,437	50,379	-	-	3,942 8%
41014-00000	Comp. Absences	4,715	10,950	16,322	11,360	-	-	( 4,962) -30%
41065-00000	OPERATING SUPPLIES	-	-	-	-	-	-	-
	<b>TOTAL PAYROLL</b>	<b>672,046</b>	<b>800,262</b>	<b>904,975</b>	<b>937,470</b>			<b>32,495 4%</b>
	<b>MATERIALS &amp; SERVICES</b>							
42005-40010	Office Supplies - Water	4,632	6,532	9,000	5,000	-	-	( 4,000) -44%
42005-40015	Operating Materials - Water	86,906	78,402	70,000	75,000	-	-	5,000 7%
42005-40020	Fuel & Lube - Water	14,038	13,014	10,000	10,000	-	-	-
42005-40025	Uniforms & Clothing - Water	4,443	4,303	5,000	5,500	-	-	500 10%
42005-40035	Printing - Water	420	78	2,000	2,000	-	-	-
42010-11501	IT Services - Water	1,553	1,938	11,300	2,300	-	-	( 9,000) -80%
42010-40105	Legal Svcs - Water	-	-	-	-	-	-	-
42010-40115	Contract Svcs - Water	67,130	94,228	75,000	70,000	-	-	( 5,000) -7%
42010-40150	Professional Svcs - Water	1,759	5,886	10,000	5,000	-	-	( 5,000) -50%
42015-40205	Telephone - Water	4,143	5,269	2,000	5,500	-	-	3,500 175%
42015-40210	Postage - Water	84	539	1,000	1,000	-	-	-
42020-42000	Advertising & Publishing	443	402	2,500	2,500	-	-	-
42030-42030	Insurance- Water	30,491	31,608	36,667	41,915	-	-	5,248 14%

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
42035-00000	PUBLIC UTILITY ASSISTANCE							
42035-40305	Electricity - Water	6,355	7,359	10,000	10,000	-	-	-
42035-40310	Heating (Gas/Oil) - Water	9,246	9,127	8,000	9,500	-	1,500	19%
42035-40315	Garbage Svc - Water	2,740	4,294	2,300	4,300	-	2,000	87%
42035-40320	City Utilities - Water	3,796	3,355	2,000	3,500	-	1,500	75%
42040-40415	Facility Maint- Water	2,491	2,134	4,500	4,500	-	-	-
42040-40420	Janitorial - Water	44,165	46,887	45,000	45,000	-	-	-
42040-40425	PRV Rebuild	6,878	11,335	9,420	9,420	-	-	-
42040-40430	Meter Purchase	-	-	25,000	35,000	-	10,000	40%
42040-40435	Meter Setter Purchase	-	-	-	25,000	-	25,000	-
42045-42000	Filing & Recording- Water	-	-	-	15,000	-	15,000	-
42050-40505	Dues & Subscriptions - Water	320	160	500	500	-	-	-
42050-40506	AMI Subscription	5,717	10,575	6,000	22,000	-	16,000	267%
42050-40525	Trainings & Meetings - Water	7,183	9,704	7,000	14,000	-	14,000	-
42065-42055	BANK AND MERCHANT FEES	25,647	27,539	23,500	15,000	-	8,000	114%
42075-40620	Misc Minor Tools & Equip - Wtr	5,866	1,395	-	23,500	-	-	-
42080-42080	ADMIN SERVICES ALLOCATION	179,131	192,878	177,915	234,424	-	56,509	32%
42080-42085	Misc. - Misc. water	723	363	5,000	5,000	-	-	-
42080-42090	City Utility fee- Water	211,837	221,689	232,719	228,382	-	( 4,337)	-2%
42080-42811	Vehicle Replacement Charge	130,712	128,797	186,904	148,555	-	( 38,349)	-21%
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>858,859</b>	<b>919,800</b>	<b>980,225</b>	<b>1,078,296</b>		<b>98,071</b>	<b>10%</b>
<b>CAPITAL OUTLAY</b>								
43015-00242	Columbia Pipe Replace 8th-10th	-	-	100,000	20,000	-	( 80,000)	-80%
43015-00260	LEADED JOINT (LJ-1)	412,432	511,964	-	-	-	-	-
43015-00271	Cascade 15th to 18th	296,274	59,381	-	-	-	-	-
43015-00520	LJ2 / LJ11 Cascade Ave. Pipe	-	81,733	-	1,007,500	-	1,007,500	-
43015-00530	STP17 Replace line along Hull	-	20,044	600,000	600,000	-	-	-
43015-00540	STP10 Heights Improv S Taylor	-	-	100,000	-	-	( 100,000)	-100%
43015-00590	Sherman Improv. (STP 7&8)	576,843	146,004	-	-	-	-	-
43015-00665	PRV Replace 20th Rand & Cas.	-	21,735	200,000	430,000	-	230,000	115%
43015-00720	Montello Frnt to 2nd LJ1&STP23	27,199	25,258	848,460	225,750	-	( 622,710)	-73%
43015-00730	LJ Eugene 9th-12th (STP13)	39,401	15,777	1,109,380	-	-	( 1,109,380)	-100%
43015-00735	Springs Road Repair	-	326,051	-	-	-	-	-
43015-00740	Oak 5th-13th	-	-	-	35,000	-	35,000	-
43015-00750	Cascade 10th-15th	-	-	-	100,000	-	100,000	-
43015-40100	Dee In-Line Hydro	-	150	607,400	745,800	-	138,400	23%
43020-40630	Large Meter Replace-Wtr	13,076	52,057	500,000	25,000	-	( 475,000)	-95%
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,365,227</b>	<b>1,260,157</b>	<b>4,065,240</b>	<b>3,189,050</b>		<b>( 876,190)</b>	<b>-22%</b>



Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
<b>DEBT SERVICE</b>								
44005-00001	PRINCIPAL-WATERLINE PHASE II	141,272	145,157	149,149	153,250	-	-	4,101
44005-00002	PRINCIPAL-WATERLINE PHASE IIA	87,216	89,614	92,080	94,611	-	-	2,531
44005-00100	Interfund Loan Principal	-	-	-	107,881	-	-	107,881
44010-00001	INTEREST - WATERLINE PHASE II	195,161	191,276	187,286	183,183	-	-	( 4,103)
44010-00002	INTEREST - WATERLINE PHASE IIA	120,485	118,086	115,623	113,090	-	-	( 2,533)
44010-00100	Interfund Loan Interest	-	-	-	28,653	-	-	28,653
44035-00000	PRINCIPAL - 2017 FFC	294,093	294,093	294,094	294,093	-	-	-
44040-00000	INTEREST - 2017 FFC	40,584	33,820	27,057	20,292	-	-	( 6,764)
	<b>TOTAL DEBT SERVICE</b>	<b>878,812</b>	<b>872,047</b>	<b>865,289</b>	<b>995,053</b>			<b>129,764</b>
	<b>TOTAL EXPENDITURES</b>	<b>3,774,945</b>	<b>3,852,267</b>	<b>6,815,729</b>	<b>6,199,870</b>			<b>( 615,859)</b>
<b>CONTINGENCY/TRANSFER</b>								
45665-00000	TRANS TO - USDA SLARRA	42,300	4,700	9,400	4,700	-	-	( 4,700)
45805-00000	TRANSFER TO - Admin Fund	-	-	16,210	-	-	-	( 16,210)
47005-00000	CONTINGENCY	-	-	175,000	240,000	-	-	65,000
	<b>TOTAL CONTINGENCY/TRANSFER</b>	<b>42,300</b>	<b>4,700</b>	<b>200,610</b>	<b>244,700</b>			<b>44,090</b>
	<b>TOTAL REQUIREMENTS</b>	<b>3,817,245</b>	<b>3,856,967</b>	<b>7,016,339</b>	<b>6,444,570</b>			<b>( 571,769)</b>
<b>Unappropriated Ending Balance</b>								
	<b>600-WATER OPERATIONS</b>	<b>1,863,126</b>	<b>1,283,294</b>	<b>423,799</b>	<b>260,649</b>			<b>( 163,150)</b>
								<b>-38%</b>

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>660</b>	<b>WATER SDC</b>							
<b>660-660</b>	<b>Water SDC</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	1,181,888	1,320,134	1,414,345	1,494,763	-	-	80,417
	<b>REVENUE</b>							
35010-30205	SDC Receipts - Reimbursement	59,148	20,793	53,717	53,668	-	( 49)	-
35010-30210	SDC Receipts - Improvement	85,999	29,478	82,893	79,939	-	( 2,954)	-4%
37005-00000	INTEREST REVENUE	( 5,758)	43,940	15,000	63,500	-	48,500	323%
	<b>TOTAL REVENUE</b>	<b>139,388</b>	<b>94,211</b>	<b>151,610</b>	<b>197,107</b>		<b>45,497</b>	<b>30%</b>
	<b>TOTAL RESOURCES</b>	<b>1,321,276</b>	<b>1,414,345</b>	<b>1,565,955</b>	<b>1,691,870</b>		<b>125,914</b>	<b>8%</b>
<b>REQUIREMENTS</b>								
	<b>MATERIALS &amp; SERVICES</b>							
42010-40115	Contract Svcs - Water SDC	-	-	20,000	16,000	-	( 4,000)	-20%
42010-40150	Professional Svcs - Water SDC	1,141	-	1,192	-	-	( 1,192)	-100%
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,141</b>		<b>21,192</b>	<b>16,000</b>		<b>( 5,192)</b>	<b>-24%</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,141</b>		<b>21,192</b>	<b>16,000</b>		<b>( 5,192)</b>	<b>-24%</b>
	<b>CONTINGENCY/TRANSFER</b>							
47005-00000	CONTINGENCY (BUDGETARY)	-	-	50,000	50,000	-	-	-
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>50,000</b>	<b>50,000</b>			
	<b>TOTAL REQUIREMENTS</b>	<b>1,141</b>		<b>71,192</b>	<b>66,000</b>		<b>( 5,192)</b>	<b>-7%</b>

Unappropriated Ending Balance 1,320,134 1,414,345 1,494,763 1,625,870 131,106 9%

660-WATER SDC



**PROGRAM NAME:** USDA Short-lived Asset Replacement Reserve Account [Water]

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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 USDA Waterline Project Loan 91-04 and Loan 91-03. The annual short-lived assets requirement for the water system is \$4,700 for the life of the loan. Amounts in the SLARRA may only be used for the purpose of replacing Water Fund assets with an estimated life of less than the repayment period of the loan. USDA approval is not required prior to use of amounts in the SLARRA.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>665</b>	<b>USDA SLARRA - WATER</b>							
<b>665-665</b>	<b>USDA SLARRA - Water</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	-	42,300	47,000	25,000	-	-	( 22,000) -47%
	<b>REVENUE</b>							
37005-00000	INTEREST REVENUE	-	-	-	-	-	-	-
	<b>TOTAL REVENUE</b>							
39600-00000	TRANS FROM - WATER FUND	42,300	4,700	9,400	4,700	-	-	( 4,700) -50%
	<b>TOTAL RESOURCES</b>	<b>42,300</b>	<b>47,000</b>	<b>56,400</b>	<b>29,700</b>			<b>( 26,700) -47%</b>
	<b>REQUIREMENTS</b>							
	<b>MATERIALS &amp; SERVICES</b>							
42075-40620	Misc Minor Tools & Equip - Wtr	-	-	26,700	19,700	-	-	( 7,000) -26%
	<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>26,700</b>	<b>19,700</b>			<b>( 7,000) -26%</b>
	<b>TOTAL EXPENDITURES</b>			<b>26,700</b>	<b>19,700</b>			<b>( 7,000) -26%</b>
	<b>CONTINGENCY/TRANSFER</b>							
47005-00000	CONTINGENCY	-	-	25,000	10,000	-	-	( 15,000) -60%
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>25,000</b>	<b>10,000</b>			<b>( 15,000) -60%</b>
	<b>TOTAL REQUIREMENTS</b>			<b>51,700</b>	<b>29,700</b>			<b>( 22,000) -43%</b>
	<b>Unappropriated Ending Balance</b>							
	<b>665-USDA SLARRA - WATER</b>	<b>42,300</b>	<b>47,000</b>	<b>4,700</b>				<b>( 4,700) -100%</b>



**PROGRAM NAME:** USDA Waterline Debt Reserve

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>690</b>	<b>USDA WATERLINE DEBT RESERVE</b>							
<b>690-690</b>	<b>USDA Waterline Debt Reserve</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	543,355	538,864	551,231	551,231	-	-	-
	<b>REVENUE</b>							
37005-00000	INTEREST REVENUE	( 4,491)	12,366	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>( 4,491)</b>	<b>12,366</b>					
	<b>TOTAL RESOURCES</b>	<b>538,864</b>	<b>551,231</b>	<b>551,231</b>	<b>551,231</b>			
<hr/>								
	Unappropriated Ending Balance							
<b>690-USDA WATERLINE DEBT RESERVE</b>		<b>538,864</b>	<b>551,231</b>	<b>551,231</b>	<b>551,231</b>			



**PROGRAM NAME:** Sewer Fund

**RESPONSIBLE MANAGER(S):** Adam Schmid, 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 sanitary sewer system (mainline pipes and manholes) for locations within City limits and select locations within the Urban Growth Area., There are approximately 60 miles of sewer mains.

The operations of the Waste Water Treatment Plant (WWTP) are contracted out to a 3<sup>rd</sup>-Party management company that provides all maintenance, daily operations, and necessary minor repairs to the plant. This fund also provides maintenance and repairs to all WWTP vehicles, support equipment, and six (6) sanitary sewer pump stations including Indian Creek, Frankton, Country Club, Westcliff, East Port Marina, and Sieverkropp/3rd Street. Average daily sanitary sewer effluent flow into the WWTP is approximately 1.2 million gallons per day (MGD) but can range up to 5 MGD during heavy rain events.

The WWTP also receives aerobic sludge from other regional treatment facilities. . This sludge does not go into the normal plant process, instead the sludge enters the digester where it is processed and held in storage until it can be applied to one of the field application sites in the Hood River Valley.

The Sewer system development charge (SDC) program pays for proposed, necessary infrastructure projects that are identified in the Sewer Capital Facilities Plan (CFP). The Sewer CFP examines existing and future needs and presents recommendations and estimated 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).

**PERSONNEL SUMMARY:**

Refer to Public Works

Category/Program	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
<b>SEWER FUND</b>						
030 Beginning Fund Balance	6,196,777	3,163,570	1,688,648	1,123,448	-	-
<b>REVENUE</b>						
033 Fines & Forfeitures	13,900	1,122	-	450,000	-	-
034 Intergovernmental Revenues	16,707	229,847	81,417	14,085	-	-
035 Charges for Services	4,638,311	4,866,021	5,090,219	5,193,434	-	-
037 Interest Earnings	*****	63,656	19,296	29,300	-	-
038 Misc. Revenues	102,470	672,773	3,800,447	4,175,447	-	-
<b>REVENUE</b>	<b>4,762,949</b>	<b>5,833,421</b>	<b>8,991,379</b>	<b>9,862,266</b>		
039 Interfund Transfers In	148,218	242,757	148,218	148,218	-	-
<b>Total RESOURCES</b>	<b>11,107,945</b>	<b>9,239,748</b>	<b>10,828,246</b>	<b>11,133,933</b>		
500 Sewer Operations/WWTP	-	-	178,667	300,000	-	-
505 Sewer Operations	3,501,093	2,794,440	5,330,088	5,489,986	-	-
510 Waste Water Treatment Plant	3,527,293	4,009,672	3,688,462	3,407,026	-	-
560 Sewer SDC	361,900	59,444	673,000	710,000	-	-
565 USDA SLARRA	554,087	687,542	100,000	175,000	-	-
<b>Total REQUIREMENTS</b>	<b>7,944,374</b>	<b>7,551,099</b>	<b>9,970,217</b>	<b>10,082,012</b>		
<b>ENDING FUND BALANCE</b>	<b>3,163,570</b>	<b>1,688,649</b>	<b>858,028</b>	<b>1,051,920</b>		



Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>500</b>	<b>SEWER FUND</b>							
<b>500-500</b>	<b>Sewer Operations/WWTP</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	4,376,995	2,045,846	1,016,129	601,450	-	-	( 414,679) -41%
	<b>REVENUE</b>							
33045-00000	Discharge Fines	13,900	1,122	-	-	-	-	-
34050-00000	INTERGOVERNMENTAL REVENUE	-	4,766	11,581	14,085	-	-	2,504 22%
35005-00000	SEWER USAGE RECEIPTS	4,312,544	4,517,400	4,787,016	4,799,688	-	-	12,672 -
35010-00000	Delinquent Utilities taxes	4,785	6,389	7,741	7,556	-	-	( 185) -2%
35010-30215	Connection/Service Fees	25,266	3,784	13,691	15,089	-	-	1,398 10%
35040-00000	SLUDGE HAULING FEES	36,659	66,520	26,771	33,133	-	-	6,362 24%
37005-00000	INTEREST REVENUE	( 3,752)	39,534	7,820	25,500	-	-	17,680 226%
38025-00000	LOAN PROCEEDS	-	575,000	2,850,000	3,225,000	-	-	375,000 13%
38030-00000	Loan Repayment - Principal	94,516	95,981	-	-	-	-	-
38031-00000	InterFund Loan Repay-Interest	2,954	1,489	-	-	-	-	-
38035-00000	MISCELLANEOUS	5,000	303	575,000	575,000	-	-	-
	<b>TOTAL REVENUE</b>	<b>4,491,874</b>	<b>5,312,291</b>	<b>8,279,620</b>	<b>8,695,051</b>			<b>415,431 5%</b>
<b>REQUIREMENTS</b>								
	<b>CONTINGENCY/TRANSFER</b>							
45805-00000	TRANSFER TO - Admin Fund	-	-	36,601	-	-	-	( 36,601) -100%
47005-00000	Contingency	-	-	142,066	300,000	-	-	157,934 111%
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>178,667</b>	<b>300,000</b>			<b>121,333 68%</b>
<b>500-500</b>	<b>TOTAL Sewer Operations/WWTP</b>	<b>8,868,869</b>	<b>7,358,137</b>	<b>9,117,082</b>	<b>8,996,501</b>			<b>( 120,581) -1%</b>

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>500-505</b>	<b>Sewer Operations</b>							
<b>RESOURCES</b>								
<b>REVENUE</b>								
34030-37505	FEMA - Advanced Assisted	16,707	225,081	69,836	-	-	-	( 69,836) -100%
	<b>TOTAL REVENUE</b>	<b>16,707</b>	<b>225,081</b>	<b>69,836</b>				<b>( 69,836) -100%</b>
<b>REQUIREMENTS</b>								
<b>PAYROLL</b>								
41005-00000	SALARIES AND WAGES	231,916	255,260	392,224	369,483	-	-	( 22,741) -6%
41006-00000	Overtime	6,136	5,805	4,286	4,586	-	-	300 7%
41011-00000	PERS	50,790	42,884	72,504	68,885	-	-	( 3,619) -5%
41012-00000	Health/Dental/Life Ins.	55,253	53,272	107,332	83,442	-	-	( 23,890) -22%
41013-00000	Social Sec/Medicare/UI/WC/PFML	22,300	24,570	32,143	30,636	-	-	( 1,507) -5%
41014-00000	Comp. Absences	2,466	5,221	10,842	6,687	-	-	( 4,155) -38%
	<b>TOTAL PAYROLL</b>	<b>368,863</b>	<b>387,013</b>	<b>619,331</b>	<b>563,719</b>			<b>( 55,612) -9%</b>
<b>MATERIALS &amp; SERVICES</b>								
42005-40010	Office Supplies - Sewer Sys	3,042	5,953	5,000	5,000	-	-	-
42005-40015	Operating Materials-Sewer Sys	19,018	25,621	24,000	30,000	-	-	6,000 25%
42005-40020	Fuel & Lube - Sewer Sys	7,544	9,442	8,000	8,000	-	-	-
42005-40025	Uniforms & Clothing-Sewer Sys	3,978	3,591	3,500	3,500	-	-	-
42005-40035	Printing - Sewer Sys	482	75	600	600	-	-	-
42010-11501	IT Services - Sewer	1,513	1,949	2,500	2,500	-	-	-
42010-40115	Contract Svcs - Sewer	76,595	58,821	50,000	90,000	-	-	40,000 80%
42010-40150	Professional Svcs - Sewer	1,377	5,195	-	-	-	-	-
42015-40205	Telephone - Sewer Sys	1,938	2,492	2,500	2,500	-	-	-
42015-40210	Postage - Sewer Sys	27	209	600	600	-	-	-
42020-42000	Advertising & Publishing - Sew	507	811	1,000	1,000	-	-	-
42030-42030	Insurance- sewer	30,491	31,608	36,666	41,915	-	-	5,249 14%
42035-00000	<b>PUBLIC UTILITY ASSISTANCE</b>	9,580	9,329	15,000	15,000	-	-	-
42035-40305	Electricity - Sewer Sys	12,098	12,778	12,000	14,000	-	-	2,000 17%
42035-40310	Heating (Gas/Oil) - Sewer Sys	2,740	4,294	2,300	4,300	-	-	2,000 87%
42035-40315	Garbage Svc - Sewer Sys	3,796	2,564	5,000	5,000	-	-	-
42035-40320	City Utilities - Sewer	2,339	2,295	1,500	3,500	-	-	2,000 133%
42040-40415	Facility Maint- Sewer Sys	13,450	21,116	25,000	25,000	-	-	-
42040-40420	Janitorial - Sewer Sys	6,872	12,111	7,920	7,920	-	-	-
42050-40505	Dues & Subscriptions-Sewer Sys	1,205	3,416	2,000	3,000	-	-	1,000 50%
42050-40525	Trainings & Meetings-Sewer Sys	7,129	11,109	5,000	15,000	-	-	10,000 200%
42065-42055	<b>BANK AND MERCHANT FEES</b>	25,647	27,539	20,000	25,000	-	-	5,000 25%
42075-40620	Misc Minor Tools & Equip - Swr	9,030	3,643	5,000	5,000	-	-	-

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
42080-42080	ADMIN SERVICES ALLOCATION	216,541	177,325	177,952	210,302	-	-	32,350 18%
42080-42085	Misc. - Misc. Sewer	129	2	-	-	-	-	-
42080-42090	City Utility Fee	302,880	319,380	335,091	335,091	-	-	-
42080-42811	Vehicle Replacement Charge	154,840	131,451	167,764	168,889	-	-	1,125 1%
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>914,801</b>	<b>884,130</b>	<b>915,893</b>	<b>1,022,617</b>			<b>108,724 12%</b>
<b>CAPITAL OUTLAY</b>								
43015-00200	Frankton Lift Station	-	-	100,000	100,000	-	-	-
43015-00375	Mt Hood RR Lift Station	194,678	93,458	1,000,000	1,000,000	-	-	-
43015-00390	Pipe Replacement	1,679,572	934,683	-	-	-	-	-
43015-00392	Taylor Ave Pipe Replace M4	-	-	100,000	-	-	-	( 100,000) -100%
43015-00394	Columbia Pipe Replace 7th-10th	-	-	100,000	20,000	-	-	( 80,000) -80%
43015-00440	F-1 Ext SE Entry Club Pump Sta	17,488	-	-	-	-	-	-
43015-00505	Riverside Drive Pipe Replace	82,241	-	-	-	-	-	-
43015-00510	Waucoma Park & 13th Alley Sewr	21,916	36,496	300,000	372,947	-	-	72,947 24%
43015-00520	M14 Cascade Pipe Replacements	-	81,733	-	1,057,875	-	-	1,057,875 -
43015-00525	M14 Eugene & 10th Street Pipe	-	15,777	619,700	-	-	-	( 619,700) -100%
43015-00530	M7Clay Pipe-Hull St-9th-12th	-	19,820	555,000	500,000	-	-	( 55,000) -10%
43015-00535	M14 Clay Pipe - Montello- 2nd	-	25,258	671,400	96,000	-	-	( 575,400) -86%
43015-00740	Oak 5th-13th	-	-	-	35,000	-	-	35,000 -
43015-00750	Cascade 10th-15th	-	-	-	100,000	-	-	100,000 -
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,995,897</b>	<b>1,207,226</b>	<b>3,446,100</b>	<b>3,281,822</b>			<b>( 164,278) -5%</b>
<b>DEBT SERVICE</b>								
44005-00000	PRINCIPAL	-	-	105,894	110,263	-	-	4,369 4%
44005-00100	Interfund Loan(2) Principal	-	-	-	215,761	-	-	215,761 -
44010-00000	INTEREST	-	-	21,336	16,967	-	-	( 4,369) -20%
44010-00100	Interfund Loan(2) Interest	-	-	-	57,306	-	-	57,306 -
44015-00000	PRINCIPAL-USDA INDIAN CREEK	33,652	34,409	35,185	35,974	-	-	789 2%
44020-00000	INTEREST-USDA INDIAN CREEK	39,661	38,904	38,131	37,338	-	-	( 792) -2%
	<b>TOTAL DEBT SERVICE</b>	<b>73,313</b>	<b>73,313</b>	<b>200,546</b>	<b>473,610</b>			<b>273,064 136%</b>
	<b>TOTAL EXPENDITURES</b>	<b>3,352,875</b>	<b>2,551,683</b>	<b>5,181,870</b>	<b>5,341,768</b>			<b>159,898 3%</b>
<b>CONTINGENCY/TRANSFER</b>								
45565-00000	TRANS TO - USDA SLARRA	148,218	242,757	148,218	148,218	-	-	-
	<b>TOTAL CONTINGENCY/TRANSFER</b>	<b>148,218</b>	<b>242,757</b>	<b>148,218</b>	<b>148,218</b>			<b>-</b>
<b>500-505</b>	<b>TOTAL Sewer Operations</b>	<b>( 3,484,385)</b>	<b>( 2,569,359)</b>	<b>( 5,260,252)</b>	<b>( 5,489,986)</b>			<b>( 229,734) 4%</b>

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>500-510</b>	<b>Waste Water Treatment Plant</b>							
<b>RESOURCES</b>								
<b>REVENUE</b>								
33045-00000	Discharge Fines WWTP	-	-	-	450,000	-	-	450,000
35035-00000	Septage Dumping Fees-Comm.	188,655	237,024	167,661	180,612	-	-	12,951
35035-01000	Septage Dumping Fees-Public	-	-	-	2,500	-	-	2,500
35040-00000	SLUDGE HAULING FEES WWTP	-	-	-	70,000	-	-	70,000
	<b>TOTAL REVENUE</b>	<b>188,655</b>	<b>237,024</b>	<b>167,661</b>	<b>703,112</b>			<b>535,451</b>
<b>319%</b>								
<b>REQUIREMENTS</b>								
<b>MATERIALS &amp; SERVICES</b>								
42005-40005	Supplies - WWTP	-	-	-	-	-	-	-
42005-40015	Operating Materials - WWTP	91	62	-	2,000	-	-	2,000
42010-40105	Legal Svcs - WWTP	3,131	396	-	-	-	-	-
42010-40115	Contract Svcs - WWTP	1,371,860	1,444,080	1,540,000	-	-	-	(1,540,000)
42010-40117	Contract Maint/Operat - WWTP	-	-	-	1,641,640	-	-	1,641,640
42010-40118	Excess of Base Agreement- WWTP	-	-	213,852	-	-	-	( 213,852)
42010-40140	LOAN FEE (DEQ) - WWTP	-	-	6,521	6,112	-	-	( 409)
42010-40150	Professional Svcs - WWTP	113,344	66,225	120,000	120,000	-	-	-
42035-40305	Electricity - WWTP	132,965	120,974	130,000	130,000	-	-	-
42035-40320	City Utilities - WWTP	43,291	36,911	35,000	35,000	-	-	-
42040-40405	Equipment Repairs - WWTP	5,470	-	20,000	20,000	-	-	-
42040-40415	Facility Maint- WWTP	48,201	39,039	60,000	60,000	-	-	-
42040-40420	Janitorial - WWTP	-	-	-	-	-	-	-
42080-42050	WWTP- Permits & Licenses	32,630	32,311	15,000	35,000	-	-	20,000
42080-42055	WWTP-Fines	-	-	-	15,000	-	-	15,000
42080-42080	ADMIN SERVICES ALLOCATION	195,090	216,417	223,766	225,991	-	-	2,225
42080-42085	Misc- Misc Sewer	7,596	36,111	40,000	40,000	-	-	-
42080-42811	Vehicle Replacement Charge	138,651	117,125	73,974	74,260	-	-	286
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>2,092,324</b>	<b>2,109,656</b>	<b>2,478,113</b>	<b>2,405,003</b>			<b>( 73,110)</b>
	<b>133%</b>							<b>-3%</b>
<b>CAPITAL OUTLAY</b>								
43010-43010	Buildings	-	-	80,000	80,000	-	-	-
43015-00200	Capital Facilities Plan	-	-	180,000	132,000	-	-	( 48,000)
43015-40145	Digester Structural Improv	49,703	240,349	-	-	-	-	-
43015-40150	UV System	1,023,775	1,285,187	-	20,000	-	-	20,000
43015-40180	Primary Clarifier Repair	-	12,502	350,000	420,000	-	-	70,000
43015-40185	Upgrade PistaGrit Removal Syst	-	-	250,000	-	-	-	( 250,000)
	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,073,478</b>	<b>1,538,039</b>	<b>860,000</b>	<b>652,000</b>			<b>( 208,000)</b>
	<b>-27%</b>							<b>-24%</b>

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
<b>DEBT SERVICE</b>								
44005-00000	Principal -WWTP	220,000	230,000	235,001	245,000	-	-	9,999
44010-00000	Interest -WWTP	34,475	25,359	15,652	5,329	-	-	( 10,323)
44015-00000	Principal - WWTP Outfall	79,472	80,589	81,722	82,869	-	-	1,147
44020-00000	INTEREST-WWTP OUTFALL	27,543	26,029	17,974	16,825	-	-	( 1,149)
	<b>TOTAL DEBT SERVICE</b>	<b>361,490</b>	<b>361,977</b>	<b>350,349</b>	<b>350,023</b>			<b>( 326)</b>
	<b>TOTAL EXPENDITURES</b>	<b>3,527,293</b>	<b>4,009,672</b>	<b>3,688,462</b>	<b>3,407,026</b>			<b>( 281,436)</b>
<b>500-510</b>	<b>TOTAL Waste Water Treatment Plant</b>	<b>( 3,338,637)</b>	<b>( 3,772,648)</b>	<b>( 3,520,801)</b>	<b>( 2,703,914)</b>			<b>816,887</b>
	<b>Unappropriated Ending Balance</b>							
<b>500-SEWER FUND</b>		<b>2,045,846</b>	<b>1,016,129</b>	<b>336,029</b>	<b>802,600</b>			<b>466,571</b>
								<b>139%</b>

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>560</b>	<b>SEWER SDC</b>							
<b>560-560</b>	<b>Sewer SDC</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	847,755	554,478	547,878	346,140	-	-	( 201,738) -37%
	<b>REVENUE</b>							
35010-30205	SDC Receipts - Reimbursement	37,128	17,201	46,700	45,322	-	-	( 1,378) -3%
35010-30210	SDC Receipts - Improvement	33,270	17,702	40,639	39,534	-	-	( 1,105) -3%
37005-00000	INTEREST REVENUE	( 1,776)	17,941	8,476	-	-	-	( 8,476) -100%
38035-00000	Prop. Share	-	-	375,447	375,447	-	-	-
	<b>TOTAL REVENUE</b>	<b>68,623</b>	<b>52,844</b>	<b>471,262</b>	<b>460,303</b>			<b>( 10,959) -2%</b>
	<b>TOTAL RESOURCES</b>	<b>916,378</b>	<b>607,323</b>	<b>1,019,140</b>	<b>806,443</b>			<b>( 212,697) -21%</b>
<b>REQUIREMENTS</b>								
	<b>MATERIALS &amp; SERVICES</b>							
42010-00000	Professional Services	4,837	-	-	-	-	-	-
42010-40115	Contract Services	-	-	10,000	10,000	-	-	-
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>4,837</b>		<b>10,000</b>	<b>10,000</b>			
	<b>CAPITAL OUTLAY</b>							
43015-00370	COUNTRY CLUB PUMP STATION	-	-	100,000	-	-	-	( 100,000) -100%
43015-00410	Rebuild Westcliff Pump	19,158	7,095	463,000	600,000	-	-	137,000 30%
43015-40156	WWTP-4 Digester Gas Mixing	337,904	52,348	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>357,062</b>	<b>59,444</b>	<b>563,000</b>	<b>600,000</b>			<b>37,000 7%</b>
	<b>TOTAL EXPENDITURES</b>	<b>361,900</b>	<b>59,444</b>	<b>573,000</b>	<b>610,000</b>			<b>37,000 6%</b>
	<b>CONTINGENCY/TRANSFER</b>							
47005-00000	CONTINGENCY (BUDGETARY)	-	-	100,000	100,000	-	-	-
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>100,000</b>	<b>100,000</b>			
	<b>TOTAL REQUIREMENTS</b>	<b>361,900</b>	<b>59,444</b>	<b>673,000</b>	<b>710,000</b>			<b>37,000 5%</b>
	<b>Unappropriated Ending Balance</b>	<b>554,478</b>	<b>547,878</b>	<b>346,140</b>	<b>96,443</b>			<b>( 249,697) -72%</b>
	<b>560-SEWER SDC</b>							



**PROGRAM NAME:** USDA Short-lived Asset Replacement Reserve Account [Sewer]

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
565	USDA SLARRA							
565-565	USDA SLARRA							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	846,894	439,341	-	51,218	-	-	51,217 *****
	<b>REVENUE</b>							
37005-00000	INTEREST REVENUE	( 1,683)	5,444	3,000	3,800	-	-	800 27%
	<b>TOTAL REVENUE</b>	<b>( 1,683)</b>	<b>5,444</b>	<b>3,000</b>	<b>3,800</b>			<b>800 27%</b>
39500-00000	TRANS FROM - SEWER FUND	148,218	242,757	148,218	148,218	-	-	-
	<b>TOTAL RESOURCES</b>	<b>993,428</b>	<b>687,542</b>	<b>151,218</b>	<b>203,236</b>			<b>52,017 34%</b>
<b>REQUIREMENTS</b>								
	<b>MATERIALS &amp; SERVICES</b>							
42075-40620	Misc Minor Tools & Equip - Swr	-	-	-	25,000	-	-	25,000 -
	<b>TOTAL MATERIALS &amp; SERVICES</b>				<b>25,000</b>			<b>25,000 -</b>
	<b>CAPITAL OUTLAY</b>							
43015-40145	WWTP-5 Digester Structural	415,035	535,925	-	-	-	-	-
43020-40620	Machinery & Equipment	139,052	151,616	50,000	100,000	-	-	50,000 100%
	<b>TOTAL CAPITAL OUTLAY</b>	<b>554,087</b>	<b>687,542</b>	<b>50,000</b>	<b>100,000</b>			<b>50,000 100%</b>
	<b>TOTAL EXPENDITURES</b>	<b>554,087</b>	<b>687,542</b>	<b>50,000</b>	<b>125,000</b>			<b>75,000 150%</b>
	<b>CONTINGENCY/TRANSFER</b>							
47005-00000	CONTINGENCY	-	-	50,000	50,000	-	-	-
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>50,000</b>	<b>50,000</b>			<b>-</b>
	<b>TOTAL REQUIREMENTS</b>	<b>554,087</b>	<b>687,542</b>	<b>100,000</b>	<b>175,000</b>			<b>75,000 75%</b>
	<b>Unappropriated Ending Balance</b>	<b>439,341</b>	<b>0</b>	<b>51,218</b>	<b>28,236</b>			<b>( 22,982) -45%</b>
	<b>565-USDA SLARRA</b>							





**PROGRAM NAME:** Dept. of Environmental Quality Outfall Debt Reserve

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**PROGRAM DESCRIPTION:** The 2017 Oregon Department of Environmental Quality (DEQ) Sewer Outfall Project loan required that one half of the average annual debt service be placed into a segregated reserve. This calculated 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 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>592</b>	<b>DEQ OUTFALL DEBT RESERVE</b>							
<b>592-592</b>	<b>DEQ Outfall Debt Reserve</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	51,819	51,308	51,615	51,615	-	-	-
	<b>REVENUE</b>							
37005-00000	INTEREST REVENUE	( 511)	307	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>( 511)</b>	<b>307</b>					
	<b>TOTAL RESOURCES</b>	<b>51,308</b>	<b>51,615</b>	<b>51,615</b>	<b>51,615</b>			
	<b>Unappropriated Ending Balance</b>							
<b>592-DEQ OUTFALL DEBT RESERVE</b>		<b>51,308</b>	<b>51,615</b>	<b>51,615</b>	<b>51,615</b>			



**PROGRAM NAME:** Sewer Fund – USDA Indian Creek Debt Reserve

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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.

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 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>590</b>	<b>USDA INDIAN CREEK - DEBT RESERVE</b>							
<b>590-590</b>	<b>USDA Indian Creek - Debt Reserve</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	73,313	72,597	73,025	73,025	-	-	-
	<b>REVENUE</b>							
37005-00000	INTEREST REVENUE	( 716)	428	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>( 716)</b>	<b>428</b>					
	<b>TOTAL RESOURCES</b>	<b>72,597</b>	<b>73,025</b>	<b>73,025</b>	<b>73,025</b>			
	<b>Unappropriated Ending Balance</b>							
<b>590-USDA INDIAN CREEK - DEBT RESERVE</b>		<b>72,597</b>	<b>73,025</b>	<b>73,025</b>	<b>73,025</b>			



**PROGRAM NAME:** Stormwater Fund

**RESPONSIBLE MANAGER(S):** Adam Schmid, Director of Public Works

**PROGRAM DESCRIPTION:** The Storm Water Fund provides all maintenance and repairs to the City owned storm sewer system. This system includes storm sewer main pipes, manholes, bio- swales, ditches, detention basins, catch basins, and catch basin laterals. There are approximately 55 miles of storm sewer pipes within the City.

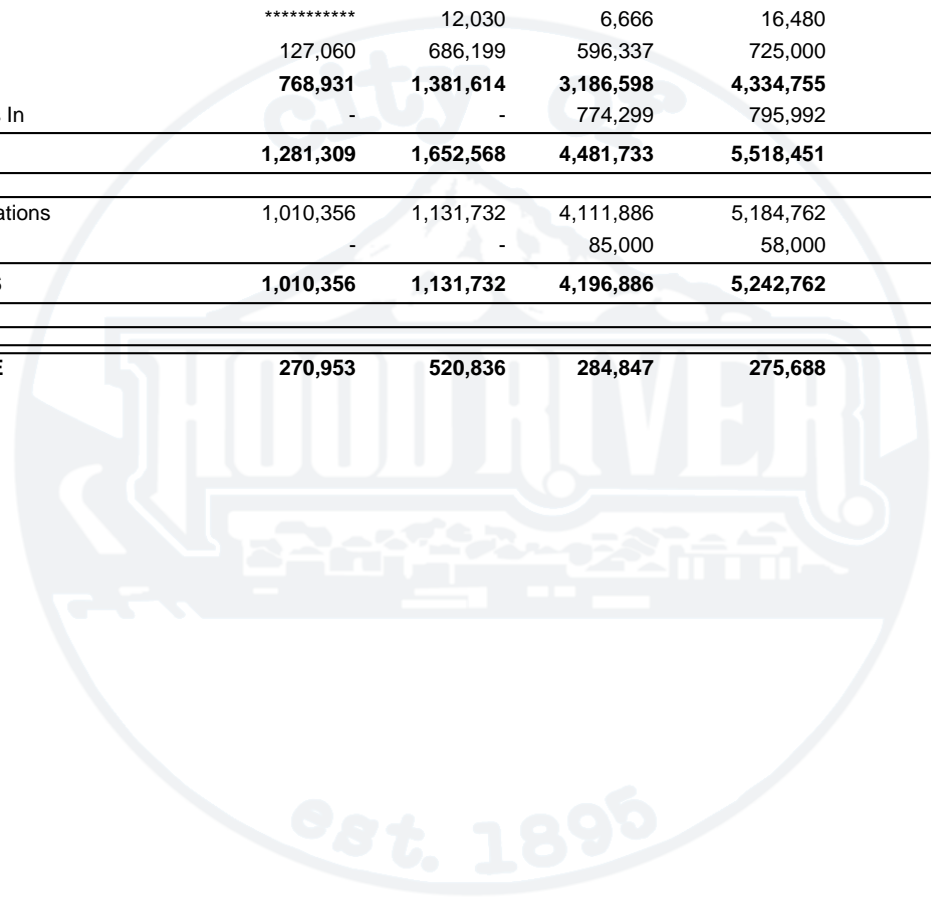
Street sweeping reduces the amount of dirt, leaves, sticks, and other debris that can quickly clog pipes and catch basins. Other preventative maintenance includes clearing roots and debris from storm sewer pipes to allow correct and efficient flow of water into and out of the City's storm water system.

