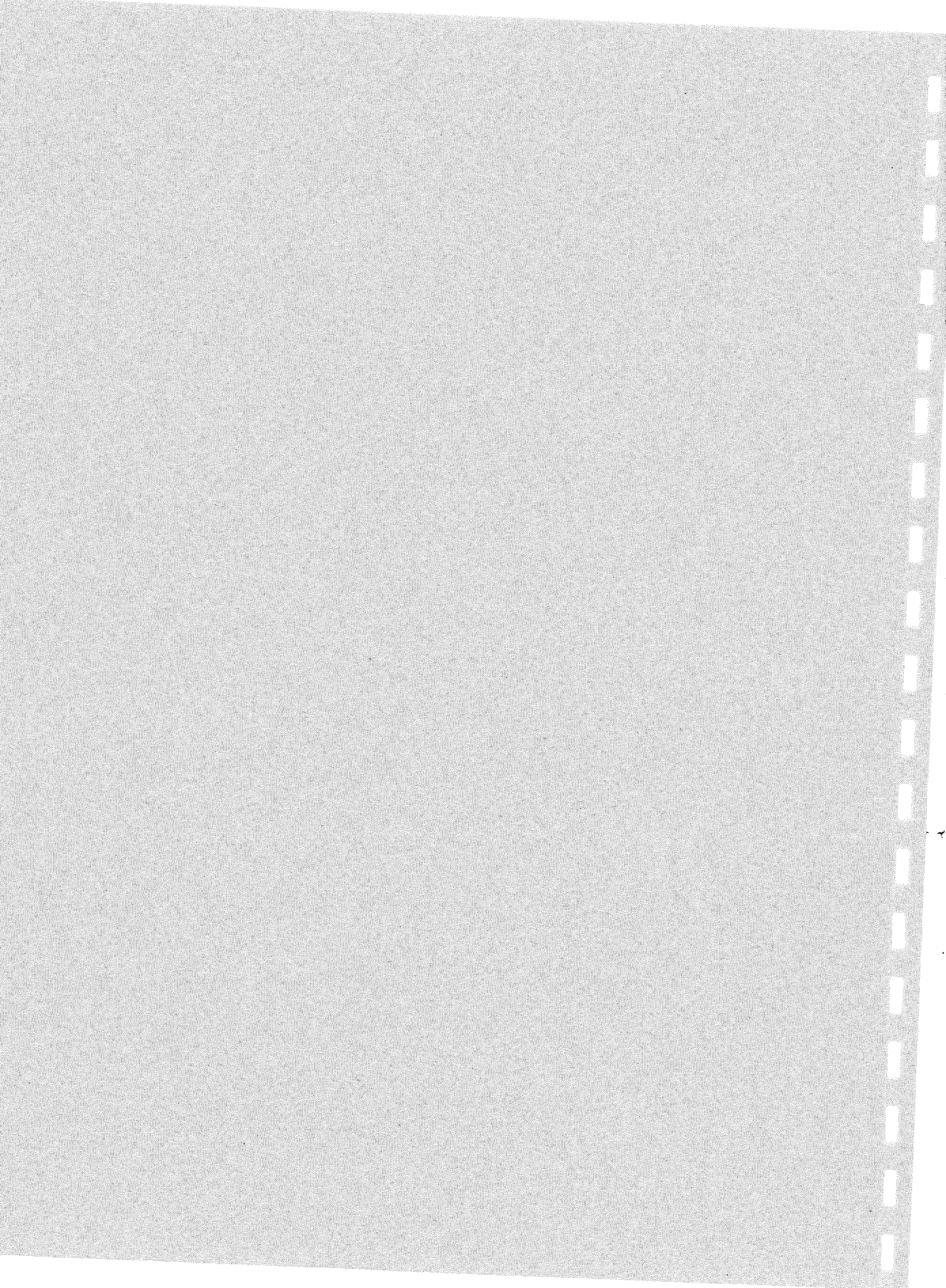


# City of The Dalles

Adopted Budget  
2004 - 2005



**City of The Dalles**

**Fiscal Year 2004-2005  
Budget**



**CITY OF THE DALLES  
PROPOSED BUDGET  
Fiscal Year 2004-2005  
Presented to City of The Dalles Budget Committee**

**COUNCIL**

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**DEPARTMENT MANAGERS**

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City Attorney  
Finance Director  
Economic Development Director  
Police Chief  
Library Director  
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**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Adopted Budget**

**FISCAL YEAR 2004-2005  
BUDGET MESSAGE**

The format of this budget document follows the pattern of previous years. We acknowledge the work of Finance Director Dan Izzo, other Finance Department employees, and all of the Department Managers and their associated personnel who were involved in assembling this document.

The Budget Message begins with the section summarizing issues that affect the entire budget. The three areas that we touch on in Section I are:

1. Fiscal Policies involved in the preparation of the budget
2. Council goals as related to the budget
3. Personnel issues

The next section looks at the major aspects of the General Fund. The final two sections will look at major points of Public Works and other funds. There are narratives at the beginning of each department that provide further information. We also have, or will send the Budget Committee several Budget Issue Papers (BIP) that looked at specific issues. We will reference these papers throughout the budget.

**I. CITY WIDE BUDGET ISSUES**

**A. PROPOSED FISCAL POLICIES**

Major fiscal policies reflect the Council's goal of maintaining fiscal stability of the City and enhancing coordination and communication with other local agencies. The Budget Committee needs to look at each of these areas and determine if this is the direction they wish to have the City go. Following is a list of the policies used to prepare the proposed budget.

- Preparation of a single year budget
- Maintain unappropriated ending General Fund Balance to equal four months of net operating expenses, City Council Goal 4-A (BIP 04-012)
- Increase General Fund Contingency from 5% to 10% by at least 1% per year until Goal is met, (7% minimum in FY 2004-03) City Council Goal 4-B (BIP 04-012)
- Place unanticipated revenue into miscellaneous revenue; do not spend without Council approval.
- Five year Capital Improvement Plans in the General, Streets, Water and Wastewater/Storm

Sewer Funds (BIP 04-008 and 04-015)

- Maintain partnerships with Wasco County (BIP 04-010)
- Reduce expenditures in specific areas to match expenditures to revenues in the General Fund (BIP 04-007)
- No new General Fund programs (BIP 04-007)
- Where possible, maintain programs at 2003-2004 levels
- In-house engineering services for construction projects unless specialized engineering is needed
- Emphasis on maintenance and capital improvements that enhance current assets and Public Works infrastructure
- Administrative transfers used only as charges for services provided by receiving fund (BIP 04-014)
- Public Works capital projects that involve construction contracts are to be budgeted in Public Works Capital Funds (BIP 04-015)

**B. CITY COUNCIL GOALS** Following the Budget Message is a list of the City Council's current goals and Tier 1 objectives, as of January 31, 2004. The Council goals process changed this year. The Council adopted 6 general goals in October 2003. The City staff identified 81 objectives to achieve these goals. These objectives were assigned to three tiers.

- Tier 1:** *Top priorities to be significantly completed by June, 2005. (31)*  
**Tier 2:** *Other priorities to be pursued in Fiscal Year 2004-2005 as time, resources and opportunities permit. (26)*  
**Tier 3:** *Long term objectives (within 5 years). (24)*

The completion of the 31 Tier 1 goals is associated with the budget proposed. Many only require staff and Council time, others require specific budgeted funds.

**C. PERSONNEL COST** For compensation purposes, the City has four categories of employees. The Cost of Living Adjustments (COLA), included for each category, are summarized below:

1. **Exempt Employees:** The City Council has approved a COLA of 2.5%. For this group, the Council also approved full pick up of the 18% increase to the health insurance premiums.
2. **OPEU Represented General Employees:** We will be in the third and final year of a three-year contract. This union includes Public Works, clerical, and Library positions. All employees in this group will receive a 2% COLA on July 1, 2004 and a 1.5% salary adjustment on January 1, 2005. The City and the employees sharing equally on an 18% increase in insurance premiums.

3. **Police Union Employees:** This group will receive a 2.4 % salary increase and a 50% pickup of the increase in insurance premiums.
4. **Contract Employees:** The City has two full time contract employees: City Attorney and a City Manager. The City Council has approved a COLA of 2.4% for this group. The City is paying for the full cost in insurance increases.

## II GENERAL FUND

1. **GENERAL FUND RESOURCES** General Fund resources have increased \$182,146 (3.8%) to the level of \$4,961,723. Last year's resources decreased by 2.5%. The budget Beginning Fund balance has increased by 8% as described below. New revenue (Excluding Beginning Balance and Transfers In) has only increased by about 2%.
  - **Beginning Fund Balance:** This year's beginning fund balance is up \$73,852 (8%) to \$1,001,693. The increase primarily relates to property tax collection in fiscal year 2003-2004 as described below.
  - **Property Taxes:** The property tax budget was projected to decrease in FY 2003-04. Normally, we experience a 3.5% to 4% increase. Due to the economic slow down and some tax appeals, in FY 2002-2003 we collected 8.3% under budget. We are now projecting; we estimate that in FY 2003-04, we will receive \$62,527 more than we budgeted for in FY 2003-04 or 92% of taxes levied with a 3.1% increase in taxes assessed. We have budgeted for a 3.1% increase and a 92% collection rate in FY 2004-05. In at least the last six years, the property tax collection rate has not been under 92%.
  - **Transfer from Special Assessment Fund:** A number of data processing needs have been identified in the Finance Department (See BIP #04-018). Because General Fund resources were tight, we were having a hard time funding the General Fund portion of those costs. The Special Assessment Funds are General Fund. We propose using \$29,600 as a grant or loan to pay for data processing equipment.
  - **Court Fines:** In recent years, Court revenues have been up significantly because of better collections due to the investment in new software and training on that software. That increased our collection rate. We are projecting \$240,000 for FY 2004-05, the same as 2003-04.
2. **EXPENDITURES** Last fiscal year saw declining revenues and a need to reduce expenditures. We anticipated this would be a one to two year phenomenon. As a result, we were hoping that some of the budget cuts made can be restored in the

next couple of years. With this proposed budget, we have been unable to restore any of the 1.7 Full-Time Equivalent (FTE) and 2 summer positions cut last year. By preparing a hold the line budget, we have been able to avoid any new reductions in service (See BIP# 04-007). Page 1 shows General Fund expenditures by departments and categories. The following summarizes the differences by category:

Breakdown Totals	Current FY 03-04	FY 04-05	\$ Difference	% Difference
		Recommended Budget		
Personnel Services	2,413,959	2,525,127	111,168	4.6%
Material & Services	867,020	878,670	11,650	1.3%
Capital Outlay	79,075	133,250	54,175	68.5%
Charges for Services	239,746	210,638	-29,108	-12.1%
Operating Transfers Out	305,002	283,573	-21,429	-7.0%
Contribution to Agencies	81,352	83,224	1,872	0.0%
Contingency/Unappropriated	793,423	847,241	53,818	6.8%
General Fund Totals	4,779,577	4,961,723	182,146	3.8%

Following is a look at each category and department that has had significant change during this budget process.

- Wasco County Partnerships:** The City has eleven partnerships totaling \$1,165,597. The City contribution to Animal Control decreased by \$24,412 because they are using a beginning fund balance this year. These costs will most likely return in a year. The City's 911 costs have increased 6.3% primarily because of personnel costs. We are adding one new program for one year. The City is proposing to provide \$12,500 to the Six Rivers Mediation Program from money being refunded to the City by MCCOG.
- Airport Support:** We will provide \$45,500 a \$6,900 reduction over last year. Next year we may see a jump in Airport costs, as we hire a full-time manager to implement the plans we are developing this fiscal year.
- Capital Improvements:** BIP #04-008 contains the proposed Capital Improvement Plan. \$99,287 in general capital improvements is being funded by a loan/grant from the Special Assessment Fund (See BIP #04-016).

Significant items include the following:

- \$78,750 in the Finance, City Manager and Community Development Departments for software and hardware. BIP #04-017 details the Finance Department purchases.
- The Police Department has \$52,000 for replacing the one marked patrol car.
- \$67,187 has been budgeted in the Capital Projects Fund for repairs

to City Hall and the Transportation Center.

- We project for next fiscal year a General Fund need of \$162,304.
4. **City Council:** This department's contractual services include the \$12,500 for the Six Rivers Mediation Program, which is new this year. Without that new program, this budget has no increase. \$10,000 in the travel budget is for the Community Outreach Team. In the last three years, this effort has brought to the community over \$4 million Federal dollars.
  5. **Legal:** The loss of \$10,100 in grant funding for the Victim Assistance Program has resulted in deep cuts in that program because other funding could not be found.
  6. **Community Development:** The proposed budget does not include a request for a RARE Planner (see BIP 04-013) that is needed for future planning projects.
  7. **Police Department:** Last year we reduced the number of Patrol Officers from 14 to 13 and eliminated the summer bike officer and school resource officer assignments. We are maintaining the number of Patrol Officers at 13.
  8. **Other:** \$83,224 is budgeted under contributions to agencies for transfer to the Parks and Recreation District for a 1.5% room tax. The Tourism Program is proposed at \$176,000 (BIP #04-007 and #04-010), a 10% reduction over the amount tentatively approved by the City Council. If this budget amount is adopted, change will need to be made in the work plan.
  9. **Contingency:** Council policy (BIP 04-012) requires a minimum 7% contingency. The proposed \$288,014 is 7% of the \$4,114,482 expenditure budget. The dollar increase from 6% (last year's amount) to the new 7% is \$41,145.
  10. **Unappropriated Ending Balance:** The unappropriated ending balance of \$559,227 represents cash flow needs for the first four months of the year, until property tax revenue is collected. This amount is set by Council goal (BIP 04-012).

### III. PUBLIC WORKS OPERATIONS

- A. **PUBLIC WORKS RESERVE FUNDS:** For the last couple of years, we have used the three reserve funds associated with each of the Public Works Operating Funds. For all capital projects which are being done by outside contracts and as reserves for future projects, the operating funds and their reserve funds are as follows:

- **Street Fund - Street and Bridge Replacement Fund**
- **Water Fund - Water Capital Reserve Fund**
- **Wastewater Fund - Sewer Special Reserve Fund**

- B. STREET FUND:** \$166,805 has been budgeted for street construction supplies. This is up from last year's budget. This line item is used for purchase of materials for Street crew paving projects. BIP 04-015 identifies the specific street work we are proposing. We also have \$56,000 budgeted as a capital item for City crews to repair 10<sup>th</sup> Street from Mt. Hood to Union. This year we are transferring \$5,000 to the Street and Bridge Replacement Fund for capital construction. \$260,568 already in the fund and about \$229,529 in Federal Aid Urban Funds will allow us to do either the Jefferson Street/Terrace Drive upgrade from 14th Street to Scenic Drive or the East 19<sup>th</sup> Street LID. BIP 04-018 discusses these two projects. Street Fund contingency is budgeted at 7%.
- C. WATER FUND:** We are not recommending any increase in water rates in this budget. We are recommending to the City Council that they review the rate after reviewing the new Water System Master Plan and its associated capital improvement plan at the end of 2004, with a potential rate increase in early 2005 to support a loan to do required system improvements. This fund has a 7% contingency.
- D. WATER CAPITAL RESERVE FUND:** No additional funds are being transferred from Water Fund to this Reserve Fund. We are budgeting \$1,084,341 to be available in this fund. A portion will be expended during the year for completion of Water Master Plan and specific water projects (BIP 04-015).
- E. WASTEWATER/STORM SEWER:** To finance the construction of treatment plant improvements, the City issued a \$7 million revenue bond in FY 2002-03. A 10 year sewer rate plan was adopted to meet the debt retirement of that bond, and an annual 4% increase in operations and maintenance including Collection System repairs. The rates increase 13.2% for 3 years until July 1, 2004. The next six years rates will go up 9% each year. This year's increase raises sewer revenues by \$316,678 (BIP #04-019). By design, \$233,959 of this raise is being combined with the \$508,401 created by the prior increase to be transferred for construction of the treatment plan. The remaining amount is available for operations and line maintenance. As a result, we are able to add a new position discussed in BIP 04-009.
- F. SEWER SPECIAL RESERVE FUND:** The Sewer Special Reserve Fund is being used to fund main collection lines and growth related capital projects, which will be done by contractors, through construction contracts. We anticipate doing \$188,651 worth of improvements this year.



- G. **SEWER TREATMENT PLANT CONSTRUCTION**: This fund included the bond proceeds for our \$7 million and reserve money previously set aside for capital improvements. Phase I improvements will be implemented with the \$7,606,479 available. \$555,740 will be used for Debt Service. BIP #04-020 summarizes all debt the City has.

#### IV. OTHER FUNDS

1. **LIBRARY**: The Library Fund account is used for the operation of the City of The Dalles/Wasco County Library. Historically, the County and the City have equally shared the operational costs over generated revenue for this facility. It is currently scheduled to be open five days a week for a total of approximately 40 hours. This year, Wasco County and the City are able to maintain operations and share equally in the cost. We are unable to add any new items requested by the Library Board (BIP #04-002 and #04-003). We are also unable to restore the ½ time employee cut last year (BIP #04-001) We are able to maintain the roof reserve for the Library roof replacement scheduled in FY 2008-09 (See BIP #04-004).
2. **AIRPORT FUND**: In 2002, City Council achieved its goal of developing a regional airport operation. The City and Klickitat County are sharing evenly in operations of the airport. The proposed budget includes the Airport Manager's time at 24 hours per week and a debt fund for the two 11-unit "T" hangars constructed and rented to airplane owners. We are proposing \$45,500 from the City and \$45,500 from Klickitat County to help meet the proposed budget expenditures.

- V. **SUMMARY**: The budget we have presented to you reflects maintaining current service levels to the citizens and maintains long-term financial health for the City. We look forward to working with the Budget Committee and City Council to review and refine the proposed budget.

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Nolan K. Young  
City Manager



**2004 CITY COUNCIL GOALS**  
(Updated February 6, 2004)

**GOAL 1.** Provide Public Works infrastructure that will ensure safe and well maintained streets and reliable utility systems for the citizens of The Dalles.

**OBJECTIVES**

**TIER I: Top Priorities, to be significantly completed by June, 2005**

- A. Construct Wastewater Treatment Plant
- B. Pursue East 19<sup>th</sup> Street/Thompson Street improvements
- C. Revisit West First Street local improvement district and delayed improvement agreement
- D. Update Public Works Master Plans
- E. Develop Five Year Capital Improvement Plans for Public Works functions
- F. Adopt utility rate structures to accommodate Capital Improvement Plans

**GOAL 2.** Work and partner with governmental agencies to ensure coordination of services and open communication.

**OBJECTIVES:**

**TIER I: Top Priorities, to be significantly completed by June, 2005**

- A. Complete and implement annexation policies
- B. Finalize urban services intergovernmental agreements related to annexation policy
- C. Develop funding alternatives for Crime Victims Assistance program
- D. Work with appropriate agencies to resolve Mill Creek tunnel flooding issue
- E. Complete Airport Master Plan update and Airport Marketing Plan
- F. Share City Council Goals with governmental agencies and entities to promote positive intergovernmental communications

- G. Work with appropriate agencies to foster economic development.

**GOAL 3.** Promote and initiate economic development opportunities that will provide job creation and enhance the community's livability.

**OBJECTIVES**

**TIER I: Top Priorities, to be significantly completed by June, 2005**

- A. Continue downtown renaissance projects:
- Washington Street Crossing Project design
  - Cruise Dock development design
  - Conceptual plan for First Street redevelopment
  - Meeting and report regarding viability of second story structures downtown, including input from affected agencies
  - Engineering of Third Street urban renewal treatment
  - East and West Gateway infrastructure funding
- B. Complete current Land Use Development Ordinance update
- C. Create a public/private partnership to redevelop the Wasco Warehouse and Milling Company property and east gateway
- D. Develop Downtown Parking Plan
- E. Complete study regarding installation of grass, irrigation and fencing of the old grain elevator site.
- F. Continue implementation of The Dalles Riverfront Master Plan

**GOAL 4.** Maintain a balanced budget that will provide for sustained City operations and capital improvements, while building an adequate contingency fund.

**OBJECTIVES**

**TIER I: Top Priorities, to be significantly completed by June, 2005**

- A. Begin restoration efforts on the exterior of City Hall
- B. Prior to budget presentation for the 2004-05 fiscal year, provide information regarding current and potential franchise fee rates to ensure the City is collecting the appropriate

level to supports services.