The Storm Water system development charge (SDC) program pays for new infrastructure projects that are identified in the Storm Water Capital Facilities Plan. This plan examines existing and future needs and presents recommendations and estimated costs for improvements.

**PERSONNEL SUMMARY:**

Refer to Public Works Overview

Category/Program	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
<b>STORM WATER FUND</b>						
030 Beginning Fund Balance	512,378	270,953	520,836	387,704	-	-
<b>REVENUE</b>						
034 Intergovernmental Revenues	-	-	1,767,668	1,400,000	-	-
035 Charges for Services	643,541	683,385	815,927	2,193,275	-	-
037 Interest Earnings	*****	12,030	6,666	16,480	-	-
038 Misc. Revenues	127,060	686,199	596,337	725,000	-	-
<b>REVENUE</b>	<b>768,931</b>	<b>1,381,614</b>	<b>3,186,598</b>	<b>4,334,755</b>		
039 Interfund Transfers In	-	-	774,299	795,992	-	-
<b>Total RESOURCES</b>	<b>1,281,309</b>	<b>1,652,568</b>	<b>4,481,733</b>	<b>5,518,451</b>		
695 Storm Water Operations	1,010,356	1,131,732	4,111,886	5,184,762	-	-
696 Storm Water SDC	-	-	85,000	58,000	-	-
<b>Total REQUIREMENTS</b>	<b>1,010,356</b>	<b>1,131,732</b>	<b>4,196,886</b>	<b>5,242,762</b>		
<b>ENDING FUND BALANCE</b>	<b>270,953</b>	<b>520,836</b>	<b>284,847</b>	<b>275,688</b>		



Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>695</b>	<b>STORMWATER OPERATIONS</b>							
<b>695-695</b>	<b>Storm Water Operations</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	341,264	50,995	281,566	193,645	-	-	( 87,921) -31%
	<b>REVENUE</b>							
34030-34047	Stormwater Line ARPA	-	-	1,767,668	1,400,000	-	-	( 367,668) -21%
35005-00000	STORMWATER USAGE RECEIPTS	593,652	671,139	778,790	886,769	-	-	107,979 14%
35056-00000	URA Waterfront Contract	-	-	-	1,269,369	-	-	1,269,369 -
37005-00000	Interest Revenue	( 625)	4,964	4,014	8,230	-	-	4,216 105%
38025-00000	LOAN PROCEEDS	127,060	686,199	471,337	725,000	-	-	253,663 54%
38035-00000	MISCELLANEOUS	-	-	125,000	-	-	-	( 125,000) -100%
	<b>TOTAL REVENUE</b>	<b>720,086</b>	<b>1,362,303</b>	<b>3,146,809</b>	<b>4,289,368</b>			<b>1,142,559 36%</b>
39710-00000	TRANS FROM - URA COLUMBIA CASC	-	-	774,299	-	-	-	( 774,299) -100%
39720-00000	TRANS FROM - URA-Waterfront	-	-	-	795,992	-	-	795,992 -
	<b>TOTAL RESOURCES</b>	<b>1,061,351</b>	<b>1,413,298</b>	<b>4,202,674</b>	<b>5,279,005</b>			<b>1,076,330 26%</b>
<b>REQUIREMENTS</b>								
	<b>PAYROLL</b>							
41005-00000	SALARIES & WAGES	129,403	139,228	177,069	211,082	-	-	34,013 19%
41006-00000	Overtime	5,095	5,454	1,071	1,146	-	-	75 7%
41011-00000	PERS	25,405	24,667	32,913	39,256	-	-	6,343 19%
41012-00000	Health/Dental/Life Ins.	34,484	30,118	45,410	47,437	-	-	2,027 4%
41013-00000	Social Sec/Medicare/UI/WC/PFML	13,663	14,933	14,517	17,506	-	-	2,989 21%
41014-00000	Comp. Absences	1,505	3,016	5,034	3,994	-	-	( 1,040) -21%
	<b>TOTAL PAYROLL</b>	<b>209,558</b>	<b>217,418</b>	<b>276,014</b>	<b>320,421</b>			<b>44,407 16%</b>
	<b>MATERIALS &amp; SERVICES</b>							
42005-40010	Office Supplies - Storm	-	326	2,000	2,000	-	-	-
42005-40015	Operating supplies	6,197	3,787	6,000	7,000	-	-	1,000 17%
42005-40020	Fuel & Lube - Storm	6,543	5,594	7,000	7,000	-	-	-
42005-40025	Uniforms & Clothing - Storm	333	139	-	500	-	-	500 -
42010-11501	IT Services - Storm	335	384	-	-	-	-	-
42010-40105	Legal Services	60	-	-	-	-	-	-
42010-40115	Contract Svcs - Storm water	26,702	17,595	32,500	41,000	-	-	8,500 26%
42010-40150	Professional Svcs - Sewer	868	45	-	-	-	-	-
42020-42000	Advertising & Publishing	-	84	-	-	-	-	-
42030-42030	Insurance- Storm Water	15,245	15,804	18,333	9,314	-	-	( 9,018) -49%
42035-00000	PUBLIC UTILITY ASSISTANCE	-	92	-	-	-	-	-
42035-40305	Electricity - Storm	561	690	900	900	-	-	-
42035-40310	Heating (Gas/Oil) - Storm	1,247	966	500	1,500	-	-	1,000 200%

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
42035-40315	Garbage Svc - Storm	1,732	942	3,500	3,500	-	-	-
42035-40320	City Utilities - Storm	774	1,038	100	1,600	-	-	1,500
42040-40415	Repairs & Maintenance	52,540	24,332	25,000	30,000	-	-	5,000
42040-40420	Janitorial - Storm	1,422	2,669	1,797	1,797	-	-	-
42050-40525	Trainings & Meetings - Storm	400	-	-	2,000	-	-	2,000
42065-42055	BANK AND MERCHANT FEES	5,699	6,124	5,000	7,000	-	-	2,000
42080-42080	ADMIN SERVICES ALLOCATION	137,616	85,013	99,631	122,332	-	-	22,701
42080-42085	Misc. - Misc. Stormwater	-	-	5,000	5,000	-	-	-
42080-42090	City Utility Fee (Franchise)	41,092	47,234	54,515	62,074	-	-	7,559
42080-42811	Vehicle Replacement Charge	81,844	75,587	127,628	126,413	-	-	( 1,215)
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>381,216</b>	<b>288,452</b>	<b>389,404</b>	<b>430,930</b>			<b>41,526</b>
	<b>11%</b>							<b>11%</b>
<b>CAPITAL OUTLAY</b>								
43015-00150	Storm Water Management Plan	11,029	-	100,000	20,000	-	-	( 80,000)
43015-00520	Cascade 6th-10th	-	-	-	453,050	-	-	453,050
43015-00530	CIP17 Hull Street	-	19,820	254,292	400,000	-	-	145,708
43015-00740	Oak 5th-13th	-	-	-	15,000	-	-	15,000
43015-00750	Cascade 10th-15th	-	-	-	30,000	-	-	30,000
43015-73721	Riverside Stormwater Line	379,683	577,171	3,013,304	2,669,369	-	-	( 343,935)
	<b>TOTAL CAPITAL OUTLAY</b>	<b>390,712</b>	<b>596,991</b>	<b>3,367,596</b>	<b>3,587,419</b>			<b>219,823</b>
	<b>7%</b>							<b>7%</b>
<b>DEBT SERVICE</b>								
44045-00000	Cottonwood Interfund Loan-Prin	26,986	27,599	28,229	-	-	-	( 28,229)
44050-00000	Cottonwood Interfund Loan-Int	1,883	1,269	643	-	-	-	( 643)
44065-00000	DEQ CWSRF Loan-Principal	-	-	-	777,045	-	-	777,045
44070-00000	DEQ CWSRF Loan-Interest	-	-	-	18,947	-	-	18,947
	<b>TOTAL DEBT SERVICE</b>	<b>28,869</b>	<b>28,869</b>	<b>28,872</b>	<b>795,992</b>			<b>767,120</b>
	<b>2657%</b>							<b>2657%</b>
<b>TOTAL EXPENDITURES</b>								
		<b>1,010,356</b>	<b>1,131,732</b>	<b>4,061,886</b>	<b>5,134,762</b>			<b>1,072,876</b>
	<b>26%</b>							<b>26%</b>
<b>CONTINGENCY/TRANSFER</b>								
45805-00000	TRANSFER TO - Admin Fund	-	-	9,078	-	-	-	( 9,078)
47005-00000	CONTINGENCY	-	-	40,922	50,000	-	-	9,078
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>50,000</b>	<b>50,000</b>			<b>-</b>
	<b>22%</b>							<b>22%</b>
<b>TOTAL REQUIREMENTS</b>								
		<b>1,010,356</b>	<b>1,131,732</b>	<b>4,111,886</b>	<b>5,184,762</b>			<b>1,072,876</b>
	<b>26%</b>							<b>26%</b>
<b>Unappropriated Ending Balance</b>								
695-STORMWATER OPERATIONS		50,995	281,566	90,788	94,242			3,454
	<b>4%</b>							<b>4%</b>



Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>696</b>	<b>STORMWATER SDC</b>							
<b>696-696</b>	<b>Storm Water SDC</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	171,113	219,958	239,270	194,059	-	-	( 45,211) -19%
	<b>REVENUE</b>							
35010-30210	SDC Receipts - Improvement	49,889	12,246	37,137	37,137	-	-	-
35010-30215	SDC Receipts - Connection	-	-	-	-	-	-	-
37005-00000	INTEREST ON INVESTMENTS	( 1,044)	7,065	2,652	8,250	-	-	5,598 211%
	<b>TOTAL REVENUE</b>	<b>48,844</b>	<b>19,311</b>	<b>39,789</b>	<b>45,387</b>			<b>5,598 14%</b>
	<b>TOTAL RESOURCES</b>	<b>219,958</b>	<b>239,270</b>	<b>279,059</b>	<b>239,446</b>			<b>( 39,613) -14%</b>
	<b>REQUIREMENTS</b>							
	<b>MATERIALS &amp; SERVICES</b>							
42010-40115	Contract Svcs - Storm	-	-	10,000	8,000	-	-	( 2,000) -20%
	<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>10,000</b>	<b>8,000</b>			<b>( 2,000) -20%</b>
	<b>TOTAL EXPENDITURES</b>			<b>10,000</b>	<b>8,000</b>			<b>( 2,000) -20%</b>
	<b>CONTINGENCY/TRANSFER</b>							
47005-00000	CONTINGENCY (BUDGETARY)	-	-	75,000	50,000	-	-	( 25,000) -33%
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>75,000</b>	<b>50,000</b>			<b>( 25,000) -33%</b>
	<b>TOTAL REQUIREMENTS</b>			<b>85,000</b>	<b>58,000</b>			<b>( 27,000) -32%</b>
	<b>Unappropriated Ending Balance</b>							
<b>696-STORMWATER SDC</b>		<b>219,958</b>	<b>239,270</b>	<b>194,059</b>	<b>181,446</b>			<b>( 12,613) -6%</b>



## 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-funds 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

Category/Program	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
<b>RESTRICTED REVENUE</b>						
030 Beginning Fund Balance	776,123	831,210	723,929	395,416	-	-
<b>REVENUE</b>						
031 Taxes	1,586,225	661,660	900,753	852,760	-	-
032 Licenses & Permits	377,377	227,940	431,364	452,859	-	-
034 Intergovernmental Revenues	-	30,250	-	-	-	-
035 Charges for Services	-	-	-	-	-	-
036 Assessment Revenues	-	2,454	14,070	14,070	-	-
037 Interest Earnings	*****	27,508	6,024	16,460	-	-
038 Misc. Revenues	-	102	-	-	-	-
<b>REVENUE</b>	<b>1,958,533</b>	<b>949,916</b>	<b>1,352,211</b>	<b>1,336,149</b>		
039 Interfund Transfers In	-	-	-	175,000	-	-
<b>Total RESOURCES</b>	<b>2,734,656</b>	<b>1,781,126</b>	<b>2,076,140</b>	<b>1,906,565</b>		
<b>EXPENDITURES</b>						
270 LID Assessments	-	2,496	14,070	14,070	-	-
310 Building	308,105	337,857	616,209	613,982	-	-
355 Small Grants	30,323	1,184	17,783	18,460	-	-
380 Tourist Promotion	646,655	589,806	740,223	709,395	-	-
391 CET Local Housing Program	113,204	112,992	122,731	28,411	-	-
392 CET Developer Incentives	-	-	384,428	359,027	-	-
393 CET State OHCS Distribution	65,481	12,859	41,223	40,922	-	-
420 Fire G/O - Debt Service	739,675	-	102,534	-	-	-
<b>Total REQUIREMENTS</b>	<b>1,903,446</b>	<b>1,057,196</b>	<b>2,039,202</b>	<b>1,784,267</b>		
<b>ENDING FUND BALANCE</b>						
	<b>831,210</b>	<b>723,929</b>	<b>36,938</b>	<b>122,298</b>		



**PROGRAM NAME:** Building Department

**RESPONSIBLE MANAGER(S):** Dustin Nilsen, Planning Director

**PROGRAM DESCRIPTION:** The City operates a Building Services program that provides development services for structural and mechanical inspections, architectural plan review, Building Code interpretation, general Building Code assistance, and Permit issuance. Since Mid-Columbia Council of Governments (MCCOG) dissolved in 2016, plumbing and electrical review and inspections have been provided by the Hood River County Building Department.

From 2010 to 2019, the City contracted the administration of the building program to the Clair Company as a third-party contractor. In FY 2022-23 the Planning Department assumed management responsibility for the City’s Building Program, responsible for all building permitting, plan reviews, and inspections in coordination with contract services provided by Hood River County.

Last year, the City conducted its first fee update in over a decade and for 2024-2025 the City continues to refine its fee structure to sustain a program through not only revenue management, but partnerships and contracted services. The FY2024-25 expenditure budget is relatively level, anticipates sustaining staff capacity, and supplementing full time staff with contract services for building services and state awarded grants. Revenue projections are softened to reflect the number of permits that have been prepared to issue but are not being pulled due to external economic factors.

**PERSONNEL SUMMARY:**

**Full-time Equivalents**

2016	2017	2018	2019	2020	2021	2022	2023	2024	2025*
0.75	0.75	0.75	0.75	2.6	4.1	3.1	2.5	3.0	3.0

\* The City started an internal Building Program on March 1, 2019. In FY 2022-23 the Planning Department assumed management responsibility for the City’s Building Program. Commencing in 2024, Planning allocates additional staff time to the Building Department.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>310</b>	<b>BUILDING</b>							
<b>310-310</b>	<b>Building</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	232,715	300,593	199,601	16,706	-	-	( 182,895) -92%
	<b>REVENUE</b>							
32010-30005	Building Permits - Permit Fee	185,032	119,130	202,219	212,330	-	-	10,111 5%
32010-30010	Building Permit-Plan Check Fee	178,029	87,144	212,761	223,399	-	-	10,638 5%
32010-30015	Building Permits - Mechanical	13,371	18,866	14,921	15,667	-	-	746 5%
32010-30025	Buildg Perm-Investigation Fees	-	1,072	150	150	-	-	-
32010-30030	Mech. Plan Review- Bldg	943	1,726	1,313	1,313	-	-	-
35025-30183	STR INSPECTION FEE	-	-	-	-	-	-	-
37005-00000	INTEREST REVENUE	( 1,393)	8,824	1,950	710	-	-	( 1,240) -64%
38035-00000	Misc. fees	-	102	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>375,983</b>	<b>236,866</b>	<b>433,314</b>	<b>453,569</b>			<b>20,255 5%</b>
39100-00000	TRANS FROM - General Fund	-	-	-	175,000	-	-	175,000 -
	<b>TOTAL RESOURCES</b>	<b>608,699</b>	<b>537,459</b>	<b>632,915</b>	<b>645,275</b>			<b>12,359 2%</b>
<b>REQUIREMENTS</b>								
	<b>PAYROLL</b>							
41005-00000	SALARIES AND WAGES	103,985	125,359	264,628	274,158	-	-	9,530 4%
41006-00000	Overtime - Building	444	19	8,200	-	-	-	( 8,200) -100%
41011-00000	PERS	20,802	23,658	48,889	50,589	-	-	1,700 3%
41012-00000	Health/Dental/Life Ins.	21,717	21,728	54,050	53,088	-	-	( 962) -2%
41013-00000	Social Sec/Medicare/UI/WC/PFML	8,026	9,930	22,338	23,398	-	-	1,060 5%
41014-00000	Comp. Absences	919	1,632	6,166	4,088	-	-	( 2,078) -34%
	<b>TOTAL PAYROLL</b>	<b>155,895</b>	<b>182,329</b>	<b>404,271</b>	<b>405,321</b>			<b>1,050 -</b>
	<b>MATERIALS &amp; SERVICES</b>							
42005-40010	Office Supplies - Bldg	-	-	5,000	5,000	-	-	-
42005-40015	Operating Materials - Bldg	129	821	2,500	2,500	-	-	-
42005-40020	Fuel & Lube - Bldg	209	49	-	-	-	-	-
42005-40035	Printing - Bldg	240	-	-	-	-	-	-
42010-11501	IT Services - Building	149	-	1,500	1,500	-	-	-
42010-40115	Contract Svcs - Bldg	116,491	123,731	125,000	125,000	-	-	-
42010-40150	Professional Svcs - Bldg	-	-	7,500	-	-	-	( 7,500) -100%
42015-40205	Telephone - Bldg	1,724	536	-	-	-	-	-
42015-40210	Postage - Bldg	4	18	1,000	1,000	-	-	-
42020-00000	ADVERTISING AND PUBLISHING	393	-	-	-	-	-	-
42040-40415	Facility Maint- Bldg	38	39	500	500	-	-	-
42050-40505	Dues & Subscriptions - Bldg	-	-	1,000	1,000	-	-	-

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
42050-40525	Trainings & Meetings - Bldg	26	-	2,000	2,000	-	-	-
42065-00000	BANK AND MERCHANT FEES	852	635	1,500	-	-	( 1,500)	-100%
42065-42055	Bank and Merchant Fees	-	1,067	-	1,500	-	1,500	-
42080-42080	ADMIN SERVICES ALLOCATION	30,559	27,162	25,874	31,999	-	6,125	24%
42080-42085	Misc- Misc Building	225	225	-	-	-	-	-
42080-42811	Vehicle Replacement Charge	1,166	1,242	1,207	1,662	-	455	38%
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>152,210</b>	<b>155,527</b>	<b>174,581</b>	<b>173,661</b>		<b>( 920)</b>	<b>-1%</b>
	<b>TOTAL EXPENDITURES</b>	<b>308,105</b>	<b>337,857</b>	<b>578,852</b>	<b>578,982</b>		<b>130</b>	<b>-</b>
<b>CONTINGENCY/TRANSFER</b>								
45805-00000	TRANSFER TO - Admin Fund	-	-	2,357	-	-	( 2,357)	-100%
47005-00000	CONTINGENCY	-	-	35,000	35,000	-	-	-
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>37,357</b>	<b>35,000</b>		<b>( 2,357)</b>	<b>-6%</b>
	<b>TOTAL REQUIREMENTS</b>	<b>308,105</b>	<b>337,857</b>	<b>616,209</b>	<b>613,982</b>		<b>( 2,227)</b>	<b>-</b>
<b>Unappropriated Ending Balance</b>								
	<b>of 310-BUILDING</b>	<b>300,593</b>	<b>199,601</b>	<b>16,706</b>	<b>31,293</b>		<b>14,586</b>	<b>87%</b>



**PROGRAM NAME:** Local Improvement District Assessments

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>270</b>	<b>LID ASSESSMENTS (PASS-THROUGH)</b>							
<b>270-270</b>	<b>LID Assessments</b>							
	<b>RESOURCES</b>							
	<b>REVENUE</b>							
36015-00000	Asses Prin. West Oak st LID	-	2,454	-	-	-	-	-
36035-00000	Asses. Prin.- State Street LID	-	-	14,070	14,070	-	-	-
37005-00000	INTEREST ON INVESTMENTS	-	41	-	-	-	-	-
	<b>TOTAL REVENUE</b>		<b>2,496</b>	<b>14,070</b>	<b>14,070</b>			
	<b>TOTAL RESOURCES</b>		<b>2,496</b>	<b>14,070</b>	<b>14,070</b>			
	<b>REQUIREMENTS</b>							
	<b>MATERIALS &amp; SERVICES</b>							
42090-42091	INTERGOVERNMENTAL	-	2,496	14,070	14,070	-	-	-
	<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>2,496</b>	<b>14,070</b>	<b>14,070</b>			
	<b>TOTAL EXPENDITURES</b>		<b>2,496</b>	<b>14,070</b>	<b>14,070</b>			
	<b>TOTAL REQUIREMENTS</b>		<b>2,496</b>	<b>14,070</b>	<b>14,070</b>			
	<b>Unappropriated Ending Balance</b>							
	<b>270-LID ASSESSMENTS (PASS-THROUGH)</b>							





**PROGRAM NAME:** Small Grants

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**PROGRAM DESCRIPTION:** The Small Grants sub-fund was 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.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>355</b>	<b>SMALL GRANTS</b>							
<b>355-355</b>	<b>Small Grants</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	18,984	( 11,355)	17,709	17,710	-	-	-
	<b>REVENUE</b>							
34055-00000	Other Entity Grants	-	30,250	-	-	-	-	-
37005-00000	INTEREST REVENUE	( 16)	-	74	750	-	676	914%
	<b>TOTAL REVENUE</b>	<b>( 16)</b>	<b>30,250</b>	<b>74</b>	<b>750</b>		<b>676</b>	<b>914%</b>
	<b>TOTAL RESOURCES</b>	<b>18,968</b>	<b>18,894</b>	<b>17,783</b>	<b>18,460</b>		<b>676</b>	<b>4%</b>
<b>REQUIREMENTS</b>								
	<b>MATERIALS &amp; SERVICES</b>							
42010-40115	Professional Svcs- Gen Assets	22,066	704	17,783	18,460	-	676	4%
42080-42060	City Grants/Contributions	8,256	-	-	-	-	-	-
42080-42085	Miscellaneous	-	480	-	-	-	-	-
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>30,323</b>	<b>1,184</b>	<b>17,783</b>	<b>18,460</b>		<b>676</b>	<b>4%</b>
	<b>TOTAL EXPENDITURES</b>	<b>30,323</b>	<b>1,184</b>	<b>17,783</b>	<b>18,460</b>		<b>676</b>	<b>4%</b>
	<b>TOTAL REQUIREMENTS</b>	<b>30,323</b>	<b>1,184</b>	<b>17,783</b>	<b>18,460</b>		<b>676</b>	<b>4%</b>
	<b>Unappropriated Ending Balance</b>							
<b>355-SMALL GRANTS</b>		<b>( 11,355)</b>	<b>17,709</b>					<b>-</b>



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

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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 were fully paid in FY2021-22. The residual balance of this fund was transferred to the General Fund in FY2023-24.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>420</b>	<b>FIRE G/O</b>							
<b>420-420</b>	<b>Fire G/O - Debt Service</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	57,569	73,595	102,534	-	-	-	( 102,534) -100%
	<b>REVENUE</b>							
31005-00000	CURRENT TAXES	717,827	-	-	-	-	-	-
31007-00000	HEAVY EQUIPMENT RENTAL TAX BON	2,814	12,627	-	-	-	-	-
31010-00000	PREVIOUSLY LEVIED TAXES	36,663	11,436	-	-	-	-	-
37005-00000	INTEREST REVENUE	( 1,605)	4,874	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>755,701</b>	<b>28,938</b>					
	<b>TOTAL RESOURCES</b>	<b>813,270</b>	<b>102,534</b>	<b>102,534</b>				<b>( 102,534) -100%</b>
<b>REQUIREMENTS</b>								
	<b>DEBT SERVICE</b>							
44005-00002	Fire G/O Bond 2010 2nd-Princ	710,000	-	-	-	-	-	-
44010-00002	Fire G/O Bond 2010 2nd-Int	29,675	-	-	-	-	-	-
	<b>TOTAL DEBT SERVICE</b>	<b>739,675</b>						
	<b>TOTAL EXPENDITURES</b>	<b>739,675</b>						
	<b>CONTINGENCY/TRANSFER</b>							
45100-00000	TRANS TO - GENERAL	-	-	102,534	-	-	-	( 102,534) -100%
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>102,534</b>				<b>( 102,534) -100%</b>
	<b>TOTAL REQUIREMENTS</b>	<b>739,675</b>		<b>102,534</b>				<b>( 102,534) -100%</b>
	<b>Unappropriated Ending Balance</b>							
<b>420-FIRE G/O</b>		<b>73,595</b>	<b>102,534</b>					<b>-</b>



**Sub-Fund:** Tourist Promotion

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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% 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 2022 agreement.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>380</b>	<b>TOURIST PROMOTION</b>							
<b>380-380</b>	<b>Tourist Promotion</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	-	-	-	-	-	-	-
	<b>REVENUE</b>							
31020-00000	TRANSIENT ROOM TAX	646,655	589,806	740,233	709,395	-	( 30,838)	-4%
	<b>TOTAL REVENUE</b>	<b>646,655</b>	<b>589,806</b>	<b>740,233</b>	<b>709,395</b>		<b>( 30,838)</b>	<b>-4%</b>
	<b>TOTAL RESOURCES</b>	<b>646,655</b>	<b>589,806</b>	<b>740,233</b>	<b>709,395</b>		<b>( 30,838)</b>	<b>-4%</b>
<b>REQUIREMENTS</b>								
	<b>MATERIALS &amp; SERVICES</b>							
42010-40145	Chamber Remittance-Tourism Pr	646,655	589,806	740,223	709,395	-	( 30,828)	-4%
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>646,655</b>	<b>589,806</b>	<b>740,223</b>	<b>709,395</b>		<b>( 30,828)</b>	<b>-4%</b>
	<b>TOTAL EXPENDITURES</b>	<b>646,655</b>	<b>589,806</b>	<b>740,223</b>	<b>709,395</b>		<b>( 30,828)</b>	<b>-4%</b>
	<b>TOTAL REQUIREMENTS</b>	<b>646,655</b>	<b>589,806</b>	<b>740,223</b>	<b>709,395</b>		<b>( 30,828)</b>	<b>-4%</b>
	<b>Unappropriated Ending Balance</b>							
	<b>380-TOURIST PROMOTION</b>						<b>( 10)</b>	<b>-100%</b>



**PROGRAM NAME:** Construction Excise Tax

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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%	<ul style="list-style-type: none"><li>- 50% for developer incentives</li><li>- 35% for City defined affordable housing programs</li><li>- 15% distributed to the State Housing and Community Services Dept.,</li></ul>
Commercial and Industrial	1%	<ul style="list-style-type: none"><li>- 100% for city affordable housing programs and incentives</li></ul>

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.

Debt Service for the Rand Road affordable housing property acquisition was added to sub-fund 391 in FY2021-22, in support of the City’s local affordable housing program.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>391</b>	<b>CET LOCAL HOUSING PROGRAM</b>							
<b>391-391</b>	<b>CET Local Housing Program</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	249,538	164,230	66,028	71,000	-	-	4,971 8%
	<b>REVENUE</b>							
31040-00000	CET Local Housing Revenue	28,738	11,043	63,119	45,416	-	( 17,703)	-28%
37005-00000	INTEREST ON INVESTMENTS	( 841)	3,746	750	3,000	-	2,250	300%
	<b>TOTAL REVENUE</b>	<b>27,897</b>	<b>14,789</b>	<b>63,869</b>	<b>48,416</b>		<b>( 15,453)</b>	<b>-24%</b>
	<b>TOTAL RESOURCES</b>	<b>277,435</b>	<b>179,020</b>	<b>129,897</b>	<b>119,416</b>		<b>( 10,481)</b>	<b>-8%</b>
<b>REQUIREMENTS</b>								
	<b>DEBT SERVICE</b>							
44005-00000	PRINCIPAL - Rand Rd Purchase	85,647	88,430	91,304	-	-	( 91,304)	-100%
44010-00000	INTEREST - Rand Rd Purchase	27,557	24,562	21,427	18,411	-	( 3,016)	-14%
	<b>TOTAL DEBT SERVICE</b>	<b>113,204</b>	<b>112,992</b>	<b>112,731</b>	<b>18,411</b>		<b>( 94,320)</b>	<b>-84%</b>
	<b>TOTAL EXPENDITURES</b>	<b>113,204</b>	<b>112,992</b>	<b>112,731</b>	<b>18,411</b>		<b>( 94,320)</b>	<b>-84%</b>
	<b>CONTINGENCY/TRANSFER</b>							
47005-00000	CET Local Housing Contingency	-	-	10,000	10,000	-	-	-
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>10,000</b>	<b>10,000</b>			<b>-</b>
	<b>TOTAL REQUIREMENTS</b>	<b>113,204</b>	<b>112,992</b>	<b>122,731</b>	<b>28,411</b>		<b>( 94,320)</b>	<b>-77%</b>
	<b>Unappropriated Ending Balance</b>							
<b>391-CET LOCAL HOUSING PROGRAM</b>		<b>164,230</b>	<b>66,028</b>	<b>7,166</b>	<b>91,005</b>		<b>83,838</b>	<b>1170%</b>



Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>392</b>	<b>CET DEVELOPER INCENTIVES</b>							
<b>392-392</b>	<b>CET Developer Incentives</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	217,316	304,146	335,783	290,000	-	-	( 45,783) -14%
	<b>REVENUE</b>							
31040-00000	Developer Incentives Revenue	88,043	21,615	56,178	57,027	-	-	849 2%
37005-00000	INTEREST ON INVESTMENTS	( 1,213)	10,022	3,250	12,000	-	-	8,750 269%
	<b>TOTAL REVENUE</b>	<b>86,829</b>	<b>31,637</b>	<b>59,428</b>	<b>69,027</b>			<b>9,599 16%</b>
	<b>TOTAL RESOURCES</b>	<b>304,146</b>	<b>335,783</b>	<b>395,211</b>	<b>359,027</b>			<b>( 36,184) -9%</b>
	<b>REQUIREMENTS</b>							
	<b>MATERIALS &amp; SERVICES</b>							
42010-40150	Professional Services	-	-	334,428	219,755	-	-	( 114,673) -34%
	<b>TOTAL MATERIALS &amp; SERVICES</b>			<b>334,428</b>	<b>219,755</b>			<b>( 114,673) -34%</b>
	<b>DEBT SERVICE</b>							
44005-00000	PRINCIPAL - 2020 FFC	-	-	-	94,272	-	-	94,272 -
	<b>TOTAL DEBT SERVICE</b>				<b>94,272</b>			<b>94,272 -</b>
	<b>TOTAL EXPENDITURES</b>			<b>334,428</b>	<b>314,027</b>			<b>( 20,401) -6%</b>
	<b>CONTINGENCY/TRANSFER</b>							
47005-00000	Developer Incentives Contingen	-	-	50,000	45,000	-	-	( 5,000) -10%
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>50,000</b>	<b>45,000</b>			<b>( 5,000) -10%</b>
	<b>TOTAL REQUIREMENTS</b>			<b>384,428</b>	<b>359,027</b>			<b>( 25,401) -7%</b>
	<b>Unappropriated Ending Balance</b>							
	<b>392-CET DEVELOPER INCENTIVES</b>	<b>304,146</b>	<b>335,783</b>	<b>10,783</b>				<b>( 10,783) -100%</b>

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>393</b>	<b>CET STATE OHCS DISTRIBUTION</b>							
<b>393-393</b>	<b>CET State OHCS Distribution</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	-	-	2,271	-	-	-	( 2,271) -100%
	<b>REVENUE</b>							
31040-00000	State OHCS Dedicated Revenue	65,481	15,130	41,223	40,922	-	-	( 301) -1%
	<b>TOTAL REVENUE</b>	<b>65,481</b>	<b>15,130</b>	<b>41,223</b>	<b>40,922</b>			<b>( 301) -1%</b>
	<b>TOTAL RESOURCES</b>	<b>65,481</b>	<b>15,130</b>	<b>43,494</b>	<b>40,922</b>			<b>( 2,572) -6%</b>
<b>REQUIREMENTS</b>								
	<b>MATERIALS &amp; SERVICES</b>							
42090-42000	State OHCS Payment	65,481	12,859	41,223	40,922	-	-	( 301) -1%
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>65,481</b>	<b>12,859</b>	<b>41,223</b>	<b>40,922</b>			<b>( 301) -1%</b>
	<b>TOTAL EXPENDITURES</b>	<b>65,481</b>	<b>12,859</b>	<b>41,223</b>	<b>40,922</b>			<b>( 301) -1%</b>
	<b>TOTAL REQUIREMENTS</b>	<b>65,481</b>	<b>12,859</b>	<b>41,223</b>	<b>40,922</b>			<b>( 301) -1%</b>
	<b>Unappropriated Ending Balance</b>		<b>2,271</b>	<b>2,271</b>				<b>( 2,271) -100%</b>
<b>393-CET STATE OHCS DISTRIBUTION</b>			<b>2,271</b>	<b>2,271</b>				<b>( 2,271) -100%</b>



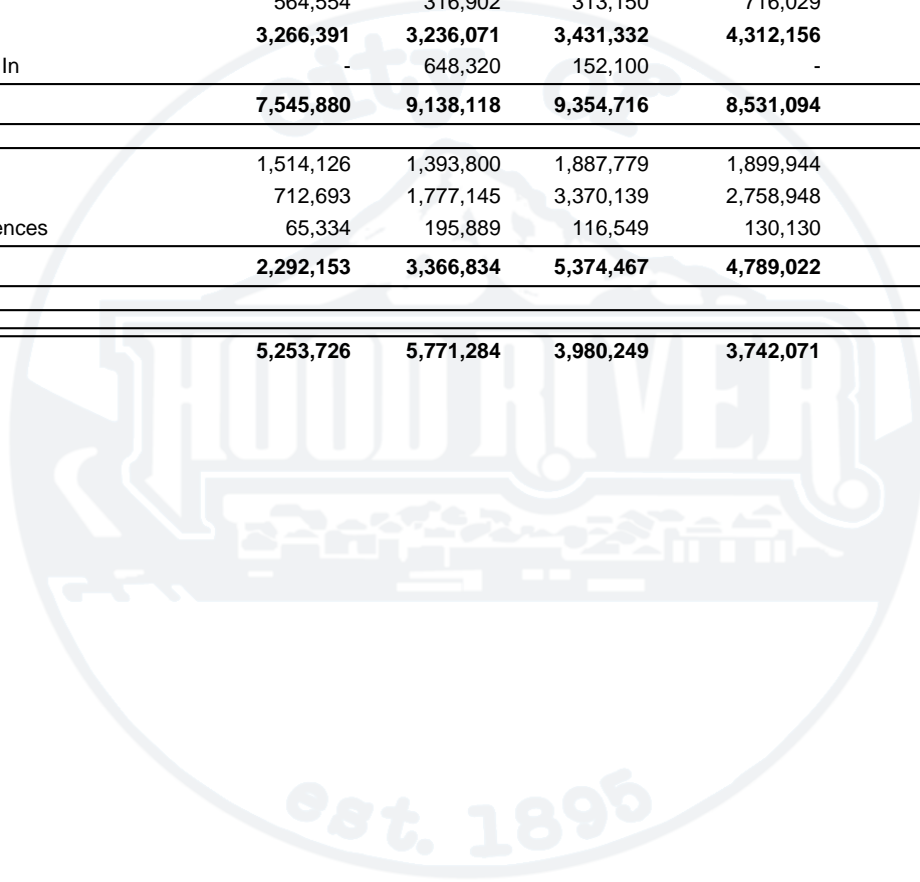
## INTERNAL SERVICE FUND

**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 Statutes (294.343) specifies that reimbursement formulas for internal service funds must be calculated, and periodically revised, to eliminate any element of profit or loss.

Sub-funds within the Internal Service Fund Include:

- Administration
- Fleet & Equipment
- Compensated Absences

Category/Program	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
<b>INTERNAL SERVICE FUND</b>						
030 Beginning Fund Balance	4,279,488	5,253,726	5,771,284	4,218,938	-	-
<b>REVENUE</b>						
035 Charges for Services	2,726,564	2,741,728	3,076,998	3,417,027	-	-
037 Interest Earnings	*****	177,441	41,184	179,100	-	-
038 Misc. Revenues	564,554	316,902	313,150	716,029	-	-
<b>REVENUE</b>	<b>3,266,391</b>	<b>3,236,071</b>	<b>3,431,332</b>	<b>4,312,156</b>		
039 Interfund Transfers In	-	648,320	152,100	-	-	-
<b>Total RESOURCES</b>	<b>7,545,880</b>	<b>9,138,118</b>	<b>9,354,716</b>	<b>8,531,094</b>		
805 Administration	1,514,126	1,393,800	1,887,779	1,899,944	-	-
811 Fleet & Equipment	712,693	1,777,145	3,370,139	2,758,948	-	-
815 Compensated Absences	65,334	195,889	116,549	130,130	-	-
<b>Total REQUIREMENTS</b>	<b>2,292,153</b>	<b>3,366,834</b>	<b>5,374,467</b>	<b>4,789,022</b>		
<b>ENDING FUND BALANCE</b>	<b>5,253,726</b>	<b>5,771,284</b>	<b>3,980,249</b>	<b>3,742,071</b>		





**PROGRAM NAME:** Administration

**RESPONSIBLE MANAGER(S):** Abigail Elder, City Manager

**PROGRAM DESCRIPTION:** Administration combines the separate but related areas of Administration, Finance, Human Resources, 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 department’s 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.

About 11% percent of all city positions are in Administration. 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, three Budget Committee meetings, and Special Meetings as needed. 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.

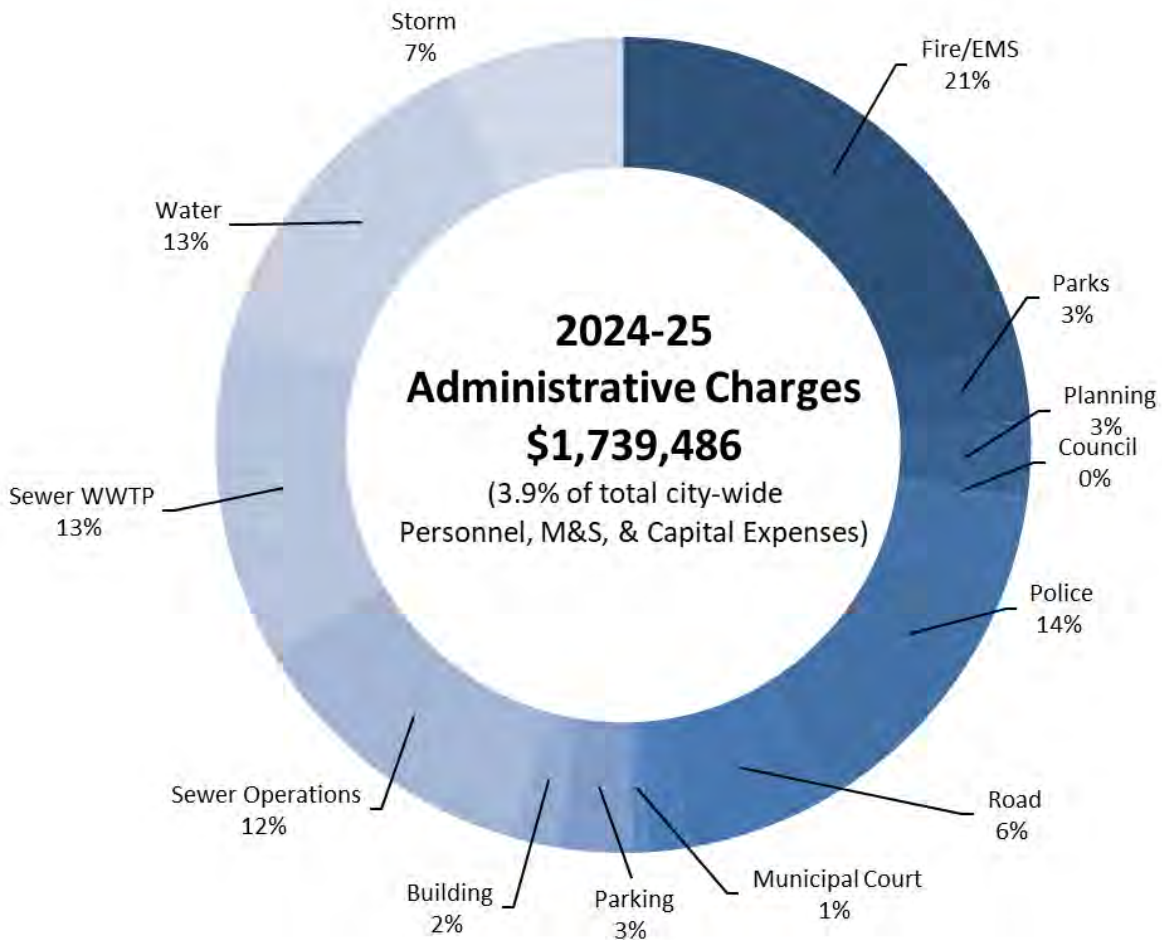
*Finance* – The Finance Department prepares the annual budget including current and long-range revenue forecasts and other technical duties. The Director coordinates the annual audit process for both the City. On a day-to-day basis, the department is responsible for the ongoing operations in three key 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.

*Human Resources* – Human Resources (HR) plan, coordinate, and direct the administrative functions related to employment, including policy development and application, benefits, protected leave, recruitment, and compliance with state and federal laws.

*Information Technology* – The Information Technology (IT) area provides citywide services to staff such as internet services, telephone system, back-end infrastructure,

and desktop support. At this time, most IT work is currently outsourced to an outside contractor.

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 and water rights, which are handled by outside attorneys.



**PERSONNEL SUMMARY:**

**Full-time Equivalents**

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
6.00	6.20	6.20	6.20	5.8	5.8	6.0	6.5	7.0	8.0	8.0

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>805</b>	<b>ADMINISTRATION</b>							
<b>805-805</b>	<b>Administration</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	177,121	263,172	425,211	295,611	-	-	( 129,600) -30%
	<b>REVENUE</b>							
35015-35805	I/D - ADMIN SERVICES	1,400,755	1,400,755	1,444,389	1,739,487	-	-	295,098 20%
35020-00000	CONTRACTED SERVICES	144,000	144,000	179,940	185,338	-	-	5,398 3%
37005-00000	INTEREST REVENUE	( 1,632)	11,084	2,250	12,500	-	-	10,250 456%
38020-00000	Proceeds from Capital Lease	57,054	-	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>1,600,176</b>	<b>1,555,839</b>	<b>1,626,579</b>	<b>1,937,325</b>			<b>310,746 19%</b>
39190-00000	TRANS FROM - General Fund	-	-	59,414	-	-	-	( 59,414) -100%
39200-00000	TRANS FROM - Road Fund	-	-	7,940	-	-	-	( 7,940) -100%
39310-00000	TRANS FROM - Stormwater Fund	-	-	9,078	-	-	-	( 9,078) -100%
39500-00000	TRANS FROM - Sewer Fund	-	-	36,601	-	-	-	( 36,601) -100%
39600-00000	TRANS FROM - Water Fund	-	-	16,210	-	-	-	( 16,210) -100%
39695-00000	TRANS FROM - Building Fund	-	-	2,357	-	-	-	( 2,357) -100%
	<b>TOTAL RESOURCES</b>	<b>1,777,298</b>	<b>1,819,011</b>	<b>2,183,390</b>	<b>2,232,936</b>			<b>49,545 2%</b>
<b>REQUIREMENTS</b>								
	<b>PAYROLL</b>							
41005-00000	SALARIES AND WAGES	604,089	597,406	837,392	760,456	-	-	( 76,936) -9%
41006-00000	Admin Overtime	3,268	5,183	600	600	-	-	-
41011-00000	PERS	129,917	101,121	132,495	135,696	-	-	3,201 2%
41012-00000	Health/Dental/Life Ins.	123,241	127,739	147,469	147,699	-	-	230
41013-00000	Social Sec/Medicare/UI/WC/PFML	45,821	44,660	57,809	63,034	-	-	5,225 9%
41014-00000	Comp. Absences	3,928	7,697	16,445	11,340	-	-	( 5,105) -31%
	<b>TOTAL PAYROLL</b>	<b>910,266</b>	<b>883,808</b>	<b>1,192,210</b>	<b>1,118,825</b>			<b>( 73,385) -6%</b>
	<b>MATERIALS &amp; SERVICES</b>							
42005-40010	Office Supplies- Admin	8,326	12,950	9,500	10,000	-	-	500 5%
42005-40035	Printing - Admin	739	1,576	4,500	2,500	-	-	( 2,000) -44%
42010-11501	IT Services - Admin	126,308	122,497	110,000	150,000	-	-	40,000 36%
42010-11502	Contract Svcs - Caselle	24,248	28,209	30,700	30,700	-	-	-
42010-11503	Contract Svcs - Copiers	13,612	13,462	13,000	15,804	-	-	2,804 22%
42010-11504	Copier Maint. - Admin	1,808	3,624	3,800	1,200	-	-	( 2,600) -68%
42010-40105	Legal Services	42,884	87,900	85,000	85,000	-	-	-
42010-40110	Audit Svcs - Admin	51,924	47,060	48,000	53,500	-	-	5,500 11%
42010-40115	Contract Svcs - Admin	11,300	10,320	35,000	45,000	-	-	10,000 29%
42010-40150	Professional Svcs - Admin	5,670	2,819	100,000	95,000	-	-	( 5,000) -5%
42015-40205	Telephone - Admin	14,580	13,447	21,600	21,600	-	-	-

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
42015-40210	Postage - Admin	1,960	1,248	2,000	1,500	-	-	( 500)
42015-40230	Internet Svc - Admin	4,288	6,778	8,100	8,100	-	-	-
42020-42000	Advertising & Pub - Admin	5,441	4,804	1,000	2,700	-	-	1,700
42030-42030	Insurance-Admin	27,392	28,328	32,861	45,297	-	-	12,436
42035-40305	Electricity - Admin	6,981	7,673	9,500	9,500	-	-	-
42035-40310	Heating (Gas/Oil) - Admin	1,941	3,935	2,000	3,500	-	-	1,500
42035-40315	Garbage Svc - Admin	1,616	1,545	1,200	1,780	-	-	580
42035-40320	City Utilities - Admin	2,517	2,726	2,200	3,000	-	-	800
42040-40415	Facility Maint- Admin	3,903	20,559	12,500	12,500	-	-	-
42040-40420	Janitorial - Admin	18,369	34,115	31,500	31,500	-	-	-
42045-42000	Filing & Recording - Admin	-	-	600	200	-	-	( 400)
42050-40505	Dues & Subscriptions - Admin	17,360	21,779	20,000	24,250	-	-	4,250
42050-40525	Trainings & Meetings - Admin	6,182	14,052	10,500	10,500	-	-	-
42050-40530	Other Staff Developmen - Admin	292	3,518	10,000	10,000	-	-	-
42065-42055	BANK AND MERCHANT FEES	5,269	2,669	7,500	5,000	-	-	( 2,500)
42075-40620	Misc Minor Tools & Equip	3,582	542	3,500	1,000	-	-	( 2,500)
42075-62003	Software < \$5000	-	-	1,000	1,000	-	-	-
42080-42085	Misc- Misc Admin	2,045	1,365	2,200	1,000	-	-	( 1,200)
42080-42811	Vehicle Replacement Charge	5,042	4,901	4,808	5,488	-	-	680
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>415,590</b>	<b>504,415</b>	<b>624,069</b>	<b>688,119</b>			<b>64,050</b>
	<b>CAPITAL OUTLAY</b>							
43020-00000	MACHINERY AND EQUIPMENT	-	-	18,500	18,000	-	-	( 500)
43020-00001	Servers and Switches	131,215	5,575	-	-	-	-	-
43020-40626	Telephone System	-	-	3,000	-	-	-	( 3,000)
43030-00000	Capitalized Rents and Leases	57,054	-	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>188,269</b>	<b>5,575</b>	<b>21,500</b>	<b>18,000</b>			<b>( 3,500)</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,514,126</b>	<b>1,393,800</b>	<b>1,837,779</b>	<b>1,824,944</b>			<b>( 12,834)</b>
	<b>CONTINGENCY/TRANSFER</b>							
47005-00000	CONTINGENCY	-	-	50,000	75,000	-	-	25,000
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>50,000</b>	<b>75,000</b>			<b>25,000</b>
	<b>TOTAL REQUIREMENTS</b>	<b>1,514,126</b>	<b>1,393,800</b>	<b>1,887,779</b>	<b>1,899,944</b>			<b>12,165</b>
	<b>Unappropriated Ending Balance</b>							
	<b>805-ADMINISTRATION</b>	<b>263,172</b>	<b>425,211</b>	<b>295,611</b>	<b>332,991</b>			<b>37,379</b>
								<b>13%</b>





**PROGRAM NAME:** Fleet & Large Equipment

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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 2021-22 Budget merged the Equipment Maintenance sub-fund and Equipment Replacement sub-fund into a consolidated Fleet & Equipment sub-fund. This consolidation reduces administrative workload and simplifies accounting.

As an Internal Service Fund, the program charges client departments annually for the current maintenance and future replacement of vehicles and other capital equipment. 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 useful life of each vehicle is evaluated annually to ensure the most economical replacement schedule. The goal is to minimize both replacement expense and maintenance expenses. The base replacement charge is also increased proportionately to pay for costs of a full-time City mechanic and maintenance supplies.

The existing balance in the Equipment Replacement Program can be used as a source of interfund loans to help finance other city projects if the paid back with a reasonable interest rate and without negatively impacting replacement schedules.

The proposed FY2024-25 budget includes the following scheduled purchases. Several of these purchases are carried over from the prior year due to supply chain constraints delaying delivery.

- |                                      |           |
|--------------------------------------|-----------|
| 1. Engine #4 Pierce Velocity Pumper, | \$900,000 |
| 2. Life Pack 15,                     | \$ 37,000 |

- 3. Three (3) Heavy-duty work trucks, \$186,000
- 4. One John Deere 4x4 Tractor, \$ 43,200

The FY2024-25 Budget also includes an interfund loan to the Utility Funds which when combined with amounts drawn in the previous fiscal years will provide funds of up to \$4,000,000. This will allow the City's Utility Funds 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 5-years at a reasonable interest rate set by City Council at the time of the interfund loan creation.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>811</b>	<b>FLEET &amp; EQUIPMENT</b>							
<b>811-811</b>	<b>Fleet &amp; Equipment</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	4,067,860	4,961,286	5,191,649	3,700,000	-	-	(1,491,649) -29%
	<b>REVENUE</b>							
35017-35125	Vehicle Replacement Charge	328,674	343,530	379,762	463,725	-	-	83,963 22%
35017-35128	Vehicle Replacement Charge	5,448	4,764	4,255	4,441	-	-	186 4%
35017-35130	Vehicle Replacement Charge	48,039	46,794	28,457	40,861	-	-	12,404 44%
35017-35140	Vehicle Replacement Charge	168,306	166,322	175,158	155,548	-	-	( 19,610) -11%
35017-35200	Vehicle Replacement Charge	58,974	57,541	117,797	117,405	-	-	( 392) -
35017-35310	Vehicle Replacement Charge	1,166	1,242	1,207	1,662	-	-	455 38%
35017-35505	Vehicle Replacement Charge	154,840	131,451	167,764	168,889	-	-	1,125 1%
35017-35510	Vehicle Replacement Charge	138,651	117,125	73,974	74,260	-	-	286 -
35017-35600	Vehicle Replacement Charge	130,712	128,797	186,904	148,555	-	-	( 38,349) -21%
35017-35695	Vehicle Replacement Charge	81,844	75,587	127,628	126,413	-	-	( 1,215) -1%
35017-35805	Vehicle Replacement Charge	5,042	4,901	4,808	5,488	-	-	680 14%
37005-00000	INTEREST ON INVESTMENTS	( 23,076)	164,232	38,435	157,250	-	-	118,815 309%
38010-38125	Vehicle Sales - Fire/EMS	-	48,250	31,500	34,000	-	-	2,500 8%
38010-38130	Vehicle Sales - Parks	-	-	-	5,000	-	-	5,000 -
38010-38140	Vehicle Sales - Police	-	5,800	6,000	-	-	-	( 6,000) -100%
38010-38200	Vehicle Sales - Roads	-	3,366	2,500	2,500	-	-	-
38010-38505	Vehicle Sales - Sewer Ops	-	3,366	6,500	6,500	-	-	-
38010-38510	Vehicle Sales - Sewer WWTP	-	252	-	500	-	-	500 -
38010-38600	Vehicle Sales - Water	-	3,366	13,500	6,500	-	-	( 7,000) -52%
38010-38695	Vehicle Sales - Water	-	-	2,500	2,500	-	-	-
38030-00000	Loan Repayment - Prin	500,000	250,000	207,550	539,374	-	-	331,824 160%
38031-00000	Loan Repayment - Interest	7,500	2,500	43,100	119,155	-	-	76,055 176%
	<b>TOTAL REVENUE</b>	<b>1,606,119</b>	<b>1,559,188</b>	<b>1,619,299</b>	<b>2,180,526</b>			<b>561,227 35%</b>
39100-00000	Transfer from - General	-	448,320	-	-	-	-	-
39125-00000	Transfer from - Fire	-	-	20,500	-	-	-	( 20,500) -100%
	<b>TOTAL RESOURCES</b>	<b>5,673,979</b>	<b>6,968,795</b>	<b>6,831,448</b>	<b>5,880,526</b>			<b>( 950,922) -14%</b>
<b>REQUIREMENTS</b>								
	<b>PAYROLL</b>							
41005-00000	SALARIES AND WAGES	82,281	87,149	93,469	103,296	-	-	9,827 11%
41006-00000	Overtime	-	28	1,071	1,146	-	-	75 7%
41011-00000	PERS	16,294	15,186	16,938	18,710	-	-	1,772 10%
41012-00000	Health/Dental/Life Ins.	26,379	26,369	29,904	30,033	-	-	129 -
41013-00000	Social Security/Medicare/UI/WC	7,462	7,817	7,656	8,559	-	-	903 12%
41014-00000	Comp. Absences	1,057	2,021	3,116	2,232	-	-	( 884) -28%

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>REQUIREMENTS</b>								
<b>TOTAL PAYROLL</b>		<b>133,474</b>	<b>138,573</b>	<b>152,154</b>	<b>163,976</b>			<b>11,822</b> <b>8%</b>
<b>MATERIALS &amp; SERVICES</b>								
42005-40010	Office Supplies - Equipment	39	17	500	500	-	-	-
42005-40015	Operating Materials-Equip Mnt	66,572	58,035	70,000	70,000	-	-	-
42010-40150	Professional Svcs - Fleet	187	433	-	-	-	-	-
42040-40410	Vehicle Maint/Rep.-Equip Mnt	697	( 78)	100	100	-	-	-
42050-40525	Trainings & Meetings-Equip Mnt	-	-	400	400	-	-	-
42080-42080	Admin Services Allocation	15,755	15,755	15,755	15,755	-	-	-
<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>83,252</b>	<b>74,163</b>	<b>86,755</b>	<b>86,755</b>			
<b>CAPITAL OUTLAY</b>								
43025-40125	Vehicle Purchase - Fire	-	282,217	57,539	937,039	-	-	879,500      1529%
43025-40130	Vehicle Purchase - Parks	-	-	58,000	43,178	-	-	( 14,822)      -26%
43025-40140	Vehicle Purchase - Police	2,416	2,648	140,000	-	-	-	( 140,000)      -100%
43025-40200	Vehicle Purchase - Road	86,711	-	15,500	15,500	-	-	-
43025-40505	Vehicle Purchase - Sewer Ops	406,839	50,649	46,500	46,500	-	-	-
43025-40510	Vehicle Purchase - Sewer WWTP	-	-	-	62,000	-	-	62,000      -
43025-40600	Vehicle Purchase - Water	-	103,244	126,500	46,500	-	-	( 80,000)      -63%
43025-40695	Vehicle Purchase - Stormwater	-	50,649	15,500	15,500	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>495,966</b>	<b>489,408</b>	<b>459,539</b>	<b>1,166,217</b>			<b>706,678</b> <b>154%</b>
<b>TOTAL EXPENDITURES</b>		<b>712,693</b>	<b>702,145</b>	<b>698,448</b>	<b>1,416,948</b>			<b>718,500</b> <b>103%</b>
<b>CONTINGENCY/TRANSFER</b>								
45220-00000	Inter-fund Loan to Road SDC	-	500,000	-	-	-	-	-
45500-00000	Inter-fund Loan - Sewer	-	575,000	1,300,000	1,225,000	-	-	( 75,000)      -6%
45600-00000	Inter-fund Loan to Water Fund	-	-	1,275,000	-	-	-	(1,275,000)      -100%
47005-00000	CONTINGENCY	-	-	96,691	117,000	-	-	20,309      21%
<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>1,075,000</b>	<b>2,671,691</b>	<b>1,342,000</b>			<b>(1,329,691)</b> <b>-50%</b>
<b>TOTAL REQUIREMENTS</b>		<b>712,693</b>	<b>1,777,145</b>	<b>3,370,139</b>	<b>2,758,948</b>			<b>( 611,191)</b> <b>-18%</b>
<b>Unappropriated Ending Balance</b>								
<b>811-FLEET &amp; EQUIPMENT</b>		<b>4,961,286</b>	<b>5,191,649</b>	<b>3,461,309</b>	<b>3,121,578</b>			<b>( 339,731)</b> <b>-10%</b>



**PROGRAM NAME:** Compensated Absences

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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 City’s funding of compensated absence liabilities was updated by Resolution 2020-07. Consistent with this resolution the Compensated Absence Reserve was transitioned to an Internal Service Fund for FY2021-22. The funding methodology for this internal service is refined for each bargaining group based on their respective rates of accrual of compensated absence. Below are payroll rates applied by each group for FY2024-25:

International Association of Firefighters	2.39%
Police Officers Association	1.84%
Public Works Association	2.20%
Non-Represented	1.49%

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>815</b>	<b>COMPENSATED ABSENCES</b>							
<b>815-815</b>	<b>Compensated Absences</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	34,506	29,268	154,422	223,327	-	-	68,904 45%
	<b>REVENUE</b>							
35015-35815	DEPARTMENT CHARGES	60,113	118,919	184,955	184,955	-	-	-
37005-00000	INTEREST REVENUE	( 18)	2,124	499	9,350	-	-	8,851 1774%
	<b>TOTAL REVENUE</b>	<b>60,095</b>	<b>121,043</b>	<b>185,454</b>	<b>194,305</b>			<b>8,851 5%</b>
39100-00000	Transfer from - General	-	200,000	-	-	-	-	-
	<b>TOTAL RESOURCES</b>	<b>94,602</b>	<b>350,312</b>	<b>339,876</b>	<b>417,632</b>			<b>77,755 23%</b>
<b>REQUIREMENTS</b>								
	<b>PAYROLL</b>							
41005-00000	SALARIES AND WAGES	53,639	149,088	67,972	70,610	-	-	2,638 4%
41011-00000	PERS	6,248	34,944	18,891	19,647	-	-	756 4%
41013-00000	Social Security/Medicare/UI/WC	5,445	11,856	4,686	4,873	-	-	187 4%
	<b>TOTAL PAYROLL</b>	<b>65,334</b>	<b>195,889</b>	<b>91,549</b>	<b>95,130</b>			<b>3,581 4%</b>
	<b>TOTAL EXPENDITURES</b>	<b>65,334</b>	<b>195,889</b>	<b>91,549</b>	<b>95,130</b>			<b>3,581 4%</b>
	<b>CONTINGENCY/TRANSFER</b>							
47005-00000	CONTINGENCY (BUDGETARY)	-	-	25,000	35,000	-	-	10,000 40%
	<b>TOTAL CONTINGENCY/TRANSFER</b>			<b>25,000</b>	<b>35,000</b>			<b>10,000 40%</b>
	<b>TOTAL REQUIREMENTS</b>	<b>65,334</b>	<b>195,889</b>	<b>116,549</b>	<b>130,130</b>			<b>13,581 12%</b>
<hr/>								
<b>Unappropriated Ending Balance</b>		29,268	154,422	223,327	287,502			64,174 29%
<b>815-COMPENSATED ABSENCES</b>								



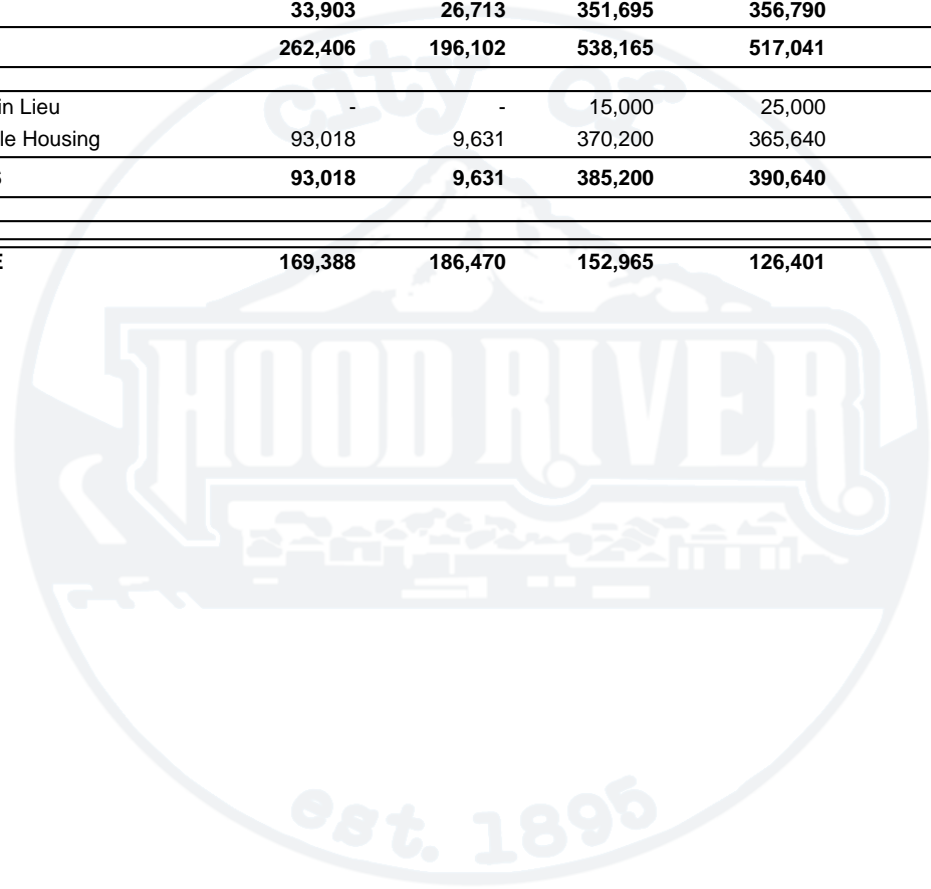
## RESERVES FUND

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

Sub-funds within the Reserves Fund Include:

- Parking In Lieu
- Affordable Housing
- Parks Facilities

Category/Program	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
<b>RESERVES FUND</b>						
030 Beginning Fund Balance	228,503	169,388	186,470	160,251	-	-
<b>REVENUE</b>						
037 Interest Earnings	*****	5,514	1,695	6,790	-	-
038 Misc. Revenues	34,550	21,199	350,000	350,000	-	-
<b>REVENUE</b>	<b>33,903</b>	<b>26,713</b>	<b>351,695</b>	<b>356,790</b>		
<b>Total RESOURCES</b>	<b>262,406</b>	<b>196,102</b>	<b>538,165</b>	<b>517,041</b>		
260 Reserve - Parking in Lieu	-	-	15,000	25,000	-	-
350 Reserve - Affordable Housing	93,018	9,631	370,200	365,640	-	-
<b>Total REQUIREMENTS</b>	<b>93,018</b>	<b>9,631</b>	<b>385,200</b>	<b>390,640</b>		
<b>ENDING FUND BALANCE</b>	<b>169,388</b>	<b>186,470</b>	<b>152,965</b>	<b>126,401</b>		







**PROGRAM NAME:** Parking in Lieu

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**PROGRAM DESCRIPTION:** The Parking System reserve fund was established by Resolution No. 95-15. Developers may be assessed a fee called “Parking in Lieu” as an alternative to putting in required parking spaces 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.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>260</b>	<b>PARKING IN LIEU</b>							
<b>260-260</b>	<b>Reserve - Parking in Lieu</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	13,643	42,950	50,402	35,837	-	-	( 14,565) -29%
	<b>REVENUE</b>							
37005-00000	INTEREST ON INVESTMENTS	( 243)	1,252	435	1,500	-	-	1,065 245%
38025-30200	In lieu of parking-Central Bus	-	6,199	-	-	-	-	-
38025-30205	In lieu of Parking-Heights bus	29,550	-	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>29,306</b>	<b>7,451</b>	<b>435</b>	<b>1,500</b>			<b>1,065 245%</b>
	<b>TOTAL RESOURCES</b>	<b>42,950</b>	<b>50,402</b>	<b>50,837</b>	<b>37,337</b>			<b>( 13,500) -27%</b>
<b>REQUIREMENTS</b>								
	<b>CAPITAL OUTLAY</b>							
43020-40620	Machinery & Equipment	-	-	15,000	15,000	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>			<b>15,000</b>	<b>15,000</b>			
	<b>TOTAL EXPENDITURES</b>			<b>15,000</b>	<b>15,000</b>			
	<b>CONTINGENCY/TRANSFER</b>							
47005-00000	CONTINGENCY (BUDGETARY)	-	-	-	10,000	-	-	10,000
	<b>TOTAL CONTINGENCY/TRANSFER</b>				<b>10,000</b>			<b>10,000</b>
	<b>TOTAL REQUIREMENTS</b>			<b>15,000</b>	<b>25,000</b>			<b>10,000 67%</b>
<hr/>								
<b>Unappropriated Ending Balance</b>								
<b>260-PARKING IN LIEU</b>		<b>42,950</b>	<b>50,402</b>	<b>35,837</b>	<b>12,337</b>			<b>( 23,500) -66%</b>



**PROGRAM NAME:** Affordable Housing Reserve

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**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 Small Grants account in the Restricted Revenue Fund, leaving only the \$100,000 set aside for Affordable Housing.

Since FY2020-21 the Rand Road property acquisition and development activity is accounted for in this Fund. FY2024-25 includes proceeds from the planned sale of City properties declared surplus via Resolution 2021-17 and dedicated to support Affordable Housing initiatives.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>350</b>	<b>AFFORDABLE HOUSING RESERVE</b>							
<b>350-350</b>	<b>Reserve - Affordable Housing</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	109,480	21,498	27,713	15,000	-	-	( 12,713) -46%
	<b>REVENUE</b>							
37005-00000	INTEREST ON INVESTMENTS	36	846	200	640	-	-	440 220%
38005-00000	Property sales	5,000	15,000	350,000	350,000	-	-	-
	<b>TOTAL REVENUE</b>	<b>5,036</b>	<b>15,846</b>	<b>350,200</b>	<b>350,640</b>		<b>440</b>	<b>-</b>
	<b>TOTAL RESOURCES</b>	<b>114,516</b>	<b>37,344</b>	<b>377,913</b>	<b>365,640</b>		<b>( 12,273)</b>	<b>-3%</b>
<b>REQUIREMENTS</b>								
	<b>MATERIALS &amp; SERVICES</b>							
42010-40105	Legal Services	18,980	-	-	-	-	-	-
42010-40115	Professional Svcs- Gen Assets	73,645	9,631	35,000	15,000	-	-	( 20,000) -57%
42020-42020	Advertising & Publishing	393	-	-	-	-	-	-
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>93,018</b>	<b>9,631</b>	<b>35,000</b>	<b>15,000</b>		<b>( 20,000)</b>	<b>-57%</b>
	<b>CAPITAL OUTLAY</b>							
43015-43000	Imp O/T Build- Gen Assets Res	-	-	335,200	350,640	-	-	15,440 5%
	<b>TOTAL CAPITAL OUTLAY</b>			<b>335,200</b>	<b>350,640</b>		<b>15,440</b>	<b>5%</b>
	<b>TOTAL EXPENDITURES</b>	<b>93,018</b>	<b>9,631</b>	<b>370,200</b>	<b>365,640</b>		<b>( 4,560)</b>	<b>-1%</b>
	<b>TOTAL REQUIREMENTS</b>	<b>93,018</b>	<b>9,631</b>	<b>370,200</b>	<b>365,640</b>		<b>( 4,560)</b>	<b>-1%</b>
	<b>Unappropriated Ending Balance</b>							
	<b>350-AFFORDABLE HOUSING RESERVE</b>	<b>21,498</b>	<b>27,713</b>	<b>7,713</b>			<b>( 7,713)</b>	<b>-100%</b>



**PROGRAM NAME:** Parks Facilities Reserve

**RESPONSIBLE MANAGER(S):** Christopher Longinetti, Finance Director

**PROGRAM DESCRIPTION:**

The FY2018-19 Budget established the Parks Facilities Reserve sub-fund within the City Reserve Fund. The sub-fund was seeded with an initial transfer of \$100,000 with expenditures pending creation of a Parks Capital Improvement Plan similar to the City's utility capital plans. Resolution 2021-15 created the City's first Parks Capital Improvement Plan.

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>821</b>	<b>PARKS FACILITIES RESERVE</b>							
<b>821-821</b>	<b>Parks Facilities Reserve</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	105,378	104,939	108,354	109,414	-	-	1,059
	<b>REVENUE</b>							
37005-00000	INTEREST REVENUE	( 439)	3,415	1,060	4,650	-	-	3,590
	<b>TOTAL REVENUE</b>	<b>( 439)</b>	<b>3,415</b>	<b>1,060</b>	<b>4,650</b>			<b>3,590</b>
	<b>TOTAL RESOURCES</b>	<b>104,939</b>	<b>108,354</b>	<b>109,414</b>	<b>114,064</b>			<b>4,649</b>
<hr/>								
	Unappropriated Ending Balance							
<b>821-PARKS FACILITIES RESERVE</b>		<b>104,939</b>	<b>108,354</b>	<b>109,414</b>	<b>114,064</b>			<b>4,649</b>
								<b>4%</b>

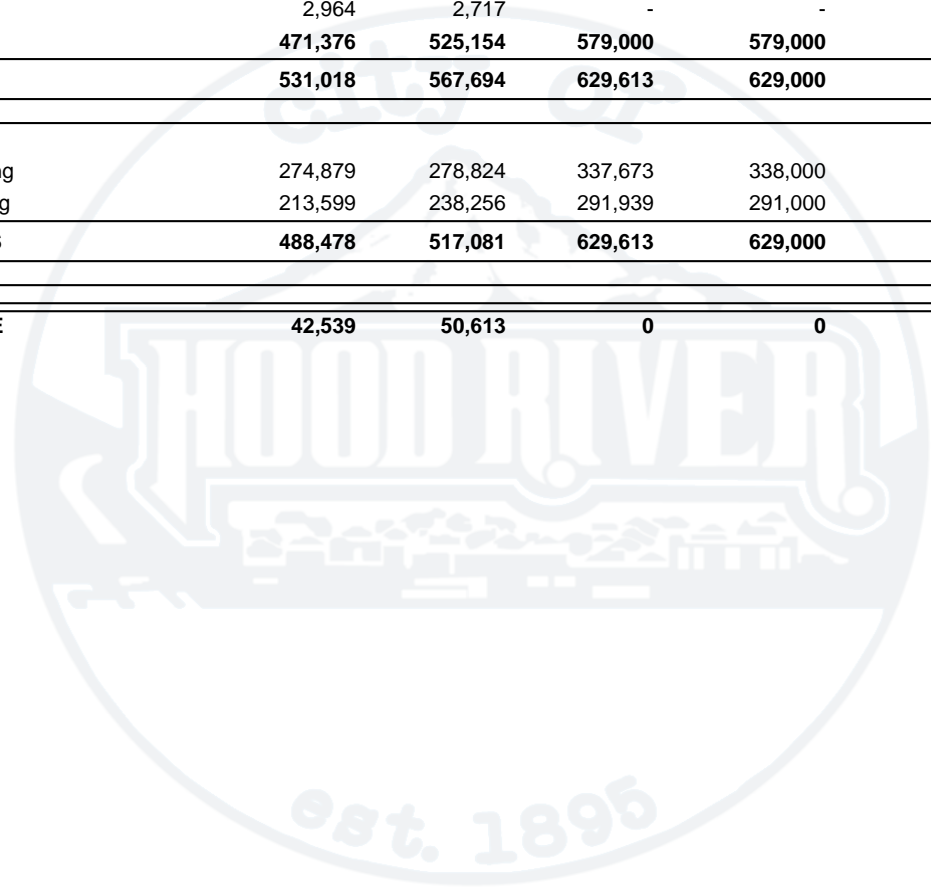


## FIDUCIARY FUND

**PROGRAM DESCRIPTION:** Fiduciary funds are held in trust for outside agencies. The City of Hood River entered into an intergovernmental agreement with the City of Mosier to perform meter reading and utility billing functions. Mosier saves money by access Hood River's existing business systems for this work and the City of Hood River can generate revenue by charging Mosier for this work.

The Fiduciary Fund accounts for utility revenues generated from Mosier customers and remittance of these dollars to the City of Mosier.

Category/Program	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed 2024-25	Approved 2024-25	Adopted 2024-25
<b>FIDUCIARY FUND</b>						
030 Beginning Fund Balance	59,641	42,539	50,613	50,000	-	-
<b>REVENUE</b>						
035 Charges for Services	469,486	521,845	579,000	579,000	-	-
037 Interest Earnings	*****	592	-	-	-	-
038 Misc. Revenues	2,964	2,717	-	-	-	-
<b>REVENUE</b>	<b>471,376</b>	<b>525,154</b>	<b>579,000</b>	<b>579,000</b>		
<b>Total RESOURCES</b>	<b>531,018</b>	<b>567,694</b>	<b>629,613</b>	<b>629,000</b>		
<b>EXPENDITURES</b>						
910 Mosier Sewer Billing	274,879	278,824	337,673	338,000	-	-
920 Mosier Water Billing	213,599	238,256	291,939	291,000	-	-
<b>Total REQUIREMENTS</b>	<b>488,478</b>	<b>517,081</b>	<b>629,613</b>	<b>629,000</b>		
<b>ENDING FUND BALANCE</b>	<b>42,539</b>	<b>50,613</b>	<b>0</b>	<b>0</b>		





Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>910</b>	<b>FIDUCIARY - MOSIER SEWER BILLING</b>							
<b>910-910</b>	<b>Mosier Sewer Billing</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	37,095	26,206	24,673	25,000	-	-	326
	<b>REVENUE</b>							1%
35005-00000	MOSIER SEWER USAGE RECEIPTS	264,628	276,921	313,000	313,000	-	-	-
37005-00000	INTEREST REVENUE	( 639)	370	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>263,989</b>	<b>277,291</b>	<b>313,000</b>	<b>313,000</b>			
	<b>TOTAL RESOURCES</b>	<b>301,085</b>	<b>303,498</b>	<b>337,673</b>	<b>338,000</b>			<b>326</b>
<b>REQUIREMENTS</b>								
	<b>MATERIALS &amp; SERVICES</b>							
42010-40145	City of Mosier Remittance	269,847	271,191	326,092	323,915	-	-	( 2,177)
42010-40500	Billing Svcs Charge	5,031	7,633	11,581	14,085	-	-	2,504
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>274,879</b>	<b>278,824</b>	<b>337,673</b>	<b>338,000</b>			<b>326</b>
	<b>TOTAL EXPENDITURES</b>	<b>274,879</b>	<b>278,824</b>	<b>337,673</b>	<b>338,000</b>			<b>326</b>
	<b>TOTAL REQUIREMENTS</b>	<b>274,879</b>	<b>278,824</b>	<b>337,673</b>	<b>338,000</b>			<b>326</b>
	<b>Unappropriated Ending Balance</b>							
<b>910-FIDUCIARY - MOSIER SEWER BILLING</b>		<b>26,206</b>	<b>24,673</b>					<b>-</b>

Account	Title	Actual 2021-22	Actual 2022-23	Current Budget 2023-24	Proposed Budget 2024-25	Approved Budget 2024-25	Adopted Budget 2024-25	Change From 2023-24
<b>920</b>	<b>FIDUCIARY - MOSIER WATER BILLING</b>							
<b>920-920</b>	<b>Mosier Water Billing</b>							
<b>RESOURCES</b>								
30100-00000	BEGINNING FUND BALANCE	22,545	16,333	25,939	25,000	-	-	( 939) -4%
	<b>REVENUE</b>							
35005-00000	MOSIER WATER USAGE RECEIPTS	204,857	244,923	245,000	245,000	-	-	-
35010-30220	Transportation Utility Fee	-	-	21,000	21,000	-	-	-
37005-00000	INTEREST REVENUE	( 435)	222	-	-	-	-	-
38035-00000	FEES AND LATE CHARGES	2,964	2,717	-	-	-	-	-
	<b>TOTAL REVENUE</b>	<b>207,386</b>	<b>247,862</b>	<b>266,000</b>	<b>266,000</b>			
	<b>TOTAL RESOURCES</b>	<b>229,932</b>	<b>264,195</b>	<b>291,939</b>	<b>291,000</b>			<b>( 939)</b>
<b>REQUIREMENTS</b>								
	<b>MATERIALS &amp; SERVICES</b>							
42010-40145	City of Mosier Remittance	210,166	231,524	282,097	279,030	-	-	( 3,067) -1%
42010-40600	Billing Svcs Charge	3,433	6,732	9,842	11,970	-	-	2,128 22%
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>213,599</b>	<b>238,256</b>	<b>291,939</b>	<b>291,000</b>			<b>( 939)</b>
	<b>TOTAL EXPENDITURES</b>	<b>213,599</b>	<b>238,256</b>	<b>291,939</b>	<b>291,000</b>			<b>( 939)</b>
	<b>TOTAL REQUIREMENTS</b>	<b>213,599</b>	<b>238,256</b>	<b>291,939</b>	<b>291,000</b>			<b>( 939)</b>
	<b>Unappropriated Ending Balance</b>							
<b>920-FIDUCIARY - MOSIER WATER BILLING</b>		<b>16,333</b>	<b>25,939</b>					



## **APPENDIX I**

### Capital Improvement Plan

**5-YEAR CAPITAL IMPROVEMENT PLAN**

	Est. Cost	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	
<b>PARKS</b>							
Waterfront Park- Playground Renovation	\$ 320,000	\$ -	\$ -	\$ -	\$ 320,000	\$ -	1
Waterfront Park- Restroom Expansion	75,000	-	75,000	-	-	-	2
Waterfront Park- Beach Renovation	40,000	-	40,000	-	-	-	3
Children's Park- BB Ct Renovation, Fence and Sidewalk	45,000	-	45,000	-	-	-	4
Children's Park- Retaining Wall Replacement	30,000	30,000	-	-	-	-	5
Jackson Park/Collins Field- Baseball Field Renovation	85,000	-	-	85,000	-	-	6
Wilson Park- Playground Renovation & Signage	5,300	5,300	-	-	-	-	7
Jackson/Mann Park- Playground Renovation & Signage	53,500	53,500	-	-	-	-	8
<b>Parks Fund Total</b>	<b>653,800</b>	<b>88,800</b>	<b>160,000</b>	<b>85,000</b>	<b>320,000</b>	<b>-</b>	
<b>ROAD</b>							
Pavement Management System	\$ 625,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	
May Street Elevated Sidewalk	1,450,000	1,450,000	-	-	-	-	9
Safe Routes to School Improvements	150,000	50,000	50,000	50,000	-	-	10
<b>Road Fund Total</b>	<b>2,225,000</b>	<b>1,625,000</b>	<b>175,000</b>	<b>175,000</b>	<b>125,000</b>	<b>125,000</b>	
<b>SEWER</b>							
<b>Sewer Operations</b>							
Wilson St. Pipe from 9th-12th	\$ 425,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 325,000	11
9th- Marian to Pine	190,000	-	-	-	125,000	65,000	12
8th Marian to Pine & 7th Pine to Dead End	195,000	-	-	-	-	195,000	13
Rebuild WestCliff Pump Station	600,000	600,000	-	-	-	-	14
Hull St - 9th to 12th	500,000	500,000	-	-	-	-	15
Eugene 2nd-7th	100,000	-	-	-	-	100,000	16
June 10th-12th	490,000	-	-	318,500	171,500	-	17
May: Park -12th	90,000	-	-	58,500	31,500	-	18
Montello- 2nd to 5th	96,000	96,000	-	-	-	-	19
Cascade 6th-10th	1,627,500	1,057,875	569,625	-	-	-	20
Cascade 10th-15th	1,100,000	100,000	-	650,000	350,000	-	21
Oak Street Sanitary- 5th-13th	1,135,000	35,000	715,000	385,000	-	-	22
A Street (LJ8 Area)	650,000	-	-	-	422,500	227,500	23
Waucoma Park & 13th Alley Sewer	573,765	372,947	200,818	-	-	-	24
Influent Pipe (new pipe to headworks)	705,289	-	-	-	-	705,289	25
Columbia 8th-10th	642,000	20,000	622,000	-	-	-	26
Elevated Sewer Upgrade (Mt Hood RR Lift Station)	8,340,000	1,000,000	3,940,000	3,400,000	-	-	27
Frankton Pump Station	100,000	100,000	-	-	-	-	28
<b>Waste Water Treatment Plant</b>							
UV System	20,000	20,000	-	-	-	-	29
Replace Digester Gas Mixing	2,501,960	-	1,125,980	1,225,980	150,000	-	30
Primary Clarifier Repair	420,000	420,000	-	-	-	-	31
WWTP Office Upgrades	80,000	80,000	-	-	-	-	-
WWTP Facilities Plan	132,000	132,000	-	-	-	-	-
Upgrade PistaGrit Removal System	250,000	-	-	-	-	250,000	32
Clarifier Sweep Replacement	750,000	-	-	750,000	-	-	33
Upgrade Polymer Feed System	500,000	-	-	-	500,000	-	34
Upgrade Waste-Gas Flare System	75,000	-	75,000	-	-	-	35
Short-lived Asset Replacement/Repair	400,000	100,000	100,000	100,000	50,000	50,000	36
<b>Sewer Fund Total</b>	<b>22,688,514</b>	<b>4,633,822</b>	<b>7,348,423</b>	<b>6,887,980</b>	<b>1,900,500</b>	<b>1,917,789</b>	
<b>WATER</b>							
Montello-Front to 2nd & 2nd Street	\$ 225,750	\$ 225,750	\$ -	\$ -	\$ -	\$ -	37
Columbia Pipe Replacements (8th-10th)	498,000	20,000	478,000	-	-	-	38
Columbia Pipe Replacements (13th Columbia to Oak)	255,000	-	-	-	-	255,000	39
Cascade Pipe Replacements (6th- 10th)	1,550,000	1,007,500	542,500	-	-	-	40
Cascade Pipe Replacements (10th-15th)	1,100,000	100,000	-	650,000	350,000	-	41
Cascade Pipe Replacements (15th- Cascade to Columbia)	210,000	-	-	-	210,000	-	42
Oak Pipe Replacements (5th-13th)	850,000	35,000	529,750	285,250	-	-	43
Oak Pipe Replacements (Lincoln 10th-13th)	550,000	-	-	357,500	192,500	-	44
A Street	940,000	-	-	-	611,000	329,000	45
Eugene St. Pipe Replacement 4th-7th	100,000	-	-	-	-	100,000	46
East Heights Improvements- Wilson 9th-12th	555,000	-	-	-	100,000	455,000	47
East Heights Improvements- 9th Marian to Pine	340,000	-	-	-	220,000	120,000	48
East Heights Improvements- 8th Marian to Pine & 7th Pine to Dead End	396,500	-	-	-	-	396,500	49
Heights Improvements- June 10th-12th	490,000	-	-	318,500	171,500	-	50
Heights Improvements- May Park-12th	290,000	-	-	188,500	101,500	-	51
Hull St. 9th-12th	600,000	600,000	-	-	-	-	52
PRV Replacement- 20th St/ Rand&Cascade	430,000	430,000	-	-	-	-	53
AMI Meter Reading Upgrade	75,000	25,000	50,000	-	-	-	54
In-line Hydro	1,463,100	745,800	717,300	-	-	-	55
<b>Water Fund Total</b>	<b>10,918,350</b>	<b>3,189,050</b>	<b>2,317,550</b>	<b>1,799,750</b>	<b>1,956,500</b>	<b>1,655,500</b>	
<b>STORM WATER</b>							
Waterfront Storm Line (Admin)	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	-
Waterfront Storm Line (Phase 3- Downtown)	900,000	900,000	-	-	-	-	56
Waterfront Storm Line (Phase 4- Wetland)	1,100,000	400,000	700,000	-	-	-	57
Waterfront Storm Line (Phase 4B- Riverside)	1,903,200	1,237,080	666,120	-	-	-	58
13th Street Cascade to Lincoln	482,300	-	-	-	-	482,300	59
Hull St	400,000	400,000	-	-	-	-	60
Stormwater Management Plan	20,000	20,000	-	-	-	-	-
Cascade 6th-10th	697,000	453,050	243,950	-	-	-	61
Cascade 10th-15th	430,000	30,000	-	195,000	205,000	-	62
Oak Street 5th-13th	315,000	15,000	195,000	105,000	-	-	63
<b>Storm Water Fund Total</b>	<b>6,297,500</b>	<b>3,505,130</b>	<b>1,805,070</b>	<b>300,000</b>	<b>205,000</b>	<b>482,300</b>	
<b>TOTAL</b>	<b>\$ 42,783,164</b>	<b>\$ 13,041,802</b>	<b>\$ 11,806,043</b>	<b>\$ 9,247,730</b>	<b>\$ 4,507,000</b>	<b>\$ 4,180,589</b>	

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET PARKS FUND

**TITLE:** Waterfront Park, Playground Renovation

**CIP PROJECT #:**

**CITY G/L #:**

**PROJECT DESCRIPTION:**

**Playground renovation** is viewed as a necessary improvement to meet the expectations of Park visitors and the City Council who view this property as an important representation of the City. Due to the number and image of the Park, playground areas separately serving kids 3-7 years old and 7-13 years old are suggested to be installed at the Park, one on each side of the existing climbing wall, with rubberized foam ground surfacing as was recently installed at the base of the climbing wall.