- C. Adopt utility rate structures to accommodate Capital Improvement Plans. (See Goal 1, Objective "F")
- D. Develop five year capital improvement plan that will maintain general fund facilities
- E. Increase general fund contingency from 5% to 10%, by at least 1% per year until a 10% contingency is achieved by the 2007-08 fiscal year

**GOAL 5.** Develop and implement a "One City" program to promote staff, City Council, and community unity.

**OBJECTIVES**

**TIER I: To be significantly completed by June, 2005**

- A. Identify expectations and needs in Council-staff communications and develop procedures to effect positive improvements
- B. Complete revisions to exempt employee handbook
- C. Investigate possibility of an employee wellness program
- D. Identify and pursue specific City Council and staff training opportunities

**GOAL 6.** Promote public safety through programs, plans and policies.

**OBJECTIVES**

**TIER I: Top Priorities, to be significantly completed by June, 2005**

- A. Promote Police Department positive image
- B. Update Police Department procedures and policies



**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**OVERVIEW SUMMARY OF ALL FUNDS**

Revenue/Cost Centers	GENERAL FUND	LIBRARY FUND	PUBLIC WORKS	AIRPORT SERVICE	CAPITAL IMPRV	SPECIAL REVENUE	DEBT SERVICE	FY	FY	FY
								2004-2005 PROPOSED BUDGET	2004-2005 APPROVED BUDGET	2004-2005 ADOPTED BUDGET
BEGINNING BALANCE	1,031,605	31,048	10,036,166	66,118	573,543	163,099	323,635	12,225,214	12,225,214	12,225,214
REVENUES	3,317,416	223,804	6,141,944	95,312	57,464	385,123	758,257	10,979,320	10,979,320	10,979,320
OTHER SOURCES	633,794	206,215	924,302	45,500	101,545	1,875	-	1,913,231	1,913,231	1,913,231
<b>TOTAL RESOURCES</b>	<b>4,982,815</b>	<b>461,067</b>	<b>17,102,412</b>	<b>206,930</b>	<b>732,552</b>	<b>550,097</b>	<b>1,081,892</b>	<b>25,117,765</b>	<b>25,117,765</b>	<b>25,117,765</b>
CITY COUNCIL	124,584							124,584	124,584	124,584
CITY CLERK	92,637							92,637	92,637	92,637
CITY MANAGER	168,025							168,025	168,025	168,025
LEGAL AND JUDICIAL	288,970							288,970	288,970	288,970
FINANCE	451,417							451,417	451,417	451,417
PERSONNEL	25,007							25,007	25,007	25,007
COMMUNITY DEV	297,190							297,190	297,190	297,190
POLICE	1,900,925							1,900,925	1,900,925	1,900,925
CITY HALL	151,250							151,250	151,250	151,250
CODES ENFORCE	36,737							36,737	36,737	36,737
LIBRARY		460,588						460,588	460,588	460,588
STREET			1,751,176					1,751,176	1,751,176	1,751,176
WATER UTILITY SERVICES			3,173,197					3,173,197	3,173,197	3,173,197
WASTE WATER UTILITY SERVICES			9,720,630					9,720,630	9,720,630	9,720,630
AIRPORT SERVICES				203,508				203,508	203,508	203,508
SPECIAL ASSESSMENTS					482,322			482,322	482,322	482,322
CAPITAL PROJECTS					140,533			140,533	140,533	140,533
FAA GRANT IMPROVEMENT FUND					1,180			1,180	1,180	1,180
UNEMPLOYMENT RESERVE FUND						31,708		31,708	31,708	31,708
COMMUNITY BENEVOLENCE FUND						5,140		5,140	5,140	5,140
SPECIAL GRANTS FUND						309,834		309,834	309,834	309,834
STATE OFFICE BLDG FUND						203,415		203,415	203,415	203,415
DEBT SERVICE							881,892	881,892	881,892	881,892
RATE STABILIZATION							200,000	200,000	200,000	200,000
<b>TOTAL EXPENDITURES</b>	<b>3,536,742</b>	<b>460,588</b>	<b>14,645,003</b>	<b>203,508</b>	<b>624,035</b>	<b>550,097</b>	<b>1,081,892</b>	<b>21,101,865</b>	<b>21,101,865</b>	<b>21,101,865</b>
CHARGES FOR SERV	230,655	479	4,293	-	-	-	-	235,427	235,427	235,427
TRANSFER OUT	283,573	-	1,701,116	-	108,517	-	-	2,093,206	2,093,206	2,093,206
CONT TO AGENCIES	83,224	-	-	-	-	-	-	83,224	83,224	83,224
CONTINGENCY	289,394	-	578,860	3,422	-	-	-	871,676	871,676	871,676
UNAPP ENDING BAL	559,227	-	173,140	-	-	-	-	732,367	732,367	732,367
<b>TOTAL OTHER USES</b>	<b>1,446,073</b>	<b>479</b>	<b>2,457,409</b>	<b>3,422</b>	<b>108,517</b>	<b>0</b>	<b>0</b>	<b>4,015,900</b>	<b>4,015,900</b>	<b>4,015,900</b>
<b>TOTALS</b>	<b>4,982,815</b>	<b>461,067</b>	<b>17,102,412</b>	<b>206,930</b>	<b>732,552</b>	<b>550,097</b>	<b>1,081,892</b>	<b>25,117,765</b>	<b>25,117,765</b>	<b>25,117,765</b>
<b>FUND TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>





## City of The Dalles, Oregon Fiscal Year 2004-2005 Budget

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### General Fund Overview Summary

The following chart provides a four-year overview of the General Fund's resources and expenditures. This summary shows a view of the actual, budgeted, and proposed total resources, and the actual, budgeted, and total expenditures by departments over four years. From this perspective, the use of funds and relative degree of emphasis on various programs in the General Fund can be determined.

The Beginning Working Capital ("Beginning Balance"), the amount budget for Contingency, and the amount budgeted for Unappropriated Ending Balance ("Permanent Reserve") are indicators of the financial health of the fund. In this four-year snap shot, it can be seen that beginning working capital was at its highest point in the 2002-2003 fiscal year. The \$927,841 in the current fiscal year of 2003-2004 is a reflection of one-time monies being used during the previous year and represents a decrease of 28.0% available to the beginning working capital. The proposed beginning working capital for FY 2004-2005 reflects more a breakeven amount when compared to the actual beginning balance of \$1,063,809 for fiscal year 2003-2004. The increase in revenues is generally based upon the increase in the property taxes to be received, as there is a rebound in the assessed values of the City and no longer a negative trend in this account group. The proposed expenses indicate an increase of 5.3% over the fiscal year 2003-2004. This increase is broken down into 4.6% for personnel services, 1.3% for material & services, and 68.5% (\$79,075) for capital outlay. The significant increase of 68.5% in capital outlay is created by catching up to our purchases of tools and equipment that were eliminated last year as the revenues dropped.

The current budgets less contingency and unappropriated ending balance (\$3,986,154) as compared to the budget officer recommended budget (less contingency and unappropriated ending balance) of \$4,114,482 represent an increase of 3.2% over fiscal year 2003-2004. We have a requirement to increase by 1.0% a year the contingency of the General Fund and this amount of \$288,014 represent an increase of \$53,818 over the current year contingency. We are recommending no cuts in the number or hours of personnel within the General Fund.

Transfers in to the General Fund (included in "Other Sources" of the revenue section) are monies from other funds that reflect the services the General Fund provides to other activities. This includes administrative expenses, and materials and supplies directly attributable to other funds – such as card stock used for water and sewer billings by the Finance Department. The increase from FY 2003-2004 to the current budget is 2.9% when the one-time revenue from the special assessments fund is deducted.

Charges for Services under the category "Total Other Uses" reflects changes requested by the Audit to identify services being provided outside the other city departments. The "transfers out"

are in support of internal departments of the city, primarily the Library and Airport Funds. Our new "other uses" is our contribution to N.W. County Parks & Recreation from our tax revenues.

Forecasts at the time of the Proposed Budget document's preparation are open to change by deliberations and recommendations of the Budget Committee and policy action of the City Council.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
GENERAL FUND SUMMARY**

<u>Revenue/Cost Centers</u>	FY	FY	FY	FY	FY	FY
	2001-2002 <u>Actual</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2004-2005 <u>Proposed Budget</u>	2004-2005 <u>Approved Budget</u>	2004-2005 <u>Adopted Budget</u>
BEGINNING BALANCE	1,208,767	1,288,877	927,841	1,001,693	1,028,381	1,031,605
REVENUES	3,411,402	3,390,051	3,645,077	3,744,060	3,737,088	3,740,490
OTHER SOURCES	180,899	197,533	206,659	215,970	209,442	210,720
<b>TOTAL RESOURCES</b>	<b>4,801,068</b>	<b>4,876,461</b>	<b>4,779,577</b>	<b>4,961,723</b>	<b>4,974,911</b>	<b>4,982,815</b>
CITY COUNCIL	104,554	115,129	120,173	132,584	122,084	124,584
CITY CLERK	81,246	85,852	88,873	94,637	92,637	92,637
CITY MANAGER	152,320	152,674	157,387	165,125	165,125	168,025
LEGAL AND JUDICIAL	249,540	275,859	299,793	276,970	287,470	288,970
FINANCE	353,045	430,294	407,576	485,417	451,417	451,417
PERSONNEL	17,869	20,567	25,090	25,007	25,007	25,007
COMMUNITY DEVELOPMENT	238,947	246,025	265,675	281,583	299,083	297,190
POLICE	1,675,742	1,747,739	1,818,708	1,900,925	1,900,925	1,900,925
LIBRARY	0	0	0	0	0	0
CITY HALL	118,040	133,733	147,017	143,750	149,750	151,250
CODES ENFORCEMENT	22,960	19,357	29,762	31,049	36,737	36,737
<b>TOTAL EXPENDITURES</b>	<b>3,014,263</b>	<b>3,227,229</b>	<b>3,360,054</b>	<b>3,537,047</b>	<b>3,530,235</b>	<b>3,536,742</b>
CHARGES FOR SERVICES	252,218	267,599	239,746	210,638	230,638	230,655
TRANSFER OUT	245,716	282,120	305,002	283,573	283,573	283,573
CONTRIBUTIONS TO AGENCIES	0	35,716	81,352	83,224	83,224	83,224
CONTINGENCY	0	0	234,196	288,014	288,014	289,394
UNAPPROPRIATED ENDING BAL	0	0	559,227	559,227	559,227	559,227
<b>TOTAL OTHER USES</b>	<b>497,934</b>	<b>585,435</b>	<b>1,419,523</b>	<b>1,424,676</b>	<b>1,444,676</b>	<b>1,446,073</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>3,512,197</b>	<b>3,812,664</b>	<b>4,779,577</b>	<b>4,961,723</b>	<b>4,974,911</b>	<b>4,982,815</b>
<b>FUND TOTAL</b>	<b>1,288,871</b>	<b>1,063,797</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

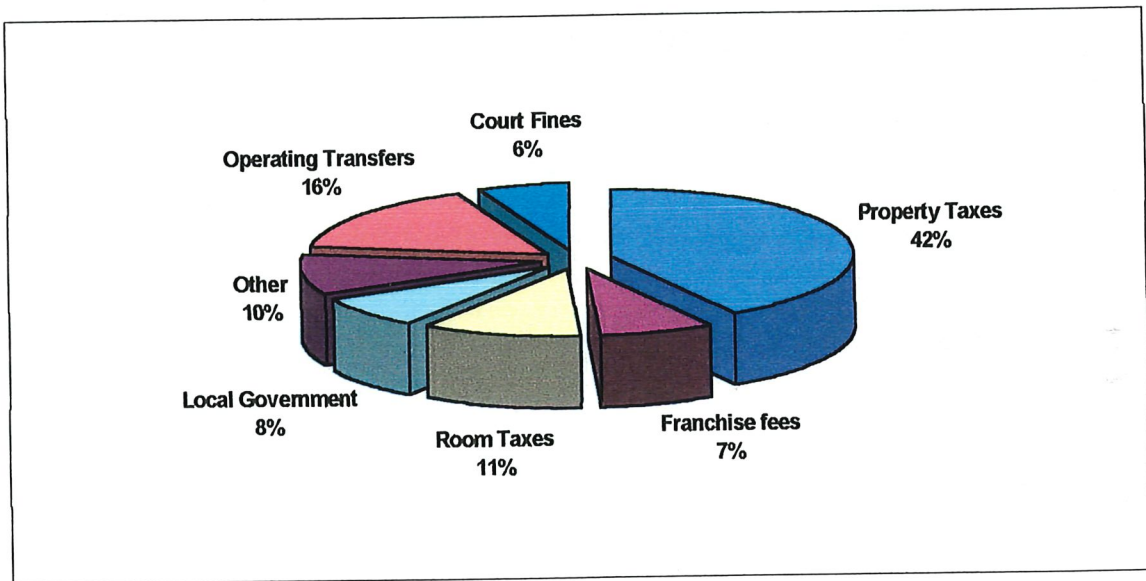


# City of The Dalles, Oregon Fiscal Year 2004-2005 Budget

## General Fund Resources

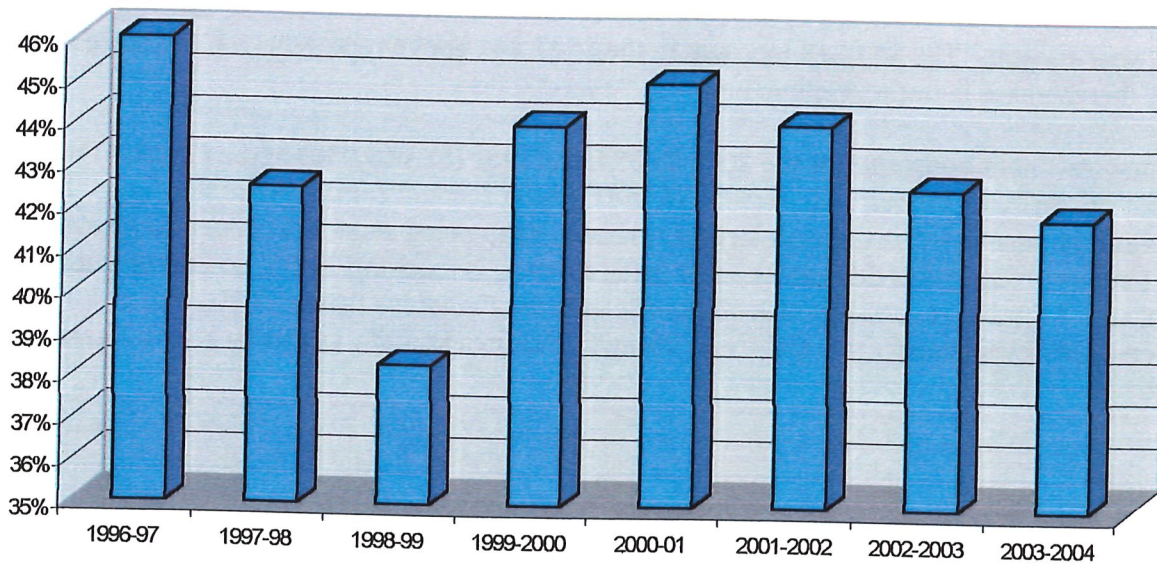
General Fund resources consist of Beginning Working Capital, Revenues, and Other Financing Sources. The FY 2004-2005 proposed beginning working capital totals are \$1,001,693 with \$847,241 being for contingency and unappropriated ending fund balance. These untouchable revenue resources of \$787,241 when subtracted from the total working capital amount (\$1,001,693) gives the General Fund \$154,452 as one-time revenues supporting capital outlay in the General, Library and Airport Funds. There should be a continued increase in these untouchable revenue resources as the contingency and unappropriated ending fund balances grow year-to-year. The \$53,818 increase in the \$847,241 above represents a 6.8% increase and all of this increase is in the contingency.

The new revenues budgeted for the 2004-2005 fiscal year (\$3,960,030) in the General Fund consist primarily of property taxes (\$1,654,768), which account for 41.8% of this total. The "operating transfers in" is the next largest revenue group being at 16.4% of total new revenues. The transient room taxes defined as other taxes revenue is reaching 11.2% of the total new revenues. All other revenue groups of significance are Franchise Fees at 7.3%, Local Government revenues at 7.6% and Court Fines/Forfeitures at 6.1% as shown below on the pie chart.



Ballot measure 50 set maximum assessed value for the 1997-98 fiscal year, and allows for only a 3% increase annually in that value, adjusted for new growth and other specific adjustment cited in the legislation. For the purpose of this budget, a 3.1% increase in value over 2003-2004 was assumed. The City's permanent rate of \$3.0155 per thousand was applied to the estimated value resulting in an estimated levy amount of \$1,709,082. This amount is then adjusted for the assumed uncollectible amount of 8% less the amount in appeal. This percent is 1% below the historical amount of non-collectible assessments year-to-year. The chart below gives the percent of budget represented by property taxes for eight years of history.

**General Fund Property Taxes as a Percent of General Fund Revenues**



The "operating transfers in" revenues (with exception of special grants fund revenue) represents the operating transfers to the General Fund from Public Works and Special Assessments for 2004-2005 fiscal year for administrative services provided by the General Fund. These transfers to the General Fund are scheduled in lieu of direct charges for salaries, payroll costs and material charged to the Public Works and Special Assessments funds for service provided. From another perspective, did General Fund staff not provide these services; Public Works and the Special Assessments funds would be required to externally purchase the services. Services provided include financial support through processing of payroll, accounts payable, utility billing and collection, legal services, and administrative support of the City Council, City Manager and City Clerk.

Total new financial resources available to the General Fund over the last five years (1998-99 through 2002-03) in actual dollars have not increased significantly FY 1998-99 actual new financial resources available were \$3,486,035 as compared to FY 2002-2003 amount of \$3,587,586. This represents an increase of \$101,551 or 0.7% per year. This 0.7% does not look good, as we suffered an economic downturn in the U.S. As an example, the new financial resources available in FY 2000-2001 was \$3,427,237 and in FY 2001-2002 it was \$3,592,301. This historical information indicates the trouble the City had with increasing expenses and little

increase in new financial resources. The current proposed budgeted total new resources shows an increase of \$108,294 over the current budgeted new financial resources.

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 BUDGET**  
**GENERAL FUND**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
001-0000-300.00-00	BEGINNING BALANCE	1,208,767	1,288,877	927,841	1,001,693	1,028,381	1,031,605
<b>* BEGINNING BALANCE</b>		1,208,767	1,288,877	927,841	1,001,693	1,028,381	1,031,605
001-0000-311.10-00	PROPERTY TAXES-CURR	1,467,431	1,434,272	1,453,854	1,564,568	1,564,568	1,564,568
001-0000-311.15-00	PROPERTY TAXES-PRIOR	80,279	97,516	153,767	90,000	90,000	90,000
001-0000-311.19-00	UNSEGREGATED TAX INT	463	616	250	200	200	200
<b>* PROPERTY TAXES</b>		1,548,173	1,532,404	1,607,871	1,654,768	1,654,768	1,654,768
001-0000-318.10-00	SPRINT	105,208	100,170	95,050	97,960	97,960	97,960
001-0000-318.15-00	ELECTRIC LIGHT WAVE	6	5,094	0	8,408	8,408	8,408
001-0000-318.20-00	NORTHWEST NATURAL	73,531	67,469	78,240	60,000	60,000	60,000
001-0000-318.30-00	CABLE TELEVISION	79,123	79,193	86,140	72,303	72,303	72,303
001-0000-318.40-00	THE DALLES DISPOSAL	41,742	46,322	45,040	49,238	49,238	49,238
<b>* FRANCHISE TAXES</b>		299,610	298,248	304,470	287,909	287,909	287,909
001-0000-319.10-00	TRANSIENT ROOM TAX	314,621	318,367	346,360	360,638	360,638	360,638
001-0000-319.20-00	ROOM TAX-PARKS	0	35,716	81,352	83,224	83,224	83,224
<b>* OTHER TAXES</b>		314,621	354,083	427,712	443,862	443,862	443,862
001-0000-320.10-00	LOCAL LIQUOR LICENSES	1,370	2,090	1,740	2,000	2,000	2,000
001-0000-320.30-00	SIGN PERMITS	4,220	4,805	4,100	3,780	3,780	3,780
001-0000-320.90-00	OTHER LICENSES	2,601	2,828	2,800	2,800	2,800	2,800
<b>* LICENSES AND PERMITS</b>		8,191	9,723	8,640	8,580	8,580	8,580
001-0000-330.00-00	INTERGVMNTL REV	23,612	19,057	23,204	26,605	26,605	26,605
001-0000-330.10-00	MCCOG	0	0	0	12,500	12,500	12,500
<b>* INTERGOVERNMENTAL REVENUE</b>		23,612	19,057	23,204	39,105	39,105	39,105
001-0000-331.00-00	FEDERAL REVENUES	7,364	8,109	6,000	5,500	5,500	5,500
001-0000-331.01-00	DRUG FORFEITURES	13,500	15,000	10,000	10,000	10,000	10,000
001-0000-331.03-00	VOCA	6,251	12,270	3,428	0	0	0
<b>* FEDERAL REVENUES</b>		27,115	35,379	19,428	15,500	15,500	15,500
001-0000-334.10-00	STATE REV SHARING	72,946	77,133	78,000	81,195	81,195	81,195
001-0000-334.50-00	STATE SHARE-CRIME	2,353	2,052	2,000	1,861	1,861	1,861
001-0000-334.60-00	DUI GRANTS	9,090	10,524	7,000	6,000	6,000	6,000
<b>* STATE GRANTS</b>		84,389	89,709	87,000	89,056	89,056	89,056
001-0000-335.60-00	STATE CIGARETTE TAX	24,054	23,671	23,188	22,748	22,748	22,748
001-0000-335.70-00	STATE LIQUOR TAXES	110,894	109,302	110,000	111,707	111,707	111,707
<b>* STATE SHARED REVENUES</b>		134,948	132,973	133,188	134,455	134,455	134,455
001-0000-337.10-00	URBAN RENEWAL	67,291	54,866	61,095	64,226	64,226	64,226
001-0000-337.60-00	PUD INTERGOVT	224,061	217,277	232,875	237,225	237,225	237,225
<b>* LOCAL GOVERNMENT REVENUES</b>		291,352	272,143	293,970	301,451	301,451	301,451
001-0000-341.60-00	TOWING SERVICES FEES	802	3,467	20,000	18,000	18,000	18,000
001-0000-341.80-00	COPIES, PLANS, ORD'S ETC	1,988	2,181	1,900	2,000	2,000	2,000
001-0000-341.90-00	MISC SALES AND SRVCS	8,036	2,319	1,800	1,350	1,350	1,350
<b>* GENERAL GOVERNMENT</b>		10,826	7,967	23,700	21,350	21,350	21,350
001-0000-343.02-00	C.U.P.	1,775	1,150	1,000	1,000	1,000	1,000
001-0000-343.03-00	VARIANCES	600	650	500	250	250	250
001-0000-343.04-00	MINOR PARTITION	1,600	1,600	1,600	1,600	1,600	1,600