- Alternatively, one (1) structure serving the ages of 3-12 years old could be installed at much lower cost.
- Estimated cost for a 3-7 playground equipment structure is approx. \$75,000, plus an additional \$50,000 for foam base. An example is Miracle Kids Choice S633
- Estimated cost for a 7-13 playground is approx. \$75,000, plus an additional \$85,000 for foam base. An example is Miracle Center Stage S629, Fit Challenge S594
- Demolition and grading of the existing play equipment and general area is estimated at approximately \$35,000.

Total estimated cost for all improvements is approx. \$320,000.



**CONSTRUCTION**

**EST. COST:** \$320,000  
**FUNDING:** 100% General Fund

**EST. START:** August 2027  
**EST. COMPLETION:** June 2028

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## PARKS FUND

**TITLE:** Waterfront Park, Restroom Facility Expansion

**CIP PROJECT #:**

**CITY G/L #:**

**PROJECT DESCRIPTION:**

Restroom Facility expansion is viewed as a necessary improvement to meet the expectations of Park users and the City Council who view this property as an important representation of the City. The existing restroom building could be expanded to accommodate an additional two (2) stalls per each gender area. The increase in tourism and use of this particular Park is growing every year, as are the retail sales of food and beverage. The availability of restrooms is important to meet the growing need of Park users.

- Estimated cost for the subject restroom expansion is \$50,000.



**CONSTRUCTION**

**EST. COST:** \$75,000

**FUNDING:** 100% General Fund

**EST. START:** October 2025

**EST. COMPLETION:** June 2026

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## PARKS FUND

**TITLE:** Waterfront Park, Beach Renovation

**CIP PROJECT #:**

**CITY G/L #:**

**PROJECT DESCRIPTION:**

**Beach renovation** is viewed as a necessary improvement to meet the expectations of Park visitors and the City Council who view this property as an important representation of the City. The beach area suffers from poor access and degraded grading along the interior of the wall surrounding the beach area. It is suggested that a redesign of the previously planted, irrigated and supported areas be performed to improve the beach image, allow for increased depositing of sand, and reduction of the loss of sand due to constant high winds.

- Estimated cost for new interior sand or vegetative shelf structure is approx. \$40,000.



### CONSTRUCTION

**EST. COST:** \$40,000

**FUNDING:** 100% General Fund

**EST. START:** July 2025

**EST. COMPLETION:** November 2025

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET PARKS FUND

**TITLE:** Children's Park, Basketball Ct Renovation, Perimeter Fence and Walkway

**CIP PROJECT #:**

**CITY G/L #:**

**PROJECT DESCRIPTION:**

**Basketball court renovation** would include removal and installation of all fencing, sidewalk access repair, new hoops, and structure cleaning and repair. The current fencing is very old and hazardous while the structure needs cleaning and striping. The concrete walk is in bad shape and does not meet current standards. Estimated capital improvement cost is \$15,000.

**Perimeter fencing and concrete walkway** improvements are proposed on the south and west sides of the park to focus pedestrian access. The south and west roadway frontages has no sidewalk and the hillside has continual erosion and turf problems. Estimated capital improvement cost is \$30,000.

- Total estimated costs are \$45,000.



**CONSTRUCTION**

**EST. COST:** \$45,000  
**FUNDING:** 100% General Fund

**EST. START:** August 2025  
**EST. COMPLETION:** November 2025



# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## PARKS FUND

**TITLE:** Children's Park, Playground Retaining Wall Renovation

**CIP PROJECT #:**

**CITY G/L #:**

**PROJECT DESCRIPTION:**

Retaining Wall replacement within and adjacent to the play structure needs to be considered, its length is approximately 100'.

- Estimated costs for the wall is \$30,000.



### CONSTRUCTION

**EST. COST:** \$30,000

**FUNDING:** 100% General Fund

**EST. START:** July 2024

**EST. COMPLETION:** November 2024

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## PARKS FUND

**TITLE:** Jackson Park/Collins Field, Baseball Field Renovation

**CIP PROJECT #:**

**CITY G/L #:** 821-821-43015-43008-00

**PROJECT DESCRIPTION:**

**Baseball field renovation** is proposed for an asset that has not been improved for numerous years.

- The baseball dugouts need complete renovation, including filling in the existing dugouts and creating a concrete slab to meet existing grades, then installing new fencing around and metal roof over the dugouts.
- The turf infield needs to be reduced in size so that both softball and baseball teams can play successively. Removal of substantial amounts of infield grass, regrading, and infield irrigation piping will be required.
- Total capital costs are approximately \$85,000.



**CONSTRUCTION**

**EST. COST:** \$85,000

**FUNDING:** 100% General Fund

**EST. START:** August 2026

**EST. COMPLETION:** June 2027

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## PARKS FUND

**TITLE:** Wilson Park, Playground and Sign Renovation

**CIP PROJECT #:**

**CITY G/L #:**

**PROJECT DESCRIPTION:**

**Playground renovation and Signage** are viewed as a necessary improvement and is proposed to include replacement of one (1) playground structure and one (1) Park sign but no base improvements.

- Estimated cost for a 2-12 playground equipment structure that includes 4 swings is approx. \$1,800, and a new wood sign with routing is estimated at \$3,500.
- Total capital cost is approximately \$5,300.



### CONSTRUCTION

**EST. COST:** \$5,300  
**FUNDING:** 100% General Fund

**EST. START:** August 2024  
**EST. COMPLETION:** November 2024

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET PARKS FUND

**TITLE:** Mann Park, Playground, Sidewalk and Sign Renovation

**CIP PROJECT #:**

**CITY G/L #:**

**PROJECT DESCRIPTION:** 100-130-43015-43009-00

**Playground renovation, Sidewalk access and Signage** are viewed as necessary improvements.

- Estimated cost for a 2-12 playground equipment structure and swing structure is approx. \$60,000.
- Estimated cost for a new wood sign with routing is estimated at \$3,500.
- Estimated cost for foam safety base for the playground structure is \$100,000.
- Estimated cost for sidewalk access to the interior of the Park is \$8,000.
- Estimated cost for installation is \$26,000



**CONSTRUCTION**

**EST. COST:** \$112,961

**FUNDING:** 100% General Fund  
\$82,000 Lions Club Donation

**EST. START:**

August 2023

**EST. COMPLETION:**

December 2024

# 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 13<sup>th</sup> Street.



- Replace Elevated Sidewalk - Approx. 240 LF
- Replace Ramps and Curbs with ADA Compliant Ramps and Curbs – Approx. 460 LF
- Replace ADA Ramps and Crosswalk at 13<sup>th</sup>

**CONSTRUCTION**

**Est. COST:** \$3,250,000  
**FUNDING:** 100% Road Fund  
 (ODOT IGA Design/ ROW \$1,504,575)  
 (ODOT OTIB Construction Loan \$1.4M)

**Est. START:** June 2019  
**Est. COMPLETION:** September 2025

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## ROAD FUND

**TITLE:** Safe Routes to School Infrastructure Improvements

**CIP PROJECT #:**

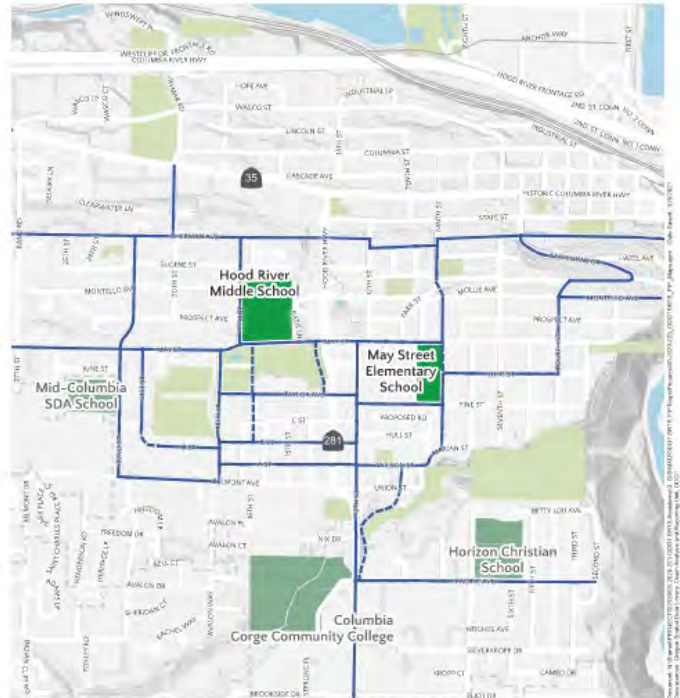
**City G/L #** 100-190-43015-00520-00

**PROJECT DESCRIPTION:**

Safe Routes to School (SRTS) infrastructure budget is intended to be used to install/expand/upkeep infrastructure projects identified in the 2022 Safe Routes to School Project Report, or similar.

Example projects could be:

- Wilson – A | 12<sup>th</sup> and 13<sup>th</sup> Streets intersection improvements
- May | 18<sup>th</sup> and 17<sup>th</sup> Streets intersection restriping and improvements
- Route-Finding street signage along dedicated SRTS route
- ADA Ramp installation along SRTS route
- Improve fading identified crosswalks along SRTS route



**SUGGESTED WALKING AND BIKING ROUTES TO SCHOOL**



- Suggested Route
- - - Off-Street Connection
- Railroad
- School Property
- Parks
- Water
- City Boundary

ODOT SRTS PROJECT IDENTIFICATION PROGRAM

**CONSTRUCTION**

**Est. COST:** \$250,000 (\$50,000 annually)

**FUNDING:** 100% General Fund

**Est. START:** June 2022

**Est. COMPLETION:** June 2027

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

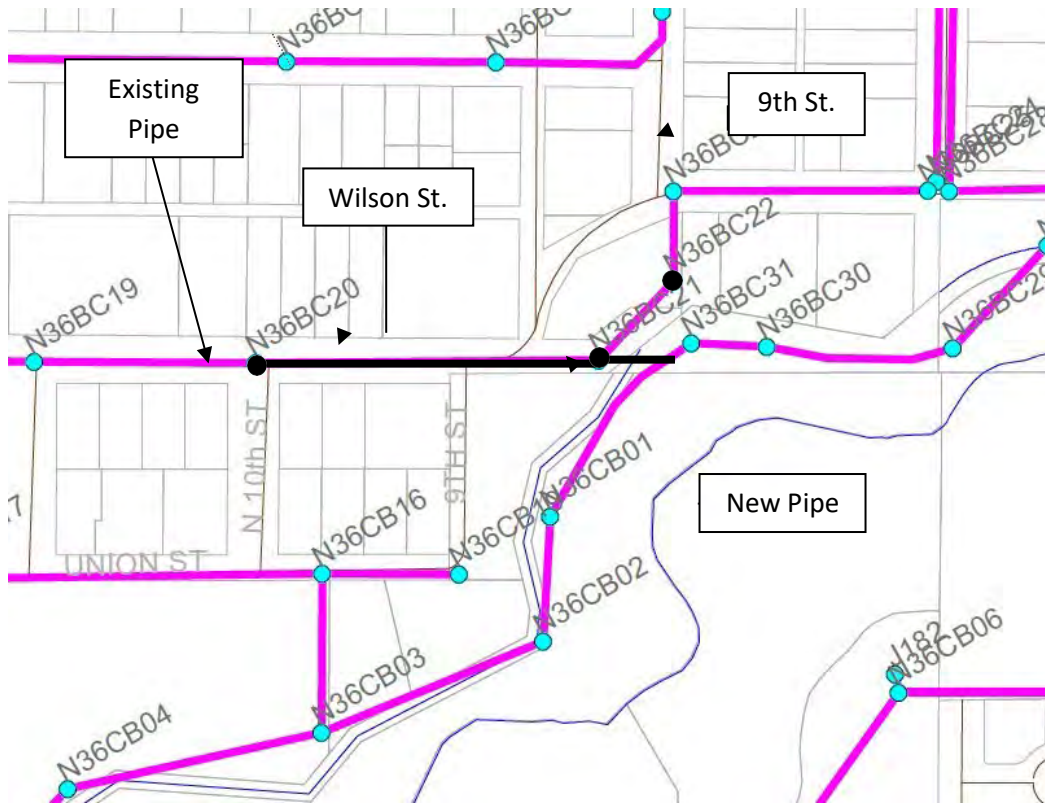
**TITLE:** Wilson St. 9th-12th Sewer Pipe Replacement

**CIP PROJECT #:** M-5

**CITY G/L #:**

**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:** \$600,000  
**FUNDING:** 100% Sewer Charges for Service

**EST. START:** July 2027  
**EST. COMPLETION:** December 2029

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

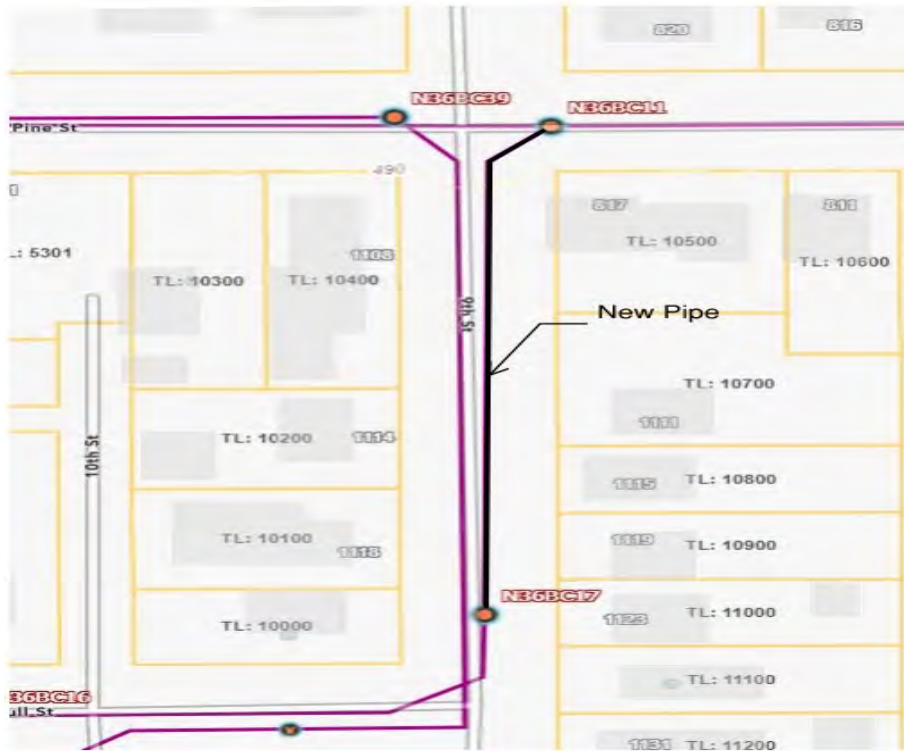
**TITLE:** 9<sup>th</sup> Marian to Pine Clay Pipe Replacement

**CIP PROJECT #:** M-14

**City G/L #**

**PROJECT DESCRIPTION:**

A section of sewer pipe that is located on 9<sup>th</sup> St from Marian to Pine will need to be replaced with the same size pipe (8"). This section of pipe was likely installed in the late 1800's or early 1900's and is in poor condition, these pipes are contributing to infiltration of water into the sanitary sewer system. This project will correspond with the lead jointed water line replacement in the same area.



**CONSTRUCTION**

**Est. COST:** \$190,000

**FUNDING:** 100% Sewer Charges for Service

**Est. START:** July 2027

**Est. COMPLETION:** June 2028



# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

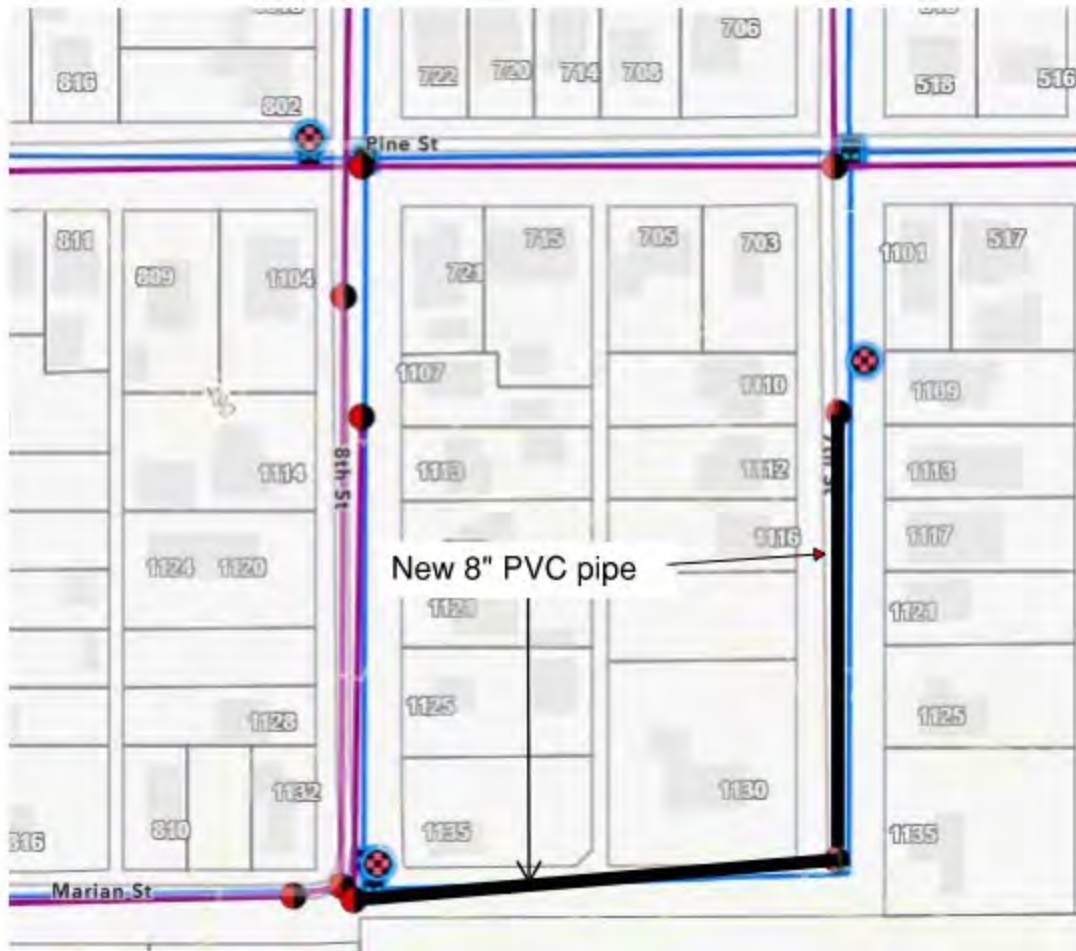
**TITLE:** Clay pipe replacement- 8<sup>th</sup> Marion to Pine & 7<sup>th</sup> Pine (Dead End)

**CIP PROJECT #:** M-14

**City G/L #**

**PROJECT DESCRIPTION:**

A section of sewer pipe that starts at 8<sup>th</sup> and Marion and goes toward 7<sup>th</sup> and Pine will need to be replaced with the same size pipe (8"). This section of pipe was likely installed in the late 1800's or early 1900's and is in poor condition, these pipes are contributing to infiltration of water into the sanitary sewer system. This project will correspond with the lead jointed water line replacement in the same area.



**CONSTRUCTION**

**Est. COST:** \$300,000

**FUNDING:** 100% Sewer Charges for Service

**Est. START:** July 2028

**Est. COMPLETION:** December 2029

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER SDC FUND

**TITLE:** Westcliff Pump Station Improvements

**CIP PROJECT #:** M-6

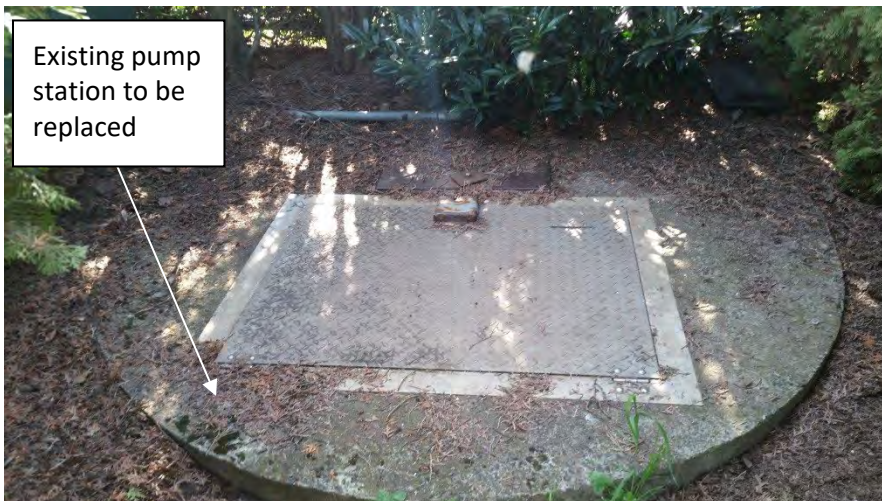
**CITY G/L #:** 560-560-43015-00410-00

**PROJECT DESCRIPTION:**

The Westcliff Pump Station was built in 1987 to serve areas north of the interstate. The existing pump station is in poor condition and its capacity will be exceeded by the expansion of several developments along Westcliff Drive. The increase in capacity requires new pumps, all electrical controls, and updated control valves. To meet anticipated capacity and current DEQ requirements, a replacement pump station is proposed in its existing location.



Existing electrical controls to be replaced



Existing pump station to be replaced

**CONSTRUCTION**

**EST. COST:** \$1,083,000

**FUNDING:** 100% Sewer SDCs

**EST. START:** July 2022

**EST. COMPLETION:** June 2025

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

**TITLE:** Clay Pipe Replacement – Hull St 9<sup>th</sup> to 12<sup>th</sup>

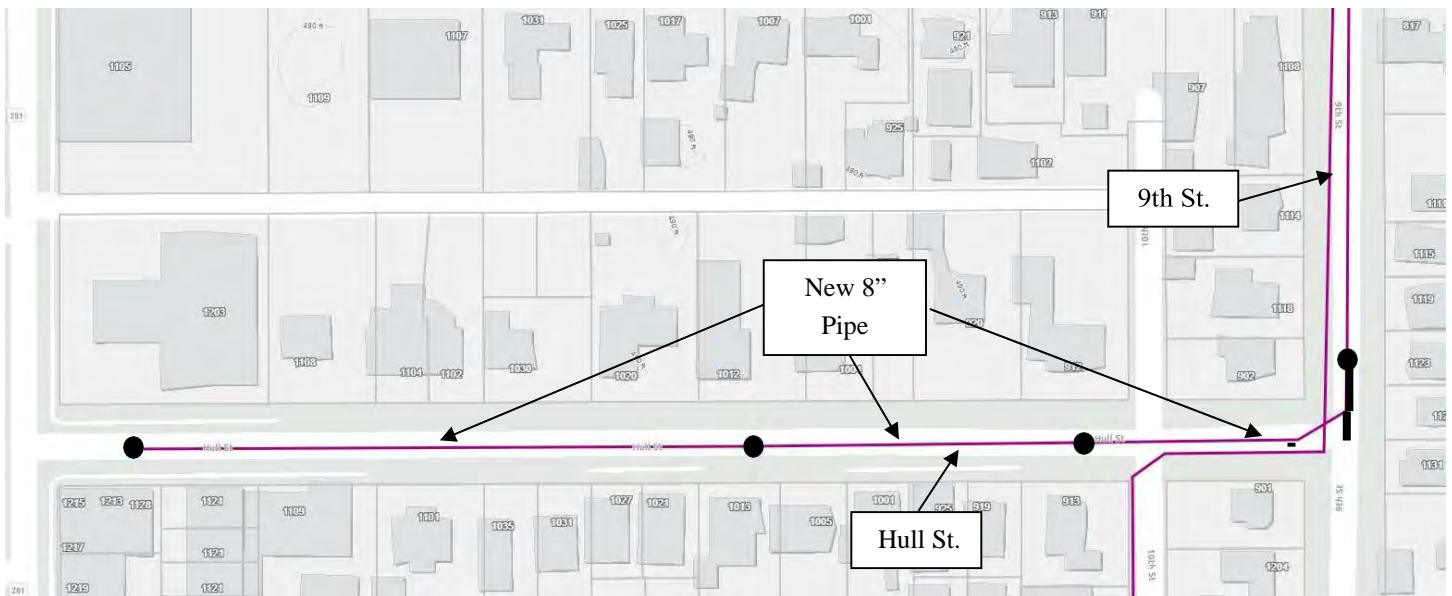
**CIP PROJECT #:** M-7

**CITY G/L #:** 500-505-43015-00530-00

**PROJECT DESCRIPTION:**

A section of sewer line located on Hull St. between 9<sup>th</sup> St. and 12<sup>th</sup> St. from manhole N36BC17 to manhole N36BC14 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. The project will replace three sections of 8" clay pipe totaling approximately 942 feet.

- Section One:
  - Replace Pipe L36BC16- totaling 236 feet between 9<sup>th</sup> St. and 10<sup>th</sup> St.
  - Replace manhole N36BC17 at 9<sup>th</sup> St. and N36BC16 at around 10<sup>th</sup> St.
- Section Two:
  - Replace Pipe L36BC15 totaling 245 feet between 10<sup>th</sup> St. and 1013 Hull St.
  - Replace manhole N36BC15 near 1013 Hull St.
- Section Three:
  - Replace Pipe L36BC14- totaling 461 feet between 1013 Hull St. and 12<sup>th</sup> St.
  - Replace manhole N36BC14 at around 12<sup>th</sup> St.



**CONSTRUCTION**

**EST. COST:** \$600,240

**EST. START:**

March 2022

**FUNDING:** 100% Sewer Charges for Service

**EST. COMPLETION:**

March 2025

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

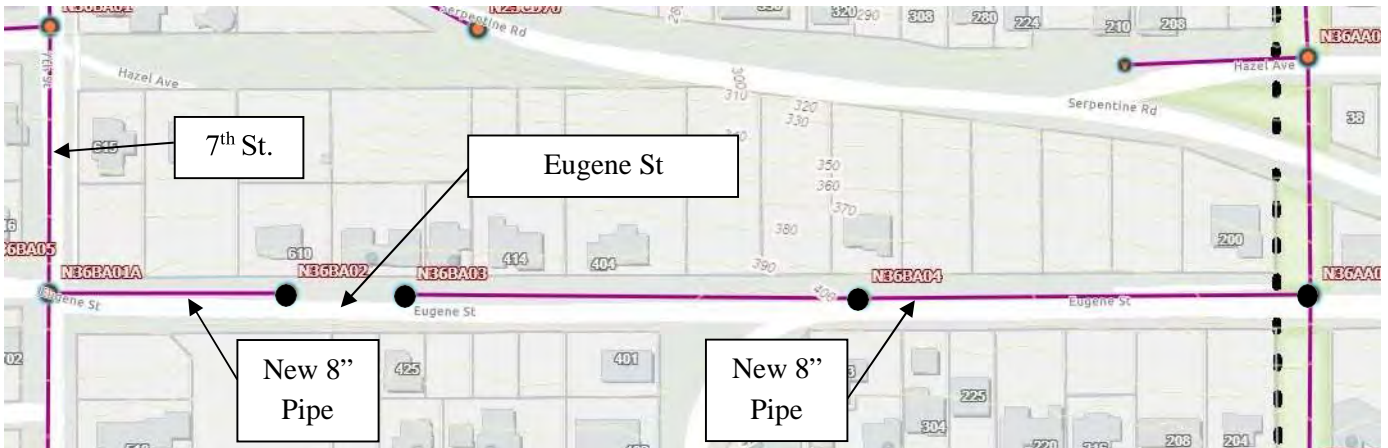
**TITLE:** Eugene St 2<sup>nd</sup> to 7<sup>th</sup> St. Sewer Pipe Replacement

**CIP PROJECT #:** M-14

**CITY G/L #:**

**PROJECT DESCRIPTION:**

A section of sewer line located on Eugene St. between 2nd and 7th St. from manhole 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. 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. The project will replace three sections of 8" clay pipe totaling approximately 1,221 feet. The project will also replace four manholes.



**CONSTRUCTION**

<b>EST. COST:</b> \$800,000	<b>EST. START:</b> July 2028
<b>FUNDING:</b> 100% Sewer Charges for Service	<b>EST. COMPLETION:</b> December 2030

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

**TITLE:** June 10<sup>th</sup>-12<sup>th</sup>

**CIP PROJECT #:** M-14

**City G/L #**

**PROJECT DESCRIPTION:**

A section of sewer pipe that is located on June St. from 10<sup>th</sup>-12<sup>th</sup> will need to be replaced with the same size pipe (8"). This section of pipe was likely installed in the late 1800's or 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 This project will correspond with the lead jointed water line replacement in the same area.



**CONSTRUCTION**

**Est. COST:** \$490,000

**FUNDING:** 100% Sewer Charges for Service

**Est. START:** July 2026

**Est. COMPLETION:** June 2027

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

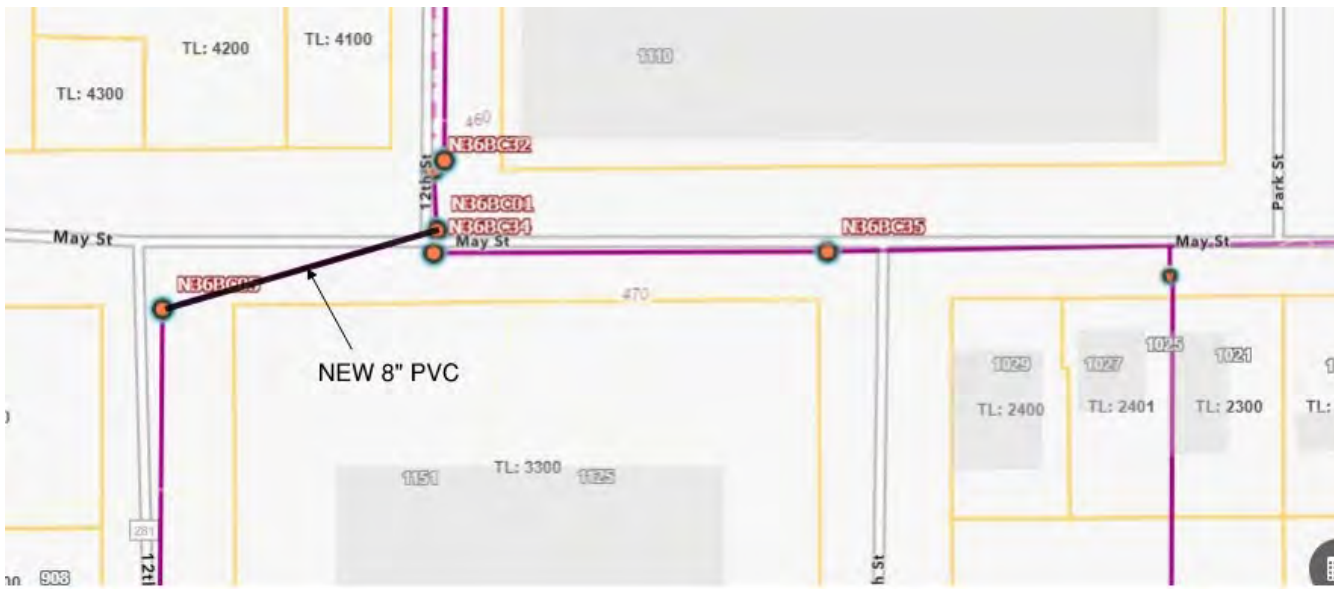
**TITLE:** Clay Pipe Replacement- May St Between Park and 12th

**CIP PROJECT #:** M-14

**City G/L #**

**PROJECT DESCRIPTION:**

A section of sewer pipe that is located at May St and 12<sup>th</sup> St will need to be replaced with the same size pipe (8"). This section of pipe was likely installed in the late 1800's or early 1900's and is in poor condition. This project will correspond with the lead jointed water line replacement in the same area. When the two projects are completed all sewer and water pipes in this area of May St. will have been upgraded.



**CONSTRUCTION**

**Est. COST:** \$90,000

**FUNDING:** 100% Water Charges for Service

**Est. START:** July 2026

**Est. COMPLETION:** June 2027

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

**TITLE:** Clay Pipe Replacement- Montello Ave 2<sup>nd</sup> to 7<sup>th</sup>

**CIP PROJECT #:** M-14

**City G/L #** 500-505-43015-00535-00

**PROJECT DESCRIPTION:**

A section of sewer pipe that is located on Montello Ave between 2<sup>nd</sup> St and 7<sup>th</sup> St. will need to be replaced with the same size pipe (8"). This section of pipe was likely installed in the late 1800's or 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 This project will correspond with the lead jointed water line replacement in the same area.



**CONSTRUCTION**

**Est. COST:** \$690,000

**Est. START:** July 2022

**FUNDING:** 100% Sewer Charges for Service

**Est. COMPLETION:** September 2024

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

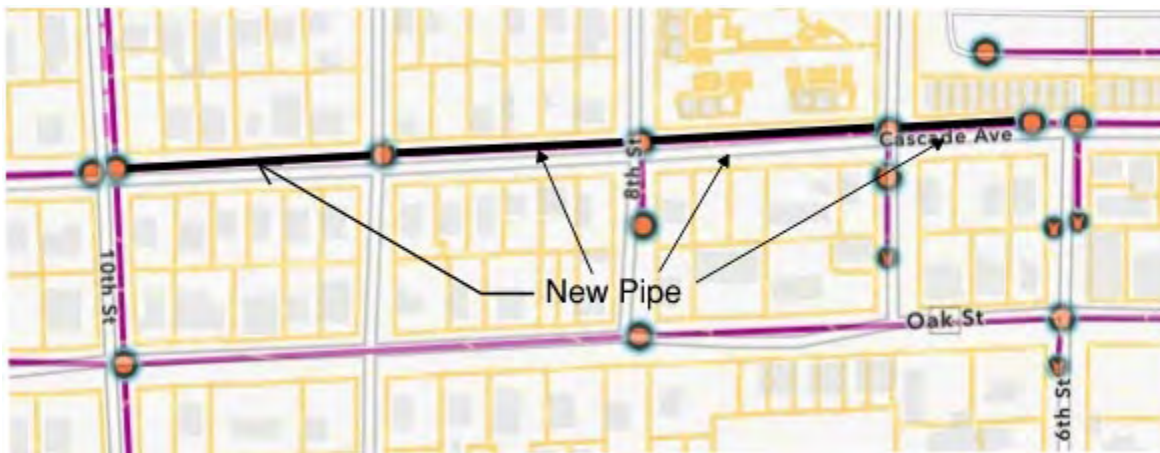
**TITLE:** Cascade Ave 6<sup>th</sup> to 10<sup>th</sup>

**CIP PROJECT #:** M-14

**CITY G/L #:** 500-505-43015-00520-00

**PROJECT DESCRIPTION:**

A section of sewer line located on Cascade Ave. between 6<sup>th</sup> and 10<sup>th</sup> 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.



**CONSTRUCTION**

**EST. COST:** \$1,653,960  
**FUNDING:** 100% Sewer Charges for Service

**EST. START:** July 2022  
**EST. COMPLETION:** June 2026



# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

**TITLE:** Cascade Ave 10<sup>th</sup> to 15<sup>th</sup>

**CIP PROJECT #:** M-14

**CITY G/L #:**

**PROJECT DESCRIPTION:**

A section of sewer line located on Cascade Ave. between 10<sup>th</sup> St. and 15<sup>th</sup> St. 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.



**CONSTRUCTION**

**EST. COST:** \$1,100,000  
**FUNDING:** 100% Sewer Charges for Service

**EST. START:** September 2024  
**EST. COMPLETION:** June 2028

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

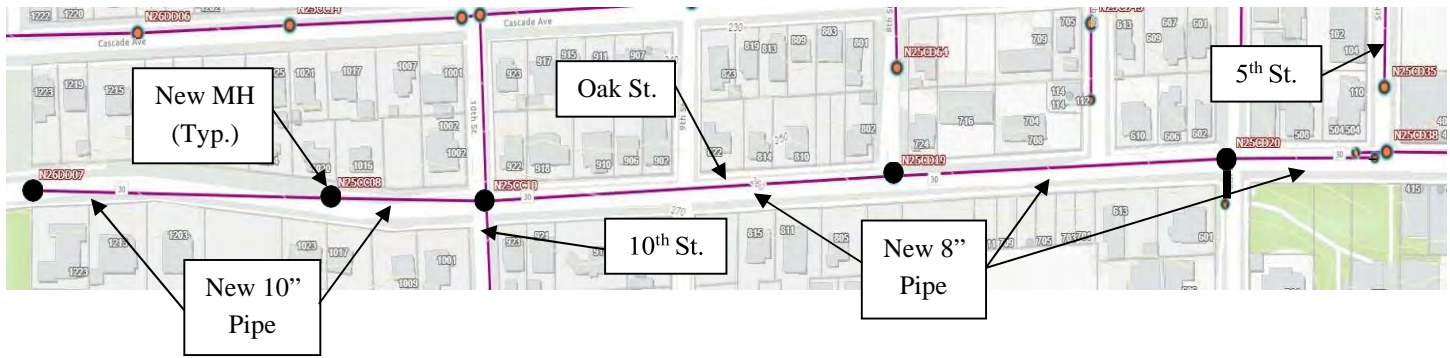
**TITLE:** Oak St 5<sup>th</sup> - 13<sup>th</sup>

**CIP PROJECT #:** M-14

**CITY G/L #:**

**PROJECT DESCRIPTION:**

Sections of sewer line located on Oak St. between 5<sup>th</sup> St. and 13<sup>th</sup> St. 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. The project will replace three sections of the 8" clay pipe totaling approximately 1,536 feet, two sections of 10" clay pipe totaling approximately 787 feet, and five manholes.



**CONSTRUCTION**

**EST. COST:** \$920,000

**EST. START:** September 2023

**FUNDING:** 100% Sewer Charges for Service

**EST. COMPLETION:** December 2026

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

**TITLE:** A Street 12<sup>th</sup>-16<sup>th</sup> (LJ8 area)

**CIP PROJECT #:**

**City G/L #**

**PROJECT DESCRIPTION:**

A section of sewer pipe that is located on Montello Ave between 2<sup>nd</sup> St and 7<sup>th</sup> St. will need to be replaced with the same size pipe (8"). This section of pipe was likely installed in the late 1800's or 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. This project will correspond with the lead jointed water line replacement in the same area.



**CONSTRUCTION**

**Est. COST:** \$650,000

**FUNDING:** 100% Sewer Charges for Service

**Est. START:** July 2027

**Est. COMPLETION:** June 2029

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

**TITLE:** Waucoma Park & 13th Alley Sewer

**CIP PROJECT #:** M-14

**CITY G/L #:** 500-505-43015-00510-00

**PROJECT DESCRIPTION:**

A section of sewer line located on 9<sup>th</sup> St between North of May St to Waucoma Park, and the 13<sup>th</sup> St alley 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



**CONSTRUCTION**

**EST. COST:** \$592,325  
**FUNDING:** 100% Sewer Charges for Service

**EST. START:** March 2022  
**EST. COMPLETION:** December 2024

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

**TITLE:** Influent Pipe Improvement

**CIP PROJECT #:** CIP-C

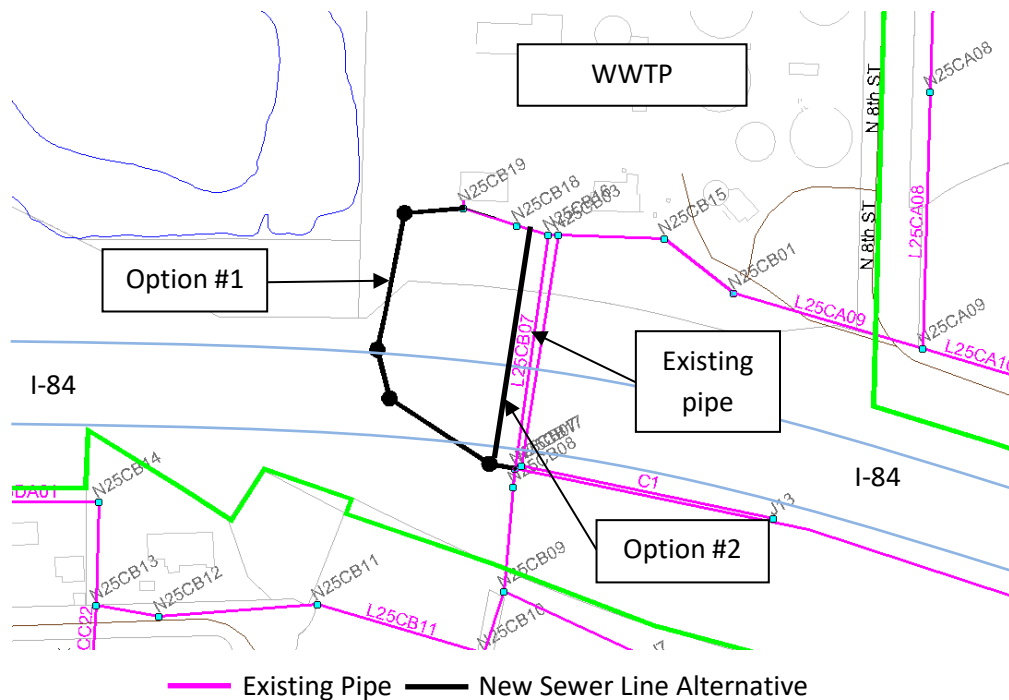
**CITY G/L #:** 560-560-43015-00220

**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:** \$1,085,060

**FUNDING:** 100% Sewer SDCs

**EST. START:** July, 2024

**EST. COMPLETION:** June, 2026



# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

**TITLE:** Elevated Sewer Upgrade (MT Hood RR Lift Station)

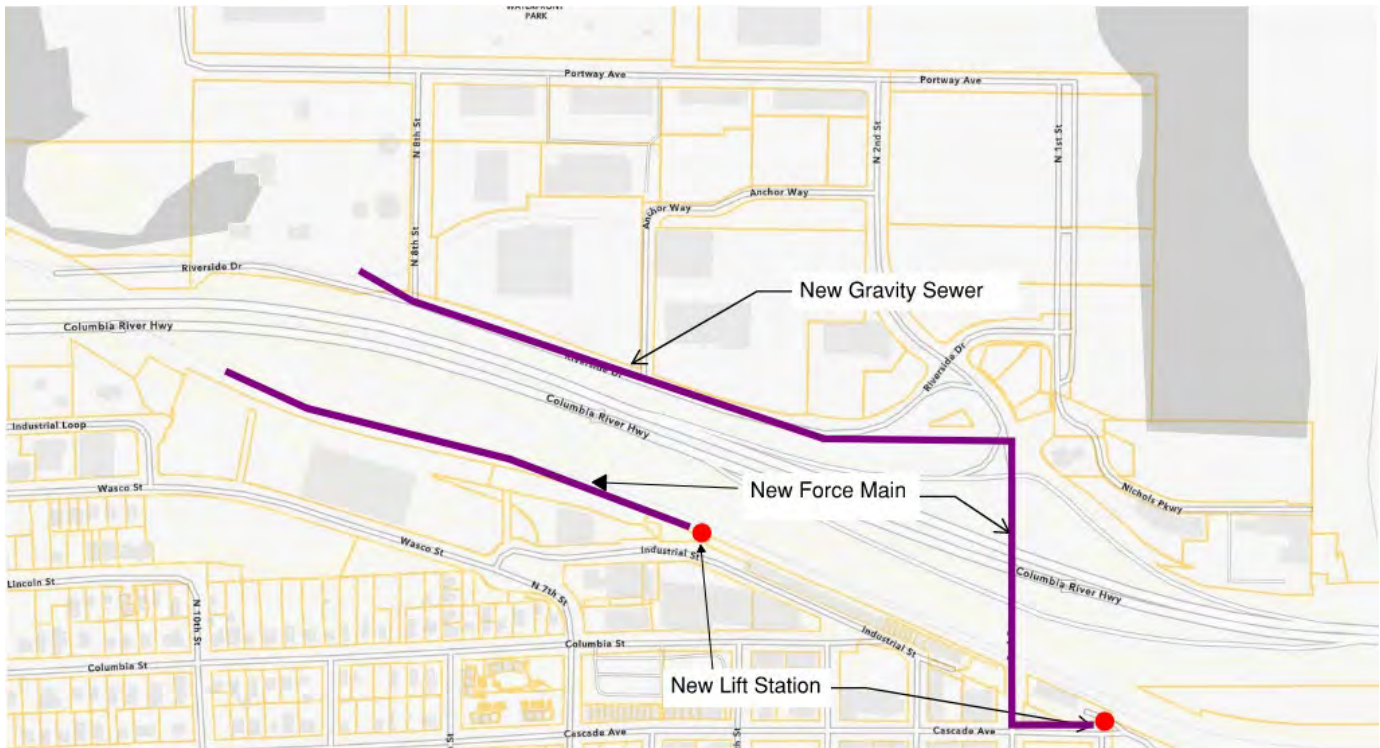
**CIP PROJECT #:**

**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 Railroad 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.



**CONSTRUCTION**

**Est. COST:** \$8,404,350  
**FUNDING:** Sewer Charges for Service  
 Grant Funding

**Est. START:** July 2017  
**Est. COMPLETION:** June 2027

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER FUND

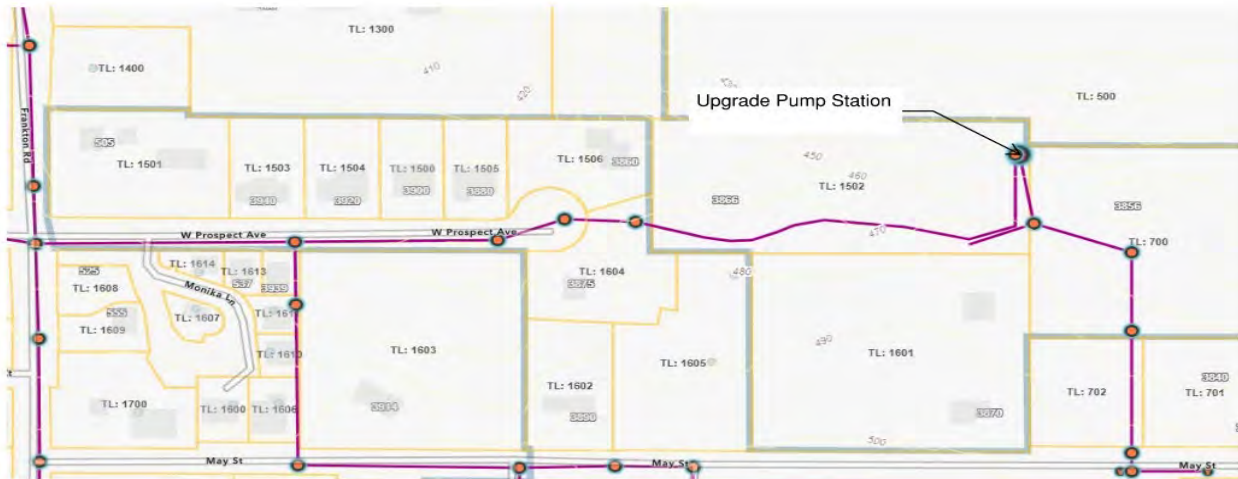
**TITLE:** Frankton Pump Station

**CIP PROJECT #:** CIP D

**City G/L #** 500-505-43015-00200-00

**PROJECT DESCRIPTION:**

The pump station was constructed in the 1980's and has had no significant upgrades since its construction. The pump station has a receptacle for standby power and a visible alarm. The station does not have any flow metering. The access to the wetwell is inadequate and consists of a 2' diameter manhole ring and cover. The pump station likely does not meet today's electrical code for explosion-proof equipment and ventilation of the wetwell. The station contains a lockable cover for the pumps and controls, but does not have a lockable access to the wetwell. The site does not have any security fencing. The City has had constant issues with the pump station losing prime due to inactivity. In addition a crack was discovered in the wetwell. The pump station is slated to be replaced with a grinder pump system.



**CONSTRUCTION**

**Est. COST:** \$100,000  
**FUNDING:** 100% Sewer Charges for Service

**Est. START:** July 2024  
**Est. COMPLETION:** June 2025



# 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 was recommended and installed. Construction of new system has been complete, but additional work on pump change around and electrical is needed to make the system operational.



**CONSTRUCTION**

<b>EST. COST:</b> \$2,185,876	<b>EST. START:</b> February 2020
<b>FUNDING:</b> 100% Sewer Charges for Service	<b>EST. COMPLETION:</b> December 2024

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER SDC FUND

**TITLE:** Digester Gas Mixing System Replacement

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

**CITY G/L #:** 560-560-43015-40156-00

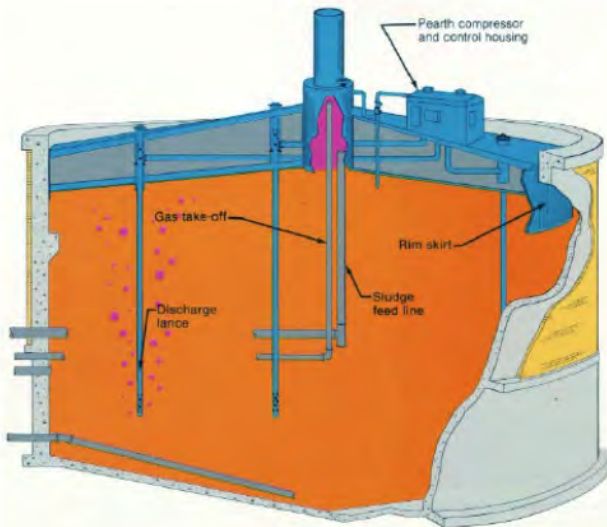
**PROJECT DESCRIPTION:**

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.

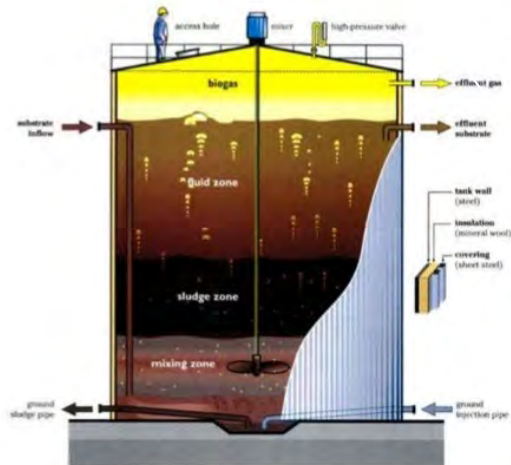
Phase II will involve designing and specifying the preferred system and making alterations to the existing digesters. The construction will likely be phased so that one digester will remain in service while the other is modified.

### Potential Digester Mixing System Alternatives

**Pearth™ Gas-Lance System**



**Vertical Shaft Mixer**



**CONSTRUCTION**

**EST. COST:** \$2,870,384

**FUNDING:** 100% Sewer SDCs

**EST. START:**

November 2021

**EST. COMPLETION:**

December 2027

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

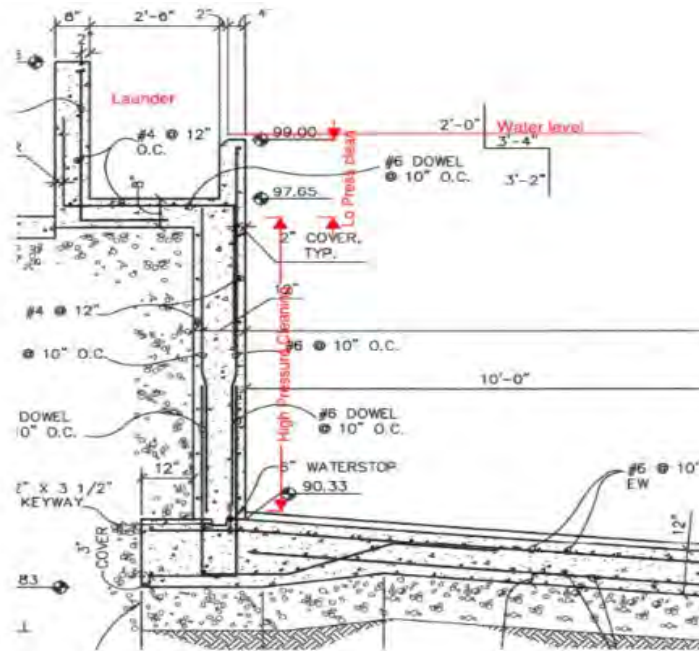
## SEWER (WWTP) FUND

**TITLE:** Primary Clarifier Repair  
**CIP PROJECT #:** WWTP Primary Clarifier Repair  
**CITY G/L #:** 500-510-43015-40180-00

**PROJECT DESCRIPTION:**

The existing primary clarifier consists of a single concrete tank, 32.5' in radius (65' in diameter), 8.67' deep at the edge (~11.3' deep at the center) with a 2.5' wide launder trench running outside of the tank wall (see below). The tank wall is 12" thick but only has a thickness of 6" at the launder. Normal operating level of the liquid and equipment is at the top of the launder walls. This is important based on the impact that has occurred with wall deterioration at the waterline level and the wall thickness at this point. The City's contractor (Jacobs) encountered issues with the drain system from the unit. They were unable to effectively pump sludge off the bottom of the tank.

Because of this it was recommended that the City perform an engineering review and develop plans and specifications for a repair project in 2023. There is considerable concrete damage so timely repair is recommended. The repair contract should occur in early spring or late fall to reduce the potential of odor issues and complaints.



**CONSTRUCTION**

**EST. COST:** \$470,000  
**FUNDING:** 100% Sewer Charges for Service

**EST. START:** September 2022  
**EST. COMPLETION:** March 2025

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER (WWTP) FUND

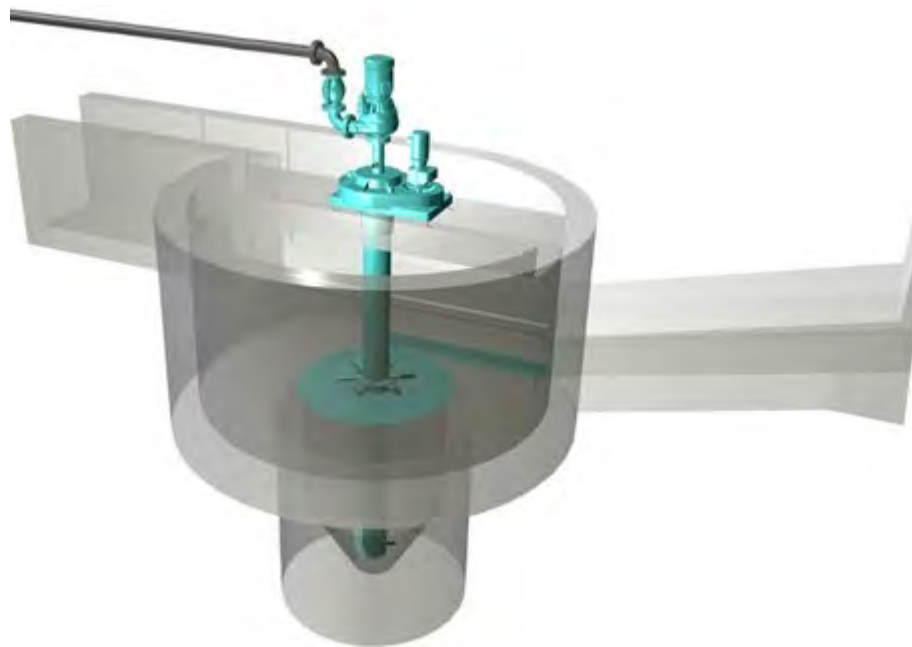
**TITLE:** PistaGrit Removal System for Headworks

**CIP PROJECT #:** WWTP Headworks Projects

**CITY G/L #:**

**PROJECT DESCRIPTION:**

Grit removal is a key component of the headworks operations that preserves the useful life and reduces the cost of maintenance operations for pumps throughout the entire facility. The current PistaGrit Removal System is at the end of its useful life and needs replacement and possible upgrading. During the engineering for this project, target flows and loading will be determined to properly size the unit(s) for current and future conditions.



**CONSTRUCTION**

**EST. COST:** \$250,000

**FUNDING:** 100% Sewer Charges for Service

**EST. START:** July 2028

**EST. COMPLETION:** June 2029

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER (WWTP) FUND

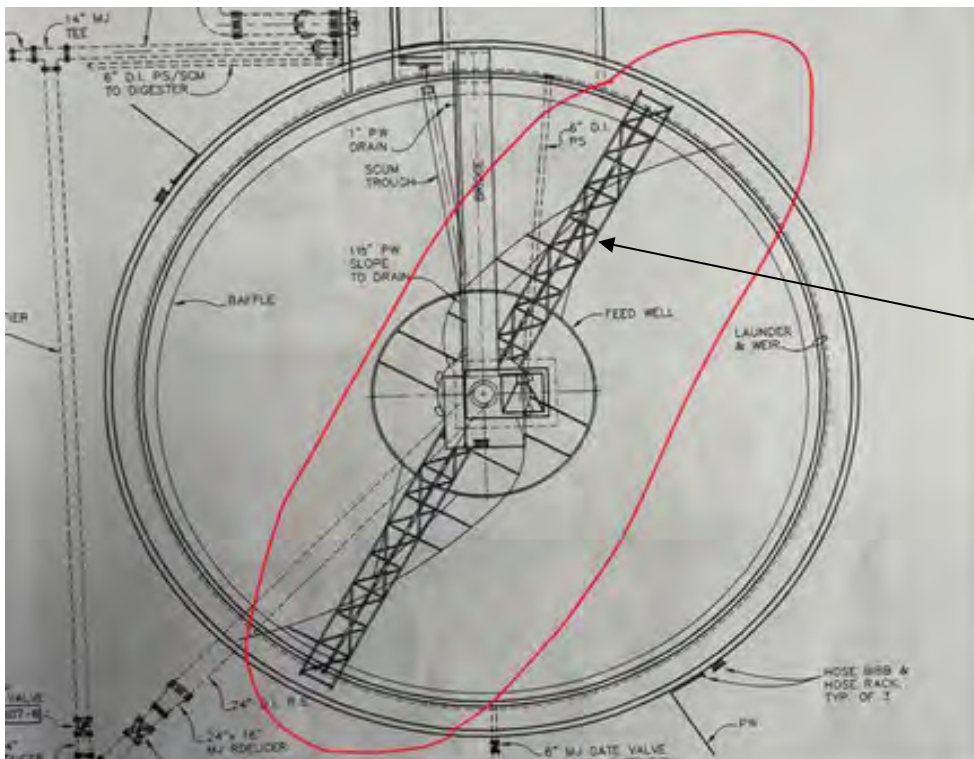
**TITLE:** Clarifier Sweep Replacement

**CIP PROJECT #:** WWTP Primary Clarification

**CITY G/L #:**

**PROJECT DESCRIPTION:**

The existing primary clarifier sweep mechanism is over 40 years old. A clarifier is comprised of the concrete basin and a sweep mechanism and the necessary appurtenances that allow the sweep mechanism to rotate. Both of our secondary clarifiers and our primary clarifier allow enough detention time for solids to sink to the bottom. The sweep mechanism pushes the settled solids in the clarifier (and the floating grease in the primary) to a location where our pumps can draw the solids in and send the solids to either the digester (for primary clarifier solids), the waste activated sludge holding tank, or to the aeration basins as return activated sludge.



Sweep Mechanism

**CONSTRUCTION**

**EST. COST:** \$750,000  
**FUNDING:** 100% Sewer Charges for Service

**EST. START:** July 2026  
**EST. COMPLETION:** June 2027

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER (WWTP) FUND

**TITLE:** Aeration Basins – Upgrade Polymer Feed System

**CIP PROJECT #:** WWTP Polymer Feed System

**CITY G/L #:**

**PROJECT DESCRIPTION:**

The current aeration basin polymer dosing setup was improvised by operations staff to improve process control at the facility, it is only brought out when the process requires better settling.

Polymer addition to the aeration basins allows for better settling of solids in the secondary clarifier, especially in times when the plant may receive a toxic load or during times of filamentous growth, thus helping in preventing a non-compliant discharge.



Polymer set up location

**CONSTRUCTION**

**EST. COST:** \$500,000

**FUNDING:** 100% Sewer Charges for Service

**EST. START:** July 2027

**EST. COMPLETION:** June 2028

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER (SLARRA) FUND

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**TITLE:** Upgrade Waste-Gas Flare System

**CIP PROJECT #:** WWTP Waste-Gas Burner

**CITY G/L #:**

**PROJECT DESCRIPTION:**

The original waste-gas burner system was installed in 1998 and is at the end of its useful life. The waste-gas flare is a critical component of safely destroying the digester waste-gas and should be upgraded for safety and to protect the environment.

Digesters are constantly producing methane gas, which is a beneficial byproduct that the Facility uses to run its boiler. The waste-gas burner is important in burning off the excess gas that exceeds the needs of the boiler. This process minimizes odors and volatile organic compounds that otherwise simple off-gassing without burning would release.



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**CONSTRUCTION**

**EST. COST:** \$75,000

**FUNDING:** 100% Sewer SLARRA

**EST. START:** July 2025

**EST. COMPLETION:** June 2026

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## SEWER SLARRA FUND

**TITLE:** SLARRA Machinery & Equipment

**CIP PROJECT #:**

**CITY G/L #:** 565-565-43020-40620-00

**PROJECT DESCRIPTION:**

The Short-Lived Asset Replacement Reserve Account (SLARRA) sub-fund is required by the United States Department of Agriculture (USDA) to segregate reserves as part of the project loan 92-06 for the Indian Creek Pump Station project. The City is required to annually transfer \$148,218 to the SLARRA fund. The funds within the SLARRA fund can only be used to replace Sewer Fund assets with an estimated life less than 15 years. There are multiple replacements and upgrades at the City’s wastewater treatment plant that are expected to be funded by the SLARRA fund including replacement of air compressors, vinyl flooring, the tower crane, and TWAS and Able pumps.



**CONSTRUCTION**

**EST. COST:** \$50,000- \$100K (annually)  
**FUNDING:** 100% Sewer SLARRA

**EST. START:** Ongoing  
**EST. COMPLETION:** Ongoing



# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

**TITLE:** Montello Ave. - Front to 2nd & 2nd Street Pipe Replacement

**CIP PROJECT #:** LJ-1/STP-23

**CITY G/L #:** 660-660-43015-00720-00

**PROJECT DESCRIPTION:**

An existing 4-inch lead jointed pipe along Montello between Front St. and 2<sup>nd</sup> St. needs to be replaced. Currently, 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 along Montello. 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. After all the connections are made, the existing 4-inch lead jointed line will be disconnected from the system at Front St. and 2<sup>nd</sup> St. and abandoned. Additionally, an existing 6" pressure reducing vault should be replaced at Front and Montello.

An existing 6-inch cast iron water line along Montello from 2<sup>nd</sup> to 4<sup>th</sup> Streets has experienced multiple breaks and leaks over the years and is due for replacement. It should be replaced with a new 8-inch waterline, along with the addition of fire hydrants and reconnecting water services.



**CONSTRUCTION**

**EST. COST:** \$895,750  
**FUNDING:** 100% Water Charges for Service

**EST. START:** July 2022  
**EST. COMPLETION:** September 2024

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

**TITLE:** Columbia Pipe Replacements 8<sup>th</sup>-10<sup>th</sup>

**CIP PROJECT #:** LJ1-LJ-3

**CITY G/L #:** 600-600-43015-00242-00

**PROJECT DESCRIPTION:**

The project consists of replacing 500 feet of 4" lead jointed water line along Columbia Ave. from 10<sup>th</sup> St. to 814 Columbia Ave. All pipe should be replaced with 8" C900 PVC pipe.



**CONSTRUCTION**

**EST. COST:** \$628,000

**FUNDING:** 100% Water Charges for Service

**EST. START:** July 2023

**EST. COMPLETION:** June 2026

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

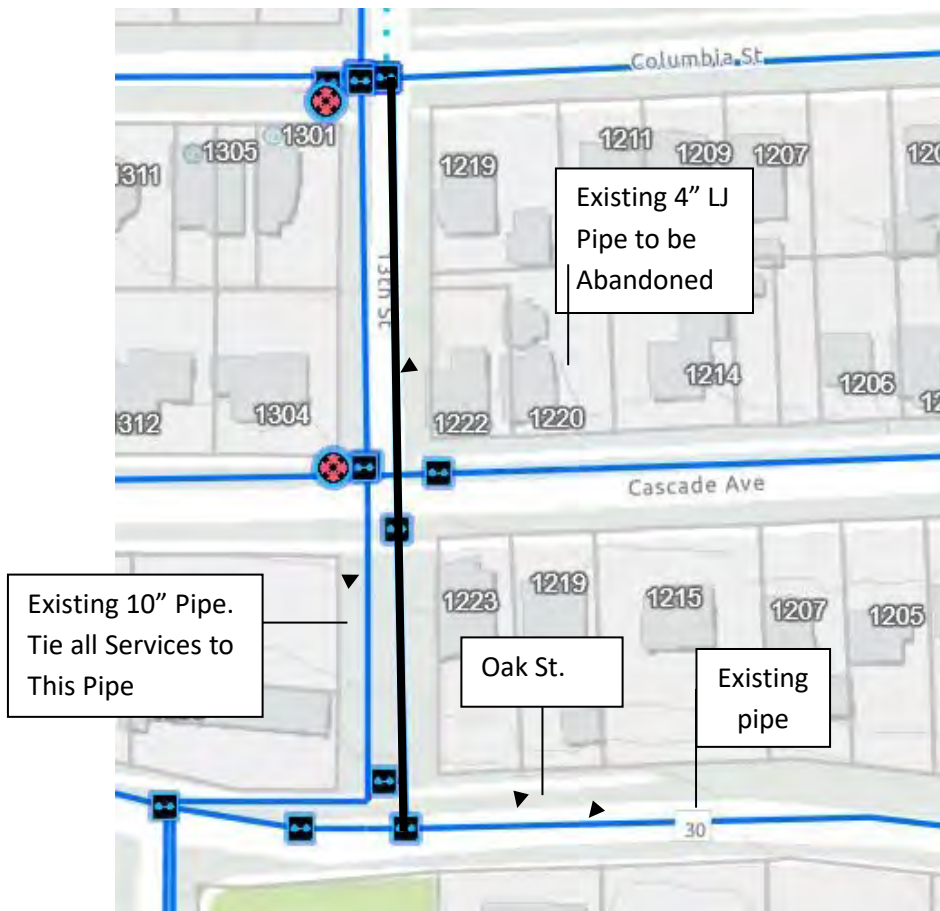
**TITLE:** Columbia Pipe Replacements 13<sup>th</sup> St. Columbia to Oak

**CIP PROJECT #:** LJ-1 / LJ-3

**CITY G/L #:**

**PROJECT DESCRIPTION:**

An existing 4-inch lead jointed pipe along 13<sup>th</sup> 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 13<sup>th</sup> 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:** \$255,000  
**FUNDING:** 100% Water Charges for Service

**EST. START:** July 2028  
**EST. COMPLETION:** June 2029

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

**TITLE:** Cascade Ave 6<sup>th</sup> to 10<sup>th</sup>  
**CIP PROJECT #:** LJ-2  
**City G/L #** 600-600-43015-00520

**PROJECT DESCRIPTION:**

An existing 6-inch lead jointed line that runs on Cascade between 6<sup>th</sup> St. and 10<sup>th</sup> St. needs to be replaced. The 6-inch line will be replaced with an 8-inch PVC line.



**CONSTRUCTION**

**Est. COST:** \$1,586,540  
**FUNDING:** 100% Water Charges for Service

**Est. START:** July 2022  
**Est. COMPLETION:** June 2026

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

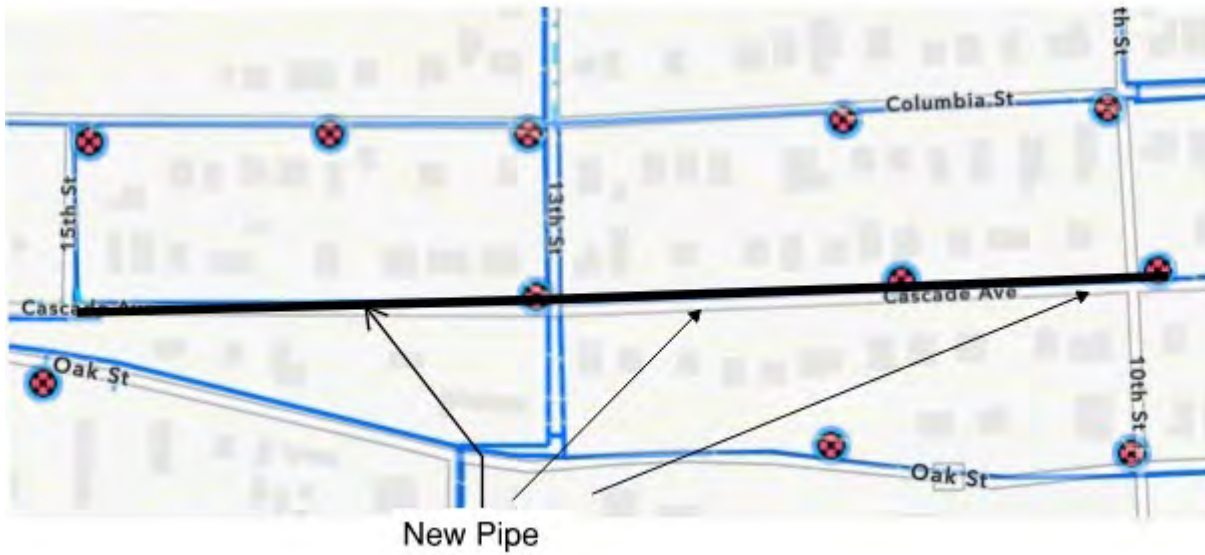
**TITLE:** Cascade Ave 10<sup>th</sup> to 15<sup>th</sup>

**CIP PROJECT #:** LJ-2

**City G/L #**

**PROJECT DESCRIPTION:**

An existing 4-inch and 6-inch lead jointed line that runs on Cascade between 10<sup>th</sup> St. and 15<sup>th</sup> St. needs to be replaced. All lead jointed pipe is to be removed from the City's distribution system per the Oregon Health Authority. The existing pipe will be replaced with an 8-inch PVC pipe.



**CONSTRUCTION**

**Est. COST:** \$1,100,000

**FUNDING:** 100% Water Charges for Service

**Est. START:** September 2024

**Est. COMPLETION:** June 2028

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

**TITLE:** Cascade Pipe Replacements: 15<sup>th</sup> St. between Cascade Ave and Columbia St.

**CIP PROJECT #:** LJ-11

**City G/L #**

**PROJECT DESCRIPTION:**

An existing 4-inch lead jointed line that runs on 15<sup>th</sup> St between Cascade Ave and Columbia St. needs to be replaced. The 4-inch line will be replaced with an 8-inch PVC line.



**CONSTRUCTION**

**Est. COST:** \$210,000

**FUNDING:** 100% Water Charges for Service

**Est. START:** July 2027

**Est. COMPLETION:** June 2028

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

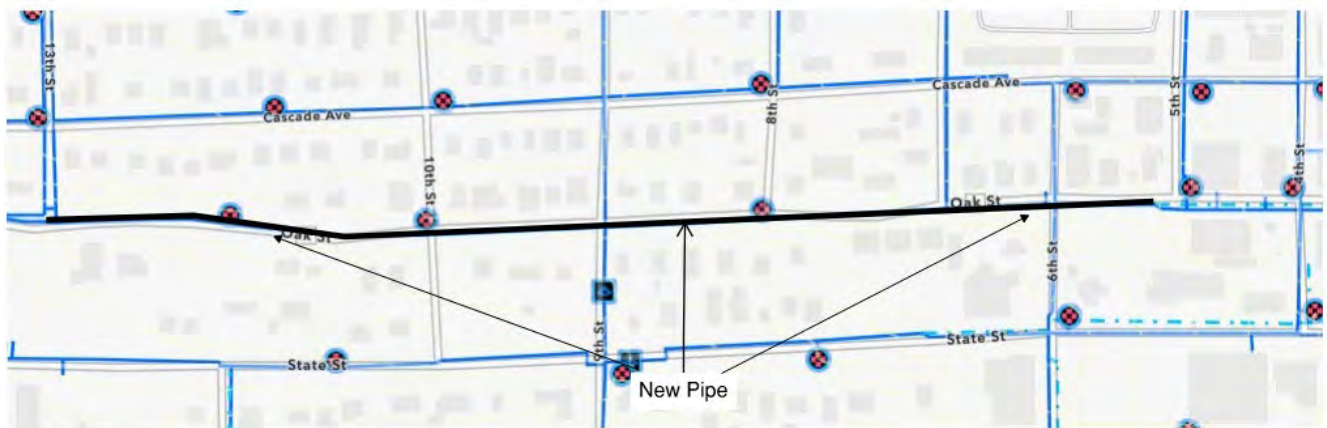
**TITLE:** Oak Pipe Replacements- Oak 5<sup>th</sup> -13<sup>th</sup>

**CIP PROJECT #:** LJ-3/STP-15

**City G/L #**

**PROJECT DESCRIPTION:**

An existing 4-inch lead jointed pipe along Oak St. between 5<sup>th</sup> St and 13<sup>th</sup> St needs to be replaced. All lead jointed pipe is to be removed from the City's distribution system per the Oregon Health Authority. Additionally, currently deficient fire flows will be remedied by upsizing the 4" pipes to the City's current minimum diameter of 8".



**CONSTRUCTION**

**Est. COST:** \$708,750

**FUNDING:** 100% Water Charges for Service

**Est. START:** September 2023

**Est. COMPLETION:** December 2026

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

**TITLE:** Oak Pipe Replacements: Lincoln 10<sup>th</sup>-13<sup>th</sup>

**CIP PROJECT #:** STP-15

**City G/L #**

**PROJECT DESCRIPTION:**

An existing 4-inch lead jointed pipe along Lincoln St. between 10<sup>th</sup> St and 13<sup>th</sup> St needs to be replaced. All lead jointed pipe is to be removed from the City's distribution system per the Oregon Health Authority. Additionally, currently deficient fire flows will be remedied by upsizing the 4" pipes to the City's current minimum diameter of 8".



**CONSTRUCTION**

**Est. COST:** \$550,000

**FUNDING:** 100% Water Charges for Service

**Est. START:** July 2026

**Est. COMPLETION:** June 2027



# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

**TITLE:** A St Between 12<sup>th</sup> St and 17<sup>th</sup> St

**CIP PROJECT #:** LJ-9

**City G/L #**

**PROJECT DESCRIPTION:**

An existing 4-inch lead jointed pipe along May St Between 8<sup>th</sup> St and Park St needs to be replaced. All lead jointed pipe is to be removed from the City's distribution system per the Oregon Health Authority. Additionally, currently deficient fire flows will be remedied by upsizing the 4-inch line to an 8-inch PVC line.