**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 BUDGET**  
**GENERAL FUND**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
001-0000-343.06-00	SUBDIVISION	275	400	250	250	250	250
001-0000-343.07-00	SITE PLAN	1,675	1,925	1,000	1,600	1,600	1,600
001-0000-343.08-00	COMP PLAN AMEND	275	0	250	250	250	250
001-0000-343.10-00	PLANNING APPEALS	0	10	0	0	0	0
001-0000-343.11-00	VACATIONS	600	350	450	300	300	300
<b>* PLANNING FEES</b>		<b>6,800</b>	<b>6,085</b>	<b>5,050</b>	<b>5,250</b>	<b>5,250</b>	<b>5,250</b>
001-0000-351.10-00	COURT FINES/FORFEITURES	274,992	228,582	240,000	240,000	241,900	243,400
<b>* FINES</b>		<b>274,992</b>	<b>228,582</b>	<b>240,000</b>	<b>240,000</b>	<b>241,900</b>	<b>243,400</b>
001-0000-361.00-00	INTEREST REVENUES	29,765	16,933	17,500	14,400	19,400	19,400
<b>* INTEREST REVENUES</b>		<b>29,765</b>	<b>16,933</b>	<b>17,500</b>	<b>14,400</b>	<b>19,400</b>	<b>19,400</b>
001-0000-363.50-00	PROPERTY RENTALS	6,469	19,580	26,880	24,330	24,330	24,330
<b>* RENTAL REVENUES</b>		<b>6,469</b>	<b>19,580</b>	<b>26,880</b>	<b>24,330</b>	<b>24,330</b>	<b>24,330</b>
001-0000-365.00-00	GIFTS AND DONATIONS	7,780	401	0	0	0	0
<b>* GIFTS AND DONATIONS</b>		<b>7,780</b>	<b>401</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
001-0000-366.00-00	QLIFE ADMIN SERVICES	0	0	12,000	24,000	24,000	24,000
<b>* QLIFE ADMIN SERVICES</b>		<b>0</b>	<b>0</b>	<b>12,000</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
001-0000-367.00-00	VICTIMS ASSISTANCE GRANT	0	0	0	1,000	1,000	1,000
<b>* VICTIMS ASSISTANCE GRANT</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
001-0000-369.00-00	OTHER MISC REVENUES	8,368	8,348	4,000	4,000	4,000	4,000
<b>* OTHER MISC REVENUES</b>		<b>8,368</b>	<b>8,348</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
001-0000-391.05-00	STREET FUND	56,162	58,968	59,209	68,454	65,054	65,012
001-0000-391.18-00	SPECIAL GRANTS FND	0	0	52,019	0	0	0
001-0000-391.36-00	SPECIAL ASSMT FUND	9,230	9,230	9,230	38,830	38,830	38,830
001-0000-391.51-00	WATER UTILITY FUND	268,999	290,238	290,006	327,760	317,288	319,232
001-0000-391.55-00	WASTEWATER UTILITY	179,899	194,343	193,659	215,970	209,442	210,720
<b>* OPERATING TRANSFERS IN</b>		<b>514,290</b>	<b>552,779</b>	<b>604,123</b>	<b>651,014</b>	<b>630,614</b>	<b>633,794</b>
001-0000-392.00-00	SALE OF FIXED ASSETS	1,000	3,190	13,000	0	0	0
<b>* SALE OF FIXED ASSETS</b>		<b>1,000</b>	<b>3,190</b>	<b>13,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>** GENERAL FUND</b>		<b>4,801,068</b>	<b>4,876,461</b>	<b>4,779,877</b>	<b>4,961,728</b>	<b>4,974,911</b>	<b>4,982,815</b>

## City of The Dalles, Oregon Fiscal Year 2004-2005 Adopted Budget

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**Fund:** General (001)  
**Department:** City Council (01)  
**Program:** Administration (410)

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**Mission:**

Establishing policies to lead The Dalles into the future.

**Description:**

The City Council is the governing body of the City of The Dalles. Its five voting members and the mayor set the direction for the City, establishing policies and laws. Specific voter approved powers for the Council are contained in the City Charter, while Council's own administrative and operational policies are adopted by the ordinance or resolution.

City Council is charged with the appointment of the City Manager, City Attorney and Municipal Judge. They adopt the annual budget and perform all other actions necessary to guide the government, while representing concerns of the citizens of The Dalles.

The Dalles City Council positions are volunteer and are elected by the entire electorate of the City. The Mayor and Councilor at Large are elected for two-year terms and the remaining four positions are nominated from districts, serving staggered four-year terms.

In addition to regular meetings, the City Council meets on a quarterly basis to establish, review, and update goals for the City.

**2004-2005 Budget Detail**

The Council's Contractual Services includes several programs in which the City is involved with other community partners as listed below:

<u>Service</u>	<u>Partner</u>	<u>FY 02-03 Amount</u>	<u>FY 03-04 Amount</u>	<u>FY 04-05 Amount</u>
Ft. Dalles Museum	Wasco County	\$12,500	\$12,500	\$12,500
Care-A-Van	MC-Council of Governments	\$10,000	\$10,000	\$10,000
Child Investigations	Abuse State Police & Wasco Sheriff	\$ 5,000	\$ 0	\$ 0
MINT	State Police & Wasco Sheriff	\$ 5,000	\$ 0	\$ 0
Volunteer Program	State of Oregon	\$ 500	\$ 500	\$ 500
Sister City Program	State of Oregon	\$ 5,000	\$ 5,000	\$ 5,000

Riverfront Trail	NWC Parks & Rec	\$ 2,500	\$ 2,500	\$ 2,500
Health Communities	Healthy Communities Committee	\$ 2,000	\$ 2,000	\$ 2,000
Lewis & Clark Preparation	Dalles Chamber	\$ 500	\$ 500	\$ 500
Visiting Dignitaries Gifts	Dalles Chamber	\$ 2,000	\$ *	\$ *
War Memorial	Veteran & Civic Organizations	\$ 1,000	\$ 0	\$ 0
Six Rivers Mediation Service	Wasco County	\$ 0	\$ 0	\$ 2,500
	<b>TOTAL</b>	<b>\$46,000</b>	<b>\$35,000</b>	<b>\$37,500</b>

\$15,000 has been included in the City Council's Travel budget to allow for Sister City and federal lobbying travel for the fourth year. Both have been successful programs. In the last three years, the Washington D.C. lobbying trips have helped secure over \$2.8 million in direct Federal Appropriation for the community. The Sister City efforts have resulted in a formal relationship and several youth, cultural and economic exchanges.

The Council's Memberships and Dues line item covers all of the organizations the City belongs to:

1. LOC	\$ 6,593
2. MCCEDD	\$ 3,434
3. MCCOG	\$12,350
4. Oregon Mayors Association	\$ 100
5. Chamber of Commerce	\$ 440
6. National Civic League	\$ 85
7. Other-Miscellaneous	\$ 300

**TOTAL                    \$23,302**

### 2004-2005 Goals, Projects and Highlights

- A major continuing Council priority for fiscal year 2002-2003 is to maintain financial stability; and to promote interagency cooperation and communications with the citizens, other agencies and staff.
- Complete Wastewater Treatment Plant facility Phase I Improvements.
- Complete Water System Master Plan and Use Rate Study.
- Increase General Fund Contingency to 7%.
- Review Compensation Plan for exempt employees.
- Downtown Riverfront Washington Street Connection Design.
- Downtown Riverfront Dock Design.
- Downtown Renaissance Program.
- West Gateway/Chamber of Commerce Project.
- Wasco Milling property redevelopment.
- Land Use Development Ordinance Review

- Consider East 19<sup>th</sup> Street/Thompson Street Improvements
- Revisit W 1<sup>st</sup> Street LID

### **2003-2004 Accomplishments/Comments**

- Implementation of a new Goal Setting process.
- Completion of Union Street Downtown Riverfront Connection.
- Completion of QLife Fiber Optic Loop.
- Lobbied successfully for two direct Federal Appropriations totaling \$700,000.
- Wastewater Treatment Plant Facility \$7 Million Bond for improvements.
- Increase General Fund Contingency to 6%.
- Sister City Program.
- Assisted the Community College in obtaining funding for nursing program.

### **Major Issues to be resolved in the next 5 years**

- Construction of a new Wastewater Treatment Plant.
- Water System Improvement.
- Adequate funding for street maintenance.
- Maintaining current General Fund services in tough economic times.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
CITY COUNCIL**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>CITY COUNCIL</b>							
001-0100-410.29-00	OTHER EMPLOYEE BENEFITS	11,558	9,562	11,500	7,782	7,782	7,782
<b>* OTHER EMPLOYEE BENEFITS</b>		11,558	9,562	11,500	7,782	7,782	7,782
<b>** PERSONNEL SERVICE</b>		11,558	9,562	11,500	7,782	7,782	7,782
001-0100-410.31-10	CONTRACTUAL SERVICES	35,368	40,706	33,000	45,500	35,000	37,500
001-0100-410.31-60	LABOR NEGOTIATIONS	13,397	9,322	15,000	15,000	15,000	15,000
<b>* OFFICIAL ADMINISTRATIVE</b>		48,765	50,028	48,000	60,500	50,000	52,500
001-0100-410.32-10	AUDITING SERVICES	16,110	19,745	17,000	20,500	20,500	20,500
<b>* PROFESSIONAL SERVICES</b>		16,110	19,745	17,000	20,500	20,500	20,500
001-0100-410.39-00	OTHER CONTRACTUAL SVCS	5,492	0	500	500	500	500
<b>* OTHER CONTRACTUAL SERVICES</b>		5,492	0	500	500	500	500
001-0100-410.58-10	TRAVEL, FOOD & LODGING	5,365	10,568	15,800	15,800	15,800	15,800
001-0100-410.58-50	TRAINING AND CONFERENCES	345	0	700	700	700	700
001-0100-410.58-60	WORKSHOPS	0	92	200	200	200	200
001-0100-410.58-70	MEMBERSHIPS/DUES/SUBSCRIP	13,960	22,898	23,173	23,302	23,302	23,302
<b>* TRAINING AND TRAVEL</b>		19,670	33,558	39,873	40,002	40,002	40,002
001-0100-410.60-10	OFFICE SUPPLIES	83	305	200	200	200	200
001-0100-410.60-83	SAIF SAFETY	645	778	0	0	0	0
<b>* SUPPLIES</b>		728	1,083	200	200	200	200
001-0100-410.64-10	BOOKS AND PERIODICALS	0	0	100	100	100	100
<b>* BOOKS AND PERIODICALS</b>		0	0	100	100	100	100
001-0100-410.69-50	MISCELLANEOUS EXPENSES	2,231	1,153	3,000	3,000	3,000	3,000
<b>* OTHER MATERIALS/EXPENSES</b>		2,231	1,153	3,000	3,000	3,000	3,000
<b>** MATERIALS AND SERVICES</b>		92,996	105,567	108,673	124,802	114,302	116,802
<b>*** CITY COUNCIL</b>		104,554	115,129	120,173	132,584	122,084	124,584

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

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**Fund:** General (001)

**Department:** City Clerk (0200)

**Program:** Administration (410)

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**Mission:** The City Clerk's role in municipal government is to support the administration, City Council, and citizenry, by providing timely, accurate information, keeping an orderly accounting of the City's records and preserving the municipality's history.

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

Some major administrative services performed by the department include: Clerk of the City Council, Records Manager, Elections Officer, analyst to the City Manager, assist with personnel administration, Information Officer, and interpretation of public records and meetings law and parliamentary procedures.

The City Clerk Department will continue striving to provide support services and any additional services needed to assist with local government functions, while remaining approachable, accessible, and responsive.

### **2004-05 Goals, Projects and Highlights**

- Develop a training program for newly elected officials
- Assist City Council in implementation of new goal setting process
- Continue to serve on OAMR and IIMC Committees
- Continue to work with local schools to introduce local government procedures (youth Council)
- Implement a City Volunteer Program
- Develop and implement wellness program components for City employees

### **2003-04 Accomplishments/Comments**

- Served as City representative to Sister City Association
- Serve on numerous OAMR Committees (Chair two of the committees) and serve on one IIMC Education and Personal Growth Committee; authored a model mentoring program for IIMC
- Developed new process to conduct City Council goal setting
- Developed and presented a training program regarding effective meeting techniques and minutes taking procedures
- Spoke at Oregon ICMA Conference regarding elections procedures

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**CITY CLERK**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>CITY CLERK</b>							
001-0200-410.11-00	REGULAR SALARIES	55,212	58,697	58,800	60,270	60,270	60,270
<b>* REGULAR SALARIES</b>		55,212	58,697	58,800	60,270	60,270	60,270
001-0200-410.21-10	MEDICAL INSURANCE	7,353	8,046	8,811	10,589	10,589	10,589
001-0200-410.21-20	L-T DISABILITY INSURANCE	243	253	259	265	265	265
001-0200-410.21-30	LIFE INSURANCE	37	37	37	37	37	37
001-0200-410.21-40	WORKERS COMP INSURANCE	108	182	193	192	192	192
<b>* INSURANCE BENEFITS</b>		7,741	8,518	9,300	11,083	11,083	11,083
001-0200-410.22-00	FICA	4,224	4,340	4,498	4,611	4,611	4,611
<b>* FICA</b>		4,224	4,340	4,498	4,611	4,611	4,611
001-0200-410.23-00	RETIREMENT CONTRIBUTIONS	7,205	7,752	7,938	8,136	8,136	8,136
<b>* RETIREMENT CONTRIBUTIONS</b>		7,205	7,752	7,938	8,136	8,136	8,136
<b>** PERSONNEL SERVICE</b>		<b>74,382</b>	<b>79,307</b>	<b>80,536</b>	<b>84,100</b>	<b>84,100</b>	<b>84,100</b>
001-0200-410.31-10	CONTRACTUAL SERVICES	28	28	37	37	37	37
<b>* OFFICIAL/ADMINISTRATIVE</b>		28	28	37	37	37	37
001-0200-410.36-00	ELECTION COSTS	0	2,827	2,000	2,000	0	0
<b>* ELECTION COSTS</b>		0	2,827	2,000	2,000	0	0
001-0200-410.43-40	OFFICE EQUIPMENT	395	480	500	500	500	500
<b>* REPAIRS AND MAINTENANCE</b>		395	480	500	500	500	500
001-0200-410.53-20	POSTAGE	460	316	500	400	400	400
001-0200-410.53-30	TELEPHONE	891	556	1,000	600	600	600
001-0200-410.53-40	LEGAL NOTICES	13	0	150	150	150	150
<b>* COMMUNICATIONS</b>		1,364	872	1,650	1,150	1,150	1,150
001-0200-410.58-10	TRAVEL, FOOD & LODGING	2,446	1,259	2,300	2,450	2,450	2,450
001-0200-410.58-50	TRAINING AND CONFERENCES	780	595	1,000	1,100	1,100	1,100
001-0200-410.58-70	MEMBERSHIPS/DUES/SUBS	130	205	150	300	300	300
<b>* TRAINING AND TRAVEL</b>		3,356	2,059	3,450	3,850	3,850	3,850
001-0200-410.60-10	OFFICE SUPPLIES	462	239	650	650	650	650
<b>* SUPPLIES</b>		462	239	650	650	650	650
001-0200-410.64-10	BOOKS & PERIODICALS	30	40	50	50	50	50
<b>* BOOKS AND PERIODICALS</b>		30	40	50	50	50	50
<b>** MATERIALS AND SERVICES</b>		<b>5,635</b>	<b>6,545</b>	<b>8,337</b>	<b>8,237</b>	<b>6,237</b>	<b>6,237</b>
001-0200-410.74-30	FURNITURE AND FIXTURES	1,229	0	0	0	0	0
001-0200-410.74-50	COMPUTER EQUIPMENT	0	0	0	2,300	2,300	2,300
<b>* MACHINERY AND EQUIPMENT</b>		1,229	0	0	2,300	2,300	2,300
<b>** CAPITAL OUTLAY</b>		<b>1,229</b>	<b>0</b>	<b>0</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>
<b>*** CITY CLERK</b>		<b>81,246</b>	<b>85,852</b>	<b>88,873</b>	<b>94,637</b>	<b>92,637</b>	<b>92,637</b>

## City of The Dalles, Oregon Fiscal Year 2004-2005 Budget

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**Fund:** General (001)

**Department:** City Manager (0300)

**Program:** Administration (410)

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### **Mission:**

To support the City Council, connect citizens to their City government, and through professional management tools, help City departments provide responsive, cost effective, efficient local services.

### **Description:**

The City Manager's position plays a unique role in assisting the democratic processes of our representative local government. Guided by the vision and goals of the City Council, it is the City Manager's charge to accomplish the direction set out by the Council. Oftentimes, this is performed by facilitating public processes to hear and respond to the issues concerning the citizens, represent the position of the governing body, and offer education in regarding the provision of public services and infrastructure.

The City Manager guides and shapes the organization in response to the leadership of the City Council and in accordance with sound management practices. The City Charter provides that this position is the administrative head of city government, specifically mentioning personnel administration and the supervision of public utilities and property.

### **2004-2005 Goals, Projects and Highlights:**

- The goals of the City Manager relate specifically to implementation of the goals set by Council for the City. These goals reflect the evolution of the City of The Dalles in response to, and in anticipation of changes in the community and the region. The current City Council goals are listed in the front section of the budget document.
- The City Manager will work with individual department managers to enhance and simplify the ease with which we respond to citizen inquiries.
- The City Managers' Executive Secretary's time is maintained for the 2<sup>nd</sup> year at a 20% reduction per day.

### **2003-2004 Accomplishments/Comments:**

- Implementation of Waste Water Treatment Plant Site master plan.
- Negotiated a trade with the school district for right-of-way for future development of East 19<sup>th</sup> Street.
- Complete construction of Airport hangars.
- Complete construction of Union Street access for the Downtown/Riverfront Connection project.



- Assisted Mayor and Chamber of Commerce in development of a fourth Downtown Renaissance program book and Washington D.C. lobbying.
- The City Manager is continuing to enhance communication with City Council, citizens, department managers, City employees and other local governments.
- Maintain solid intergovernmental relations with Wasco County, School District, County, Port, and Parks and Recreation.
- Completed construction of QualityLife Network and help it commence operation.

**Major Issues to be Resolved in the Next 5 Years:**

- The issues identified under the City Council budget.
- Increasing citizen trust and confidence in local government.
- Increase information flow to and communication with City Council.
- Funding strategies to maintain and replace the City's infrastructure.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
CITY MANAGER**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>CITY MANAGER</b>							
001-0300-410.11-00	REGULAR SALARIES	97,615	98,965	80,412	81,984	81,984	81,984
<b>* REGULAR SALARIES</b>		97,615	98,965	80,412	81,984	81,984	81,984
001-0300-410.13-00	PARTTIME/TEMP SALARIES	0	3,194	25,120	26,583	26,583	26,583
<b>* PARTTIME/TEMP SALARIES</b>		0	3,194	25,120	26,583	26,583	26,583
001-0300-410.13-00	OVERTIME SALARIES	0	1,024	0	0	0	0
<b>* OVERTIME SALARIES</b>		0	1,024	0	0	0	0
001-0300-410.21-10	MEDICAL INSURANCE	12,289	11,803	13,162	15,410	15,410	15,410
001-0300-410.21-20	L-T DISABILITY INSURANCE	372	362	464	478	478	478
001-0300-410.21-30	LIFE INSURANCE	66	65	66	66	66	66
001-0300-410.21-40	WORKERS COMP INSURANCE	227	451	463	450	450	450
<b>* INSURANCE BENEFITS</b>		12,954	12,681	14,155	16,404	16,404	16,404
001-0300-410.22-00	FICA	7,744	8,100	8,073	8,305	8,305	8,305
<b>* FICA</b>		7,744	8,100	8,073	8,305	8,305	8,305
001-0300-410.23-00	RETIREMENT CONTRIBUTIONS	12,671	13,262	11,395	14,657	14,657	14,657
<b>* RETIREMENT CONTRIBUTIONS</b>		12,671	13,262	11,395	14,657	14,657	14,657
<b>** PERSONNEL SERVICE</b>		<b>130,984</b>	<b>137,226</b>	<b>139,155</b>	<b>147,933</b>	<b>147,933</b>	<b>147,933</b>
001-0300-410.31-10	CONTRACTUAL SERVICES	56	75	72	72	72	72
001-0300-410.31-70	RECRUITING EXPENSES	0	470	0	0	0	0
<b>* OFFICIAL/ADMINISTRATIVE</b>		56	545	72	72	72	72
001-0300-410.43-40	OFFICE EQUIPMENT	4,590	4,128	4,800	4,200	4,200	6,100
001-0300-410.43-53	VEHICLE ALLOWANCE	3,600	3,600	3,600	3,600	3,600	3,600
<b>* REPAIRS AND MAINTENANCE</b>		8,190	7,728	8,400	7,800	7,800	9,700
001-0300-410.53-20	POSTAGE	472	626	800	700	700	700
001-0300-410.53-30	TELEPHONE	1,633	1,143	1,825	1,200	1,200	1,200
<b>* COMMUNICATIONS</b>		2,105	1,769	2,625	1,900	1,900	1,900
001-0300-410.58-10	TRAVEL, FOOD & LODGING	1,928	1,057	1,900	1,900	1,900	2,900
001-0300-410.58-50	TRAINING AND CONFERENCES	841	0	700	700	700	700
001-0300-410.58-70	MEMBERSHIPS/DUES/SUBS	1,044	877	775	1,220	1,220	1,220
<b>* TRAINING AND TRAVEL</b>		3,813	1,934	3,375	3,820	3,820	4,820
001-0300-410.60-10	OFFICE SUPPLIES	2,176	2,722	3,200	3,200	3,200	3,200
<b>* SUPPLIES</b>		2,176	2,722	3,200	3,200	3,200	3,200
001-0300-410.64-10	BOOKS AND PERIODICALS	33	146	310	150	150	150
<b>* BOOKS AND PERIODICALS</b>		33	146	310	150	150	150
001-0300-410.69-50	MISCELLANEOUS EXPENSES	228	119	250	250	250	250
<b>* OTHER MATERIALS/EXPENSES</b>		228	119	250	250	250	250
<b>** MATERIALS AND SERVICES</b>		<b>16,601</b>	<b>14,963</b>	<b>18,232</b>	<b>17,192</b>	<b>17,192</b>	<b>20,092</b>
001-0300-410.74-40	OFFICE EQUIPMENT	1,035	0	0	0	0	0
001-0300-410.74-50	COMPUTER EQUIPMENT	3,700	485	0	0	0	0
<b>* MACHINERY AND EQUIPMENT</b>		4,735	485	0	0	0	0
<b>** CAPITAL OUTLAY</b>		<b>4,735</b>	<b>485</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>*** CITY MANAGER</b>		<b>182,320</b>	<b>182,674</b>	<b>187,387</b>	<b>185,125</b>	<b>185,125</b>	<b>188,025</b>

## City of The Dalles, Oregon Fiscal Year 2004-2005 Budget

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**Fund:** General (001)

**Department:** Legal/Judicial (07)

**Program:** Legal/Judicial (412)

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### **Mission:**

The Legal Department's mission is to provide legal services to City Council, staff members, commissions, agencies, and citizens, when appropriate, in a prompt and efficient manner.