**CONSTRUCTION**

**Est. COST:** \$940,000

**FUNDING:** 100% Water Charges for Service

**Est. START:** July 2027

**Est. COMPLETION:** June 2029

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

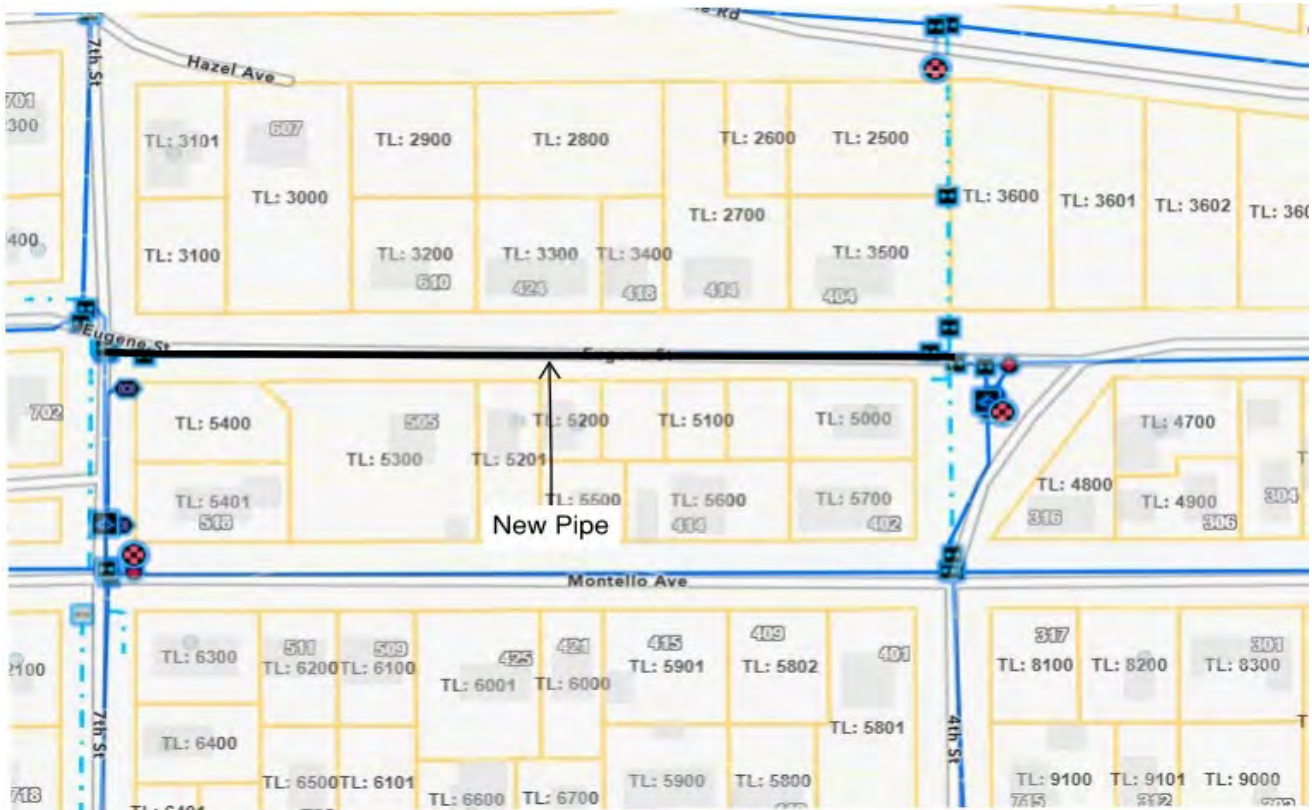
**TITLE:** Eugene St Between 4<sup>th</sup> and 7<sup>th</sup>

**CIP PROJECT #:** STP-6

**City G/L #**

**PROJECT DESCRIPTION:**

An existing 4-inch lead jointed pipe along Eugene St between 4<sup>th</sup> St and 7<sup>th</sup> St needs to be replaced. All lead jointed pipe is to be removed from the City's distribution system per the Oregon Health Authority. Additionally, currently deficient fire flows will be remedied by upsizing the 4-inch line to an 8-inch PVC line.



**CONSTRUCTION**

**Est. COST:** \$500,000

**FUNDING:** 100% Water Charges for Service

**Est. START:** July 2028

**Est. COMPLETION:** December 2030

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

**TITLE:** East Heights Improvements: Wilson 9<sup>th</sup>-12<sup>th</sup>

**CIP PROJECT #:** STP-9

**City G/L #**

**PROJECT DESCRIPTION:**

An existing 4-inch and an 8-inch lead jointed pipe along Wilson St between 9<sup>th</sup> St and 12<sup>th</sup> St needs to be replaced. All lead jointed pipe is to be removed from the City's distribution system per the Oregon Health Authority. Additionally, currently deficient fire flows will be remedied by upsizing the 4-inch line to an 8-inch PVC line.



**CONSTRUCTION**

**Est. COST:** \$800,000

**FUNDING:** 100% Water Charges for Service

**Est. START:** July 2027

**Est. COMPLETION:** December 2029

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

**TITLE:** East Heights Improvements: 9<sup>th</sup> Marion St to Pine St.

**CIP PROJECT #:** STP-9

**City G/L #**

**PROJECT DESCRIPTION:**

An existing 4-inch lead jointed pipe along starting at the intersection of 10<sup>th</sup> and Marion and follows 9<sup>th</sup> St North to Pine St needs to be replaced. All lead jointed pipe is to be removed from the City's distribution system per the Oregon Health Authority. Additionally, currently deficient fire flows will be remedied by upsizing the 4-inch line to an 8-inch PVC line.



**CONSTRUCTION**

**Est. COST:** \$340,000

**FUNDING:** 100% Water Charges for Service

**Est. START:** July 2027

**Est. COMPLETION:** June 2028

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

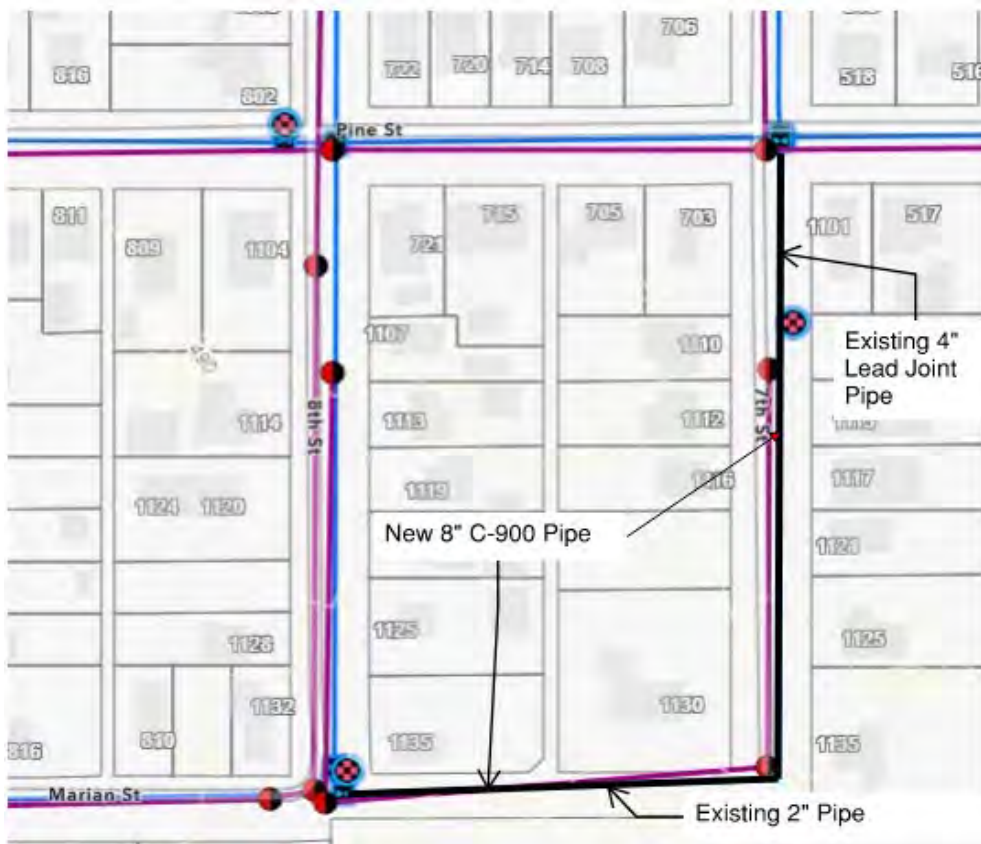
**TITLE:** East Heights Improvement- 8<sup>th</sup> and Marion to 7<sup>th</sup> and Pine (dead end)

**CIP PROJECT #:** STP-9

**City G/L #**

**PROJECT DESCRIPTION:**

An existing 4-inch lead jointed pipe along starting at the intersection of 7<sup>th</sup> and Pine and changes to a 2" galvanized pipe on the way to 8<sup>th</sup> and Marion needs to be replaced. All lead jointed pipe is to be removed from the City's distribution system per the Oregon Health Authority. Additionally, currently deficient fire flows will be remedied by upsizing the 4-inch line to an 8-inch PVC line.



**CONSTRUCTION**

**Est. COST:** \$610,000  
**FUNDING:** 100% Water Charges for Service

**Est. START:** July 2028  
**Est. COMPLETION:** December 2029

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

**TITLE:** Heights Improvements: June St 10<sup>th</sup> -12<sup>th</sup>

**CIP PROJECT #:** STP-10

**City G/L #**

**PROJECT DESCRIPTION:**

An existing 6-inch lead jointed pipe located on June St between 10<sup>th</sup> and 12<sup>th</sup> needs to be replaced. All lead jointed pipe is to be removed from the City's distribution system per the Oregon Health Authority. Additionally, currently deficient fire flows will be remedied by upsizing the 6-inch line to an 8-inch PVC line.



**CONSTRUCTION**

**Est. COST:** \$490,000

**FUNDING:** 100% Water Charges for Service

**Est. START:** July 2026

**Est. COMPLETION:** June 2027

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

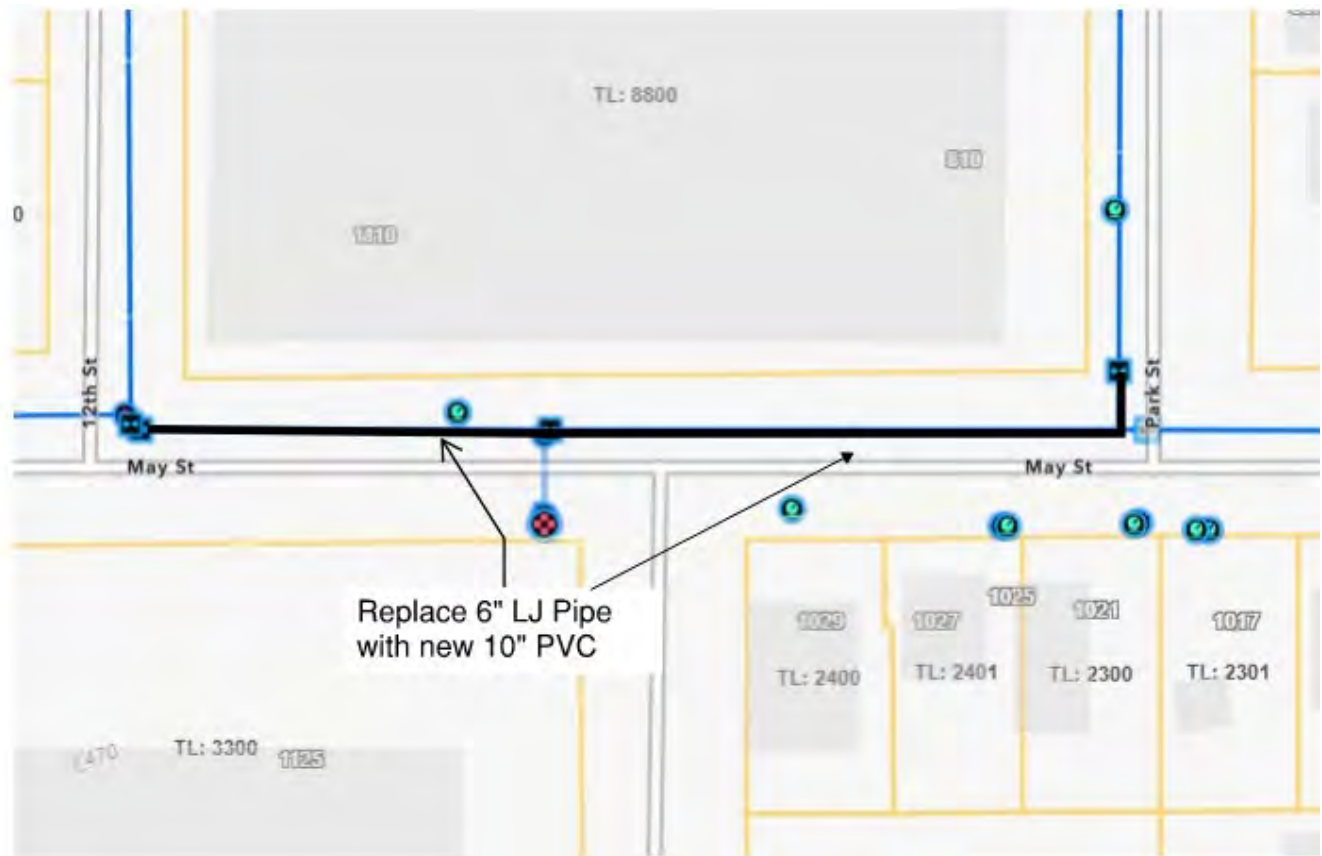
**TITLE:** Heights Improvements: May Park St. -12<sup>th</sup> St

**CIP PROJECT #:** STP-10

**City G/L #**

**PROJECT DESCRIPTION:**

An existing 6-inch lead jointed pipe located on May St between Park St and 12<sup>th</sup> St needs to be replaced. All lead jointed pipe is to be removed from the City's distribution system per the Oregon Health Authority. Additionally, currently deficient fire flows will be remedied by upsizing the 6-inch line to a 10-inch PVC line.



**CONSTRUCTION**

**Est. COST:** \$290,000

**FUNDING:** 100% Water Charges for Service

**Est. START:** July 2026

**Est. COMPLETION:** June 2027

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

**TITLE:** Hull St. 9<sup>th</sup> -12<sup>th</sup>

**CIP PROJECT #:** STP-17

**CITY G/L #:**

**PROJECT DESCRIPTION:**

An existing 2-inch lead jointed pipe located on Hull St between 9<sup>th</sup> and 12<sup>th</sup> needs to be replaced. All lead jointed pipe is to be removed from the City's distribution system per the Oregon Health Authority. Additionally, currently deficient fire flows will be remedied by upsizing the 2-inch line to an 8-inch PVC line.



**CONSTRUCTION**

**EST. COST:** \$645,240  
**FUNDING:** 100% Water Charges for Service

**EST. START:** March 2022  
**EST. COMPLETION:** March 2025



# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

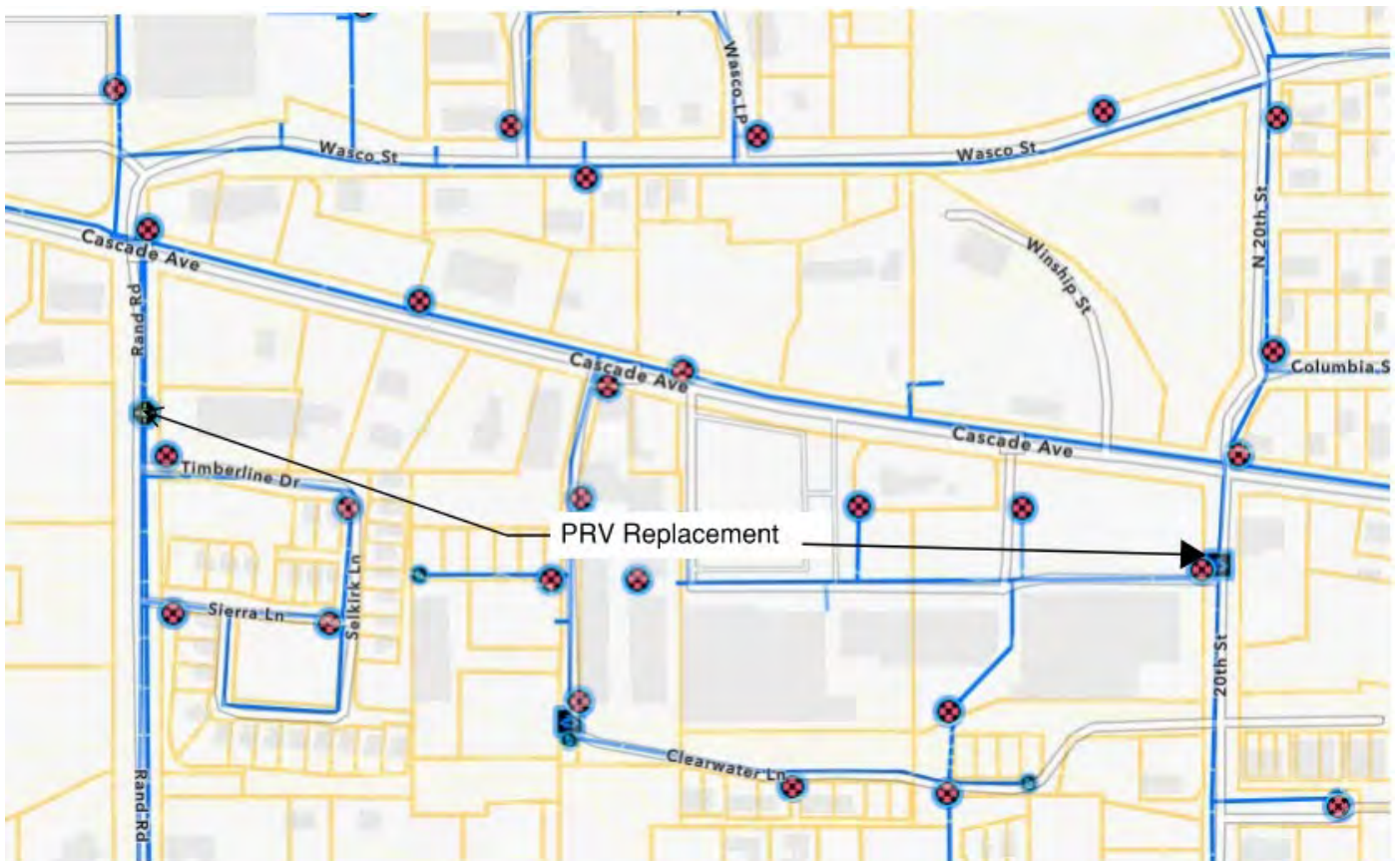
**TITLE:** PRV Replacement- 20th Street/ Rand & Cascade

**CIP PROJECT #:**

**CITY G/L #:** 600-600-43015-00665-00

**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 13<sup>th</sup> 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 20<sup>nd</sup> Street PRV vault to feed the new zone and by closing various existing valves. 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 20<sup>th</sup> St. PRV vault.



**CONSTRUCTION**

**EST. COST:** \$455,000  
**FUNDING:** 100% Water Charges for Service

**EST. START:** July 2022  
**EST. COMPLETION:** December 2024

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

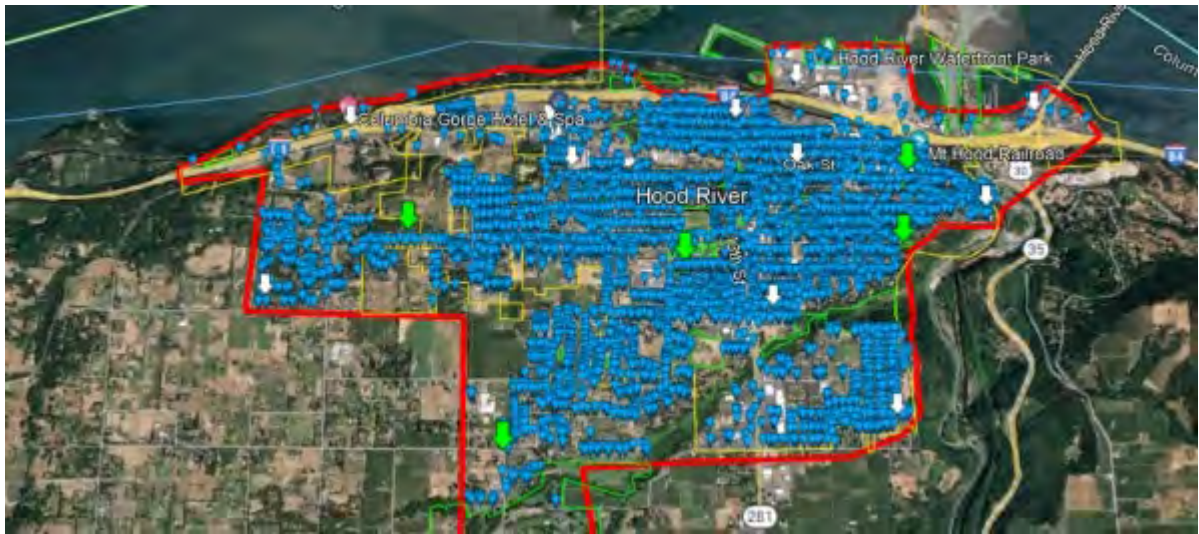
**TITLE:** AMI Meter Reading Upgrade

**CIP PROJECT #:**

**CITY G/L #:** 600-600-43020-40635-00

**PROJECT DESCRIPTION:**

The “Advanced Metering Infrastructure AMI System Enhancement” (AMI) Project will provide the City the ability to read meters remotely and monitor changes in water use in real time. The City has hired Consolidated Supply Co. to conduct a pilot program for the new system, after a successful pilot program the new system will now be installed in phases City wide.



**CONSTRUCTION**

**EST. COST:** \$575,000  
**FUNDING:** 100% Water Charges for Service

**EST. START:** July 2023  
**EST. COMPLETION:** October 2023

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## WATER FUND

**TITLE:** Dee In-line Hydro  
**CIP PROJECT #:**  
**City G/L #** 600-600-43015-40100-00

**PROJECT DESCRIPTION:**

The City of Hood River has engaged NLine Energy, Inc. to design a 115-kw conduit hydroelectric turbine-generation system. The initial design has been completed as part of phase 1. Phase 2 has begun, this phase will take the project through the final design and construction phase. The project will install a 115-kw conduit hydroelectric turbine-generation system at the Dee Bridge site. The project will interconnect with the existing 12.47 kV PacifiCorp electric distribution circuits. The turbine will be installed in a new building near the existing PRV station.



**CONSTRUCTION**

**Est. COST:** \$1,937,930  
**FUNDING:** General Fund (Design)  
Water Fund (Construction)  
100% Grant

**Est. START:** September 2019  
**Est. COMPLETION:** September 2025

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## STORM FUND

**TITLE:** Waterfront Storm Line (Phase 3)

**CIP PROJECT #:**

**City G/L #** 695-695-43015-73721-00

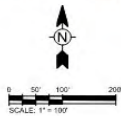
**PROJECT DESCRIPTION:**

An existing pipeline located north of Riverside Dr. primarily on private property is in poor and failing condition. This pipeline is threatening 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.

Phase 3 of the project consists of constructing 33 BMPs that are comprised of landscaped infiltration facilities, landscaped filtration facilities, and biopod treatment facilities. The BMPs are designed to treat the water before it enters into the wetland area to be constructed in phase 4. These will also meet the future standards that will be required by DEQ as the population of Hood River grows beyond 10,000 residents



- LEGEND**
- CATCHMENT AREA
  - XX BMP - PASS-THRU FACILITY
  - XX BMP - INFILTRATION FACILITY
  - XX BMP - FILTRATION WITH UNDERDRAIN FACILITY
  - XX BMP - CARTRIDGE VAULT TREATMENT FACILITY
  - XX BMP - HILLSIDE INFILTRATION FACILITY
  - XX BMP - BIPOD TREATMENT FACILITY



**CONSTRUCTION**

**Est. COST:** \$900,000

**FUNDING:** 100% Grant Funding

**Est. START:** April 2023

**Est. COMPLETION:** October 2024

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## STORM FUND

**TITLE:** Waterfront Storm Line (Phase 4)

**CIP PROJECT #:**

**City G/L #** 695-695-43015-73721-00

**PROJECT DESCRIPTION:**

An existing pipeline located north of Riverside Dr. primarily on private property is in poor and failing condition. This pipeline is threatening 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.

Phase 4 of the project consists of intercepting and rerouting the existing storm water flows entering the existing ODOT culverts on the south side of I-84. The stormwater will be conveyed to the west, under the I-84 bridges, and to a new outfall north of the I-84 bridges. The existing ODOT culverts under I-84 will be plugged and abandoned.



**CONSTRUCTION**

**Est. COST:** \$1,100,000  
**FUNDING:** 100% Grant Funding

**Est. START:** April 2024  
**Est. COMPLETION:** December 2025

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## STORM FUND

**TITLE:** Waterfront Storm Line (Phase 4B)

**CIP PROJECT #:**

**City G/L #** 695-695-43015-73721-00

**PROJECT DESCRIPTION:**

An existing pipeline located north of Riverside Dr. primarily on private property is in poor and failing condition. This pipeline is threatening 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.

Phase 4B of the Waterfront Storm Line Project will be to install a new storm line down Riverside Drive and Anchor way that will connect to the new storm line that was installed during Phase 1 and Phase 2. This new storm line will be located in the public right of way and be above the normal high water level of the Columbia River Bonneville Pool.



**CONSTRUCTION**

**Est. COST:** \$1,903,200

**FUNDING:** 100% Grant Funding

**Est. START:** April 2024

**Est. COMPLETION:** December 2025

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## STORM SEWER FUND

**TITLE:** 13<sup>th</sup> 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 14<sup>th</sup> St. alignment to 13<sup>th</sup> 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:** \$742,000  
**FUNDING:** 100% Storm Sewer Charges for Service

**EST. START:** September 2028  
**EST. COMPLETION:** December 2029

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## STORM SEWER FUND

**TITLE:** Hull St. Sewer System Improvements

**CIP PROJECT #:** CIP-17

**CITY G/L #:** 695-695-43015-00530-00

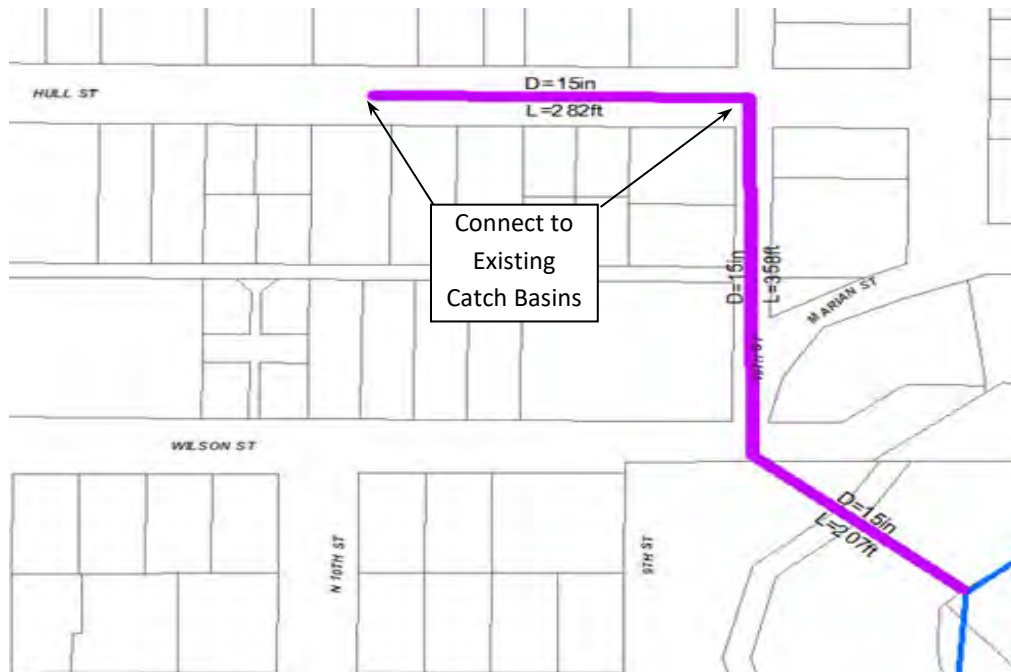
**PROJECT DESCRIPTION:**

The existing infiltration catch basins along Hull St. have failed causing ponding along the street. The nearest stormwater facilities are along 12th St. and along Pine St. However, the surface grade in this area is flat preventing these basins from discharging to these facilities while staying in the public right-of-way.

Therefore, the City will construct a new line from the existing basins near 1011 Hull St. east along Hull St. to 10th St, then south along 10th St. to Wilson St, and southeast to Indian Creek.

This project will require a total of 847 feet of new pipe be constructed. The construction of the following new pipe sections will be required:

- 282 feet of new 15" pipe along Hull St. from a new manhole near the existing catch basins north of 1011 Hull St. to a new manhole at 10th St. Connect existing catch basins to the new pipe. Install main with a minimum 1% slope.
- 358 feet of new 15" pipe along 10 St. from a new manhole at Hull St. to a new manhole at Wilson St. Connect existing catch basins at Hull St. to the new pipe. Install main with a minimum 1% slope.
- 207 feet of new 15" pipe from new manhole at 10th St. and Wilson St. southeast to Indian Creek.



— Existing Pipe   
 — Open Channel   
 — New Pipe   
 — Replace Pipe

**CONSTRUCTION**

**EST. COST:** \$445,240

**FUNDING:** 100% Storm Sewer Charges for Service

**EST. START:** March 2022

**EST. COMPLETION:** March 2025



# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## STORM FUND

**TITLE:** Cascade Ave 6<sup>th</sup> to 10th

**CIP PROJECT #:** CIP-20

**City G/L #**

**PROJECT DESCRIPTION:**

Model analysis indicated that the storm line along Cascade Ave. from 10th St. to 6th St. is undersized and cannot adequately convey the projected flows. The analysis indicates that a 12" pipe will adequately convey the projected flows along this section of road. However, as discussed in CIP-PRP#1, the 9th St. flow will be diverted to this line in Cascade Ave. through a new pipe along 9th St. between State St. and Cascade Ave. With the addition of the 9th St. flow, the model analysis indicated that the section of pipe along Cascade Ave. from 9th St. to 6th St. will need to be a 24" pipe to adequately convey the projected flow.



**CONSTRUCTION**

**Est. COST:** \$697,000

**FUNDING:** 100% Stormwater Charges for Service

**Est. START:** July 2022

**Est. COMPLETION:** June 2026

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## STORM FUND

**TITLE:** Cascade Ave 10<sup>th</sup> to 15<sup>th</sup>

**CIP PROJECT #:** CIP-3

**City G/L #**

**PROJECT DESCRIPTION:**

Based on model analysis, it is recommended that approximately 250 feet of new 30" pipe be constructed along Cascade Ave. from the 14th St. alignment to 13th St. to divert the flow to the 13th St. alignment. This alleviates overflows that have occurred on the 14<sup>th</sup> St. alignment at Columbia due to inadequately sized pipes.



**CONSTRUCTION**

**Est. COST:** \$430,000  
**FUNDING:** 100% Stormwater Charges for Service

**Est. START:** September 2024  
**Est. COMPLETION:** June 2028

# CAPITAL IMPROVEMENT PROJECT INFORMATION SHEET

## STORM FUND

**TITLE:** Oak St 5<sup>th</sup> - 13<sup>th</sup>

**CIPPROJECT#:**

**CITY G/L #:**

**PROJECT DESCRIPTION:**

The storm system on Oak 5<sup>th</sup>-13<sup>th</sup> is incomplete, and the existing sections are in poor condition. Water can be seen flowing from pipes stubbed out of the retaining wall on the south side of the road. This water travels several blocks before entering the storm system, this can cause safety concerns during freezing weather. This project will consist of adding catch basins and storm main to manage the storm water.



**CONSTRUCTION**

**EST.COST:** \$335,000

**EST. START:** September 2023

**FUNDING:** 100% Storm Charges for Service

**EST.COMPLETION:** December 2026



## **APPENDIX II**

### City of Hood River Financial Policies

## RESOLUTION 2020-07

### (A resolution establishing financial policies for the City of Hood River, replacing Resolution 2016-19)

WHEREAS the State of Oregon requires all cities to maintain balanced budgets;

WHEREAS the City Council wishes to promote maximum transparency in the budgeting process;

WHEREAS the City Council desires to ensure the City uses the most sustainable, fiscally responsible budgeting processes practicable;

WHEREAS the City's financial health will benefit from an increased planning horizon;

NOW, THEREFORE, BE IT RESOLVED by the Hood River City Council that:

#### 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 plans 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

Adopted this 13 day of April, 2020, and effective for the FY 2021-22 budgeting process.



Kate McBride, Mayor

ATTEST:



Jennifer Gray, City Recorder



## **APPENDIX III**

### Consolidated Schedule of Fees, Rates and Charges

FISCAL YEAR 2024 - 2025  
CONSOLIDATED FEE SCHEDULE



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## City of Hood River, Oregon

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Incorporated in 1895, the City of Hood River is the county seat for Hood River County and provides a full range of municipal services to the community. The City of Hood River operates as a council form of government. City departments include: Police, Fire, Public Works (includes roads, parks, water, wastewater, and stormwater systems), Planning and Administration which includes Finance and Municipal Court. This Master Fee Schedule consolidates all City fees and charges adopted by City Council resolution for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year.

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## Authority to Fix Fees

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The City Council may, by resolution, fix fees to be applicable whenever the City provides a service or incurs a cost, whether or not the service provided or the cost incurred is expressly identified in an ordinance or statute stating that a fee may be charged or a cost recovered.<sup>1</sup> When a new fee is established by the City Council it will be incorporated into this document, and it will be included and specified during the next update to this document.

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## Effective Dates and Resolutions

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The Fiscal 2024-2025 Master Fee Schedule fees are effective as of July 1, 2024 with the adoption of Resolution #2024-03, adopted by City Council on March 11, 2024, unless otherwise noted.

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<sup>1</sup> HRMC 3.01.100

# 2024-2025 CITY OF HOOD RIVER FEE SCHEDULE

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# 1. ADMINISTRATION

## HOOD RIVER CITY ADMINISTRATION CONTACT INFORMATION

City of Hood River  
 211 2nd Street  
 Hood River, OR 97031

Phone: (541) 386-1488  
 Fax: (541) 387-5289

Website: [cityofhoodriver.gov](http://cityofhoodriver.gov)

### Service Fees & Return Check Fees

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>ADMINISTRATION</b>			
<b>FINANCE - ADMINISTRATION</b>			
Debit/Credit Card Service Fee (non-utility payments)	3.0%	3.0%	3.0%
<b>Invoicing</b>			
Late fees (added after 30 days past due )	1.5% of total bill (\$10 min.)	1.5% of total bill (\$10 min.)	1.5% of total bill (\$10 min.)
Payment arrangements	\$30.00	\$30.00	\$30.00
Returned Check/Payment Fee <sup>1</sup>	\$41.00	\$41.00	\$35.00

<sup>1</sup> Plus any additional bank fees.

## 2. PARKING

Parking or Municipal Code Enforcement Questions: (541) 387-2761

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>PARKING &amp; STREETS</b>			
<b>PARKING</b>			
<b>Parking Fines</b>			
Disabled Zone <sup>1</sup>	\$450.00	\$450.00	\$450.00
Loading zone	\$36.00	\$38.00	\$39.00
Obstructing a street	\$90.00	\$95.00	\$99.00
Failure to Pay / Overtime Parking Limit	\$29.00	\$29.00	\$35.00
Parked against traffic	\$36.00	\$38.00	\$39.00
Parked for repair	\$36.00	\$38.00	\$39.00
Parked for sale	\$36.00	\$38.00	\$39.00
Parked in a crosswalk	\$90.00	\$95.00	\$99.00
Parked in an intersection	\$90.00	\$95.00	\$99.00
Parked in front of a driveway	\$90.00	\$95.00	\$99.00
Parked on a sidewalk	\$90.00	\$95.00	\$99.00
Parked over/across lines	\$36.00	\$38.00	\$39.00
Parked over 72 hours	\$36.00	\$38.00	\$39.00
Abandoned, Disabled, or Unlicensed Vehicle	\$36.00	\$38.00	\$39.00
Parking by permit only	\$30.00	\$32.00	\$33.00
Prohibited zone	\$30.00	\$32.00	\$33.00
RV/Trailer (not for occupancy) parked over 72 hours	\$36.00	\$38.00	\$39.00
RV/Trailer parked over 72 hours	\$36.00	\$38.00	\$39.00
Snow emergency	\$36.00	\$38.00	\$39.00
Within 10' of fire hydrant <sup>2</sup>	\$150.00	\$150.00	\$155.00
<b>Parking Collection Fees</b>			
Late Fee (28 day)	\$10.00	\$10.00	\$15.00
Collections Interest	9% per annum	9% per annum	9% per annum

1 ORS 811.615

2 ORS 811.550

### DOWNTOWN PARKING

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>PARKING &amp; STREETS</b>			
<b>Parking Meter</b>			
Meter hourly rate	\$1.00	\$1.00	\$1.25
Work permit - Daily	\$9.00	\$10.00	\$10.00
Per parking space per day (any street)	\$9.00	\$10.00	\$10.00
Oak Street Apartments - Monthly	\$24.00	\$26.00	\$27.00
Hotel Guest Parking - 1/2 Day <sup>1</sup>	\$5.00	\$5.00	\$5.00
Hotel Guest Parking - Full Day <sup>1</sup>	\$8.00	\$9.00	\$9.00

1 Downtown Metered Spaces except Oak Street



## PARKING CONTINUED

To purchase or to renew a Parking Permit please visit City Hall, located at 211 2nd Street.

For more information about parking availability, please call the City of Hood River Parking Department, (541) 386-1488.

You can also send an email to [parking@cityofhoodriver.gov](mailto:parking@cityofhoodriver.gov) for general questions.

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>PARKING &amp; STREETS</b>			
<b>Municipal Parking Lot Fees - Monthly</b>			
Columbia Lot	\$25.00	\$25.00	\$25.00
Cascade Lot (formerly West)	\$50.00	\$55.00	\$60.00
Front Lot	\$50.00	\$55.00	\$60.00
State Street Lot (formerly East)	\$50.00	\$55.00	\$60.00
Winter Only - On-street Meter pass - Monthly	\$41.00	\$44.00	\$46.00
All Season On-street <sup>1</sup>	\$50.00	\$55.00	\$60.00
Local delivery vehicle pass - Monthly	\$6.00	\$7.00	\$7.00
Additional pass (Front & State Lots only)	\$1.00	\$1.00	\$1.00
Cascade Lofts Reserved Spaces (Columbia Lot)	\$38.00	\$55.00	\$60.00
<b>Parking Lot Closure</b>			
Columbia Street Lot			
First day	\$374.00	\$397.00	\$412.00
Each consecutive add'l day <sup>2</sup>	\$125.00	\$133.00	\$138.00
All other lots - per space per day <sup>2</sup>	\$7.00	\$7.00	\$8.00
Late / expedited process fee	\$39.00	\$42.00	\$43.00
<b><u>PARKING IN LIEU (Res. 2020-18)</u></b>			
Business Districts	\$3,212.00	\$3,412.00	\$3,535.00
<b><u>LOADING ZONE/HANDICAP PARKING SPACE FORMATION</u></b>			
<b>[Includes any signage placed at request of private party]</b>			
To create space or sign	\$501.00	\$532.00	\$551.00
To remove any old Markings	\$166.00	\$176.00	\$182.00
Yearly maintenance	\$142.00	\$150.00	\$156.00
<b><u>DRIVEWAYS &amp; CURB CUTS HRMC 13.28</u></b>			
Service Driveways Authorized under Permit	\$105.00	\$111.00	\$115.00

- 1 Renewals Only.
- 2 Not to exceed 3 consecutive days (max = \$600).

### 3. FIRE

Hood River Fire & EMS maintains a minimum of four (4) firefighter/paramedics on-duty around the clock, responding from our station within the City of Hood River and our 145 square mile Ambulance Service Area (ASA) in Hood River and Wasco Counties.

Phone: (541) 386-3939 Fax: (541) 387-4590

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>FIRE</b>			
<b>FIRE/EMS DEPARTMENT</b>			
<b>Fire/EMS Department Emergency Response</b>			
(All rates are per hour)			
Engine, with crew	\$503.00	\$534.00	\$553.00
Tower, with crew	\$580.00	\$616.00	\$638.00
Ambulance, with crew - use at emergency scene, no pt. transport	\$234.00	\$248.00	\$257.00
Brush truck, with crew	\$234.00	\$248.00	\$257.00
Command vehicle w/crew	\$156.00	\$166.00	\$172.00
Rescue equipment use	\$314.00	\$334.00	\$346.00
Field decontamination	\$453.00	\$482.00	\$499.00
Mileage	IRS rate	IRS rate	IRS rate
Paid staff w/o apparatus	At cost + 5%	At cost + 5%	At cost + 5%
Volunteer FF w/o apparatus	\$24.00	\$26.00	\$27.00
Miscellaneous expenses	At cost + 5%	At cost + 5%	At cost + 5%
Damaged property	At cost + 5%	At cost + 5%	At cost + 5%
<b>Ambulance Transportation Rates</b>			
Basic Life Support, per transport	\$2,127.00	\$2,260.00	\$2,342.00
Advanced Life Support, Level 1 (ALS1), Per Transport	\$2,127.00	\$2,260.00	\$2,342.00
Advanced Life Support, Level 2 (ALS2), Per Transport	\$2,370.00	\$2,518.00	\$2,609.00
Specialty Care Transport (SCT), Per Transport	\$2,370.00	\$2,518.00	\$2,609.00
Mileage rate (per mile)	\$25.00	\$26.00	\$27.00
Non-City Resident Surcharge, per transport	\$487.00	\$517.00	\$536.00
Care Facility Assistance, per occurrence, if more than 1 time in 30 days	\$304.00	\$323.00	\$334.00
Hospice Transport	\$502.00	\$534.00	\$553.00
<b>Special Events</b>			
(Pre-scheduled events with an approved license)			
ALS Ambulance Standby, with crew, per hour	\$132.00	\$141.00	\$146.00
Event medical crew, without ambulance, with bikes or RAV's	\$100.00	\$106.00	\$110.00
Fireworks Booth	\$132.00	\$141.00	\$146.00
Fireworks in Tent	\$168.00	\$178.00	\$185.00
Fireworks Display	\$234.00	\$248.00	\$257.00
<b>Fire Department Service Charge</b>			
<b>[Response to Protect Covered Property from a Covered Loss]</b>			
Up to maximum amount provided by policy of insurance	Max	Max	Max

## FIRE CONTINUED

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>FIRE</b>			
<b>Fire Alarm Systems - HRMC 08.32</b>			
4th and greater False Alarm within 12 months - 1/2 hour minimum	Same schedule as Fire Department Emergency Response \$500.00	Same schedule as Fire Department Emergency Response \$500.00	Same schedule as Fire Department Emergency Response \$500.00
Automatic Dialing Device Connected to City Phone Service			
<b>Burn Permits - HRMC 8.43</b>			
Burn Permit for Open Burning	No Charge	No Charge	No Charge
<b>Fire Inspection Fee</b>			
First inspection	No Charge	No Charge	No Charge
Second inspection, with compliance <sup>1</sup>	No Charge	No Charge	No Charge
Second inspection, without compliance <sup>2</sup>	\$114.00	\$121.00	\$125.00
Third inspection, with compliance <sup>1</sup>	No Charge	No Charge	No Charge
Third inspection, without compliance <sup>2</sup>	\$227.00	\$241.00	\$250.00
Fourth inspection, with compliance <sup>1</sup>	No Charge	No Charge	No Charge
Fourth inspection, without compliance <sup>2</sup>	\$453.00	\$482.00	\$499.00
Fifth (and above) inspection, with compliance <sup>1</sup>	No Charge	No Charge	No Charge
Fifth (and above) inspection, without compliance <sup>2</sup>	\$631.00	\$670.00	\$694.00
<b>Specific Violation Fees</b>			
Failure to adhere to Occupant Load Limit	\$127.00	\$134.00	\$139.00
Exit Blocked, Locked or Obstructed	\$139.00	\$148.00	\$153.00
Fire Protection System not functioning	\$139.00	\$148.00	\$153.00
Burning in violation of Fire Code	\$94.00	\$100.00	\$104.00
Parking on posted Fire Access Road/Lane	\$100.00	\$106.00	\$110.00
Obstructing FD Appliance	\$190.00	\$202.00	\$209.00
Imminent hazard to life & Property	\$377.00	\$401.00	\$415.00

1 No Fines for Corrective Action

2 + \$20 Per Violation Class

## 4. POLICE

The Hood River Police Department responsibilities include governing criminal and non-criminal incidents within the City limits and surrounding area of the community, accomplished through the enforcement of State, Federal and Local Ordinances and Regulations all hours of every day.

Non-Emergency Request for Service: (541) 386-2121 (Dispatch Center)

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>POLICE</b>			
<b><u>POLICE DEPARTMENT</u></b>			
Police Reports	\$14.00	\$15.00	\$15.00
Basic (30 pages or less)	See Public Records Request Section 5	See Public Records Request Section 5	See Public Records Request Section 5
Plus per page, if over 30 pages	See Public Records Request Section 5	See Public Records Request Section 5	See Public Records Request Section 5
Finger printing			
Blue Card (first card)	\$18.00	\$20.00	\$20.00
additional finger printing cards (per card)	\$6.00	\$6.00	\$6.00
Vehicle Impound Fee	\$92.00	\$98.00	\$101.00
Records check	\$12.00	\$12.00	\$13.00
Decoy Services			
Officer Only	At cost + 5%	At cost + 5%	At cost + 5%
Officer plus vehicle	At cost + 10%	At cost + 10%	At cost + 10%
Security Service for Private Events (Police Officers)			
Per hour or Partial hour	\$68.00	\$72.00	\$75.00
Removal of Illegally posted flyers, advertisements, etc.	\$82.00	\$87.00	\$90.00
<b><u>BURGLAR ALARM SYSTEMS HRMC 8.28</u></b>			
Alarm User Permit	\$49.00	\$53.00	\$54.00
Revoked Alarm User Permit	\$142.00	\$150.00	\$156.00
Alarm User Permit - Late Renewal	\$70.00	\$75.00	\$77.00
3rd false Alarm w/in 12 mos.	\$142.00	\$150.00	\$156.00

1 Includes Discarded Windshield Flyers

## 5. PUBLIC RECORDS &amp; MUNICIPAL COURT

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>PUBLIC RECORDS &amp; MUNICIPAL COURT</b>			
<b><u>PUBLIC RECORDS REQUESTS ORS 192.324</u></b>			
<b>File Request</b>			
Minimum Fee	\$12.00	\$12.00	\$13.00
Hourly Fee (payable in 1/4 hour increments)	\$52.00	\$55.00	\$57.00
Other Public Records Charges <sup>1</sup>	Actual Cost	Actual Cost	Actual Cost
<b>Research fees</b>			
Including summarizing, compiling, tailoring, copying or certifying the records or attending document production			
Minimum Fee	\$9.00	\$10.00	\$10.00
Hourly Fee (payable in 1/4 hour increments)	\$37.00	\$39.00	\$41.00
Copies - CD or thumb drive (charge per item)	\$37.00	\$39.00	\$41.00
<b>Copies - Photocopies</b>			
Standard size (8.5 x 11)			
Black and white	\$0.58	\$0.61	\$0.63
Color	\$1.28	\$1.36	\$1.41
All non-standard copies			
Black and white	\$0.79	\$0.84	\$0.87
Color	\$2.58	\$2.74	\$2.84
Drawings			
Postage <sup>2</sup>	Actual Cost	Actual Cost	Actual Cost
<b>RECORDING FEES</b>			
Documents recorded at HR County	Actual Cost	Actual Cost	Actual Cost
<b><u>MUNICIPAL COURT</u></b>			
Copy of Video and Audio Tapes - Per tape	See Public Records Request	See Public Records Request	See Public Records Request
Copy of CD	See Public Records Request	See Public Records Request	See Public Records Request
Evidentiary Communications - Per tape	See Public Records Request	See Public Records Request	See Public Records Request
Color Reprints of Digital Photos	See Public Records Request	See Public Records Request	See Public Records Request
Records check	See Police Section 4	See Police Section 4	See Police Section 4
Late Change of Plea / PD OT Reimbursement <sup>3</sup>	\$102.00	\$108.00	\$112.00
Collections interest	9% per annum	9% per annum	9% per annum
<b><u>NOTARY PUBLIC</u></b>			
City-related business	No Charge	No Charge	No Charge
Non-City business	\$9.00	\$9.00	\$9.00

1 Any charges from 3rd parties, including the City Attorney, necessarily incurred by the City in response to requests for public records shall be reimbursed.

2 Any postage or packing charges incurred by the City shall be reimbursed.

3 Charge to pay for Police Officer Overtime when a Defendant Changes Plea less than 24hrs before a scheduled Trial.

## 6. PLANNING

The City Planning Department oversees land use applications, annexations, special requests, and procurement of City maps and master plans. Please email questions to [planning@cityofhoodriver.gov](mailto:planning@cityofhoodriver.gov) or call our main line at (541) 387-5210.

A summary of common planning fees and charges is also provided as Exhibit A to this fee schedule.

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>PLANNING</b>			
<b>PLANNING APPLICATION FEES - HRMC 17.09.090</b>			
<b>Accessory Dwelling Unit</b>	\$435.00	\$462.00	\$479.00
<b>Review Adequate Public Facilities</b>			
Planning	\$278.00	\$296.00	\$306.00
Engineering	\$278.00	\$296.00	\$306.00
<b>Annexation</b>			
Planning	\$2,614.00	\$2,777.00	\$2,878.00
Engineering	\$255.00	\$271.00	\$281.00
Fire	\$255.00	\$271.00	\$281.00
<b>Appeal</b>			
Administrative Decision <sup>1</sup>	\$250.00	\$250.00	\$250.00
Quasi-Judicial Decision <sup>2</sup>	Equal to Application Fee	Equal to Application Fee	Equal to Application Fee
<b>Bed &amp; Breakfast</b>	\$1,070.00	\$1,137.00	\$1,178.00
<b>Change of Use</b>			
Planning	\$1,070.00	\$1,137.00	\$1,178.00
Engineering	\$350.00	\$372.00	\$385.00
<b>Conditional Use Permit (CUP)</b>			
<b>All CUP except PUD and Greater than 1.5 Acres</b>			
Planning	\$2,225.00	\$2,364.00	\$2,449.00
Engineering	\$1,061.00	\$1,127.00	\$1,168.00
Fire	\$1,061.00	\$1,127.00	\$1,168.00
<b>Conditional use - 1.5 acres and larger</b>			
Planning	\$3,430.00	\$3,644.00	\$3,775.00
Engineering	\$1,574.00	\$1,672.00	\$1,733.00
Fire	\$1,574.00	\$1,672.00	\$1,733.00
Building	\$198.00	\$210.00	\$218.00
<b>Conditional use - PUD</b>			
MP or SUB (as applicable) plus			
Planning	\$2,225.00	\$2,364.00	\$2,449.00
Engineering	\$1,061.00	\$1,127.00	\$1,168.00
Fire	\$1,061.00	\$1,127.00	\$1,168.00
<b>Conditional use - TWN</b>			
MP or SUB (as applicable) plus			
Planning	\$2,225.00	\$2,364.00	\$2,449.00
Engineering	\$1,061.00	\$1,127.00	\$1,168.00
Fire	\$1,061.00	\$1,127.00	\$1,168.00

1 Set to \$250, max allowed ORS 227.175

2 1/2 refunded if Appellant prevails on appeal.

## PLANNING CONTINUED

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>PLANNING</b>			
<b>PLANNING APPLICATION FEES - HRMC 17.09.090</b>			
<b>Conditional Use Permit Modification</b>			
Major - Quasi-judicial			
Planning	\$1,060.00	\$1,126.00	\$1,166.00
Engineering	\$529.00	\$562.00	\$583.00
Minor - Administrative			
Planning	\$698.00	\$742.00	\$769.00
Engineering	\$350.00	\$372.00	\$385.00
<b>Conditional Use Permit Extension</b>	\$142.00	\$150.00	\$156.00
<b>Home Occupation</b>	\$1,070.00	\$1,137.00	\$1,178.00
<b>Final Plat Approval - Subdivisions</b>			
Planning	\$564.00	\$599.00	\$621.00
Engineering	\$564.00	\$599.00	\$621.00
<b>Final Plat Approval - Minor Partition &amp; Townhouse Partition</b>			
Planning	\$282.00	\$300.00	\$310.00
Engineering	\$282.00	\$300.00	\$310.00
<b>Final Re-Plat Consolidation</b>			
Planning	\$139.00	\$147.00	\$153.00
Engineering	\$141.00	\$149.00	\$155.00
<b>Landmarks Review</b>			
Exterior Alteration (minor) - Admin Review	\$1,104.00	\$1,173.00	\$1,215.00
New construction (Major Alteration, removal, demolition, moving, or designation)	\$1,661.00	\$1,765.00	\$1,829.00
<b>Land Use Compatibility Statement (LUCS)</b>	\$120.00	\$127.00	\$132.00
<b>Mobile Home Parks</b>			
Planning	\$2,760.00	\$2,933.00	\$3,038.00
Engineering <sup>1</sup>	\$1,553.00	\$1,650.00	\$1,710.00
Fire	\$1,553.00	\$1,650.00	\$1,710.00
<b>Minor Partition</b>			
Planning	\$832.00	\$884.00	\$916.00
Engineering	\$517.00	\$549.00	\$569.00
<b>Minor Partition Extension</b>	\$141.00	\$150.00	\$155.00
<b>Natural Resource Review</b>	\$836.00	\$889.00	\$921.00
<b>Non Conforming Use Determination</b>	\$564.00	\$599.00	\$621.00
<b>Pre-application Conference</b>			
Planning	\$487.00	\$517.00	\$536.00
Engineering	\$192.00	\$204.00	\$212.00
Fire	\$192.00	\$204.00	\$212.00
<b>Property Line Adjustment</b>			
Planning	\$564.00	\$599.00	\$621.00
Engineering	\$245.00	\$260.00	\$270.00
<b>Property Line Adjustment - Extension</b>	\$141.00	\$150.00	\$155.00

1 + \$45 per pad.

## PLANNING CONTINUED

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>PLANNING</b>			
<b>PLANNING APPLICATION FEES - HRMC 17.09.090</b>			
<b>Replat/Partition</b>			
Standard - Planning	\$819.00	\$870.00	\$902.00
Standard- Engineering	\$510.00	\$542.00	\$561.00
<b>Replat/Partition</b>			
Simple Consolidation - Planning1	\$410.00	\$435.00	\$451.00
Simple Consolidation - Engineering1	\$255.00	\$270.00	\$280.00
<b>Site Plan Review</b>			
<b>Site Plan Review - Administrative</b>			
Planning	\$1,676.00	\$1,781.00	\$1,845.00
Engineering	\$799.00	\$848.00	\$879.00
<b>&lt; 1 Acre - Quasi-judicial</b>			
Planning	\$1,676.00	\$1,781.00	\$1,845.00
Engineering	\$799.00	\$848.00	\$879.00
Fire	\$799.00	\$848.00	\$879.00
Building	\$193.00	\$205.00	\$213.00
<b>1 to 5 Acres - Quasi-judicial</b>			
Planning	\$2,057.00	\$2,186.00	\$2,265.00
Engineering	\$1,198.00	\$1,273.00	\$1,318.00
Fire	\$799.00	\$848.00	\$879.00
Building	\$193.00	\$205.00	\$213.00
<b>&gt; 5 Acres - Quasi-judicial</b>			
Planning	\$2,057.00	\$2,186.00	\$2,265.00
Engineering	\$1,597.00	\$1,697.00	\$1,758.00
Fire	\$1,604.00	\$1,704.00	\$1,766.00
Building	\$193.00	\$205.00	\$213.00
<b>Site Plan Review Extension</b>			
	\$142.00	\$150.00	\$156.00
<b>Site Plan Review Modification (administrative)</b>			
	\$698.00	\$742.00	\$769.00
<b>Site Plan Review Modification (Quasi-Judicial)</b>			
	\$1,677.00	\$1,782.00	\$1,846.00
<b>Planning Director Interpretation</b>			
(To include Use Determination)	\$609.00	\$647.00	\$670.00
<b>Street Vacation</b>			
Deposit	\$366.00	\$389.00	\$403.00
Planning	\$2,789.00	\$2,963.00	\$3,070.00
Engineering	\$192.00	\$204.00	\$212.00



## PLANNING CONTINUED

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>PLANNING</b>			
<b>PLANNING APPLICATION FEES - HRMC 17.09.090</b>			
<b>Subdivision (Includes Expedited Land Division)</b>			
Planning	\$1,099.00	\$1,167.00	\$1,210.00
Engineering	\$1,343.00	\$1,427.00	\$1,478.00
Fire	\$1,343.00	\$1,427.00	\$1,478.00
+ Per Lot Fee in addition to Subdivision Fee	\$122.00	\$130.00	\$134.00
<b>Subdivision Amendment</b>			
<b>Minor Amendment</b>			
Planning	\$278.00	\$296.00	\$306.00
Engineering	\$255.00	\$271.00	\$281.00
+ Per Lot Fee in addition to Subdivision Fee	\$122.00	\$130.00	\$134.00
<b>Major Amendment</b>			
Planning	\$1,099.00	\$1,167.00	\$1,210.00
Engineering	\$763.00	\$810.00	\$840.00
+ Per Lot Fee in addition to Subdivision Fee	\$132.00	\$141.00	\$146.00
<b>Subdivision Extension</b>	\$141.00	\$150.00	\$155.00
<b>Temporary Use Permit</b>	\$142.00	\$150.00	\$156.00
<b>Townhouse Partition</b>			
Planning	\$715.00	\$759.00	\$787.00
Engineering	\$517.00	\$549.00	\$569.00
<b>Variance, including Natural Resource</b>			
Planning	\$1,393.00	\$1,480.00	\$1,534.00
Engineering	\$763.00	\$810.00	\$840.00
<b>Zone Change - Map</b>	\$4,425.00	\$4,702.00	\$4,871.00
<b>Zone Change - Text</b>	\$3,805.00	\$4,043.00	\$4,188.00
<b>Zoning Confirmation Letter</b>	\$122.00	\$130.00	\$134.00
<b>Planning Documents</b>			
Background Report	\$31.00	\$33.00	\$34.00
Comprehensive Plan	\$23.00	\$24.00	\$25.00
Vision Statement	\$9.00	\$10.00	\$10.00
Title 16 - Land Division	\$29.00	\$31.00	\$32.00
Title 17 - Zoning	\$83.00	\$88.00	\$91.00
Transportation System Plan	\$49.00	\$53.00	\$54.00
Deposits - 3rd Party Review <sup>1</sup>	Exp. Amt. + 10%	Exp. Amt. + 10%	Exp. Amt. + 10%

1 Based on Engineer's or Attorney's Estimate of Probable Cost.

## PLANNING CONTINUED

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>PLANNING</b>			
<b>PLANNING, ENGINEERING &amp; FIRE MARSHAL</b>			
<b>Building Permit Review - County/UGA</b>			
Administrative Review	\$63.00	\$67.00	\$70.00
<b>Fire Protection System Plans (Alarms, Sprinklers, Standpipes, etc.)</b>			
Based on value:			
\$0 to \$4,999	\$252.00	\$268.00	\$277.00
\$5,000 to \$24,999	\$503.00	\$534.00	\$553.00
\$25,000 to \$49,999	\$1,007.00	\$1,070.00	\$1,108.00
\$50,000 to \$99,999	\$1,888.00	\$2,006.00	\$2,078.00
\$100,000 and greater	\$1,888.00	\$2,006.00	\$2,078.00
plus value over \$100,000 - per \$1,000	\$6.00	\$6.00	\$6.00
<b>Formation of Reimbursement District</b>	\$491.00	\$522.00	\$541.00
<b>Planner/Engineering/Fire Marshal Review of Building Permits</b>			
Residential - New			
Planning	\$122.00	\$130.00	\$134.00
Engineering	\$89.00	\$94.00	\$98.00
Fire	\$90.00	\$95.00	\$99.00
Residential - Addition/Remodel/Demolition			
Planning	\$89.00	\$94.00	\$98.00
Engineering - No Street Cut	\$109.00	\$116.00	\$120.00
Engineering - Street Cut	\$190.00	\$202.00	\$209.00
Fire			
Commercial, Industrial or Multi-Family	\$252.00	\$268.00	\$277.00
Engineering - Based on value:			
\$0 to \$4,999	\$82.00	\$87.00	\$90.00
\$5,000 to \$24,999	\$282.00	\$300.00	\$310.00
\$25,000 to \$99,999	\$754.00	\$801.00	\$830.00
\$100,000 to \$499,999	\$1,251.00	\$1,329.00	\$1,377.00
\$500,000 to \$999,999	\$1,673.00	\$1,777.00	\$1,842.00
\$1M to \$4,999,999	\$2,925.00	\$3,108.00	\$3,219.00
\$5M and greater	\$5,020.00	\$5,334.00	\$5,526.00
Fire - Based on value:			
Minimal Review Fee	\$90.00	\$95.00	\$99.00
\$0 to \$4,999	\$206.00	\$219.00	\$227.00
\$5,000 to \$24,999	\$403.00	\$428.00	\$443.00
\$25,000 to \$99,999	\$805.00	\$856.00	\$887.00
\$100,000 to \$499,999	\$1,343.00	\$1,427.00	\$1,478.00
\$500,000 to \$999,999	\$2,014.00	\$2,139.00	\$2,216.00
\$1M to \$4,999,999	\$3,221.00	\$3,422.00	\$3,545.00
\$5M and greater	\$5,369.00	\$5,704.00	\$5,910.00
<b>Demolition Fee - Administrative Review</b>	\$63.00	\$67.00	\$70.00
No Street Cut	\$105.00	\$111.00	\$115.00
Street Cut	\$190.00	\$202.00	\$209.00
<b>Street Tree Fee [Resolution 2022-11]</b>	\$1,515.00	\$1,515.00	\$1,515.00
<b>PROPORTIONATE SHARE</b>			
<b>Cascade &amp; Rand</b> - per PM Peak Hour trip (Res. No 200)	\$610.00	\$654.00	\$672.00
<b>2nd &amp; Oak Street</b> - per PM Peak Hour trip	\$748.00	\$802.00	\$824.00
<b>SEPARATION OF ASSESSMENTS HRMC 13.16.280</b>			
Per newly-configured lot	\$410.00	\$435.00	\$451.00

## PLANNING CONTINUED

### Mobile Homes and Recreational Vehicles

Chapter 13.48 of the Hood River Municipal Code regulates the parking and storage of mobile homes, recreational vehicles, residential trailers, and storage containers in the city.

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>MOBILE HOMES &amp; RECREATIONAL VEHICLES</b>			
<b>MOBILE HOMES &amp; RECREATIONAL VEHICLES HRMC 13.48</b>			
Permit for use for sleeping or living <sup>1</sup>	\$79.00	\$84.00	\$87.00
Permit for emergency use for sleeping or living <sup>2</sup>	\$40.00	\$43.00	\$44.00
Use for live-in at Construction site <sup>3</sup>	\$79.00	\$84.00	\$87.00
Extension fee per month <sup>4</sup>	\$55.00	\$59.00	\$61.00

1 HRMC 13.48.040.E

2 HRMC 13.48.060

3 HRMC 13.48.070

4 HRMC 13.48.070.B

## 7. BUILDING

Building fees include structural, mechanical, plumbing, and electrical charges. Fees are applicable to residential, commercial, and industrial properties unless otherwise specified.

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>BUILDING</b>			
<b><u>BUILDING FEES</u></b>			
<b>Misc. Fees</b>			
Hourly Rate	\$50.50	\$85.00	\$95.00
Demo Permit Fee	\$51.00	\$55.00	\$56.00
Prescriptive Solar	\$150.00	\$161.00	\$165.00
Solar Permit — Non-Prescriptive Path System	See Structural Permit Fee table	See Structural Permit Fee table	See Structural Permit Fee table
Commercial Fire Suppression	See Structural Permit Fee table	See Structural Permit Fee table	See Structural Permit Fee table
Interior Remodel Fee (40% of Building Valuation Table Cost x Actual Square Feet of Remodel)			See Structural Permit Fee table
Structural Plan Review (when applicable)	65% of structural permit fee	65% of structural permit fee	65% of structural permit fee
Fire Life Safety Plan Review (when applicable)	40% of structural permit fee	40% of structural permit fee	40% of structural permit fee
Moving Structure Permit Fee	\$300.00	\$322.00	\$330.00
Deferred submittal - 10% of permit fee with a minimum [In addition to standard plan review fees per OAR 918-050-0170]	\$250.00	\$268.00	\$275.00
Phased Projects - 10% of permit fee with a minimum	\$250.00	\$268.00	\$275.00
Investigation Fee (hourly rate) <sup>1</sup>	\$50.50	\$85.00	\$95.00
<b>Copy &amp; Research Fees</b>			
Standard Size (8 1/2 x 11) per page	\$0.58	\$0.61	\$0.63
Standard Size (8 1/2 x 11) per page - Color	\$1.28	\$1.36	\$1.41
Non-Standard Size (8 1/2 x 11) per page	\$0.79	\$0.84	\$0.87
Non-Standard Size (8 1/2 x 11) per page - Color	\$2.58	\$2.74	\$2.84
Research Fees (payable in 1/4 hr increments) \$12min	\$52.00	\$55.00	\$57.00
Third Party Copy Charges	At cost	At cost	At cost
Refund Processing Fee <sup>1</sup>	10%, 25%, 50%, or 75% of permit or plan review fee	10%, 25%, 50%, or 75% of permit or plan review fee	\$35 per each request
Additional Plan Review	\$50.50	\$85.00	\$95.00
Inspection for which no fee is specifically indicated (hourly)	\$50.50	\$85.00	\$95.00
Inspections outside of normal business hours (minimum 1 hour)	\$50.50	\$85.00	\$190.00
Re-inspection fee	\$50.50	\$85.00	\$95.00
<b>Manufactured Dwelling Placement Permit Fees</b>			
Manufactured Home Placement Fee	\$230.00	\$247.00	\$440.00
State (Cabana) Fee	\$0.00	\$30.00	\$30.00
* All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.			
* See Structural schedule by valuation for non-dwelling modular placements			

**BUILDING CONTINUED**

**Structural & Commercial Mechanical Permit Fees**

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>BUILDING</b>			
<b>BUILDING FEES</b>			
<b>Structural Permit Fees Methodology</b>			
<b>Total Valuation:</b>			
Up to \$500	\$23.50	\$69.25	\$71.25
501 - 2,000	\$23.50	\$69.25	\$71.25
\$/100 up to 2,000	\$3.05	\$3.05	\$3.13
2,001 - 25,000 [Base Fee for 1st 2,000]	\$69.25	\$115.00	\$118.20
\$/1000 up to 25,000	\$14.00	\$15.00	\$15.41
25,001 - 50,000 [Base Fee for 1st 25,000]	\$391.25	\$437.00	\$472.63
\$/1000 up to 50,000	\$10.10	\$11.10	\$11.40
50,0001 - 100,000 [Base Fee for 1st 50,000]	\$643.75	\$714.50	\$757.63
\$/1000 up to 100,000	\$7.00	\$8.00	\$8.22
100,001 - 500,000 [Base Fee for 1st 100K]	\$993.75	\$1,114.00	\$1,168.63
\$/1000 up to 500,000	\$5.60	\$5.60	\$5.75
500,001 - 1,000,000 [Base Fee for 1st 500K]	\$3,233.75	\$3,354.50	\$3,468.63
\$/1000 up to 1,000,000	\$4.75	\$4.75	\$4.88
> 1,000,000 [Base Fee for 1st 1M]	\$5,608.75	\$5,729.50	\$5,908.63
\$/1000 thereafter	\$3.65	\$3.65	\$3.75
<b>Commercial Mechanical Permit Fee Methodology</b>			
<b>Total Valuation:</b>			
Up to \$500	\$23.50	\$69.25	\$71.25
501 - 2,000	\$23.50	\$69.25	\$71.25
\$/100 up to 2,000	\$3.05	\$3.05	\$3.13
2,001 - 25,000 [Base Fee for 1st 2,000]	\$69.25	\$115.00	\$118.20
\$/1000 up to 25,000	\$14.00	\$15.00	\$15.41
25,001 - 50,000 [Base Fee for 1st 25,000]	\$391.25	\$437.00	\$472.63
\$/1000 up to 50,000	\$10.10	\$11.10	\$11.40
50,0001 - 100,000 [Base Fee for 1st 50,000]	\$643.75	\$714.50	\$757.63
\$/1000 up to 100,000	\$7.00	\$8.00	\$8.22
100,001 - 500,000 [Base Fee for 1st 100K]	\$993.75	\$1,114.00	\$1,168.63
\$/1000 up to 500,000	\$5.60	\$5.60	\$5.75
500,001 - 1,000,000 [Base Fee for 1st 500K]	\$3,233.75	\$3,354.50	\$3,468.63
\$/1000 up to 1,000,000	\$4.75	\$4.75	\$4.88
> 1,000,000 [Base Fee for 1st 1M]	\$5,608.75	\$5,729.50	\$5,908.63
\$/1000 thereafter	\$3.65	\$3.65	\$3.75
Re-Inspection Fee	\$50.50	\$54.50	\$95.00
Mechanical Plan Review (when applicable)	50% of mechanical permit fee	50% of mechanical permit fee	50% of mechanical permit fee
Inspections for which no fee is specifically indicated (hourly rate) (Minimum 1/2 hour)	\$50.50	\$85.00	\$95.00
Mechanical Investigation Fee (hourly rate)	\$50.50	\$85.00	\$95.00
Re-Inspection Fee	\$50.50	\$54.50	\$95.00

## BUILDING CONTINUED

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>BUILDING</b>			
<b>Residential Permit Application Fees</b>			
<b>Heating/Cooling</b>			
Residential Minimum permit fee	\$40.00	\$43.00	\$75.00
Furnace/burner including duct work /vent/liner	\$10.00	\$11.00	\$15.00
Air conditioner	\$10.00	\$11.00	\$15.00
Heat pump	\$10.00	\$11.00	\$15.00
Mini split system	\$10.00	\$11.00	\$15.00
Floor furnace, including vent	\$10.00	\$11.00	\$15.00
Hydronic hot water system	\$10.00	\$11.00	\$30.00
Evaporative cooler other than portable	\$10.00	\$11.00	\$15.00
Suspended heater, recessed wall heater, or floor mount	\$8.00	\$9.00	\$15.00
Furnace – greater than 100000 BTU	\$0.00	\$11.00	\$15.00
Furnace – up to 100000 BTU	\$0.00	\$11.00	\$15.00
Air handling unit of up to 10000 cfm	\$0.00	\$11.00	\$15.00
Air handling unit 10001 cfm and over	\$0.00	\$11.00	\$15.00
Appliance of piece of equipment regulated by code but	\$0.00	\$11.00	\$15.00
Other heating/cooling items	\$8.00	\$9.00	\$15.00
<b>Other Fuel Appliances</b>			
Gas water heater	\$10.00	\$11.00	\$15.00
Gas or wood fireplace/insert	\$10.00	\$11.00	\$15.00
Wood/pellet stove	\$10.00	\$11.00	\$15.00
Pool or spa heater, kiln	\$8.00	\$9.00	\$15.00
Decorative gas fireplace	\$10.00	\$11.00	\$15.00
Chimney/liner/flue/vent	\$10.00	\$11.00	\$15.00
Oil tanks/gas/diesel generators	\$10.00	\$11.00	\$15.00
Other fuel appliance	\$10.00	\$11.00	\$15.00
<b>Environmental Exhaust and Ventilation</b>			
Range hood/other kitchen equipment	\$10.00	\$11.00	\$15.00
Clothes dryer exhaust	\$8.00	\$9.00	\$15.00
Single-duct exhaust (baths, toilet compartments, utility)	\$6.00	\$6.00	\$15.00
Radon mitigation	\$10.00	\$11.00	\$15.00
Attic/crawl space fans	\$6.00	\$6.00	\$15.00
Water heater / gas fireplace flue vent	\$10.00	\$11.00	\$15.00
Ductwork only	\$0.00	\$11.00	\$15.00
Ventilation system not a portion of heating or air-cond	\$0.00	\$11.00	\$15.00
Repair, alteration, or addition to mechanical appliance	\$0.00	\$11.00	\$15.00
Installation or relocation domestic/type incinerator	\$0.00	\$11.00	\$15.00
Hood served by mechanical exhaust, including ducts f	\$0.00	\$0.00	\$15.00
Other	\$8.00	\$9.00	\$15.00
<b>Fuel piping / Pressure test</b>			
Gas Fuel Piping Outlets (up to 4 outlets)	\$5.00	\$5.00	\$6.00
Each additional	\$1.00	\$1.00	\$1.00
Re-Inspection Fee	\$50.50	\$85.00	\$95.00

## BUILDING CONTINUED

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>BUILDING</b>			
<b>Grading Fees<sup>1</sup></b>			
Grading Plan Fees (Table A-33-A)			
50 cubic yard or less	\$0.00	\$0.00	\$0.00
51 to 100 cubic yards	\$23.50	\$25.50	\$25.50
101 to 1,000 cubic yards	\$37.00	\$40.00	\$41.00
1,001 to 10,000 cubic yards	\$49.00	\$53.00	\$54.00
10,001 to 100,000 cubic yards	\$49.25	\$53.25	\$54.25
100,001 to 200,000 cubic yards	\$269.75	\$288.75	\$296.75
200,001 cubic yards or more	\$402.25	\$431.25	\$443.25
Other fees (additional plan review (minimum 1/2 hour))	\$50.50	\$54.50	\$95.00
Grading Permit Fees (Table A-33-B)			
50 cubic yards or less	\$23.50	\$25.50	\$25.50
51 to 100 cubic yards	\$37.00	\$40.00	\$41.00
101 to 1,000 cubic yards	\$37.00	\$40.00	\$41.00
[Base Fee for 100 cubic yards]			
\$/100 up to 1,000	\$17.50	\$17.50	\$17.50
1,001 to 10,000 cubic yards	\$194.50	\$208.50	\$214.50
[Base Fee for 1000 cubic yards]			
\$/1000 up to 10,000	\$14.50	\$14.50	\$15.50
10,001 to 100,000 cubic yards	\$325.00	\$348.00	\$358.00
[Base Fee for 10,000 cubic yards]			
\$/1000 up to 100,000	\$66.00	\$66.00	\$66.00
100,001 or more	\$919.00	\$985.00	\$1,012.00
\$/1000 thereafter	\$36.50	\$36.50	\$40.50
<b><u>Other Inspections and fees [Hourly Rate]</u></b>			
Re-Inspection Fee	\$50.50	\$85.00	\$95.00
Inspections for which no fee is specifically indicated (hourly rate) (Minimum 1/2 hour)	\$50.50	\$85.00	\$95.00
Inspection outside of normal business hours (hourly rate) (Minimum 2hr charge)	\$50.50	\$85.00	\$190.00
<b><u>Plumbing &amp; Permit Fees</u></b>			
All Plumbing permits are handled by Hood River County.			
<b><u>Electrical Permit Fees</u></b>			
All Electrical permits are handled by Hood River County.			

1 The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project or the total cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

## 8. SDC &amp; CONSTRUCTION EXCISE TAX

## Stormwater, Water &amp; Sewer

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>SDC &amp; CONSTRUCTION EXCISE TAX</b>			
<b>SYSTEM DEVELOPMENT CHARGES (SDC)</b>			
<b>SDC Evaluation Fee</b>			
<b>Stormwater System Development Charges (Res 2007-21)</b>			
<b>Residential</b>			
SDC per ERU	\$806.00	\$858.00	\$888.00
<b>Commercial</b>			
Per Sq. Ft. of Impervious Surface <sup>1</sup>	\$0.28	\$0.28	\$0.36
<b>Water System Development Charges (Res. 2015-19)</b>			
Reimbursement			
3/4"	\$1,927.00	\$2,026.00	\$2,081.00
1"	\$3,213.00	\$3,377.00	\$3,468.00
1 1/2"	\$6,426.00	\$6,755.00	\$6,937.00
2"	\$10,281.00	\$10,807.00	\$11,099.00
3"	\$32,131.00	\$33,771.00	\$34,683.00
4"	\$64,260.00	\$67,542.00	\$69,366.00
6"	\$128,521.00	\$135,086.00	\$138,733.00
8"	\$173,502.00	\$182,364.00	\$187,288.00
Improvement			
3/4"	\$2,876.00	\$3,023.00	\$3,104.00
1"	\$4,792.00	\$5,037.00	\$5,173.00
1 1/2"	\$9,585.00	\$10,074.00	\$10,346.00
2"	\$15,335.00	\$16,119.00	\$16,554.00
3"	\$47,924.00	\$50,372.00	\$51,732.00
4"	\$95,848.00	\$100,743.00	\$103,463.00
6"	\$191,696.00	\$201,487.00	\$206,928.00
8"	\$258,789.00	\$272,008.00	\$279,353.00
<b>Sewer System Development Charges (Res. 2015-20)</b>			
Reimbursement			
3/4"	\$1,117.00	\$1,197.00	\$1,229.00
1"	\$1,867.00	\$2,001.00	\$2,055.00
1 1/2"	\$3,723.00	\$3,991.00	\$4,099.00
2"	\$5,960.00	\$6,388.00	\$6,561.00
3"	\$18,635.00	\$19,976.00	\$20,515.00
4"	\$37,262.00	\$39,943.00	\$41,022.00
6"	\$74,533.00	\$79,895.00	\$82,052.00
8"	\$100,614.00	\$107,852.00	\$110,764.00
Improvement			
3/4"	\$1,001.00	\$1,073.00	\$1,102.00
1"	\$1,673.00	\$1,793.00	\$1,841.00
1 1/2"	\$3,333.00	\$3,573.00	\$3,669.00
2"	\$5,336.00	\$5,720.00	\$5,874.00
3"	\$16,687.00	\$17,887.00	\$18,370.00
4"	\$33,362.00	\$35,762.00	\$36,728.00
6"	\$66,735.00	\$71,536.00	\$73,468.00
8"	\$90,089.00	\$96,570.00	\$99,178.00

1 Assumes 2500 SF/ERU



## SDC'S CONTINUED

## Transportation

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>SDC &amp; CONSTRUCTION EXCISE TAX</b>			
<b>Transportation System Development Charges (Res. 2013-02)</b>			
<b>Residential</b>			
Single Family (ITE 210) - per dwelling unit	\$2,219.00	\$2,378.00	\$2,442.00
Multi-Family (ITE 220) - per dwelling unit	\$1,554.00	\$1,666.00	\$1,711.00
Residential Townhome/Plex (ITE 230) - per dwelling unit	\$1,357.00	\$1,455.00	\$1,494.00
Assisted Living (ITE 254) - per bed	\$635.00	\$681.00	\$699.00
Continuing Care Retirement (ITE 255) - per unit	\$652.00	\$699.00	\$718.00
<b>Non-Residential</b>			
Hotel/Motel/B&B (ITE 310) - per room	\$3,813.00	\$4,088.00	\$4,198.00
Elementary School (Public) (ITE 520) - per student	\$120.00	\$128.00	\$132.00
Middle/Jr High School (Public) (ITE 522) - per student	\$150.00	\$161.00	\$165.00
High School (public) (ITE530) - per student	\$296.00	\$317.00	\$326.00
Community College (Public) (ITE 540) - per student	\$208.00	\$223.00	\$229.00
Church (ITE 560) - per T.S.F.G.F.A	\$1,585.00	\$1,699.00	\$1,744.00
Daycare/Preschool (ITE 565) - per student	\$415.00	\$445.00	\$457.00
Parking Lot (ITE 090) - per space	\$1,158.00	\$1,242.00	\$1,275.00
Campground/RV (ITE 416) - per campsite	\$1,056.00	\$1,132.00	\$1,162.00
<b>Non-Residential (continued)</b>			
Multipurpose Recreation/Arcade (ITE 435) - per T.S.F.	\$8,620.00	\$9,240.00	\$9,490.00
Multiplex Movie Theater (ITE 445) - per screen	\$35,101.00	\$37,627.00	\$38,643.00
Sports Field/Complex (ITE 448) - per field	\$18,357.00	\$19,678.00	\$20,209.00
Health/Fitness Club (ITE492) - per T.S.F.G.F.A	\$8,474.00	\$9,084.00	\$9,329.00
Amusement Park (ITE 480)- per acre	\$46,378.00	\$49,714.00	\$51,056.00
Hospital (ITE 610) - per bed	\$2,902.00	\$3,111.00	\$3,195.00
Clinic (ITE 630) - per T.S.F.G.F.A	\$7,728.00	\$8,284.00	\$8,508.00
Specialty Retail Center (ITE 814) - per T.S.F.G.F.A	\$3,798.00	\$4,071.00	\$4,181.00
Shopping Center (ITE 820) - per T.S.F.G.F.A	\$3,679.00	\$3,944.00	\$4,050.00
Car Sales (ITE 841) - per T.S.F.G.F.A	\$4,285.00	\$4,593.00	\$4,717.00
Auto Part Sales (ITE 843) - per T.S.F.G.F.A	\$6,872.00	\$7,366.00	\$7,565.00
Tire Superstore (ITE 849) - per T.S.F.G.F.A	\$2,855.00	\$3,060.00	\$3,143.00
Discount Club (ITE 861)- per T.S.F.G.F.A	\$6,758.00	\$7,244.00	\$7,439.00
Supermarket (ITE 850) - per T.S.F.G.F.A	\$12,743.00	\$13,660.00	\$14,029.00
Convenience Market (ITE 853) - per T.S.F.G.F.A	\$28,024.00	\$30,040.00	\$30,851.00
Pharmacy/Drugstore (ITE 880) - per T.S.F.G.F.A	\$8,945.00	\$9,588.00	\$9,847.00
Bank/Savings (ITE 911) - per T.S.F.G.F.A	\$16,151.00	\$17,313.00	\$17,780.00
Quality Restaurants (ITE 931) - per T.S.F.G.F.A	\$5,944.00	\$6,371.00	\$6,544.00
Fast Food Restaurants (ITE 934) - per T.S.F.G.F.A	\$24,729.00	\$26,508.00	\$27,224.00
Automobile Care Center (ITE 942) - per T.S.F.G.F.A	\$3,437.00	\$3,684.00	\$3,784.00
Gasoline/Service Station (ITE 944)- per V.F.P	\$7,057.00	\$7,565.00	\$7,769.00
General Office Buildings (ITE 710) - per T.S.F.G.F.A	\$2,553.00	\$2,737.00	\$2,811.00
Medical-Dental Office Building (ITE 720) - per T.S.F.G.	\$8,376.00	\$8,979.00	\$9,221.00
Government Office Building (ITE 730) - per T.S.F.G.F.A	\$15,981.00	\$17,131.00	\$17,594.00
State Motor Vehicles Dept. (ITE 731) - per T.S.F.G.F.A	\$38,491.00	\$41,260.00	\$42,374.00
US Post Office (ITE 732)- per T.S.F.G.F.A	\$20,819.00	\$22,316.00	\$22,919.00
General Light Industrial (ITE 110) - per T.S.F.G.F.A	\$1,616.00	\$1,732.00	\$1,779.00
General Heavy Industrial (ITE 120) - per T.S.F.G.F.A	\$348.00	\$373.00	\$383.00
Warehouse (ITE 150) - per T.S.F.G.F.A	\$1,149.00	\$1,232.00	\$1,265.00
Mini-Warehouse (ITE 151) - per T.S.F.G.F.A	\$580.00	\$622.00	\$638.00