The Municipal Court's mission is to dispense justice fairly and equitably within its jurisdiction over a variety of violations and misdemeanor offenses. The Court's jurisdiction is comparable to the jurisdiction exercised by a justice of the peace.

### **Description:**

The Legal Department provides services to all departments and personnel of the City, various agencies and commissions of the City, City Council members, and the general public. These services include performing legal research and providing opinions, drafting resolutions and ordinances, prosecuting defendants in Municipal and Circuit Court, and representing the City in a variety of civil litigation, including administrative hearings and land use proceedings. These services also include attending meetings of the City Council and Planning Commission, and other City Commissions, when necessary, drafting a variety of legal documents, reviewing current legislation and court decisions, and investigating citizens' concerns and complaints.

### **2004-2005 Goals, Projects, and Highlights**

- Establish stable source of funding for Crime Victim's Advocate Program.
- Complete execution of documents for ground lease of property to be used for development of golf course at the airport.
- Resolve pending litigation related to alleged misconduct of two former City police officers
- Finalize negotiations for acquisition of ARCO property site.
- Develop and implement process to increase collection of unpaid fines and assessments owed to the Municipal Court.
- Present franchise ordinance for Stericycle, Inc. for collection of infectious medical wastes to Council for review and adoption.
- Finalize urban services intergovernmental agreements related to City's annexation policy.
- Work with Finance Department to collect delinquent local improvement assessments and nuisance abatement assessments.

### **2003-2004 Accomplishments/Comments**

- Successfully defended a claim filed with the Federal HUD agency alleging discrimination in connection with conditions of approval for residential care facility.
- Collected \$9,725.65 in delinquent transient room taxes from the former operators of the Days Inn motel.

- Represented the City in an appeal overturning an award of unemployment benefits to a former Public Works employee, saving the city the sum of \$4,510 which did not have to be paid to the claimant.
- Implemented a towing contract for impoundment of motor vehicles used by defendants committing various traffic offenses.

**Major Issues to be resolved in the next 5 years**

- Monitor attempts to restrict or abolish funding sources for the City, including proposed legislation, which seeks to restrict the ability of cities to impose franchise fees or transient room taxes.
- Work with the Community & Economic Development Department to adopt amendments to the City's Land Use & Development Ordinance, and the City's Sign Ordinance.
- Continue to monitor collection procedures used by the Municipal Court to ensure that a consistent and stable source of revenue is collected.

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**LEGAL AND JUDICIAL**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>LEGAL</b>							
001-0700-412.11-00	REGULAR SALARIES	92,718	96,950	98,568	100,656	100,656	100,656
<b>* REGULAR SALARIES</b>		92,718	96,950	98,568	100,656	100,656	100,656
001-0700-412.12-00	OVERTIME SALARIES	294	147	250	250	250	250
<b>* OVERTIME SALARIES</b>		294	147	250	250	250	250
001-0700-412.21-10	MEDICAL INSURANCE	12,694	13,899	15,236	18,807	18,807	18,807
001-0700-412.21-20	L-T DISABILITY INSURANCE	407	424	434	443	443	443
001-0700-412.21-30	LIFE INSURANCE	73	73	73	73	73	73
001-0700-412.21-40	WORKERS COMP INSURANCE	230	293	369	372	372	372
<b>* INSURANCE BENEFITS</b>		13,404	14,689	16,112	19,695	19,695	19,695
001-0700-412.22-00	FICA	7,081	7,276	7,560	7,719	7,719	7,719
<b>* FICA</b>		7,081	7,276	7,560	7,719	7,719	7,719
001-0700-412.23-00	RETIREMENT CONTRIBUTIONS	11,747	12,994	13,307	13,589	13,589	13,589
<b>* RETIREMENT CONTRIBUTIONS</b>		11,747	12,994	13,307	13,589	13,589	13,589
001-0700-412.29-00	OTHER EMPLOYEE BENEFITS	88	110	60	60	60	60
<b>* OTHER EMPLOYEE BENEFITS</b>		88	110	60	60	60	60
<b>** PERSONNEL SERVICE</b>		<b>125,332</b>	<b>132,166</b>	<b>135,857</b>	<b>141,969</b>	<b>141,969</b>	<b>141,969</b>
001-0700-412.31-10	CONTRACTUAL SERVICES	2,304	3,673	4,100	2,500	2,500	2,500
001-0700-412.31-85	WITNESS/JURY FEES	0	0	0	0	0	0
<b>* OFFICIAL/ADMINISTRATIVE</b>		2,304	3,673	4,100	2,500	2,500	2,500
001-0700-412.32-20	SPECIAL LEGAL SERVICES	806	287	500	500	500	500
001-0700-412.32-30	COURT APPT ATTORNEY FEES	0	0	0	0	0	0
<b>* PROFESSIONAL SERVICES</b>		806	287	500	500	500	500
001-0700-412.43-20	COMPUTERS	156	0	0	0	0	0
001-0700-412.43-40	OFFICE EQUIPMENT	0	0	300	300	300	300
<b>* REPAIRS AND MAINTENANCE</b>		156	0	300	300	300	300
001-0700-412.50-10	CRIME VICTIMS ASSISTANCE	447	3,069	1,800	2,800	13,300	13,300
001-0700-412.50-20	VOCA	6,446	9,084	11,875	0	0	0
<b>* OTHER PURCHASED SERVICES</b>		6,893	12,153	13,675	2,800	13,300	13,300
001-0700-412.53-20	POSTAGE	521	548	800	700	700	700
001-0700-412.53-30	TELEPHONE	1,451	1,317	1,300	1,400	1,400	1,400
<b>* COMMUNICATIONS</b>		1,972	1,865	2,100	2,100	2,100	2,100
001-0700-412.58-10	TRAVEL, FOOD & LODGING	745	386	1,008	1,000	1,000	1,000
001-0700-412.58-50	TRAINING AND CONFERENCES	336	890	700	700	700	700
001-0700-412.58-70	MEMBERSHIPS/DUES/SUBS	541	597	600	562	562	562
<b>* TRAINING AND TRAVEL</b>		1,622	1,873	2,308	2,262	2,262	2,262
001-0700-412.60-10	OFFICE SUPPLIES	1,143	1,049	1,200	1,400	1,400	1,400
<b>* SUPPLIES</b>		1,143	1,049	1,200	1,400	1,400	1,400
001-0700-412.64-10	BOOKS AND PERIODICALS	8,532	7,672	8,000	8,500	8,500	8,500
001-0700-412.64-80	COMPUTER SOFTWARE	0	200	100	500	500	500
<b>* BOOKS AND PERIODICALS</b>		8,532	7,872	8,100	9,000	9,000	9,000
<b>** MATERIALS AND SERVICES</b>		<b>23,428</b>	<b>28,772</b>	<b>32,283</b>	<b>20,862</b>	<b>31,362</b>	<b>31,362</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**LEGAL AND JUDICIAL**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
001-0700-412.74-30	FURNITURE AND FIXTURES	0	3,098	0	0	0	0
001-0700-412.74-40	OFFICE EQUIPMENT	0	0	0	0	0	0
001-0700-412.74-50	COMPUTER EQUIPMENT	0	1,914	2,300	0	0	0
<b>* MACHINERY AND EQUIPMENT</b>		0	5,012	2,300	0	0	0
<b>** CAPITAL OUTLAY</b>		0	5,012	2,300	0	0	0
<b>***LEGAL</b>		148,760	165,950	170,440	162,831	173,331	173,331
<b>JUDICIAL</b>							
001-0750-412.11-00	REGULAR SALARIES	31,044	31,950	33,222	34,428	34,428	34,428
<b>* REGULAR SALARIES</b>		31,044	31,950	33,222	34,428	34,428	34,428
001-0750-412.12-00	PARTTIME/TEMP SALARIES	22,200	22,200	22,200	22,200	22,200	22,200
<b>* PARTTIME/TEMP SALARIES</b>		22,200	22,200	22,200	22,200	22,200	22,200
001-0750-412.13-00	OVERTIME SALARIES	3,157	4,359	2,875	2,980	2,980	2,980
<b>* OVERTIME SALARIES</b>		3,157	4,359	2,875	2,980	2,980	2,980
001-0750-412.21-10	MEDICAL INSURANCE	4,171	5,852	6,426	7,039	7,039	7,039
001-0750-412.21-20	L-T DISABILITY INSURANCE	78	80	83	86	86	86
001-0750-412.21-30	LIFE INSURANCE	37	37	37	37	37	37
001-0750-412.21-40	WORKERS COMP INSURANCE	0	249	246	255	255	255
<b>* INSURANCE BENEFITS</b>		4,286	6,218	6,792	7,417	7,417	7,417
001-0750-412.22-00	FICA	4,187	4,437	4,460	4,560	4,560	4,560
<b>* FICA</b>		4,187	4,437	4,460	4,560	4,560	4,560
001-0750-412.23-00	RETIREMENT CONTRIBUTIONS	3,867	3,983	4,161	4,324	4,324	4,324
<b>* RETIREMENT CONTRIBUTIONS</b>		3,867	3,983	4,161	4,324	4,324	4,324
<b>** PERSONNEL SERVICE</b>		68,741	73,147	73,710	75,909	75,909	75,909
001-0750-412.31-10	CONTRACTUAL SERVICES	4,517	9,940	6,000	6,000	6,000	6,000
001-0750-412.31-30	PRISONER MEDICAL SVCS	888	525	2,000	2,000	2,000	2,000
001-0750-412.31-85	WITNESS/JURY FEES	226	406	700	700	700	700
<b>* OFFICIAL/ADMINISTRATIVE</b>		5,631	10,871	8,700	8,700	8,700	8,700
00-0750-412.32-30	COURT APPT ATTORNEY FEES	16,811	17,242	19,000	19,000	19,000	19,000
<b>* PROFESSIONAL SERVICES</b>		16,811	17,242	19,000	19,000	19,000	19,000
001-0750-412.33-15	INTERPRETOR FEES	2,744	3,168	2,500	2,500	2,500	2,500
<b>* OTHER PROFESSIONAL</b>		2,744	3,168	2,500	2,500	2,500	2,500
001-0750-412.34-40	SOFTWARE MAINTENANCE	830	785	733	755	755	755
<b>* TECHNICAL SERVICES</b>		830	785	733	755	755	755
001-0750-412.43-40	OFFICE EQUIPMENT	1,115	0	650	650	650	650
<b>* REPAIRS AND MAINTENANCE</b>		1,115	0	650	650	650	650
001-0750-412.53-20	POSTAGE	1,926	1,457	3,000	2,500	2,500	4,000
001-0750-412.53-30	TELEPHONE	989	766	1,050	1,050	1,050	1,050
<b>* COMMUNICATIONS</b>		2,915	2,223	4,050	3,550	3,550	5,050
001-0750-412.58-10	TRAVEL, FOOD & LODGING	281	324	500	750	750	750
001-0750-412.58-50	TRAINING AND CONFERENCES	320	285	285	300	300	300
001-0750-412.58-70	MEMBERSHIPS/DUES/SUBS	145	175	175	175	175	175
<b>* TRAINING AND TRAVEL</b>		746	784	960	1,225	1,225	1,225

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
LEGAL AND JUDICIAL**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
001-0750-412.60-10	OFFICE SUPPLIES	1,225	1,319	1,000	1,200	1,200	1,200
<b>* SUPPLIES</b>		1,225	1,319	1,000	1,200	1,200	1,200
001-0750-412.64-10	BOOKS AND PERIODICALS	22	0	50	50	50	50
001-0750-412.64-80	COMPUTER SOFTWARE	0	0	5,000	0	0	0
<b>* BOOKS AND PERIODICALS</b>		22	0	5,050	50	50	50
001-0750-412.69-80	ASSETS <\$1000	0	0	0	600	600	600
<b>* OTHER MATERIALS/EXPENSES</b>		0	0	0	600	600	600
<b>** MATERIALS AND SERVICES</b>		32,039	36,392	42,643	38,230	38,230	39,730
001-0750-412.74-40	OFFICE EQUIPMENT	0	370	0	0	0	0
001-7500-412.74-60	VOICE/DATA NETWORK EQUIP	0	0	13,000	0	0	0
<b>* MACHINERY AND EQUIPMENT</b>		0	370	13,000	0	0	0
<b>** CAPITAL OUTLAY</b>		0	370	13,000	0	0	0
<b>*** JUDICIAL</b>		100,780	109,909	129,353	114,139	114,139	115,639
<b>**** LEGAL AND JUDICIAL</b>		249,540	275,859	299,793	276,970	287,470	288,970

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

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**Fund: General Fund (001)**  
**Department: Finance (0900)**  
**Program: Finance (415)**

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**Mission**

Provide the finest in financial information, projections and support services to the City Staff, its governing body and external users in support of their decision-making processes. Aggressively respond to the needs of City staff in their quest to provide quality services, and in their efforts to use the City's available resources in the best interest of all involved. Create and maintain a computer based "Enterprise Network" for all City departments to use. Create and maintain the City "Website" with all public information and allow for utility payments through the City website.

**Description**

The Finance Department is charged with a wide variety of tasks including coordination of the City's annual budget and audit processes, grant administration, as well as the general administrative functions such as payroll, cash receipts, fixed assets, accounts payables, accounts receivables, and general ledger. The Department also processes all utility billing and collections for the City's water and wastewater utilities in a separate cost center (0950). The Finance Department prepares a wide range of internal and external financial reports for use by other organizations, City Council and its commissions, and City staff as well as the general citizenship. This department maintains the primary Financial/Court computer system server, and other computer servers for all users. We also maintain all accounting ledgers for the Urban Renewal District, Promotion funds, and the QLIFE separate from City accounting ledgers.

**2004-2005 Goals, Projects and Highlights**

- Adding additional City information to the home page of the City enabling easier access to our information over the "Internet". Finance will be the coordinator and be responsible for maintenance of this access. We will also provide access to pay for utility bills through the Internet with credit/debit cards.
- Continued training of personnel on maintaining and operating the new network servers for both data and voice systems.
- Continue to partner with all departments to complete the implementation and training of the HTE financial computer software.
- Purchase the necessary computer equipment and software to enable the backup of all City owned PC's and file servers.

**2003-2004 Accomplishments/Comments**

- Replacement of the discontinued office automation of IBM by a new product from HTE. This requires a re-writing of all documents produced by the HTE applications (utility bills, AR statements, collection letters, court letters, etc.).



- Continued training of personnel on maintaining and operating the new network servers for both data and voice systems.
- Continue to partner with all departments to complete the implementation and training of the HTE financial computer software.
- Creating the attachment to the QLIFE network enabling the video arraignment software package to be installed in the Court facility.

### **Major Issues to be resolved in the next 5 years**

- With the increasing costs and limited financial resources we need to review all uses of public monies across all funds and departments. A list of revenue enhancements and possible cost cutting measures needs to be created and discussed as our costs are outgrowing are ability to pay for them.
- Creating and updating public access to information held by the City for use by the public or other business entities.
- Continue to explore new funding mechanisms and economies to be gained through consolidation and cooperation with other government and public agencies.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
FINANCE**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>FINANCE</b>							
001-0900-415.11-00	REGULAR SALARIES	115,798	120,590	130,793	136,894	136,894	136,894
<b>* REGULAR SALARIES</b>		115,798	120,590	130,793	136,894	136,894	136,894
001-0900-415.13-00	OVERTIME SALARIES	2,841	4,246	4,767	5,398	5,398	5,398
<b>* OVERTIME SALARIES</b>		2,841	4,246	4,767	5,398	5,398	5,398
001-0900-415.21-10	MEDICAL INSURANCE	16,751	16,923	18,877	21,896	21,896	21,896
001-0900-415.21-20	L-T DISABILITY INSURANCE	454	486	523	603	603	603
001-0900-415.21-30	LIFE INSURANCE	110	104	110	110	110	110
001-0900-415.21-40	WORKERS COMP INSURANCE	295	461	463	481	481	481
<b>* INSURANCE BENEFITS</b>		17,610	17,974	19,973	23,090	23,090	23,090
001-0900-415.22-00	FICA	9,041	9,652	10,370	10,885	10,885	10,885
<b>* FICA</b>		9,041	9,652	10,370	10,885	10,885	10,885
001-0900-415.23-00	RETIREMENT CONTRIBUTIONS	10,904	10,309	14,583	18,481	18,481	18,481
<b>* RETIREMENT CONTRIBUTIONS</b>		10,904	10,309	14,583	18,481	18,481	18,481
<b>** PERSONNEL SERVICE</b>		<b>156,194</b>	<b>162,771</b>	<b>180,486</b>	<b>194,748</b>	<b>194,748</b>	<b>194,748</b>
001-0900-415.31-10	CONTRACTUAL SERVICES	0	0	4,800	5,000	5,000	5,000
001-0900-415.31-20	ACCOUNTING/ADVISORY SVCS	5,225	1,000	1,000	1,000	1,000	1,000
<b>* OFFICIAL/ADMINISTRATIVE</b>		5,225	1,000	5,800	6,000	6,000	6,000
001-0900-415.34-30	COMPUTER SERVICES	20,149	20,620	20,200	22,500	26,500	26,500
001-0900-415.34-40	SOFTWARE MAINTENANCE	3,480	5,649	7,825	7,200	7,200	7,200
<b>* TECHNICAL SERVICES</b>		23,629	26,269	28,025	29,700	33,700	33,700
001-0900-415.43-20	COMPUTERS	1,103	7,129	11,925	13,398	13,398	13,398
001-0900-415.43-40	OFFICE EQUIPMENT	1,133	940	2,000	1,600	1,600	1,600
<b>* REPAIRS AND MAINTENANCE</b>		2,236	8,069	13,925	14,998	14,998	14,998
001-0900-415.44-20	RENTAL OF EQUIPMENT	2,530	3,288	3,290	3,290	3,290	3,290
001-0900-415.44-30	LEASE OF COMPUTER	0	0	0	0	12,000	12,000
<b>* RENTAL COSTS</b>		2,530	3,288	3,290	3,290	15,290	15,290
001-0900-415.53-20	POSTAGE	2,407	1,259	3,500	3,000	3,000	3,000
001-0900-415.53-30	TELEPHONE	6,445	2,149	3,500	3,000	3,000	3,000
001-0900-415.53-40	LEGAL NOTICES	1,130	652	1,500	1,250	1,250	1,250
<b>* COMMUNICATIONS</b>		9,982	4,060	8,500	7,250	7,250	7,250
001-0900-415.54-00	ADVERTISING	0	1,165	0	0	0	0
<b>* ADVERTISING</b>		0	1,165	0	0	0	0
001-0900-415.55-00	PRINTING & BINDING	0	0	1,000	1,000	1,000	1,000
<b>* PRINTING &amp; BINDING</b>		0	0	1,000	1,000	1,000	1,000
001-0900-415.58-10	TRAVEL, FOOD & LODGING	3,403	3,003	4,000	4,000	4,000	4,000
001-0900-415.58-50	TRAINING AND CONFERENCES	4,115	9,635	9,000	9,000	9,000	9,000
001-0900-415.58-70	MEMBERSHIPS/DUES/SUBS	1,779	1,675	2,250	2,000	2,000	2,000
<b>* TRAINING AND TRAVEL</b>		9,297	14,313	15,250	15,000	15,000	15,000
001-0900-415.60-10	OFFICE SUPPLIES	7,778	8,244	8,000	7,500	7,500	7,500
<b>* SUPPLIES</b>		7,778	8,244	8,000	7,500	7,500	7,500
001-0900-415.64-80	COMPUTER SOFTWARE	6,620	9,250	1,000	1,500	1,500	1,500
<b>* BOOKS AND PERIODICALS</b>		6,620	9,250	1,000	1,500	1,500	1,500
001-0900-415.69-50	MISCELLANEOUS EXPENSES	866	841	1,000	1,000	1,000	1,000
001-0900-415.69-80	ASSETS <\$1000	413	315	1,000	1,000	1,000	1,000

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**FINANCE**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>* OTHER MATERIALS/EXPENSES</b>		1,279	1,156	2,000	2,000	2,000	2,000
<b>** MATERIALS AND SERVICES</b>		<b>68,576</b>	<b>76,814</b>	<b>86,790</b>	<b>88,238</b>	<b>104,238</b>	<b>104,238</b>
001-0900-415.74-50	COMPUTER EQUIPMENT	8,465	10,092	0	68,000	18,000	18,000
001-0900-415.74-60	VOICE/DATA NETWORK EQUIP	17,929	66,599	20,000	4,700	4,700	4,700
<b>* MACHINERY AND EQUIPMENT</b>		26,394	76,691	20,000	72,700	22,700	22,700
<b>** CAPITAL OUTLAY</b>		<b>26,394</b>	<b>76,691</b>	<b>20,000</b>	<b>72,700</b>	<b>22,700</b>	<b>22,700</b>
<b>** FINANCE</b>		<b>251,164</b>	<b>316,276</b>	<b>287,276</b>	<b>355,686</b>	<b>321,686</b>	<b>321,686</b>
<b>FINANCE-UTILITY BILLING</b>							
001-0950-415.11-00	REGULAR SALARIES	45,748	47,820	50,622	53,382	53,382	53,382
<b>* REGULAR SALARIES</b>		45,748	47,820	50,622	53,382	53,382	53,382
001-0950-415.13-00	OVERTIME SALARIES	1,927	2,443	4,015	4,676	4,676	4,676
<b>* OVERTIME SALARIES</b>		1,927	2,443	4,015	4,676	4,676	4,676
001-0950-415.21-10	MEDICAL INSURANCE	4,074	6,191	7,283	11,307	11,307	11,307
001-0950-415.21-20	L-T DISABILITY INSURANCE	114	120	127	133	133	133
001-0950-415.21-30	LIFE INSURANCE	73	73	73	73	73	73
001-0950-415.21-40	WORKERS COMP INSURANCE	87	183	216	230	230	230
<b>* INSURANCE BENEFITS</b>		4,348	6,567	7,699	11,743	11,743	11,743
001-0950-415.-22-00	FICA	3,551	3,845	4,180	4,441	4,441	4,441
<b>* FICA</b>		3,551	3,845	4,180	4,441	4,441	4,441
001-0950-415.23-00	RETIREMENT CONTRIBUTIONS	5,668	6,456	6,834	7,207	7,207	7,207
<b>* RETIREMENT CONTRIBUTIONS</b>		5,668	6,456	6,834	7,207	7,207	7,207
<b>** PERSONNEL SERVICE</b>		<b>61,242</b>	<b>67,131</b>	<b>73,350</b>	<b>81,449</b>	<b>81,449</b>	<b>81,449</b>
001-0950-415.31-10	CONTRACTUAL SERVICES	0	0	0	120	120	120
<b>* OFFICIAL/ADMINISTRATIVE</b>		0	0	0	120	120	120
001-0950-415.34-30	COMPUTER SERVICES	0	0	2,600	5,000	5,000	5,000
001-0950-415.34-40	SOFTWARE MAINTENANCE	3,076	4,860	5,200	7,012	7,012	7,012
<b>* TECHNICAL SERVICES</b>		3,076	4,860	7,800	12,012	12,012	12,012
001-0950-415.43-20	COMPUTERS	0	0	500	500	500	500
001-0950-415.43-40	OFFICE EQUIPMENT	0	210	500	500	500	500
<b>* REPAIRS AND MAINTENANCE</b>		0	210	1,000	1,000	1,000	1,000
001-0950-415.53-20	POSTAGE	15,058	16,723	17,300	17,300	17,300	17,300
001-0950-415.53-30	TELEPHONE	0	2,240	3,500	3,000	3,000	3,000
<b>* COMMUNICATIONS</b>		15,058	18,963	20,800	20,300	20,300	20,300
001-0950-415.58-10	TRAVEL, FOOD & LODGING	958	497	500	500	500	500
001-0950-415.58-50	TRAINING AND CONFERENCES	3,207	1,170	1,250	1,000	1,000	1,000
<b>* TRAINING AND TRAVEL</b>		4,165	1,667	1,750	1,500	1,500	1,500
001-0950-415.60-10	OFFICE SUPPLIES	3,087	3,732	3,500	3,750	3,750	3,750
<b>* SUPPLIES</b>		3,087	3,732	3,500	3,750	3,750	3,750
001-0950-415.64-80	COMPUTER SOFTWARE	14,400	10,000	5,000	5,000	5,000	5,000
<b>* BOOKS AND PERIODICALS</b>		14,400	10,000	5,000	5,000	5,000	5,000

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**FINANCE**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
001-0950-415.69-50	MISCELLANEOUS EXPENSES	355	906	1,000	1,000	1,000	1,000
001-0950-415.69-70	CASH SHORT/LONG	85	-102	100	100	100	100
001-0950-415.69-80	ASSETS <\$500	413	310	1,000	1,000	1,000	1,000
<b>* OTHER MATERIALS/EXPENSES</b>		<b>853</b>	<b>1,114</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>
<b>** MATERIALS AND SERVICES</b>		<b>40,639</b>	<b>40,546</b>	<b>41,950</b>	<b>45,782</b>	<b>45,782</b>	<b>45,782</b>
001-0950-415.74-40	OFFICE EQUIPMENT	0	4,538	0	0	0	0
001-0950-415.74-50	COMPUTER EQUIPMENT	0	1,803	5,000	2,500	2,500	2,500
<b>* MACHINERY AND EQUIPMENT</b>		<b>0</b>	<b>6,341</b>	<b>5,000</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>** CAPITAL OUTLAY</b>		<b>0</b>	<b>6,341</b>	<b>5,000</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>*** UTILITY BILLING</b>		<b>101,881</b>	<b>114,018</b>	<b>120,300</b>	<b>129,731</b>	<b>129,731</b>	<b>129,731</b>
<b>**** FINANCE</b>		<b>353,045</b>	<b>430,294</b>	<b>407,576</b>	<b>485,417</b>	<b>451,417</b>	<b>451,417</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

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**Fund:** General (001)

**Department:** Personnel (10)

**Program:** Personnel (416)

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**Mission**

Provide responsive Human Resource management services for the City.

**Description**

The position of Personnel Director was eliminated from the 1997-98 budget. The City contracted with Wasco County for most human resource activities. The City Clerk assumed the position of City staff liaison with Wasco County. All departments assumed some personnel function previously managed by the Personnel Department. The City also has a Benefits Agent of Record who manages our benefit plans.

Staff proposes to continue with the current human resources program, contracting with Wasco County. The proposed budget includes a very modest increase to the contract.

**2004-05 Goals, Projects and Highlights**

- Review and update all job descriptions
- Implement Employee Recognition Program
- Review Roles and Responsibilities Regarding Personnel Responsibilities
- Conduct Retirement Fund and Open Enrollment Meetings for employees
- Investigate Implementation of a City Wellness Program

**2003-04 Accomplishments/Comments**

- Negotiated a collective bargaining agreement with General Employee (SEIU) Union
- Developed Components of an Employee Wellness Program

**Major Issues to be Resolved in Next 5 Years**

- Review employee benefits with respect to emerging health care issues.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
PERSONNEL**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
001-1000-416.34-50	SPECIAL STUDIES & REPORTS	605	0	1,500	1,000	1,000	1,000
<b>* TECHNICAL SERVICES</b>		605	0	1,500	1,000	1,000	1,000
001-1000-416.39-00	OTHER CONTRACTUAL SVCS	15,808	16,204	16,690	17,107	17,107	17,107
001-1000-416.39-10	OTHER LEGAL SERVICES	252	2,022	3,000	3,000	3,000	3,000
<b>* OTHER CONTRACTUAL SVCS</b>		16,060	18,226	19,690	20,107	20,107	20,107
001-1000-416.50-60	EMPLOYEE RELATIONS	710	2,140	2,500	2,600	2,600	2,600
<b>* OTHER PURCHASED SVCS</b>		710	2,140	2,500	2,600	2,600	2,600
001-1000-416.53-20	POSTAGE	92	19	150	150	150	150
001-1000-416.53-30	TELEPHONE	0	0	50	50	50	50
<b>* COMMUNICATIONS</b>		92	19	200	200	200	200
001-1000-416.60-10	OFFICE SUPPLIES	6	114	300	300	300	300
001-1000-416.60-90	OTHER SUPPLIES	396	68	300	200	200	200
<b>* SUPPLIES</b>		402	182	600	500	500	500
001-1000-416.64-10	BOOKS AND PERIODICALS	0	0	300	300	300	300
<b>* BOOKS AND PERIODICALS</b>		0	0	300	300	300	300
001-1000-416.69-50	MISCELLANEOUS EXPENSES	0	0	300	300	300	300
<b>* OTHER MATERIALS/EXPENSES</b>		0	0	300	300	300	300
<b>** MATERIALS AND SERVICES</b>		17,869	20,567	25,090	25,007	25,007	25,007
<b>*** PERSONNEL</b>		17,869	20,567	25,090	25,007	25,007	25,007

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

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**Fund:** General Fund (001)

**Department:** Community Development (1100)

**Program:** Community Development (421)

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**Mission**

“PREPARING FOR THE FUTURE” a long-standing mission carried out for the benefit of this community’s citizens and future generations through:

- Responsive, accurate, consistent, helpful and honest service to our citizens and customers.
- Aggressively pursuing meaningful citizen involvement in all planning endeavors.
- Active staff support for our citizen volunteers serving on the Planning Commission, Historic Landmarks Commission, Urban Renewal, and Ad Hoc Committees.
- Determined implementation of adopted plans, programs and policies.
- Helping to foster a climate of cooperation among City personnel, local citizens, special interest groups, and State and Federal agencies.

**Description**

The Community Development Department is responsible for:

- Current and Long Range Planning within the entire Urban Growth Boundary
- Right-of-Way Coordination
- Code Enforcement Coordination
- Historic Landmarks Program
- Urban Renewal Program
- Enterprise Zone Program
- Airport Staff Support
- Other special projects as assigned.

There are four positions budgeted: Director, Senior Planner, Planner, and Administrative Secretary. No RARE planner is budgeted for the coming year. One of the part-time code enforcement officers is located in, and works directly with, this Department.

**2004-05 Goals, Projects and Highlights**

- The primary goal of the Department will continue to be serving citizens in the most professional manner possible. The Department's mission statement will continue to serve as the guiding principle for all actions.
- The Land Use and Development Ordinance (LUDO) amendments will be developed and processed through the Planning Commission and City Council with ample opportunity for citizen involvement.
- The Urban Services Analysis project will be completed and implemented.
- The City sign ordinance will be rewritten as a chapter in the Land Use and Development Ordinance.
- The Local Street Network Plan will be completed and implemented.
- Ongoing amendments to the Land Use and Development Ordinance and the Comprehensive Land Use Plan will be tracked and forwarded as needed. One major LUDO amendment has been budgeted for the coming year (Measure 56 super notice costs).
- The Geographic Information System (GIS) will continue to be developed and refined as the Looking Glass software is utilized. Public access to the GIS will increase as the system refinements continue.
- Other ongoing work will include timely processing of building permits, development reviews, and a continued emphasis on right-of-way planning and urban growth area planning.
- The Certified Local Government, Historic Preservation Program work will continue, as well as grant work related to historic preservation efforts and other special projects.
- Management of the Columbia Gateway Urban Renewal Program and Advisory Committee support.
- The Enterprise Zone program will continue to be administered through the Department and be promoted to new and expanding, qualified businesses.

### **2003-04 Accomplishments / Comments**

- Continued development of the City's Geographic Information System (GIS) and initiated in-house mapping capability.
- Staff continued to be active in support of the Planning Commission, Historic Landmarks Commission, Site (Development) Review Team, Urban Renewal Agency and Advisory Committee, and other community groups and Ad Hoc committees. Many hours per week are dedicated to helping these groups function properly and to carry out their role in the decision making process.
- In both current and long range planning efforts, coordination with other City departments, citizens, special interests groups, and State and Federal agencies have been given much attention. This is an ongoing effort, and the relationships developed over the years have continued to be strong.
- The Department continued to provide planning services to the County Planning and Economic Development Department within the Urban Growth Area, to City Public Works within the rights-of-way, and to the Urban Renewal Agency.



- The Department continued to provide administrative support to the Columbia Gorge Regional Airport.
- On-going coordination with both code enforcement officers has been a major focus of effort. Consistent enforcement of planning ordinances creates the ability to be effective and gives creditability to the entire planning effort.

### **Major issues to be resolved in the next 5 years**

- Update the Comprehensive Land Use Plan.
- Create the Land Use Needs and Location Analysis, planning project.
- Scenic Area Boundary and Urban Growth Boundary amendments.
- Development of major Urban Renewal projects.
- Maintain the Certified Local Government status of the Historic Landmarks Commission.
- Implementation of all the various master plans.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
COMMUNITY DEVELOPMENT**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>PLANNING</b>							
001-1100-417.11-00	REGULAR SALARIES	122,312	146,338	167,416	175,792	175,792	174,114
<b>* REGULAR SALARIES</b>		122,312	146,338	167,416	175,792	175,792	174,114
001-1100-417.12-00	PARTTIME/TEMP SALARIES	320	3,908	0	0	0	0
<b>* PARTTIME/TEMP SALARIES</b>		320	3,908	0	0	0	0
001-1100-417.13-00	OVERTIME SALARIES	3,841	2,622	3,618	1,933	1,933	1,961
<b>* OVERTIME SALARIES</b>		3,841	2,622	3,618	1,933	1,933	1,961
001-1100-417.21-10	MEDICAL INSURANCE	20,047	24,210	25,926	31,034	31,034	37,355
001-1100-417.21-20	L-T DISABILITY INSURANCE	531	611	717	752	752	745
001-1100-417.21-30	LIFE INSURANCE	116	131	139	139	139	139
001-1100-417.21-40	WORKERS COMP INSURANCE	313	714	797	782	782	776
<b>* INSURANCE BENEFITS</b>		21,007	25,666	27,579	32,707	32,707	39,015
001-1100-417.22-00	FICA	9,455	11,345	13,084	13,596	13,596	13,470
<b>* FICA</b>		9,455	11,345	13,084	13,596	13,596	13,470
001-1100-417.23-00	RETIREMENT CONTRIBUTION	9,541	16,498	19,024	23,732	23,732	17,307
<b>* RETIREMENT CONTRIBUTIONS</b>		9,541	16,498	19,024	23,732	23,732	17,307
001-1100-417.29-00	OTHER EMPLOYEE BENEFITS	161	155	120	120	120	120
<b>* OTHER EMPLOYEE BENEFITS</b>		161	155	120	120	120	120
<b>** PERSONNEL SERVICE</b>		<b>166,637</b>	<b>206,532</b>	<b>230,841</b>	<b>247,880</b>	<b>247,880</b>	<b>245,987</b>
001-1100-417.31-10	CONTRACTUAL SERVICES	20,598	188	192	700	18,200	18,200
<b>* OFFICIAL/ADMINISTRATIVE</b>		20,598	188	192	700	18,200	18,200
001-1100-417.34-30	COMPUTER SERVICES	55	0	0	0	0	0
001-1100-417.34-40	SOFTWARE MAINTENANCE	0	0	787	828	828	828
<b>* OTHER PROFESSIONAL</b>		55	0	787	828	828	828
001-1100-417.35-40	BASE MAPPING	0	0	500	0	0	0
001-1100-417.35-60	FILING FEES	0	0	200	100	100	100
<b>* PLANNING SERVICES</b>		0	0	700	100	100	100
001-1100-417.39-00	OTHER CONTRACTUAL SVCS	26,742	8,864	6,250	4,000	4,000	4,000
<b>* OTHER CONTRACTUAL SVCS</b>		26,742	8,864	6,250	4,000	4,000	4,000
001-1100-417.43-20	COMPUTERS	125	0	500	400	400	400
001-1100-417.43-30	SOFTWARE MAINTENANCE	0	500	0	0	0	0
001-1100-417.43-40	OFFICE EQUIPMENT	877	1,424	1,500	1,000	1,000	1,000
001-1100-417.43-50	VEHICLES	165	57	500	325	325	325
001-1100-417.43-51	GAS/OIL/DIESEL/LUBRICANT	251	291	400	350	350	350
001-1100-417.43-52	TIRES AND TIRE REPAIRS	0	45	0	50	50	50
<b>* REPAIRS AND MAINTENANCE</b>		1,418	2,317	2,900	2,125	2,125	2,125
001-1100-417.53-20	POSTAGE	3,107	2,350	5,105	4,000	4,000	4,000
001-1100-417.53-30	TELEPHONE	3,452	2,902	3,500	2,750	2,750	2,750
001-1100-417.53-40	LEGAL NOTICES	3,541	359	600	500	500	500
<b>* COMMUNICATIONS</b>		10,100	5,611	9,205	7,250	7,250	7,250
001-1100-417.54-00	ADVERTISING	966	858	300	300	300	300
<b>* ADVERTISING</b>		966	858	300	300	300	300
001-1100-417.55-00	PRINTING AND BINDING	952	797	2,000	1,500	1,500	1,500
<b>* PRINTING AND BINDING</b>		952	797	2,000	1,500	1,500	1,500
001-1100-417.57-00	PERMITS	900	900	900	900	900	900
<b>* PERMITS</b>		900	900	900	900	900	900
001-1100-417.58-10	TRAVEL, FOOD & LODGING	1,165	765	1,500	1,200	1,200	1,200
001-1100-417.58-50	TRAINING AND CONFERENCE	708	1,291	1,500	1,500	1,500	1,500
001-1100-417.58-70	MEMBERSHIPS/DUES/SUBS	942	1,305	1,450	1,400	1,400	1,400
<b>* TRAINING AND TRAVEL</b>		2,815	3,361	4,450	4,100	4,100	4,100

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
COMMUNITY DEVELOPMENT**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
001-1100-417.60-10	OFFICE SUPPLIES	2,387	3,162	4,300	3,800	3,800	3,800
001-1100-417.60-85	SPECIAL DEPT SUPPLIES	-6	30	0	0	0	0
<b>* SUPPLIES</b>		<b>2,381</b>	<b>3,192</b>	<b>4,300</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>
001-1100-417.64-10	BOOKS AND PERIODICALS	601	656	750	750	750	750
001-1100-417.64-80	COMPUTER SOFTWARE	759	10,286	2,000	3,500	3,500	3,500
<b>* BOOKS AND PERIODICALS</b>		<b>1,360</b>	<b>10,942</b>	<b>2,750</b>	<b>4,250</b>	<b>4,250</b>	<b>4,250</b>
001-1100-417.69-50	MISCELLANEOUS EXPENSES	39	0	100	100	100	100
<b>* OTHER MATERIALS/EXPENSES</b>		<b>39</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>** MATERIALS AND SERVICES</b>		<b>68,326</b>	<b>37,090</b>	<b>34,894</b>	<b>29,953</b>	<b>47,453</b>	<b>47,453</b>
001-1100-417.74-40	OFFICE EQUIPMENT	745	2,463	0	0	0	0
001-1100-417.74-50	COMPUTER EQUIPMENT	3,239	0	0	3,750	3,750	3,750
<b>* MACHINERY AND EQUIPMENT</b>		<b>3,984</b>	<b>2,463</b>	<b>0</b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>
<b>** CAPITAL OUTLAY</b>		<b>3,984</b>	<b>2,463</b>	<b>0</b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>
<b>** PLANNING</b>		<b>238,947</b>	<b>246,035</b>	<b>265,675</b>	<b>281,583</b>	<b>299,083</b>	<b>297,190</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

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**Fund:** General Fund (110)  
**Department:** Police (013)  
**Program:** Public Safety (417)

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**Mission:**

“STRIVE FOR EXCELLENCE”

**Description**

The Police Department is responsible for the public safety within the city limits of the City of The Dalles. Services include but are not limited to:

- Protection of life and property
- The detection and apprehension of offenders
- Enforcement of state laws, city ordinances, and traffic laws

**Non-enforcement programs include:**

- Crime Prevention
- Neighborhood Watch
- Police Reserves
- College practicum program

The department works very closely with other law enforcement agencies in the area as well as the Council and other City departments. The department's working relationship with other local law enforcement agencies is one of the finest in the state.