9. CONSTRUCTION & RIGHT OF WAY

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>CONSTRUCTION &amp; RIGHT OF WAY</b>			
<b>CONSTRUCTION SITE / WORK IN THE ROW PERMIT</b>			
No street cut	\$105.00	\$111.00	\$115.00
Street cut	\$190.00	\$202.00	\$209.00
Street Degradation Fee	Formula in City Engineering Standards (Adopted in 2005)	Formula in City Engineering Standards (Adopted in 2005)	Formula in City Engineering Standards (Adopted in 2005)
Re-Inspection	\$60.00	\$64.00	\$66.00
Detailed Engineering review fee	2% of the approved construction engineering estimate	2% of the approved construction engineering estimate	2% of the approved construction engineering estimate
<b>STREET CLOSURE FEE</b>			
Street Closure - per day, plus per street, per block	\$129.00	\$137.00	\$142.00
Late / expedited process fee	\$39.00	\$42.00	\$43.00
<b>TEMPORARY ROCK CRUSHING PERMIT</b>			
	\$105.00	\$111.00	\$115.00
<b>MOVING BUILDINGS</b>			
Permit - Application	\$166.00	\$176.00	\$182.00

10. UTILITIES

Office Hours:  
 Monday through Thursday: 8 a.m. to 5 p.m.  
 Friday: 10 a.m. to 5 p.m.  
 Phone: (541) 387-5216  
 Email: [Utilities@cityofhoodriver.gov](mailto:Utilities@cityofhoodriver.gov)

Emergency Water leak, flooding etc.  
 Daytime Contact  
 Phone: (541) 387-5216  
 Phone: (541) 387-5201  
 After Hours Contact  
 Phone: (541) 806-2555

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>UTILITIES</b>			
<b>UTILITY BILLING FEES</b>			
<b>Delinquent Fee (30 days past due)</b>	\$6.00	\$6.00	\$10.00
<b>Water turn on/turn off</b>			
After hours- per trip	\$100.00	\$106.00	\$110.00
Temporary Disconnection/Reconnection	\$35.00	\$37.00	\$39.00
Delinquent shut off/turn on	\$38.00	\$40.00	\$42.00
Water meter removal and/or reinstallation fee	\$63.00	\$67.00	\$70.00
Windmaster Manual Meter Read Surcharge	\$2.36	\$2.50	\$2.59
Water meter read (other than routine)	\$25.00	\$27.00	\$28.00
Water shut-off notice (doorhanger)	\$25.00	\$27.00	\$28.00
Water calibration/testing of meter - requested by customer <sup>1</sup>	\$31.00	\$33.00	\$34.00
Processing Fee - New Accounts	\$20.00	\$20.00	\$20.00
Process Fee - Closed Accounts	\$0.00	\$0.00	\$0.00
Lien Processing Fee	At Assessor's Cost	At Assessor's Cost	At Assessor's Cost
Collections fee - charged by Collection Agency	25% of fines due	25% of fines due	25% of fines due
collections interest - 50% to Agency/City	9% per annum	9% per annum	9% per annum
Bulk Water Sale Per Day (Up to 10,000gal) <sup>2</sup>	\$167.00	\$178.00	\$500.00
Bulk Water Sale Per Day (>10,000gal) <sup>3</sup>			\$750.00
<b>UTILITY CONNECTION FEES</b>			
<b>Water Connection Fees</b>			
3/4"	\$2,329.00	\$2,474.00	\$2,563.00
1"	\$2,554.00	\$2,714.00	\$2,812.00
1 1/2"	\$3,907.00	\$4,152.00	\$4,301.00
2"	\$4,270.00	\$4,537.00	\$4,700.00
3"	Actual + 10%	Actual + 10%	Actual + 10%
4"	Actual + 10%	Actual + 10%	Actual + 10%
6"	Actual + 10%	Actual + 10%	Actual + 10%
8"	Actual + 10%	Actual + 10%	Actual + 10%
<b>UTILITY INSPECTION FEES</b>			
<b>Sewer Inspection Fees</b>			
3/4"	\$173.00	\$183.00	\$190.00
1"	\$173.00	\$183.00	\$190.00
1 1/2"	\$173.00	\$183.00	\$190.00
2"	\$173.00	\$183.00	\$190.00
3"	\$173.00	\$183.00	\$190.00
4"	\$173.00	\$183.00	\$190.00
6"	\$179.00	\$191.00	\$198.00
8"	\$179.00	\$191.00	\$198.00

1 No Fee if Meter is Working Improperly.  
 2 Base Fee – No Waivers  
 3 Additional Fee Above Base Fee – No Waivers

## UTILITIES CONTINUED

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>UTILITIES</b>			
<b>UTILITY RATES (12.01.030)</b>			
<b>Water Meter Monthly Base Fee<sup>1</sup></b>			
3/4"	\$42.69	\$42.69	\$42.69
1"	\$72.56	\$72.56	\$72.56
1 1/2"	\$128.07	\$128.07	\$128.07
2"	\$229.19	\$229.19	\$229.19
3"	\$456.71	\$456.71	\$456.71
4"	\$712.77	\$712.77	\$712.77
6"	\$1,435.56	\$1,449.92	\$1,464.00
<b>Water Commodity Charge</b>			
Residential > 5,000 gallons/month, per 1,000 gallons	\$2.92	\$3.07	\$3.22
Commercial > 0 gallons/month, per 1,000 gallons	\$3.00	\$3.19	\$3.38
Multi-Family > 0 gallons/month, per 1,000 gallons	\$2.58	\$2.58	\$2.58
Industrial > 0 gallons/month, per 1,000 gallons	\$3.15	\$3.48	\$3.83
Irrigation > 0 gallons/month, per 1,000 gallons	\$4.09	\$5.08	\$6.24
<b>Stormwater Monthly Base Fee</b>			
Equivalent Dwelling Unit (per 2,490 sq. ft. surface)	\$8.23	\$9.38	\$10.70
<b>Sewer Monthly Base Fee</b>			
Residential - Inside City Limits			
3/4"	\$66.35	\$67.68	\$67.68
1"	\$112.54	\$114.79	\$114.79
1 1/2"	\$218.64	\$223.01	\$223.01
2"	\$351.12	\$358.14	\$358.14
3"	\$708.77	\$722.94	\$722.94
4"	\$1,106.44	\$1,128.57	\$1,128.57
6"	\$2,206.02	\$2,250.14	\$2,250.14
Residential - Outside City Limits			
3/4"	\$82.79	\$84.45	\$84.45
1"	\$140.69	\$143.50	\$143.50
1 1/2"	\$273.28	\$278.75	\$278.75
2"	\$438.87	\$447.64	\$447.64
3"	\$886.63	\$904.35	\$904.35
4"	\$1,382.49	\$1,410.14	\$1,410.14
6"	\$2,756.98	\$2,812.12	\$2,812.12
<b>Sewer Non-Residential Commodity Rates - Per 1,000 gallons</b>			
Multi-Family	\$3.21	\$3.47	\$3.88
Standard <500 mg/L BOD/TSS	\$3.26	\$3.65	\$4.14
Low 501 - 1,000 mg/L BOD/TSS	\$4.13	\$4.81	\$5.65
Medium 1,001 - 1,500 mg/L BOD/TSS	\$5.29	\$6.36	\$7.70
High 1,501 - 2,000 mg/L BOD/TSS	\$6.45	\$7.91	\$9.75
Super High >2,000 mg/L BOD/TSS	\$7.47	\$9.30	\$11.58
<b>Utility Rate Assistance Program - Residential Only</b>			
Water Rate Reduction - as % of Base Rate	\$0.40	\$0.40	\$0.40
Sewer Rate Reduction - as % of Base Rate	\$0.30	\$0.30	\$0.30
Stormwater - No Rate Reduction	n/a	n/a	n/a

1 The water base fee for residential customers includes 5,000 gallons of water consumption. Usage above 5,000 gallons of water is a "commodity charge" and is an additional rate per 1,000 gallons.

UTILITIES CONTINUED

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>UTILITIES</b>			
<b>SURCHARGE RATES FOR WASTEWATER (12.01.030 &amp; 12.03.120)</b>			
Permitted Significant Industrial Users			
FLOW per gallon	\$0.001978	\$0.002293	\$0.002656
BOD per lbs.	\$0.25	\$0.29	\$0.33
TSS per lbs.	\$0.40	\$0.46	\$0.54
<b>HIGH STRENGTH SURCHARGE RATES FOR WASTEWATER (TBD - 2025)</b>			
FLOW per gallon			
BOD per lbs.			
TSS per lbs.			
<b>ENFORCEMENT RESPONSE PLAN PENALTIES AND ADMINISTRATIVE FINES (12.06.100 &amp; 12.06.110 &amp; Permitted Significant Industrial Users)</b>			
<u>Fines for pH Excursions:</u>			
Initial excursion fine <sup>1</sup>	\$0.00	\$500.00	\$500.00
Follow up fines <sup>2</sup>	\$0.00	\$1,000.00	\$1,000.00
<u>Fines for BOD permit limit exceedances:</u>			
Initial excursion fine <sup>1</sup>	\$0.00	\$500.00	\$500.00
Follow up fines <sup>2</sup>	\$0.00	\$1,000.00	\$1,000.00
<u>Fines for TSS permit limit exceedances:</u>			
Initial excursion fine <sup>1</sup>	\$0.00	\$500.00	\$500.00
Follow up fines <sup>2</sup>	\$0.00	\$1,000.00	\$1,000.00
<u>Discharge of a Prohibited Substance (ERP)</u>			
Initial excursion fine <sup>1</sup>			\$250.00
Follow up fines <sup>2</sup>			\$500.00
<u>Discharge Limit Violation</u>			
Initial excursion fine <sup>1</sup>			\$250.00
Follow up fines <sup>2</sup>			\$500.00
<u>Effluent Dilution Violation</u>			
Initial excursion fine <sup>1</sup>			\$250.00
Follow up fines <sup>2</sup>			\$500.00
<u>Reporting Violation</u>			
Initial excursion fine <sup>1</sup>			\$250.00
Follow up fines <sup>2</sup>			\$500.00
<u>Self-Monitoring and Inspection Violation</u>			
Initial excursion fine <sup>1</sup>			\$250.00
Follow up fines <sup>2</sup>			\$500.00
<u>Compliance Schedule Violation</u>			
Initial excursion fine <sup>1</sup>			\$250.00
Follow up fines <sup>2</sup>			\$500.00
<u>Fees, Fines, and Costs</u>			
Initial excursion fine <sup>1</sup>			\$250.00
Follow up fines <sup>2</sup>			\$500.00
<u>Unpermitted Discharge</u>			
Initial excursion fine <sup>1</sup>			\$250.00
Follow up fines <sup>2</sup>			\$500.00

1 Applies to all violation-level excursions within the calendar year.  
 2. Doubling will only occur during the same calendar year.

UTILITIES CONTINUED

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>UTILITIES</b>			
<b>SURCHARGE RATES FOR WASTEWATER (12.01.030 &amp; 12.03.120)</b>			
<u>Administrative Fines (12.06.100 F.)</u>			
Violation			\$1,000.00
Unpaid charges, fines and penalties			See Footnote
<u>Civil penalties (12.06.110 B.)</u>			
Violation			\$1,000.00
Recovery of costs (including attorney fees)			See Footnote
<u>Criminal Prosecution (12.06.110 C.)</u>			
Violation			Up to \$25,000
Recovery of costs (including attorney fees)			See Footnote
<u>Penalties for Late reports ( 12.06.120 A.)</u>			
First 5 days			\$500.00
Daily after 5 days			\$500.00
30-45 Day Fines			TBD not less than \$500
<b>WASTE WATER TREATMENT PLANT</b>			
<b>Hauled Waste</b>			
Sludge Hauling (Per Pound)	\$0.35	\$0.36	\$0.45
<b>Septage Receiving</b>			
Septage Receiving Fee - Per Gallon [Commercial]	\$0.21	\$0.21	\$0.29
Septage Dumping Station - Per Item [Non-Commercial]	\$0.00	\$10.00	\$10.00

1 The City is entitled to recover its reasonable costs of enforcement of this chapter, including its attorneys’ and expert witness and consultant fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages or penalties for POTW noncompliance caused by the user’s noncompliance incurred by the City.

## 11. SHORT TERM RENTALS

Prior to operating a Hosted Homeshare or Vacation Home Rental, operators will first need to obtain a short term rental operating license from the City of Hood River.

### SHORT-TERM RENTAL CONTACT INFORMATION

Phone: (541) 387-5210

Email: [STRLicense@cityofhoodriver.gov](mailto:STRLicense@cityofhoodriver.gov)

Short-Term Rental Licenses and Code: Starting in 2024, An annual and license, issued through the City of Hood River Planning Department, are required for all Hosted Homeshares and Vacation Home Rentals prior to advertising or operation. Applicable regulations for short-term rentals are detailed in the Hood River Municipal Code (HRMC) under Title 17.04.115 and Chapter 5.10 (Short-Term Rental Operating License).

A property owner can only be issued one (1) license, and that license is valid for only one (1) property. HRMC 5.10.080.B.4ssss

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>SHORT TERM RENTALS</b>			
<b>SHORT TERM RENTALS (HRMC 5.10)</b>			
Annual Application Fee	\$90.00	\$95.00	\$99.00
Annual Licence Fee, pro-rated for mid-year applications	\$179.00	\$191.00	\$198.00
Inspection Fee	\$269.00	\$286.00	\$296.00
Re-Inspection Fee	\$120.00	\$127.00	\$132.00
City Drafted Parking Diagram or Neighborhood Placard	\$91.00	\$97.00	\$100.00
STR Decision Appeal to Hearings Officer	\$239.00	\$254.00	\$263.00

## 12. BUSINESS REGISTRATION

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>BUSINESS REGISTRATION</b>			
<b>FRANCHISE APPLICATION FEE</b>	\$239.00	\$254.00	\$263.00
<b>LIQUOR LICENSE PROCESSING FEES ORS 471.166 (Res. No. 2016-10)</b>			
Any new application	\$100.00	\$100.00	\$100.00
Renewal or Special Event Application processing	\$35.00	\$35.00	\$35.00
Temporary Liquor License	\$10.00	\$10.00	\$10.00
Any addition or change - Per change	\$75.00	\$75.00	\$75.00
Expedited processing	\$50.00	\$50.00	\$50.00
<b>SOLICITOR'S LICENSE HRMC 5.12</b>			
Door to door	\$92.00	\$98.00	\$101.00
<b>TAXICABS HRMC 5.20</b>			
License--Per vehicle--Annual fee [includes safety inspection]	\$94.00	\$100.00	\$104.00
License--Per vehicle--After July 1 [includes safety inspection]	\$71.00	\$76.00	\$79.00
Cab Driver Permit	\$55.00	\$59.00	\$61.00
Cab Driver Permit--Renewal	\$55.00	\$59.00	\$61.00
<b>Maximum Rates<sup>1</sup></b>			
Flag Rates	\$5.00	\$6.00	\$6.00
Pick Up	\$3.00	\$3.00	\$4.00
Plus, cost per mile	\$3.00	\$3.00	\$4.00
2-person limit, extra person	\$3.00	\$3.00	\$4.00
Half Hour Rate (Standby)	\$33.00	\$35.00	\$36.00
Package Pick Up and Delivery	\$10.00	\$10.00	\$11.00
Flat Rate			
Portland Airport	\$163.00	\$173.00	\$179.00
Each Additional Passenger	\$10.00	\$10.00	\$11.00
Local Trips (In-City, over 1 Mile)	\$16.00	\$17.00	\$18.00
<b>TELECOMMUNICATIONS REGISTRATION</b>			
Registration (non-refundable)	\$87.00	\$93.00	\$96.00
Construction Site Permit			
No street cut	\$105.00	\$111.00	\$115.00
Street cut	\$190.00	\$202.00	\$209.00
Application and Review	\$841.00	\$894.00	\$926.00
<b>TRANSIENT MERCHANTS &amp; SPECIAL EVENTS HRMC 5.07</b>			
Class 1 connecting directly to City water or sewer:			
Annual Application Fee	\$357.00	\$379.00	\$393.00
Annual Issuance Fee (Max 180 days/No annual renewal)	\$357.00	\$379.00	\$393.00
Class 2 (All others):			
Initial Fee (1st 30 days)	\$92.00	\$98.00	\$101.00
Renewal Fee (If no changes) - Per each 30 day renewal	\$18.00	\$20.00	\$20.00
(Renewal fee applies to subsequent years only if no changes)			
Transient merchant inspection fees - Fire Dept			
Transient Merchant Fire and Life Safety Inspection Fee	\$97.00	\$103.00	\$106.00
Special Event/Dance License			
Special Event license fee	\$79.00	\$84.00	\$87.00
Temporary ROW- Tables	\$64.00	\$68.00	\$71.00
Appeal Fee			
Fee stated or 1/2 the license fee, whichever is greater	\$72.00	\$77.00	\$80.00
Late / expedited process fee	\$39.00	\$42.00	\$43.00
<b>USED ARTICLE DEALERS HRMC 5.24 - Per Year</b>		\$25.00	\$25.00

<sup>1</sup> Subject to annual review coinciding with annual tax license renewal



## 13. USE OF CITY PROPERTY

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>USE OF CITY PROPERTY</b>			
<b>USE OF CITY PROPERTY</b>			
<b>(excluding City Parking Lots - under Street/Parking Lot)</b>			
<b>City Parks</b>			
Stratton Rose Garden Rental Fee - 3 hours	\$127.00	\$134.00	\$139.00
Jackson Park - Per 4 Block of Time			
Lawn Use	\$112.00	\$119.00	\$123.00
Small Site	\$89.00	\$95.00	\$98.00
Large Site	\$207.00	\$219.00	\$227.00
Stage Use	\$63.00	\$67.00	\$70.00
Waterfront Park - daily fee			
Great Lawn	\$173.00	\$183.00	\$190.00
Shelter Use - 4 Block of Time	\$127.00	\$134.00	\$139.00
Stage/Amphitheater Use: 0 to 50 People	\$115.00	\$122.00	\$127.00
Stage/Amphitheater Use: 50 0 to 100 People	\$230.00	\$244.00	\$253.00
Stage/Amphitheater Use: Over 100 People	\$575.00	\$611.00	\$633.00
Event Vendor Site - daily per site	\$62.00	\$66.00	\$68.00
Electrical Spider Box Refundable Deposit - per event	\$631.00	\$670.00	\$694.00
Electrical Spider Box Use Fee - per event	\$30.00	\$32.00	\$33.00
All other City Parks - daily	\$94.00	\$100.00	\$104.00
<b>City Fields</b>			
Collins Field - daily use	\$63.00	\$67.00	\$69.00
Collins Field - Night use	\$115.00	\$122.00	\$127.00
<b>Fire Station</b>			
Community Room			
Less than 4 hours	\$56.00	\$59.00	\$61.00
More than 4 hours	\$112.00	\$119.00	\$123.00
<b>Public Works Vehicle Rental by Outside Agencies</b>	\$187.00	\$199.00	\$206.00

14. SIGNS AND BANNERS

DESCRIPTION	FY 2022-23 Fee Amount	FY 2023-24 Fee Amount	FY 2024-25 Fee Amount
<b>SIGNS &amp; BANNERS</b>			
<b><u>SIGN HANGING FEE [e.g. banner in park]</u></b>			
Hang and remove temporary sign [7 day limit]			
Non-profit	\$38.00	\$40.00	\$42.00
For profit	\$63.00	\$67.00	\$70.00
<b><u>SIGNS</u></b>			
Sign Permits	\$147.00	\$156.00	\$162.00
<b><u>CLASSIC LIGHT POLE BANNER HANGING FEE</u></b>			
Downtown Zone	\$223.00	\$237.00	\$246.00
Port Zone	\$223.00	\$237.00	\$246.00
Cascade Zone	\$223.00	\$237.00	\$246.00
Bike rack installation	\$409.00	\$434.00	\$450.00



## **APPENDIX IV**

### Debt Service Schedule

Year	Misc. Restricted Fund		Full Faith and Credit Refunding 2010		USDA Indian Creek Sewer Revenue Bond		OR DEQ Outfall Sewer Revenue Bond		UV System Replacement (InterFund Loan)		Sewer Fund (2024 InterFund Loan)	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest <sup>1</sup>	Principal	Interest	Principal	Interest
2024-25	94,272	18,411	245,000	5,329	35,975	37,338	82,869	16,825	110,263	16,967	215,761	57,306
2025-26	97,336	15,297	-	-	36,784	36,529	84,033	15,661	114,812	12,418	227,252	45,815
2026-27	100,499	12,083	-	-	37,612	35,701	85,213	14,481	119,549	7,680	239,355	33,712
2027-28	103,765	8,763	-	-	38,458	34,855	86,411	13,283	124,482	2,748	252,103	20,965
2028-29	107,137	5,336	-	-	39,324	33,989	87,625	12,069	-	-	265,529	7,538
2029-30	110,619	1,798	-	-	40,208	33,105	88,856	10,838	-	-	-	-
2030-31	-	-	-	-	41,113	32,200	90,104	9,590	-	-	-	-
2031-32	-	-	-	-	42,038	31,275	91,370	8,324	-	-	-	-
2032-33	-	-	-	-	42,984	30,329	92,653	7,041	-	-	-	-
2033-34	-	-	-	-	43,951	29,362	93,955	5,739	-	-	-	-
2034-35	-	-	-	-	44,940	28,373	95,275	4,419	-	-	-	-
2035-36	-	-	-	-	45,951	27,362	96,613	3,081	-	-	-	-
2036-37	-	-	-	-	46,985	26,328	97,971	1,723	-	-	-	-
2037-38	-	-	-	-	48,042	25,271	49,502	347	-	-	-	-
2038-39	-	-	-	-	49,123	24,190	-	-	-	-	-	-
2039-40	-	-	-	-	50,228	23,085	-	-	-	-	-	-
2040-41	-	-	-	-	51,359	21,954	-	-	-	-	-	-
2041-42	-	-	-	-	52,514	20,799	-	-	-	-	-	-
2042-43	-	-	-	-	53,696	19,617	-	-	-	-	-	-
2043-44	-	-	-	-	54,904	18,409	-	-	-	-	-	-
2044-45	-	-	-	-	56,139	17,174	-	-	-	-	-	-
2045-46	-	-	-	-	57,402	15,911	-	-	-	-	-	-
2046-47	-	-	-	-	58,694	14,619	-	-	-	-	-	-
2047-48	-	-	-	-	60,015	13,298	-	-	-	-	-	-
2048-49	-	-	-	-	61,365	11,948	-	-	-	-	-	-
2049-50	-	-	-	-	62,746	10,567	-	-	-	-	-	-
2050-51	-	-	-	-	64,157	9,156	-	-	-	-	-	-
2051-52	-	-	-	-	65,601	7,712	-	-	-	-	-	-
2052-53	-	-	-	-	67,077	6,236	-	-	-	-	-	-
2053-54	-	-	-	-	68,586	4,727	-	-	-	-	-	-
2054-55	-	-	-	-	70,129	3,184	-	-	-	-	-	-
2055-56	-	-	-	-	71,367	1,606	-	-	-	-	-	-
<b>TOTAL</b>	<b>613,628</b>	<b>61,688</b>	<b>245,000</b>	<b>5,329</b>	<b>1,659,469</b>	<b>686,207</b>	<b>1,222,450</b>	<b>123,421</b>	<b>469,106</b>	<b>39,813</b>	<b>1,200,000</b>	<b>165,336</b>

Water Fund										Stormwater Fund					
Year	2017 FFC Waterline Phase I Refinancing		USDA Phase II		USDA Phase IIA		Water Fund (2024 InterFund Loan)		Cottonwood Stormpipe (InterFund Loan)		DEQ Clean Water State Revolving Fund 1		OBDD Business OR <sup>3</sup>		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest <sup>2</sup>	Principal	Interest	
2024-25	294,094	20,292	153,250	183,183	94,611	113,090	107,881	28,653	-	-	777,045	18,947	-	-	
2025-26	294,094	13,528	157,464	178,969	97,212	110,488	113,626	22,907	-	-	-	-	-	-	
2026-27	294,094	6,764	161,795	174,638	99,886	107,815	119,678	16,856	-	-	-	-	-	-	
2027-28	-	-	166,244	170,189	102,633	105,068	126,051	10,482	-	-	-	-	-	-	
2028-29	-	-	170,816	165,617	105,455	102,245	132,764	3,769	-	-	-	-	-	-	
2029-30	-	-	175,513	160,920	108,355	99,345	-	-	-	-	-	-	-	-	
2030-31	-	-	180,340	156,093	111,335	96,366	-	-	-	-	-	-	-	-	
2031-32	-	-	185,299	151,134	114,397	93,304	-	-	-	-	-	-	-	-	
2032-33	-	-	190,395	146,038	117,543	90,158	-	-	-	-	-	-	-	-	
2033-34	-	-	195,631	140,802	120,775	86,926	-	-	-	-	-	-	-	-	
2034-35	-	-	201,011	135,422	124,096	83,604	-	-	-	-	-	-	-	-	
2035-36	-	-	206,538	129,895	127,509	80,192	-	-	-	-	-	-	-	-	
2036-37	-	-	212,218	124,215	131,015	76,685	-	-	-	-	-	-	-	-	
2037-38	-	-	218,054	118,379	134,618	73,082	-	-	-	-	-	-	-	-	
2038-39	-	-	224,051	112,382	138,320	69,380	-	-	-	-	-	-	-	-	
2039-40	-	-	230,212	106,221	142,124	65,576	-	-	-	-	-	-	-	-	
2040-41	-	-	236,543	99,890	146,033	61,668	-	-	-	-	-	-	-	-	
2041-42	-	-	243,048	93,385	150,048	57,652	-	-	-	-	-	-	-	-	
2042-43	-	-	249,732	86,701	154,175	53,526	-	-	-	-	-	-	-	-	
2043-44	-	-	256,599	79,834	158,415	49,286	-	-	-	-	-	-	-	-	
2044-45	-	-	263,656	72,777	162,771	44,930	-	-	-	-	-	-	-	-	
2045-46	-	-	270,906	65,527	167,247	40,453	-	-	-	-	-	-	-	-	
2046-47	-	-	278,356	58,077	171,846	35,854	-	-	-	-	-	-	-	-	
2047-48	-	-	286,011	50,422	176,572	31,128	-	-	-	-	-	-	-	-	
2048-49	-	-	293,876	42,557	181,428	26,273	-	-	-	-	-	-	-	-	
2049-50	-	-	301,958	34,475	186,417	21,283	-	-	-	-	-	-	-	-	
2050-51	-	-	310,262	26,171	191,544	16,157	-	-	-	-	-	-	-	-	
2051-52	-	-	318,794	17,639	196,811	10,889	-	-	-	-	-	-	-	-	
2052-53	-	-	322,625	8,872	199,164	5,476	-	-	-	-	-	-	-	-	
2053-54	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2054-55	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2055-56	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL</b>	<b>882,281</b>	<b>40,585</b>	<b>6,661,197</b>	<b>3,090,424</b>	<b>4,112,355</b>	<b>1,907,899</b>	<b>600,000</b>	<b>82,668</b>	<b>-</b>	<b>-</b>	<b>777,045</b>	<b>18,947</b>	<b>-</b>	<b>-</b>	



## **APPENDIX V**

### Wage Scales

**FY2023-24 CITY OF HOOD RIVER - General Service Payscale**

Pay Range		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
Grade A	Annual	47,293	48,711	50,173	51,678	53,228	54,825	56,470	58,164	4.0%
Parks Extra Help	Monthly	3,941	4,059	4,181	4,306	4,436	4,569	4,706	4,847	
Police Extra Help (Parking)	Hourly	22.74	23.42	24.12	24.85	25.59	26.36	27.15	27.96	
Grade B	Annual	50,721	52,243	53,810	55,424	57,087	58,800	60,564	62,381	4.0%
Parking Enforcement	Monthly	4,227	4,354	4,484	4,619	4,757	4,900	5,047	5,198	
	Hourly	24.39	25.12	25.87	26.65	27.45	28.27	29.12	29.99	
Grade C	Annual	54,399	56,030	57,711	59,443	61,226	63,063	64,955	66,903	4.0%
Customer Service Rep.	Monthly	4,533	4,669	4,809	4,954	5,102	5,255	5,413	5,575	
Development Tech	Hourly	26.15	26.94	27.75	28.58	29.44	30.32	31.23	32.17	
Administrative Assistant										
Grade D	Annual	58,342	60,093	61,895	63,752	65,665	67,635	69,664	71,754	4.0%
	Monthly	4,862	5,008	5,158	5,313	5,472	5,636	5,805	5,979	
	Hourly	28.05	28.89	29.76	30.65	31.57	32.52	33.49	34.50	
Grade E	Annual	62,572	64,449	66,383	68,374	70,426	72,538	74,715	76,956	4.0%
GIS Analyst	Monthly	5,214	5,371	5,532	5,698	5,869	6,045	6,226	6,413	
Comp. & Payments Specialist	Hourly	30.08	30.99	31.91	32.87	33.86	34.87	35.92	37.00	
Permit Specialist										
City Recorder										
Grade F	Annual	67,109	69,122	71,196	73,332	75,531	77,797	80,131	82,535	4.0%
	Monthly	5,592	5,760	5,933	6,111	6,294	6,483	6,678	6,878	
	Hourly	32.26	33.23	34.23	35.26	36.31	37.40	38.52	39.68	
Grade G	Annual	71,974	74,133	76,357	78,648	81,008	83,438	85,941	88,519	4.0%
Associate Planner	Monthly	5,998	6,178	6,363	6,554	6,751	6,953	7,162	7,377	
Management Analyst	Hourly	34.60	35.64	36.71	37.81	38.95	40.11	41.32	42.56	
Community Engagement Coordinator										
Grade H	Annual	77,192	79,508	81,893	84,350	86,881	89,487	92,172	94,937	4.0%
Senior Planner	Monthly	6,433	6,626	6,824	7,029	7,240	7,457	7,681	7,911	
Construction Inspector	Hourly	37.11	38.23	39.37	40.55	41.77	43.02	44.31	45.64	
Grade I	Annual	82,789	85,272	87,831	90,465	93,179	95,975	98,854	101,820	4.0%
Project Manager	Monthly	6,899	7,106	7,319	7,539	7,765	7,998	8,238	8,485	
Special Projects Coordinator	Hourly	39.80	41.00	42.23	43.49	44.80	46.14	47.53	48.95	
Grade J	Annual	88,791	91,455	94,198	97,024	99,935	102,933	106,021	109,202	4.0%
Senior Project Manager	Monthly	7,399	7,621	7,850	8,085	8,328	8,578	8,835	9,100	
Development Engineer	Hourly	42.69	43.97	45.29	46.65	48.05	49.49	50.97	52.50	
Human Resources Manager										
Accounting Manager										
Regulatory Compliance Manager										
Grade K	Annual	95,228	98,085	101,028	104,058	107,180	110,396	113,707	117,119	4.0%
Administrative Services Officer	Monthly	7,936	8,174	8,419	8,672	8,932	9,200	9,476	9,760	
Police Lieutenant	Hourly	45.78	47.16	48.57	50.03	51.53	53.07	54.67	56.31	
Building Official/Dev. Admin.										
Information Technology Manager										
Operations Manager										
Grade L	Annual	102,132	105,196	108,352	111,603	114,951	118,399	121,951	125,610	4.0%
City Engineer	Monthly	8,511	8,766	9,029	9,300	9,579	9,867	10,163	10,467	
Wastewater Engineer	Hourly	49.10	50.58	52.09	53.66	55.26	56.92	58.63	60.39	
Grade M	Annual	109,537	112,823	116,208	119,694	123,285	126,982	130,793	134,716	4.0%
Department Directors	Monthly	9,128	9,402	9,684	9,974	10,271	10,582	10,899	11,226	
Urban Renewal Administrator	Hourly	52.66	54.24	55.87	57.55	59.27	61.05	62.88	64.77	
Grade N	Annual	117,478	121,003	124,633	128,371	132,223	136,199	140,305	144,483	4.0%
	Monthly	9,790	10,084	10,386	10,698	11,019	11,349	11,689	12,040	
	Hourly	56.48	58.17	59.92	61.72	63.57	65.48	67.44	69.46	
Grade O	Annual	125,995	129,775	133,669	137,670	141,809	146,063	150,445	154,958	4.0%
Assistant City Manager	Monthly	10,500	10,815	11,139	11,473	11,817	12,172	12,537	12,913	
	Hourly	60.57	62.39	64.26	66.19	68.18	70.22	72.33	74.50	

**OTHER COMPENSATION**

Cell Phone Allowance	\$40 per Month
Executive Leave (Grades K to O)	+ 40 Hrs Annual Leave
Public Safety Differential	+ 5% to Base Pay
Bilingual Differential	+ 5% to Base Pay

**Scale Structure**

Grade Increment	7.25%
Step Increment	3.00%
FY2024-25 COLA	4.00%

\*The City's financial system is to the cent. Varies slightly from this scale due to rounding.\*

APPROVED



4/19/2024  
Date

**Article 16: Salaries**

16.1 Wages:

Effective the first month following execution of this Agreement, the base hourly wage rate for each classification and step is as follows:

<b>July 1, 2023 - June 30, 2024</b>						
<b>Straight Time Base Wage - 56 hour Work Week</b>			<b>Based on Annual Hours - 2920</b>			
			<b>Monthly - 243.33</b>			
<b>Classification</b>		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Engineer		27.10	27.92	28.76	29.62	30.51
Monthly		6594.33	6793.87	6998.27	7207.53	7424.10
Lieutenant		32.64	33.62			
Monthly		7942.40	8180.87			
Captain		35.98	37.05			
Monthly		8755.13	9015.50			
<i>*Note - Steps for each classification are 3% apart; classifications are 7% apart</i>						

The City reserves the right to place newly hired employees on higher salary steps as deemed necessary based upon the new hire’s relevant experience, knowledge, skill and ability.

Retroactive payment: Effective and retroactive to July 1, 2023, each bargaining unit member currently employed in the Department will receive a one-time lump sum payment equivalent to 4.0% of all wages earned from July 1, 2023, to the implementation date of the new wage scale for this agreement. Payment will be made in the next pay period following execution.



Effective July 1, 2024, the base hourly wage rate for each classification and step is as follows:  
4% increase to Step 1

July 1, 2024 - June 30, 2025						
Straight Time Base Wage - 56 hour Work Week			Based on Annual Hours - 2920			
Monthly - 243.33						
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	
Engineer	28.18	29.03	29.90	30.80	31.72	
Monthly	6858.11	7063.85	7275.77	7494.04	7718.86	
Lieutenant	33.94	34.96				
Monthly	8259.18	8506.96				
Captain	37.41	38.53				
Monthly	9102.44	9375.52				
<i>*Note - Steps for each classification are 3% apart; classifications are 7% apart</i>						

Effective July 1, 2025, the base hourly wage rate for each classification and step is as follows:  
3% increase to Step 1

July 1, 2025 - June 30, 2026						
Straight Time Base Wage - 56 hour Work Week			Based on Annual Hours - 2920			
Monthly - 243.33						
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	
Engineer	29.03	29.90	30.80	31.72	32.67	
Monthly	7063.85	7275.77	7494.04	7718.86	7950.43	
Lieutenant	34.96	36.01				
Monthly	8506.96	8762.16				
Captain	38.53	39.69				
Monthly	9375.52	9656.78				
<i>*Note - Steps for each classification are 3% apart; classifications are 7% apart</i>						

16.2 Pay days: Employees are paid semi-monthly, generally on the 5<sup>th</sup> and 20<sup>th</sup>.

16.3 EMT Certification Pay:

Employees who maintain a current certification of Oregon EMT-Intermediate will receive premium pay equal to 4.5% of the employee’s base hourly rate.

Employees who maintain a current certification of Oregon Paramedic will receive premium pay equal to 9% of the employee's base hourly rate.

Certification pay is not cumulative and only paid for one or the other certification.

16.4 Longevity: Employees with continuous service within the City Fire Department are eligible for an additional incentive premium of base hourly wage as follows:

<u>Months of Continuous Service:</u>	<u>% of base hourly wage</u>
Upon completion of 180 months:	1.0%
Upon completion of 240 months:	1.5%

These values are not cumulative.

Effective July 1, 2024, a longevity premium of 0.5% will be established for employees who have completed 120 months of continuous service.

**ATTACHMENT A ½ HRPWA WAGE SCALE**

7/1/2021                      7/1/2022                      7/1/2023  
2.5%                                      2.5%                                      2.5%

<b>OFFICER</b>					
Step 1	\$	5,066	\$	5,192	\$ 5,322
Step 2		5,120		5,248	5,379
Step 3		5,461		5,598	5,738
Step 4		5,659		5,801	5,946
Step 5		5,856		6,002	6,152
Step 6		6,054		6,205	6,360

<b>SERGEANT</b>					
Step 1	\$	6,514	\$	6,677	\$ 6,844
Step 2		6,777		6,947	7,120

<b>COMMUNITY SERVICE OFFICER</b>					
Step 1	\$	4,704	\$	4,821	\$ 4,942
Step 2		4,869		4,990	5,115
Step 3		5,034		5,160	5,289
Step 4		5,198		5,328	5,461
Step 5		5,362		5,496	5,633
Step 6		5,526		5,664	5,806

**APPENDIX A  
Public Works Salary Scale**

Effective July 1, 2023  
Monthly Salary

	STEPS							
	1	2	3	4	5	6	7	8
<b>Public Works Worker</b>	<b>4466.80</b>	<b>4740.32</b>	<b>5115.76</b>	<b>5494.32</b>	<b>5869.76</b>	<b>6247.28</b>	<b>6623.76</b>	<b>7003.36</b>

Requirements for Advancement for Steps 2 through 8:

Steps are one year apart. Assuming an employee meets the requirements for advancement (described below), they will advance a step on their anniversary. The following details the requirements for advancement:

Upon year one anniversary: Employee must have a satisfactory evaluation to advance to step 2.

During the second year of employment: Employee must complete one of the following depending on the department that they are working in to advance to step 3:

- Water Distribution I
- Wastewater Collection I
- Road Scholar I
- NRPA Playground safety Inspector
- Pesticide, Laws and Safety and Right of Way
- Backflow

During the third year of employment: Any employee seeking advancement must complete the Cross Connection Specialist exam in order to advance to step 4.

During the fourth year of employment: Employee must complete one of the following to advance to step 5:

- Water Distribution II
- Wastewater Collection II
- Road Scholar II
- Pesticide, Laws and Safety, Right of Way
- Backflow
- NRPA Playground safety Inspector
- or complete other state certification or training program which the Public Works Director

deems is extensive enough to improve the employee's skillset and is directly related to the employee's job assignment. (Example: Employee managing Parks contract might complete training program around building safe and accessible playgrounds.)

For advancement to Steps 6 through 8: An employee must have a satisfactory evaluation to advance each year.

Leads: A 10% premium is to be applied to the employee's current base salary (on the scale above) and paid to any employee assigned as a Lead. Example: Employee at Step 1, if assigned as a lead, would receive an additional \$446.68 in compensation per month.

City will add the following language to the Public Works Worker Job Description to reflect current roles and responsibilities of leads:

Public Works Lead is considered an expert and either mentors, leads, and/or works autonomously on complex projects. Leading includes the day-to-day oversight of a work crew including scheduling, directing, and evaluating employee performance, reports work progress and completion to the PW Operations Manager. Leads may also participate in budgeting, equipment and parts purchases. Leads may also be communicating with the public while in the field.



## **APPENDIX VI**

### Appropriations Resolution

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