**2004-2005 Goals, Projects and Highlights**

- Continuance of good interagency relationships
- Enhance training
- Update department policies and procedures
- Maintain fully staffed department

**Major Issues to be resolved in the next five years**

- Better retention of personnel

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**POLICE**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>POLICE</b>							
001-1300-421.11-00	REGULAR SALARIES	897,880	914,606	927,578	929,356	929,356	929,356
<b>* REGULAR SALARIES</b>		897,880	914,606	927,578	929,356	929,356	929,356
001-1300-421.12-00	PARTTIME/TEMP SALARIES	4,394	11,063	7,000	8,190	8,190	8,190
<b>* PARTTIME/TEMP SALARIES</b>		4,394	11,063	7,000	8,190	8,190	8,190
001-1300-421.13-00	OVERTIME SALARIES	50,112	70,823	60,000	55,000	55,000	55,000
001-1300-421.13-10	DUI OVERTIME SALARIES	9,145	5,133	6,000	6,000	6,000	6,000
<b>* OVERTIME SALARIES</b>		59,257	75,956	66,000	61,000	61,000	61,000
001-1300-421.14-00	EMPLOYEE SICK LEAVE REDEM	803	0	1,000	0	0	0
<b>* EMPLOYEE SICK LEAVE REDEM</b>		803	0	1,000	0	0	0
001-1300-421.21-10	MEDICAL INSURANCE	113,171	125,322	141,813	166,689	166,689	166,689
001-1300-421.21-20	L-T DISABILITY INSURANCE	2,821	2,806	2,919	3,037	3,037	3,037
001-1300-421.21-30	LIFE INSURANCE	784	753	750	771	771	771
001-1300-421.21-40	WORKERS COMP INSURANCE	16,550	45,606	48,044	51,088	51,088	51,088
<b>* INSURANCE BENEFITS</b>		133,326	174,487	193,526	221,585	221,585	221,585
001-1300-421.22-00	FICA	73,555	76,156	76,238	76,465	76,465	76,465
<b>* FICA</b>		73,555	76,156	76,238	76,465	76,465	76,465
001-1300-421.23-00	RETIREMENT CONTRIBUTIONS	146,010	136,089	174,957	201,004	201,004	201,004
<b>* RETIREMENT CONTRIBUTIONS</b>		146,010	136,089	174,957	201,004	201,004	201,004
001-1300-421.29-00	OTHER EMPLOYEE BENEFITS	151	220	180	180	180	180
<b>* OTHER EMPLOYEE BENEFITS</b>		151	220	180	180	180	180
<b>** PERSONNEL SERVICE</b>		<b>1,315,376</b>	<b>1,388,577</b>	<b>1,446,479</b>	<b>1,497,780</b>	<b>1,497,780</b>	<b>1,497,780</b>
001-1300-421.31-10	CONTRACTUAL SERVICES	722	863	1,000	1,000	1,000	1,000
001-1300-421.31-40	WASCO CO COMMUNICATIONS	173,814	155,270	181,404	192,920	192,920	192,920
001-1300-421.31-70	RECRUITING EXPENSES	2,689	1,675	3,000	3,000	3,000	3,000
<b>* OFFICIAL/ADMINISTRATIVE</b>		177,225	157,808	185,404	196,920	196,920	196,920
001-1300-421.33-15	INTERPRETOR FEES	115	0	400	400	400	400
001-1300-421.33-40	TOWING SERVICES	1,751	4,226	2,000	3,000	3,000	3,000
001-1300-421.33-70	CUSTODIAL MEDICAL EXPENSE	115	0	500	500	500	500
<b>* OTHER PROFESSIONAL</b>		1,981	4,226	2,900	3,900	3,900	3,900
001-1300-421.34-40	COMPUTER SERVICES	0	100	0	0	0	0
001-1300-421.34-40	SOFTWARE MAINTENANCE	3,861	3,884	4,000	4,000	4,000	4,000
<b>* TECHNICAL SERVICES</b>		3,861	3,984	4,000	4,000	4,000	4,000
001-1300-421.41-10	WATER & SEWER	474	466	575	575	575	575
001-1300-421.41-20	GARBAGE SERVICES	911	933	975	1,050	1,050	1,050
001-1300-421.41-40	ELECTRICITY	5,925	6,188	6,500	7,000	7,000	7,000
<b>* UTILITY SERVICES</b>		7,310	7,587	8,050	8,625	8,625	8,625
001-1300-421.43-10	BUILDINGS AND GROUNDS	4,121	3,755	5,000	5,000	5,000	5,000
001-1300-421.43-20	COMPUTERS	927	3,325	3,200	3,200	3,200	3,200
001-1300-421.43-30	RADIO EQUIPMENT	3,629	2,775	4,000	4,500	4,500	4,500
001-1300-421.43-40	OFFICE EQUIPMENT	475	1,393	2,000	2,000	2,000	2,000
001-1300-421.43-50	VEHICLES	10,116	11,959	14,000	15,000	15,000	15,000
001-1300-421.43-51	GAS/OIL/DIESEL/LUBRICANTS	13,961	16,993	19,000	22,000	22,000	22,000
001-1300-421.43-52	TIRES AND TIRE REPAIRS	4,253	4,869	5,000	5,500	5,500	5,500
001-1300-421.43-75	ELEVATOR MAINTENANCE	2,142	1,903	2,500	2,500	2,500	2,500

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**POLICE**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
001-1300-421.43-77	HVAC SYSTEMS	131	0	2,500	500	500	500
<b>* REPAIRS AND MAINTENANCE</b>		39,755	46,972	57,200	60,200	60,200	60,200
001-1300-421.50-40	HEPATITIS PROGRAM	168	573	500	500	500	500
<b>* OTHER PURCHASED SERVICES</b>		168	573	500	500	500	500
001-1300-421.53-20	POSTAGE	1,637	2,132	3,500	3,000	3,000	3,000
001-1300-421.53-30	TELEPHONE	12,987	9,463	10,000	10,000	10,000	10,000
<b>* COMMUNICATIONS</b>		14,624	11,595	13,500	13,000	13,000	13,000
001-1300-421.54-00	ADVERTISING	247	246	200	300	300	300
<b>* ADVERTISING</b>		247	246	200	300	300	300
001-1300-421.56-00	MICROFILMING	1,333	1,140	2,000	2,000	2,000	2,000
<b>* MICROFILMING</b>		1,333	1,140	2,000	2,000	2,000	2,000
001-1300-421.58-50	TRAINING AND CONFERENCES	8,680	9,739	10,000	11,000	11,000	11,000
001-1300-421.58-70	MEMBERSHIPS/DUES/SUBS	255	480	500	500	500	500
<b>* TRAINING AND TRAVEL</b>		8,935	10,219	10,500	11,500	11,500	11,500
001-1300-421.59-10	SERTTEAM	3,236	3,336	3,500	3,500	3,500	3,500
001-1300-421.59-15	RESERVES	1,332	2,690	1,500	1,500	1,500	1,500
001-1300-421.59-20	EXPLORER PROGRAM	1,254	157	0	0	0	0
001-1300-421.59-25	CRIME PREVENTION	1,459	582	1,500	1,500	1,500	1,500
<b>* VOLUNTEER ACTIVITIES</b>		7,281	6,765	6,500	6,500	6,500	6,500
001-1300-421.60-10	OFFICE SUPPLIES	3,246	2,832	4,000	4,000	4,000	4,000
001-1300-421.60-20	JANITORIAL SUPPLIES	959	1,101	1,200	1,200	1,200	1,200
001-1300-421.60-65	AMMUNITION	4,878	4,988	5,500	5,500	5,500	5,500
001-1300-421.60-70	DRUG FORFEITURE ITEMS	2,217	5,060	5,000	5,000	5,000	5,000
001-1300-421.60-80	CLOTHING	10,563	10,749	10,000	11,000	11,000	11,000
001-1300-421.60-85	SPECIAL DEPT SUPPLIES	7,531	6,438	8,500	8,500	8,500	8,500
<b>* SUPPLIES</b>		29,394	31,168	34,200	35,200	35,200	35,200
001-1300-421.64-80	COMPUTER SOFTWARE	3,054	231	2,000	2,000	2,000	2,000
<b>* BOOKS AND PERIODICALS</b>		3,054	231	2,000	2,000	2,000	2,000
001-1300-421.65-00	LLEG EXPENDITURES	9,201	4,302	6,000	5,500	5,500	5,500
<b>* LLEG EXPENDITURES</b>		9,201	4,302	6,000	5,500	5,500	5,500
001-1300-421.69-80	ASSETS <\$1000	266	0	500	1,000	1,000	1,000
<b>* OTHER ASSETS/EXPENSES</b>		266	0	500	1,000	1,000	1,000
<b>** MATERIALS AND SERVICES</b>		<b>304,635</b>	<b>286,816</b>	<b>333,454</b>	<b>351,145</b>	<b>351,145</b>	<b>351,145</b>
001-1300-421.72-20	BUILDINGS	3,656	0	0	0	0	0
<b>* CAPITAL OUTLAY</b>		3,656	0	0	0	0	0
001-1300-421.74-20	VEHICLES	39,550	64,039	32,475	52,000	52,000	52,000
001-1300-421.74-40	OFFICE EQUIPMENT	640	800	1,300	0	0	0
001-1300-421.74-50	COMPUTER EQUIPMENT	7,900	4,000	5,000	0	0	0
001-1300-421.74-90	EQUIPMENT, OTHER	3,985	3,507	0	0	0	0
<b>* MACHINERY AND EQUIPMENT</b>		52,075	72,346	38,775	52,000	52,000	52,000
<b>** CAPITAL OUTLAY</b>		<b>55,731</b>	<b>72,346</b>	<b>38,775</b>	<b>52,000</b>	<b>52,000</b>	<b>52,000</b>
<b>*** POLICE</b>		<b>1,675,742</b>	<b>1,747,739</b>	<b>1,818,708</b>	<b>1,900,925</b>	<b>1,900,925</b>	<b>1,900,925</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

**Fund:** General Fund: (001)  
**Department:** City Hall (023)  
**Program:** Other (419)

**Mission:**

To provide for maintenance and preservation of the City's facilities, structures and grounds, including historic City Hall. The City values its heritage and is dedicated to preserving our historic assets.

**Description:**

The City hall Department accounts for annual repairs and maintenance to preserve not only the appearances of our facilities, but also the integrity of these structures. Expenditures from this department include normal repairs and maintenance line items for City Hall and other City-owned buildings. All insurance costs relating to general government services are recorded in this department. The Library insurance cost has been moved to that fund this year.

The operation and maintenance of the Transportation Center is budgeted in the City Hall Department as a separate division. The Transportation Center serves as the local depot for the Greyhound bus line and two local transportation programs operated by Mid-Columbia Council of Governments.

Annually we adjust the distribution of the time of the Maintenance Repair Technician to reflect the prior years actual. The budgeted distribution this year is the same as the last two years.

**Table #1**

<u>Fund</u>	<u>FY 2002-2003 Percentage</u>	<u>FY 2003-2004 Percentage</u>	<u>FY 2004-2005 Percentage</u>
State Office Bldg	30%	30%	30%
Library	15%	15%	15%
Airport	10%	10%	10%
City Hall, Police, Other	45%	45%	45%

**2004-2005 Goals, Projects and Highlights**

- Because of budget restraints we have eliminated the six-month part-time (30/week) laborer.
- Exterior restoration of City Hall is budgeted in the Capital Projects Fund.

- Revisit W 1<sup>st</sup> Street LID

### **2003-2004 Accomplishments/Comments**

- Implementation of a new Goal Setting process.
- Completion of Union Street Downtown Riverfront Connection.
- Completion of QLife Fiber Optic Loop.
- Lobbied successfully for two direct Federal Appropriations totaling \$700,000.
- Wastewater Treatment Plant Facility \$7 Million Bond for improvements.
- Increase General Fund Contingency to 6%.
- Sister City Program.
- Assisted the Community College in obtaining funding for nursing program.

### **Major Issues to be resolved in the next 5 years**

- Construction of a new Wastewater Treatment Plant.
- Water System Improvement.
- Adequate funding for street maintenance.
- Maintaining current General Fund services in tough economic times.



**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**CITY HALL**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>CITY HALL</b>							
001-2300-419.11-00	REGULAR SALARIES	14,557	15,467	16,622	17,401	17,401	17,401
<b>* REGULAR SALARIES</b>		14,557	15,467	16,622	17,401	17,401	17,401
001-2300-419.12-00	PARTTIME/TEMP SALARIES	1,901	1,809	0	0	5,200	5,200
<b>* PARTTIME/TEMP SALARIES</b>		1,901	1,809	0	0	5,200	5,200
001-2300-419.13-00	OVERTIME SALARIES	0	0	250	1,000	1,000	1,000
<b>* OVERTIME SALARIES</b>		0	0	250	1,000	1,000	1,000
001-2300-419.21-10	MEDICAL INSURANCE	0	1,277	1,639	1,921	1,921	1,921
001-2300-419.21-20	L-T DISABILITY INSURANCE	36	39	42	44	44	44
001-2300-419.21-30	LIFE INSURANCE	16	17	16	16	16	16
001-2300-419.21-40	WORKERS COMP INSURANCE	495	1,115	774	889	1,291	1,291
<b>* INSURANCE BENEFITS</b>		547	2,448	2,471	2,870	3,272	3,272
001-2300-419.22-00	FICA	1,259	1,322	1,291	1,408	1,806	1,806
<b>* FICA</b>		1,259	1,322	1,291	1,408	1,806	1,806
001-2300-419.23-00	RETIREMENT	1,961	2,088	2,244	2,349	2,349	2,349
<b>* RETIREMENT CONTRIBUTIONS</b>		1,961	2,088	2,244	2,349	2,349	2,349
<b>** PERSONNEL SERVICE</b>		<b>20,225</b>	<b>23,134</b>	<b>22,878</b>	<b>25,028</b>	<b>31,028</b>	<b>31,028</b>
001-2300-419.31-10	CONTRACTUAL SERVICES	370	60	70	72	72	72
<b>* ARCHITECTURAL SERVICES</b>		370	60	70	72	72	72
001-2300-419.41-10	WATER & SEWER	1,399	1,428	1,600	1,600	1,600	1,600
001-2300-419.41-20	GARBAGE SERVICES	678	217	700	500	500	500
001-2300-419.41-30	NATURAL GAS	194	157	200	200	200	200
001-2300-419.41-40	ELECTRICITY	10,859	11,624	13,000	13,200	13,200	13,200
<b>* UTILITY SERVICES</b>		13,130	13,426	15,500	15,500	15,500	15,500
001-2300-419.42-00	JANITORIAL SERVICES	13,480	15,541	16,674	17,779	17,779	17,779
<b>* JANITORIAL SERVICES</b>		13,480	15,541	16,674	17,779	17,779	17,779
001-2300-419.43-10	BUILDINGS AND GROUNDS	8,049	6,508	20,000	10,000	10,000	11,500
001-2300-419.43-16	KLINDT ANNEX	0	0	0	500	500	500
001-2300-419.43-45	JOINT USE OF LABOR/EQUIP	120	86	1,000	1,000	1,000	1,000
001-2300-419.43-50	VEHICLES	240	55	1,000	2,160	2,160	2,160
001-2300-419.43-51	GAS/OIL/DIESEL/LUBRICANTS	882	1,244	0	1,200	1,200	1,200
001-2300-419.43-52	TIRES AND TIRE REPAIRS	452	0	0	450	450	450
001-2300-419.43-72	ELECTRICAL SYSTEMS	16	457	500	500	500	500
001-2300-419.43-73	PLUMBING	3,186	0	500	500	500	500
001-2300-419.43-75	ELEVATORS	2,715	3,694	2,940	3,200	3,200	3,200
001-2300-419.43-77	HVAC SYSTEMS	1,318	7,995	500	500	500	500
001-2300-419.43-90	OTHER	43	0	0	0	0	0
<b>* REPAIRS AND MAINTENANCE</b>		17,021	20,039	26,440	20,010	20,010	21,510
001-2300-419.50-20	PEST CONTROL	0	0	500	500	500	500
<b>* OTHER PURCHASED SERVICES</b>		0	0	500	500	500	500
001-2300-419.52-10	LIABILITY	24,107	27,843	33,410	32,306	32,306	32,306
001-2300-419.52-30	PROPERTY	6,691	7,728	9,275	10,160	10,160	10,160
001-2300-419.52-50	AUTOMOTIVE	8,133	11,190	13,430	11,850	11,850	11,850
001-2300-419.52-70	FIDELITY BOND	731	782	940	1,525	1,525	1,525
<b>* INSURANCE</b>		39,662	47,543	57,055	55,841	55,841	55,841
001-2300-419.53-30	TELEPHONE	414	737	660	1,100	1,100	1,100

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**CITY HALL**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>* COMMUNICATIONS</b>		414	737	660	1,100	1,100	1,100
001-2300-419.58-50	TRAINING AND CONFERENCES	0	30	500	500	500	500
<b>* TRAINING AND TRAVEL</b>		0	30	500	500	500	500
001-2300-419.60-10	OFFICE SUPPLIES	158	78	200	200	200	200
001-2300-419.60-20	JANITORIAL SUPPLIES	1,643	1,626	1,700	1,700	1,700	1,700
001-2300-419.60-80	CLOTHING	114	181	200	200	200	200
001-2300-419.60-85	SPECIAL DEPT SUPPLIES	132	659	200	200	200	200
001-2300-419.60-90	OTHER SUPPLIES	219	67	400	400	400	400
<b>* SUPPLIES</b>		2,266	2,611	2,700	2,700	2,700	2,700
001-2300-419.69-50	MISCELLANEOUS EXPENSES	606	115	500	500	500	500
<b>* OTHER MATERIALS/EXPENSES</b>		606	115	500	500	500	500
<b>** MATERIALS AND SERVICES</b>		<b>86,949</b>	<b>100,102</b>	<b>120,599</b>	<b>114,502</b>	<b>114,502</b>	<b>116,002</b>
001-2300-419.74-90	EQUIPMENT, OTHER	6,000	0	0	0	0	0
<b>* MACHINERY AND EQUIPMENT</b>		6,000	0	0	0	0	0
<b>** CAPITAL OUTLAY</b>		<b>6,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>*** CITY HALL</b>		<b>113,174</b>	<b>123,236</b>	<b>143,477</b>	<b>139,530</b>	<b>145,530</b>	<b>147,030</b>
001-2366-419.41-10	WATER & SEWER	1,492	826	770	750	750	750
001-2366-419.41-20	GARBAGE SERVICES	602	895	500	900	900	900
001-2366-419.41-30	NATURAL GAS	369	318	350	350	350	350
001-2366-419.41-40	ELECTRICITY	1,607	1,354	1,600	1,600	1,600	1,600
<b>* UTILITY SERVICES</b>		4,070	3,393	3,220	3,600	3,600	3,600
001-2366-419.43-10	BUILDINGS AND GROUNDS	796	6,840	0	300	300	300
<b>* REPAIRS AND MAINTENANCE</b>		796	6,840	0	300	300	300
001-2366-419.52-30	PROPERTY	0	264	320	320	320	320
<b>* INSURANCE</b>		0	264	320	320	320	320
<b>** MATERIALS AND SERVICES</b>		<b>4,866</b>	<b>10,497</b>	<b>3,540</b>	<b>4,220</b>	<b>4,220</b>	<b>4,220</b>
<b>*** TRANSPORTATION CENTER</b>		<b>4,866</b>	<b>10,497</b>	<b>3,540</b>	<b>4,220</b>	<b>4,220</b>	<b>4,220</b>
<b>**** CITY HALL</b>		<b>118,040</b>	<b>133,733</b>	<b>147,017</b>	<b>143,750</b>	<b>149,750</b>	<b>151,250</b>

## **City of The Dalles, Oregon Fiscal Year 2004-2005 Budget**

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**Fund:** General Fund (001)

**Department:** Code Enforcement (40)

**Program:** Public Safety (424)

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### **Mission**

To enhance the image and livability of the community through fair enforcement of the City's ordinances, particularly in addressing nuisance abatement processes; work with the citizens to solve problems and resolve issues while protecting property and personal rights and freedoms.

### **Description**

The City currently has two part-time code enforcement officers. Joel Brown provides general community code enforcement activities, including nuisance abatement and control of hazardous vegetation. Mr. Brown works approximately 15 hours per week. John Dennee serves as code compliance officer for planning issues, and works approximately 10 hours per week on planning and zoning enforcement issues, including such matters as signs, setbacks, sidewalks, and compliance with conditions of a land use approval.

### **2004-2005 Goals, Projects and Highlights**

- Continue consistent and sustained enforcement efforts, with the primary goal of ensuring voluntary compliance with the City's ordinances whenever possible. The Department also has a goal of abating nuisance conditions on properties which have been a chronic source of complaints, and abatement of dangerous residential buildings which have been damaged by fire.

### **2003-2004 Accomplishments/Comments**

- Mr. Brown has reorganized the computer database records in his department to make those records more accessible and user-friendly, and to enhance the efficiency in processing complaints.
- Both Mr. Brown and Mr. Dennee have obtained voluntary compliance with the provisions of the City's ordinances, in a majority of the complaints which they have investigated.

### **Major Issues to be resolved in the next five years**

- Finding the financial resources to continue a consistent and sustained code enforcement effort so that gains which have been made in cleaning up nuisance properties, and ensuring compliance with zoning ordinance requirements, will not be lost.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
CODE ENFORCEMENT**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>CODE ENFORCEMENT</b>							
001-4000-424.11-00	REGULAR SALARIES	14,571	12,369	17,719	18,978	18,978	18,978
<b>* REGULAR SALARIES</b>		14,571	12,369	17,719	18,978	18,978	18,978
001-4000-421.21-20	L-TDISABILITY INSURANCE	20	13	0	0	0	0
001-4000-421.21-30	LIFE INSURANCE	18	14	0	0	0	0
001-4000-424.21-40	WORKERS COMP INSURANCE	182	69	92	119	119	119
<b>* INSURANCE BENEFITS</b>		220	96	92	119	119	119
001-4000-424.22-00	FICA	1,115	946	1,356	1,452	1,452	1,452
<b>* FICA</b>		1,115	946	1,356	1,452	1,452	1,452
<b>** PERSONNEL SERVICE</b>		15,906	13,411	19,167	20,549	20,549	20,549
001-4000-424.31-10	CONTRACTUAL SERVICES	3,416	2,485	6,800	4,000	9,688	9,688
<b>* OFFICIAL/ADMINISTRATIVE</b>		3,416	2,485	6,800	4,000	9,688	9,688
001-4000-424.39-00	OTHER CONTRACTUAL SRVCS	2,171	1,950	0	2,000	2,000	2,000
<b>* OTHER CONTRACTUAL SVCS</b>		2,171	1,950	0	2,000	2,000	2,000
001-4000-424.43-20	COMPUTERS	0	0	0	300	300	300
001-4000-424.43-50	VEHICLES	120	57	400	1,500	1,500	1,500
001-4000-424.43-51	GAS/OIL/DIESEL/LUBRICANTS	142	0	400	200	200	200
001-4000-424.43-52	TIRES AND TIRE REPAIRS	45	45	0	100	100	100
<b>* REPAIRS AND MAINTENANCE</b>		307	102	800	2,100	2,100	2,100
001-4000-424.53-20	POSTAGE	126	286	700	450	450	450
001-4000-424.53-30	TELEPHONE	560	777	1,000	700	700	700
<b>* COMMUNICATIONS</b>		686	1,063	1,700	1,150	1,150	1,150
001-4000-424.58-10	TRAVEL, FOOD & LODGING	0	0	200	200	200	200
001-4000-424.58-50	TRAINING AND CONFERENCES	149	0	250	250	250	250
001-4000-424.58-70	MEMBERSHIPS/DUES/SUBS	40	0	0	50	50	50
<b>* TRAINING AND TRAVEL</b>		189	0	450	500	500	500
001-4000-424.60-10	OFFICE SUPPLIES	285	346	845	500	500	500
<b>* SUPPLIES</b>		285	346	845	500	500	500
001-4000-424.64-80	COMPUTER SOFTWARE	0	0	0	250	250	250
<b>* BOOKS AND PERIODICALS</b>		0	0	0	250	250	250
<b>** MATERIALS AND SERVICES</b>		7,054	5,946	10,595	10,500	16,188	16,188
<b>*** CODE ENFORCEMENT</b>		22,960	19,357	29,762	31,049	36,737	36,737

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

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**Fund:** General Fund (001)

**Department:** Other Financing Uses (95)

**Program:** Other (490)

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**Description**

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

- Charges for Services are funding operations needed by the City to be paid to outside agencies, not City agencies or departments. In this case we are paying Wasco County for Animal Control Operations and the Chamber of Commerce for Tourism Services.
- Operating Transfers Out is funding other operating funds of the City. These are the Library Fund, Airport Fund, debt service to river access project, and contribution to the Unemployment Fund.
- The third group called “contributions to other agencies” is where the City is contributing its own tax dollars to a public agency to provide products and service to the people of the City. This is the room tax funds that were approved to assist the Parks and Recreation District.
- The General Fund Contingency and the General Fund Unappropriated Ending Fund balance are the fourth piece of the other financing uses. These two items make up the contingency/reserve of the City outside the Public Works Fund Reserves.

**2004-2005 Goals, Projects, and Highlights**

- The General Fund Contingency proposed budget is at the 7% level as required in the City Council goals.
- The “Unappropriated Ending Balance” is maintained at an amount equal to four months of General Fund operating expense.

**2003-2004 Accomplishments/Comments**

- General Fund Contingency increased to 6%.
- With the loss in revenues in the General Fund the City was able to withstand this problem because it did have monies available from the previous year that were not appropriated. We also directed the department heads to be as frugal as possible so we could carry as much revenue as possible into FY 2003-2004 as the loss revenue continue into the following year.
- All services funded by this account maintained with less than 15% in reductions.
- The “contribution to other agencies” was created to identify sending City revenues to other agencies. The receiving agency was N.W. County Parks and Recreation.

**Major Issues to be resolved in the next 5 years**

- A reduction in the transfers out to the Airport as it is re-established as a regional airport.
- Establishing a minimum General Fund Contingency as it is the only reserve for the General, Library Funds. As stated in the City Council goals, we are to increase the contingency to 10% over the next five years with an increment of 1% per year.
- Maintain an unappropriated ending fund balance that can support the General Fund activities through the revenue shortfall months of July through October ensuring the City does not have to borrow funds to maintain recurring expenses.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
OTHER FINANCIAL USES**

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
<b>OTHER USES</b>							
001-9500-490.80-05	ANIMAL CONTROL	56,218	58,663	55,692	30,280	30,280	30,280
001-9500-490.80-10	TOURISM	196,000	196,000	176,000	176,000	196,000	196,000
001-9500-490.80-15	TO UNEMPLYMNT RESV FND	0	12,936	8,054	4,358	4,358	4,375
<b>* CHARGES FOR SERVICES</b>		252,218	267,599	239,746	210,638	230,638	230,655
001-9500-490.81-04	LIBRARY	191,926	205,643	194,367	206,215	206,215	206,215
001-9500-490.81-37	CAPITAL PROJECTS FND	20,000	13,332	43,231	31,858	31,858	31,858
001-9500-490.81-61	TO AIRPORT FUND	33,790	63,145	52,404	45,500	45,500	45,500
001-9500-490.81-62	AIRPORT DEBT SERVICE	0	0	15,000	0	0	0
<b>* OPERATING TRANSFERS OUT</b>		245,716	282,120	305,002	283,573	283,573	283,573
001-9500-490.82-05	NW COUNTY PARKS & REC	0	35,716	81,352	83,224	83,224	83,224
<b>* CONTRIBUTION TO AGENCIES</b>		0	35,716	81,352	83,224	83,224	83,224
001-9500-490.88-00	CONTINGENCY	0	0	234,196	288,014	288,014	289,394
<b>* CONTINGENCY</b>		0	0	234,196	288,014	288,014	289,394
001-9500-490.89-00	UNAPPROPRIATED END BAL	0	0	559,227	559,227	559,227	559,227
<b>* UNAPPROPRIATED ENDING BAL</b>		0	0	559,227	559,227	559,227	559,227
<b>** OTHER</b>		497,934	585,435	1,419,523	1,424,676	1,444,676	1,446,073
<b>*** OTHER USES</b>		497,934	585,435	1,419,523	1,424,676	1,444,676	1,446,073
<b>*** GENERAL FUND</b>		3,512,197	3,812,664	4,779,577	4,961,723	4,974,911	4,982,815





## **City of The Dalles, Oregon Fiscal Year 2004-2005 Budget**

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**Fund:** Library Fund (004)  
**Department:** Library (021)  
**Program:** Library Services (455)

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### **Mission**

The Dalles-Wasco County Public Library provides Wasco County's citizens with free and equal access to materials relevant to their informational needs. The library serves as an unbiased source of information with opportunities provided for personal, educational, cultural and recreational enrichment.

### **Description**

The Dalles-Wasco County Public Library serves the residents of Wasco County as well as the residents of surrounding areas who pay an annual fee or are included in reciprocal borrowing agreements. It is operated as a separate fund of the City of The Dalles, and has been historically funded half by the City and half by Wasco County. The library is also a member of Gorge LINK, an automated library system shared by nine libraries in a tri-county area.

Services provided by the library each year include more than 100,000 loans of books, magazines, books on tape, compact discs, videocassettes, maps, and other various media; reference assistance and instruction in library use; interlibrary loans and reserve requests; Internet service; ESL (English as a second language) and literacy services; and children's story hours and programs.

### **2004-2005 Goals, Projects and Highlights**

- To update and network two public Internet workstations to Gates Foundation printer and software.
- To complete vertical file and genealogical index of people and events associated with local history of Wasco, Sherman, Hood River, and Klickitat Counties.
- To increase accuracy and security of patron registration file through record update.
- To develop increased staff skills in providing online assistance to library users.
- To inventory library collection and update online catalog.
- To increase number of public Internet workstations utilizing grant funding.

### **2003-2004 Accomplishments/Comments**

- Provided public online access to library catalog for children and adults 24 hours per day utilizing IPAC and JPAC software.
- Provided Gorge LINK terminal for library catalog access on mezzanine level.
- Replaced outdated Gorge LINK server.

- Evaluated 25% of the library's materials collection and considered for withdrawal based on criteria such as use, currency, and condition.
- Coordinated with local events such as Historic The Dalles Days and RIF (Reading Is Fundamental). Served as an organizer for Read Across America Day.
- Encouraged awareness of and use of library services by community population groups through an active public relations program including school visits and outreach programs.
- Received staff training in use of the EBSCO online databases for information searches.
- Installed software filters on public Internet workstations to meet requirements of CIPA (Children's Internet Protection Act).
- Started e-mail reference service and e-mail notification of requested materials' arrival.
- Enlarged music CD collection with CDs received from State antitrust settlement.
- Established audiocassette exchange for use by patrons and visitors.
- Replaced staff fax machine.
- Friends Of The Library replaced public copy machine.

### **Major Issues to be resolved in the next five years**

- Achieving adequate, stable funding for the library operation.
- Increasing public awareness, and pride in and active support of the library and its services.
- Maintaining adequate services, staffing and hours of operation that meet the needs of the public.
- Providing a collection that meets the needs of the County's library users and maintains the Oregon Library Association standard of adequacy for book collection (3 volumes per capita).

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
LIBRARY**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
004-0000-300.00-00	BEGINNING BALANCE	29,911	42,194	28,503	31,048	31,048	31,048
<b>* BEGINNING BALANCE</b>		29,911	42,194	28,503	31,048	31,048	31,048
004-0000-331.90-00	FEDERAL GRANTS/MISC	0	1,423	1,500	0	0	0
<b>* FEDERAL GRANTS</b>		0	1,423	1,500	0	0	0
004-0000-334.20-00	STATE FOR LIBRARY	2,178	4,878	5,048	4,936	4,936	4,936
<b>* STATE GRANTS</b>		2,178	4,878	5,048	4,936	4,936	4,936
004-0000-337.20-00	COUNTY SHARE OF LIB	185,534	199,073	182,742	209,705	209,705	209,705
<b>* LOCAL GOVERNMENT REVENUES</b>		185,534	199,073	182,742	209,705	209,705	209,705
004-0000-351.50-00	LIBRARY FINES	7,397	7,256	7,400	6,400	6,400	6,400
<b>* FINES</b>		7,397	7,256	7,400	6,400	6,400	6,400
004-0000-361.00-00	INTEREST REVENUES	935	1,020	900	590	590	590
<b>* INTEREST REVENUES</b>		935	1,020	900	590	590	590
004-0000-365.00-00	GIFTS AND DONATIONS	500	300	300	300	300	300
<b>* GIFTS AND DONATIONS</b>		500	300	300	300	300	300
004-0000-369.00-00	OTHER MISC REVENUES	852	14,757	1,232	1,873	1,873	1,873
<b>* OTHER MISC REVENUES</b>		852	14,757	1,232	1,873	1,873	1,873
004-0000-391.01-00	GENERAL FUND	191,926	205,643	194,367	206,215	206,215	206,215
<b>* OPERATING TRANSFERS IN</b>		191,926	205,643	194,367	206,215	206,215	206,215
<b>*** LIBRARY FUND</b>		<b>419,233</b>	<b>476,544</b>	<b>421,992</b>	<b>461,067</b>	<b>461,067</b>	<b>461,067</b>

**City of the Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
LIBRARY**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
004-2100-455.11-00	REGULAR SALARIES	161,152	167,154	143,307	148,108	148,108	148,108
<b>* REGULAR SALARIES</b>		161,152	167,154	143,307	148,108	148,108	148,108
004-2100-455.12-00	PARTTIME/TEMP SALARIES	19,034	23,823	39,531	41,458	41,458	41,458
<b>* PARTTIME/TEMP SALARIES</b>		19,034	23,823	39,531	41,458	41,458	41,458
004-2100-455.13-00	OVERTIME SALARIES	0	0	2,000	2,000	2,000	2,000
<b>* OVERTIME SALARIES</b>		0	0	2,000	2,000	2,000	2,000
004-2100-455.21-10	MEDICAL INSURANCE	17,764	31,207	30,693	36,034	36,034	36,034
004-2100-455.21-20	L-T DISABILITY INSURANCE	502	522	550	569	569	569
004-2100-455.21-30	LIFE INSURANCE	188	188	213	197	197	197
004-2100-455.21-40	WORKERS COMP INSURANCE	670	1,178	1,383	1,433	1,433	1,433
<b>* INSURANCE BENEFITS</b>		19,124	33,095	32,839	38,233	38,233	38,233
004-2100-455.22-00	FICA	13,184	14,205	14,140	14,655	14,655	14,655
<b>* FICA</b>		13,184	14,205	14,140	14,655	14,655	14,655
004-2100-455.23-00	RETIREMENT CONTRIBUTIONS	26,231	24,485	23,647	24,524	24,524	24,524
<b>* RETIREMENT CONTRIBUTIONS</b>		26,231	24,485	23,647	24,524	24,524	24,524
004-2100-455.29-00	OTHER EMPLOYEE BENEFITS	215	265	180	180	180	180
<b>* OTHER EMPLOYEE BENEFITS</b>		215	265	180	180	180	180
<b>** PERSONNEL SERVICE</b>		<b>238,940</b>	<b>263,027</b>	<b>255,644</b>	<b>269,158</b>	<b>269,158</b>	<b>269,158</b>
004-2100-455.31-10	CONTRACTUAL SERVICES	19,608	18,757	28,182	33,862	33,862	33,862
<b>* OFFICIAL/ADMINISTRATIVE</b>		19,608	18,757	28,182	33,862	33,862	33,862
004-2100-455.32-20	SPECIAL LEGAL SERVICES	0	0	201	201	201	201
<b>* PROFESSIONAL SERVICES</b>		0	0	201	201	201	201
004-2100-455.34-30	COMPUTER SERVICES	0	550	600	600	600	600
<b>* TECHNICAL SERVICES</b>		0	550	600	600	600	600
004-2100-455.41-10	WATER & SEWER	1,522	1,396	1,759	1,894	1,894	1,894
004-2100-455.41-20	GARBAGE SERVICES	713	674	685	768	768	768
004-2100-455.41-40	ELECTRICITY	17,328	15,734	18,731	19,293	19,293	19,293
<b>* UTILITY SERVICES</b>		19,563	17,804	21,175	21,955	21,955	21,955
004-2100-455.43-10	BUILDINGS AND GROUNDS	9,978	12,174	10,388	10,086	10,086	10,086
004-2100-455.43-20	COMPUTERS	0	1,800	500	1,052	1,052	1,052
004-2100-455.43-40	OFFICE EQUIPMENT	2,207	2,216	1,827	1,830	1,830	1,830
004-2100-455.43-45	JOINT USE OF LABOR/EQUIP	35	0	500	500	500	500
004-2100-455.43-77	HVAC SYSTEMS	831	16,221	1,880	2,740	2,740	2,740
<b>* REPAIRS AND MAINTENANCE</b>		13,051	32,411	15,095	16,208	16,208	16,208
004-2100-455.52-10	LIABILITY	2,535	4,162	4,995	4,615	4,615	4,615
004-2100-455.52-30	PROPERTY	5,881	5,953	7,144	8,813	8,813	8,813
<b>* INSURANCE</b>		8,416	10,115	12,139	13,428	13,428	13,428
004-2100-455.53-20	POSTAGE	1,810	2,112	2,200	2,200	2,200	2,200
004-2100-455.53-30	TELEPHONE	4,593	3,284	4,090	4,472	4,472	4,472
<b>* COMMUNICATIONS</b>		6,403	5,396	6,290	6,672	6,672	6,672
004-2100-455.58-10	TRAVEL, FOOD & LODGING	206	121	635	640	640	640
004-2100-455.58-50	TRAINING AND CONFERENCES	415	365	400	450	450	450
004-2100-455.58-70	MEMBERSHIPS/DUES/SUBS	190	190	190	190	190	190
<b>* TRAINING AND TRAVEL</b>		811	676	1,225	1,280	1,280	1,280
004-2100-455.60-10	OFFICE SUPPLIES	6,744	7,046	7,267	7,465	7,465	7,465
004-2100-455.60-20	JANITORIAL SUPPLIES	1,390	1,958	1,957	1,957	1,957	1,957
004-2100-455.60-85	SPECIAL DEPT SUPPLIES	450	426	425	425	425	425
<b>* SUPPLIES</b>		8,584	9,430	9,649	9,847	9,847	9,847
004-2100-455.64-20	LIBRARY BOOKS AND BIND	42,855	41,280	42,482	43,587	43,587	43,587
004-2100-455.64-30	LIBRARY PERIODICALS	3,001	2,927	2,916	2,992	2,992	2,992
004-2100-455.64-40	AUDIO/VISUAL MATERIALS	1,634	2,410	2,228	2,286	2,286	2,286
004-2100-455.64-80	COMPUTER SOFTWARE	4,919	5,417	5,700	5,170	5,170	5,170
<b>* BOOKS AND PERIODICALS</b>		52,409	52,034	53,326	54,035	54,035	54,035
004-2100-455.69-50	MISCELLANEOUS EXPENSES	59	129	100	100	100	100
<b>* OTHER MATERIALS/EXPENSES</b>		59	129	100	100	100	100
<b>** MATERIALS AND SERVICES</b>		<b>128,904</b>	<b>147,302</b>	<b>147,982</b>	<b>158,188</b>	<b>158,188</b>	<b>158,188</b>

City of the Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
LIBRARY

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
004-2100-455.74-50	COMPUTER EQUIPMENT	4,756	17,238	0	3,280	3,280	3,280
004-2100-455.74-90	EQUIPMENT, OTHER	4,444	0	0	0	0	0
* MACHINERY AND EQUIPMENT		9,200	17,238	0	3,280	3,280	3,280
004-2100-455.77-10	ROOF-CITY OF THE DALLES	0	0	17,452	21,962	21,962	21,962
004-2100-455.74-20	ROOF-WASCO COUNTY	0	0	0	8,000	8,000	8,000
* RESERVE FOR FUTURE EXP		0	0	17,452	29,962	29,962	29,962
** CAPITAL OUTLAY		9,200	17,238	17,452	33,242	33,242	33,242
*** LIBRARY		377,044	427,567	421,078	460,588	460,588	460,588
004-9500-455.80-15	TO UNEMPLOYMENT FUND	0	1,536	914	479	479	479
* CHARGES FOR SERVICES		0	1,536	914	479	479	479
004-9500-455.81-01	TO GENERAL FUND	0	0	0	0	0	0
* OPERATING TRANSFERS OUT		0	0	0	0	0	0
004-9500-455.88-00	CONTINGENCY	0	0	0	0	0	0
* CONTINGENCY		0	0	0	0	0	0
** OTHER		0	1,536	914	479	479	479
*** OTHER USES		0	1,536	914	479	479	479
*** LIBRARY FUND		377,044	429,103	421,992	461,067	461,067	461,067



**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

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**Department:** DEPARTMENT OF PUBLIC WORKS  
**Program:** ENTERPRISE AND DEDICATED FUND ACTIVITIES

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**Mission:** To be responsive to our customers, to do our best work, and to build foundations for the future, so that the community reaps the rewards.

**Description**

The Department of Public Works is composed of three separate divisions: Street Fund, Water Fund and Wastewater Fund. Each Division possesses its own specific revenue sources and budgeted expenditures. Revenues cannot be co-mingled, and joint services must be tracked and charged for appropriate reimbursement. Within the Department, administrative and technical support services are split proportionally among the funds.

**2004-05 Goals, Projects, and Highlights**

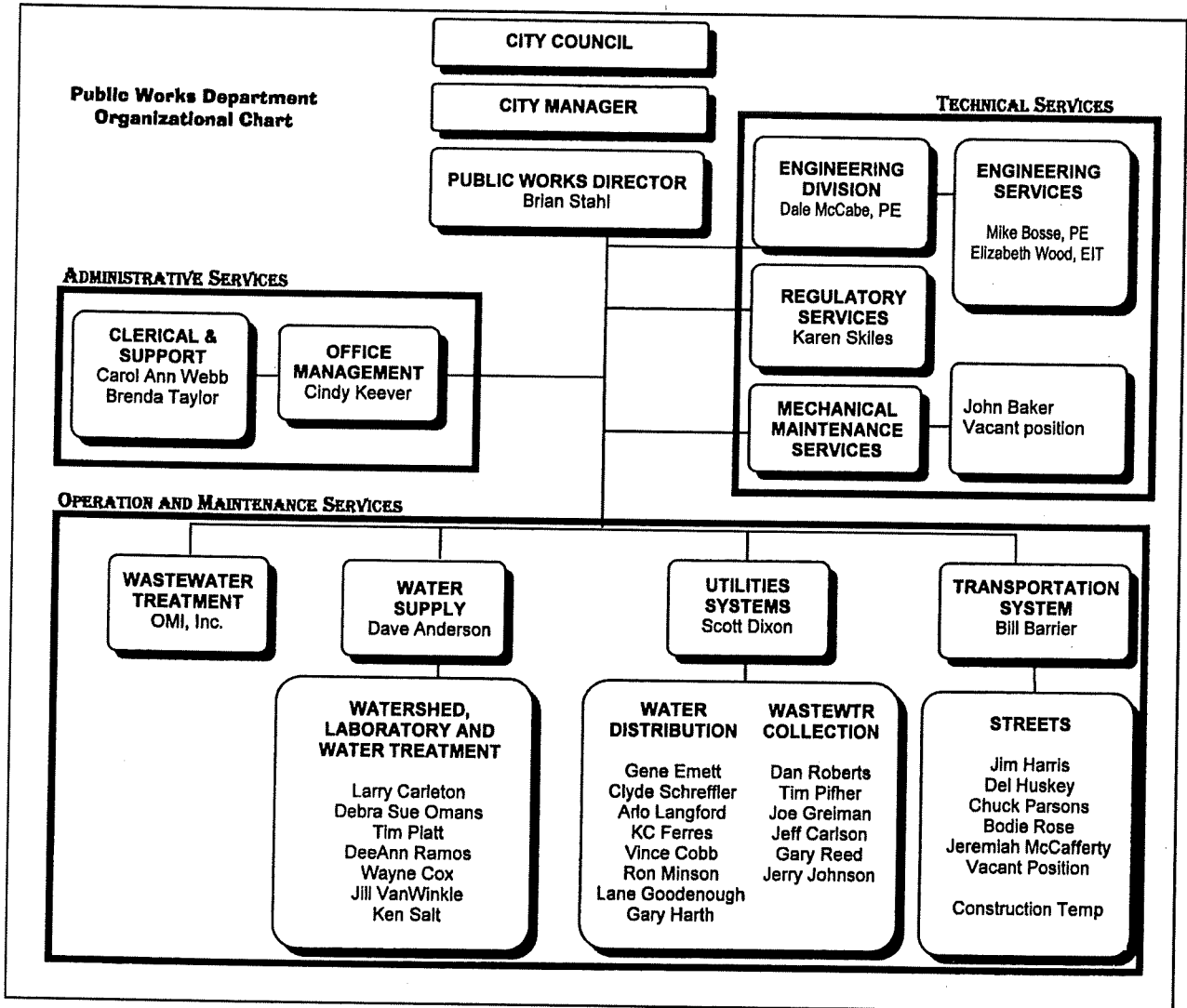
- Implement the Wastewater Master Plan resulting in the construction of improvements at the Wastewater Treatment Plant.
- Receive and adopt an updated Water Master Plan for the community.
- Update the Transportation System Master Plan.
- Begin the preparation of a Water Management and Conservation Plan for the City of The Dalles satisfying requirements placed on the City by the Oregon Water Resources Department with the information provided in the Water Master Plan.
- Submit the Vulnerability Assessment and Emergency Response Plans to the US-EPA for all water utility facilities to meet the requirements of Homeland Security.
- Complete a funding strategy for the construction of a new clearwell at the Wicks Water Treatment Plant.
- Complete the construction of an East 19<sup>th</sup> Street connection to Thompson Street.
- Re-initiate the West First and Bargeway Street Local Improvement District.
- Complete the reconstruction of Jefferson and Terrace Streets between 14<sup>th</sup> and Scenic Drive.

**2003-04 Accomplishments**

- Completed the Wastewater Facility Master Plan schedule for the construction of improvements at the Wastewater Treatment Plant..
- Completed the engineering design for the addition of a new clearwell at the Wicks Water Treatment Plant.
- Completed the addition of new sanitary sewer customers to the utility serving the Columbia Gorge Discovery Center.
- Completed the construction of the Union Street Under Crossing beneath Interstate 84.
- Prepared updated 5-year capital improvement plans for street, water and wastewater utilities, linking capital needs to anticipated revenue.
- Initiated discussions for the connection of additional water users to the utility serving the Columbia Gorge Discovery Center.

## Major Issues to be resolved in the next 5 years

- Completion of construction of Wastewater Treatment Plant enhancements and expansions.
- Preparation of a rate and funding strategy to meet the improvement goals of an updated Water Master Plan for the community.
- Initiation of the process of completing Environmental Impact Statements for the replacement of the Dog River diversion line.
- Expansion of mainlines for water/wastewater utilities to meet residential growth



potential.



## **TECHNICAL SERVICES: Engineering**

### **Description**

Provides professional engineering services and support for contracts, design, plan reviews, project management, construction quality control, and acceptance of public improvements and private development inside the Urban Growth Boundary. Assists in devising associated City ordinances and standards. Manages the City's infrastructure archives.

### **2004-05 Goals, Projects and Highlight**

- Perform survey and design, and prepare contract documents for:
  - High Line Transmission Line Upgrade - Phase II
  - Mill Creek Transmission Line Upgrade - Phase IV
  - Thompson Street widening - (From 10<sup>th</sup> Street to 19<sup>th</sup> Street)
  - Thompson Street Storm Drain Improvements
  - Finish Jefferson Street Realignment Design - (From 14<sup>th</sup> Street to Scenic Drive)
  - First Street Sewer Separation - Phase III
  - Storm Line through Meadows Signs Property
  - 11<sup>th</sup> Street - Amaton Springs Utility Upgrades
  - Sanitary Sewer Realignment - 10<sup>th</sup> and Jefferson to 9<sup>th</sup> and Laughlin
  - Continuation of Surveying and Design for 3<sup>rd</sup> Street Downtown Improvement Project
  - Gateway Transition Projects - West Gateway and East Gateway
- Prepare plans and contract documents for:
  - 2004 Slipline Project
  - 2004 Manhole Rehabilitation Project
- Provide design oversight and/or construction inspection for:
  - Home Depot - Off Site Improvements
  - East 19<sup>th</sup> Street Extension - Sunridge Subdivision to Thompson Street
  - 2004 Slipline project
  - 10<sup>th</sup> Street Widening - Phase IV - J Street to Clark Street
  - West 1<sup>st</sup> Street Paving - Cherry Growers to Webber
  - Sanitary Sewer Realignment - 15<sup>th</sup> Street from Scenic to Kelly Avenue
  - Provide Oversight for Traffic Study at Intersection of 6<sup>th</sup> and Cherry Heights
  - Provide Oversight for 1<sup>st</sup> Street Design - Union to Webber - Urban Renewal
- Miscellaneous Tasks
  - Provide assistance and guidance to Public Works Field Crews
  - Evaluate Eastside and Westside Sewer Expansions
  - Provide oversight for the development of the Water Master Plan
  - Continue updating Water Distribution Model Provided from the Water Master Plan
  - Provide oversight toward the Completion of the Wastewater Treatment Plant
  - Develop a Storm Sewer Model Using SWMM Software
  - Adopt new ODOT/APWA Standard Drawings and Specifications as City Standards
  - Continue updating Base Maps
  - Assist in developing Mapping and Numbering System for Manholes and Sewer System

Organize archives  
Prepare As-Built Drawings  
Site Plan and Subdivision Review and Inspection

## 2003-04 Accomplishments

- Performed survey and design, and prepared contract documents for:
  - Jefferson Street Sanitary Sewer - 10<sup>th</sup> to 12<sup>th</sup> Streets
  - High Line Replacement Phase I
  - 19<sup>th</sup> Street Extension - SunRidge Subdivision to Thompson Street
  - Started Survey and Design of 3<sup>rd</sup> Street Downtown Improvements for Urban Renewal
  - Completed Survey for Eastside/Westside Gateway Projects - Urban Renewal
  - Commodore II Parking Lot - ADA Ramp - Urban Renewal
  - Worked on Jefferson Street Realignment Project - (14<sup>th</sup> Street to Scenic)
- Prepared plans and contract documents for:
  - 2003 Slipline Project
  - 2003 Crack Seal
  - Assisted with Preparation of Water Master Plan RFP
  - Developed a City Policy for Traffic Impact Studies
- Provided design oversight and/or construction inspection for:
  - Provided Project Oversight on Union Street Undercrossing Project
  - Sidewalk and ADA Ramp at 19<sup>th</sup> and Dry Hollow
  - East 10<sup>th</sup> Street widening - Phase III - I to J Streets
  - Sanitary Sewer Line Replacement - In Alley between 9<sup>th</sup> and 10<sup>th</sup>, Mt. Hood to Trevitt
  - Mill Creek Sanitary Sewer Crossing at 9<sup>th</sup> Street Bridge - Fish Passage Enhancement
  - 14<sup>th</sup> and Liberty Sanitary Sewer Replacement
  - 2003 Slipline Project
  - Richmond Street Sanitary Sewer Extension - Old Dufur Road to 9<sup>th</sup> Street
  - Gathered Traffic Data at 6<sup>th</sup> and Cherry Heights Intersection for Future Traffic Study
  - Public Works Site Improvements - Wash Bay
  - Fill Sites for City Projects
  - Street Shoulder Improvements, Storm Line Installation - 6<sup>th</sup> Street at Hostetler
  - Sanitary Sewer Realignment - 10<sup>th</sup> and Walnut Intersection
  - Assisted with oversight on Clearwell Design
  - Assisted with oversight on Wastewater Treatment Plant Design
- Miscellaneous Tasks
  - Provided assistance and guidance to Public Works Field Crews
  - Revised City of The Dalles Standard Drawings & Specifications
  - Organized archives
  - Prepared As-Built Drawings
  - Provided extensive Plan Review and Inspections for Home Depot
  - Provided extensive Construction Oversight and Inspection for Phase II at Port
  - Site Plan & Subdivision Review and Inspection
  - Updated base maps
  - Provided detailed system drawings and maps for Public Works Field Crews

## **Major Issues to be resolved in the next 5 years**

- Achieve current base maps with accurate utility information and elevations.
- Provide design and documents for replacement of all troublesome areas of transmission main lines in the system.
- Have complete models of the water, sanitary and storm sewer systems that can be readily accessed and used by the engineering staff.

## **TECHNICAL SERVICES: Regulatory Compliance**

### **Description**

Provides oversight to assure that regulations relevant to the many areas of Public Works responsibility are being met in a timely and cost-efficient manner. Compliance requires being informed of existing and anticipated regulations, interpreting application, creating and implementing plans to meet requirements, providing enforcement and documentation, meeting the time lines set by regulatory agencies, and performing ongoing program updates. The City has an obligation to fully comply with regulations for the health and safety of employees and the community, as well as protection of the environment, and protection from litigation and fines.

### **2004-05 Goals, Projects, and Highlights**

- Update Emergency Response Plan for water system security using information from the water system Vulnerability Assessment and submit to the US Environmental Protection Agency.
- Hold drills for department emergency plans for chlorine leaks, trench cave-in rescue, confined space emergencies, and building evacuations.
- Expand program of stenciling "Dump no Waste - Drains to Stream" on stormwater catchbasins and providing educational doorhangers to area residents.
- Review and update each written safety program.
- Conduct an Initial Distribution System Evaluation to select proper sample stations for monitoring disinfection byproducts under a new regulation.
- Continue preparation of Standard Operating Procedures for regulatory compliance.

### **2003-04 Accomplishments**

- Completed the Water System Vulnerability Assessment as required by the Bioterrorism Act of 2002, using VSAT (VA Self Assessment Tool) software provided by USEPA.
- Submitted application packet to the Oregon Department of Environmental Quality for renewal of the Wastewater Treatment Plant's discharge permit.
- Produced and mailed to each water customer the fifth annual Water Quality Report as required by USEPA.
- Prepared 23 news releases for department projects and numerous doorhangers for

- neighborhood water, sewer and paving projects.
- Industrial Pretreatment Program: Administered the permit program; One batch permit (Sheldon Petroleum Services), two permit renewals (Chenoweth Water PUD and Kerr McGee Chemical LLC); Conduct Public Notice and Public Hearing for Kerr McGee Chemical permit.
  - Prepared Industrial Pretreatment Program invoice requests, totaling \$9,321 for 2003.
  - Prepared revisions to the Industrial Pretreatment ordinance and Enforcement Response Plan in cooperation with the OMI Project Manager.
  - Prepared a quarterly internal Public Works newsletter (*Public Works Pride*) to further the Roundtable Committee's goal of helping all employees better understand each other's jobs.
  - Received first place award for the Public Works newsletter in the "Employee Communication" category of the Excellence in Communications program sponsored by the NW Section of American Water Works Association.
  - Mailed Best Management Practices to all auto repair shops discharging to our sewer system.
  - Tracked data on all overflows from the sanitary sewer system (including manhole overflows and building backups) in compliance with a proposed USEPA regulation.
  - Provided comment to USEPA regarding proposed legislation.
  - Initiated electronic reporting for annual DEQ hazardous waste reporting and State Fire Marshal hazardous material survey.
  - Managed the digital photo records for construction projects and insurance claims.
  - Field hazardous materials issues, and recycle batteries, fluorescent lights, antifreeze, used oil.
  - Coordinated safety training and developed in-house traffic control training.
  - Assured compliance with all DEQ wastewater discharge permit requirements.
  - Succeeded in arranging for reception of teleconferences at Columbia Gorge Community College for cost effective certification training.
  - Facilitated on-line and webcast training for cost-effective certification classes.
  - Assured compliance with Dept of Human Services requirements for water testing/reporting.
  - Provided administration of the City's Drug and Alcohol Program.
  - Provided backup services for the City's state-accredited drinking water laboratory during the leave of the lab director.
  - Provided multimedia services and prepared Powerpoint presentations.
  - Provided oversight of the department's Commercial Drivers License (CDL) records, and water and wastewater certifications.
  - Worked with SAIF and Wasco County Human Resources on workers compensation claims and light duty job offers; implemented a new "accident analysis" procedure.
  - Facilitated mold remediation of a room in the Public Works offices.
  - Began preparation of written Standard Operating Procedures for regulatory compliance.

## **Major Issues to be resolved in the next 5 years**

- Improvement of water system security in response to the findings of the Vulnerability Assessment; and continually updating the Emergency Response Plan.
- Implementation of Stormwater Management Program to protect storm water quality.
- Compliance with EPA's proposed CMOM (Capacity, Management, Operations and Maintenance) rule, including evaluation of capacity by computer modeling and better documentation of O&M activities.

## **ADMINISTRATIVE SERVICES**

### **Description**

Provides administrative functions for the Department of Public Works: budgeting, department purchases, manpower cost apportionment, departmental personnel functions, inventory tracking, customer service and timekeeping.

### **2004-05 Goals, Projects, and Highlights**

- Review and update office procedures, policies, forms and create SOP book for front office.
- Refine cost accounting/work order system that will meet in-house and regulatory needs.
- Review office position descriptions for accuracy and appropriateness. Revise as needed.
- Continue to provide a high level of skilled customer service and professionalism, both internally and externally.
- Continue cross training of personnel in all functions associated with front office duties.
- Establish a monthly time allocation job report.
- Participate in Roundtable discussions and goal settings.

### **2003-04 Accomplishments**

- Provided administrative support to the Department Director and management staff.
- Processed monthly Joint Use report and 47 department invoices.
- Continued cross training efforts within the office staff, as well as continued education in topics of Customer Service, Computers, Spanish and Safety Committee classes.
- Put together bid/proposal packets and contracts for departmental projects.
- Performed departmental personnel functions as assigned.
- Maintained the Water and Sanitary Sewer System Development Charge tracking system.
- Logged and tracked approximately 181 building permit applications, field utility verifications and construction review plans for processing through the Public Works and Planning Depts.
- Provided clerical and administrative support for the monthly City of The Dalles Traffic Safety Commission meetings.
- Administered the City's Banner Permit process.

- Provided time allocation job reports for fiscal year 2002-03.
- Provided monthly detailed budget, account activity and revenue reports.
- Processed purchase orders and obtained approvals in a timely manner.
- Assisted with issuing back flow permits.
- Issued 16 Street Closure permits, 48 Sidewalk Closure permits and 46 Street Cut permits.
- Answered phones and assisted public with their needs and questions.
- Recycled old records from the upstairs storage area.
- Updated Hydrant Report book bi-annually.
- Provided tracking form for Director's use for the Union Street Undercrossing Funds.
- Continued updating parts list with current prices from vendors.
- Provided expertise for ongoing care of several landscaped islands and pocket parks.
- Arranged registration and lodging for out-of-town employee training.
- Provided radio support to the field crews.
- Monitored and logged in confined space entry times for safety purposes.
- Called in, distributed and tracked daily locates and provide OUCC a monthly Locate Report.
- Tracked vacation schedules, and monitored Borrow book.
- Provided Personnel Action Forms for all Public Works employees.
- Ordered and maintained inventory of office and janitorial supplies.

### **Major Issues to be resolved in the next 5 years**

- Training for appropriate personnel on the new applications associated with the HTE/Finance Department programs.
- Continue to analyze procedures, duties and responsibilities to see that personnel, equipment and daily functions perform efficiently and accurately.
- Continue to obtain training to maintain a high level of skill and knowledge in the increasingly technical and complex business world.
- Refinement of flow charts for applications involving both City Hall and Public Works.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
PUBLIC WORKS SUMMARY**

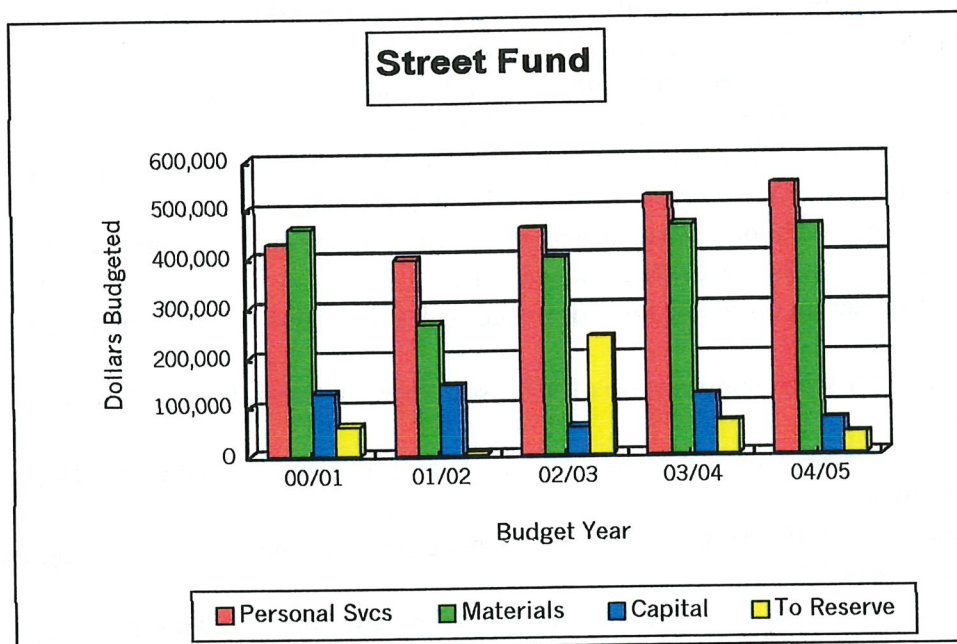
Revenue/Cost Centers	FY	FY	FY	FY	FY	FY
	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
BEGINNING BALANCE	6,267,029	14,193,353	11,598,501	10,036,166	10,036,166	10,036,166
REVENUES	5,233,444	5,107,033	5,665,043	6,141,944	6,141,944	6,141,944
OTHER SOURCES	687,143	8,889,707	681,242	924,302	924,302	924,302
<b>TOTAL RESOURCES</b>	<b>12,187,616</b>	<b>28,190,093</b>	<b>17,944,786</b>	<b>17,102,412</b>	<b>17,102,412</b>	<b>17,102,412</b>
STREET OPERATIONS	822,647	932,456	1,107,240	1,079,791	1,079,791	1,079,791
PUBLIC WORKS RESERVE FUND	229,474	18,420	200,698	181,288	181,288	181,288
STREET/BRIDGE REPLACEMENT FUND	54,005	3,857	380,705	490,097	490,097	490,097
WATER TREATMENT	669,012	923,658	927,305	900,174	900,174	900,174
WATER DISTRIBUTION	1,002,589	1,007,318	1,231,875	1,188,682	1,188,682	1,188,682
WATER DEPT CAPITAL RESERVE FUND	49,235	324,798	1,586,997	1,084,341	1,084,341	1,084,341
WASTE WATER FUND	1,421,075	1,709,239	1,851,009	1,925,500	1,925,500	1,925,500
SEWER SPECIAL RESERVE FUND	228,546	430,818	347,092	188,651	188,651	188,651
SEWER PLANT CONST/DEBT SVC	0	47,815	8,227,185	7,606,479	7,606,479	7,606,479
<b>TOTAL EXPENDITURES</b>	<b>4,476,583</b>	<b>5,398,379</b>	<b>15,860,106</b>	<b>14,645,003</b>	<b>14,645,003</b>	<b>14,645,003</b>
CHARGES FOR SERVICES	0	12,380	7,932	4,293	4,293	4,293
TRANSFER OUT	610,839	1,993,691	1,265,637	1,701,116	1,691,188	1,691,188
CONTINGENCY	641,364	2,099,615	637,078	578,860	578,316	578,316
UNAPPROPRIATED ENDING BAL	0	0	174,033	173,140	183,612	183,612
<b>TOTAL OTHER USES</b>	<b>1,252,203</b>	<b>4,093,306</b>	<b>2,084,680</b>	<b>2,457,409</b>	<b>2,457,409</b>	<b>2,457,409</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>5,728,786</b>	<b>9,491,685</b>	<b>17,944,786</b>	<b>17,102,412</b>	<b>17,102,412</b>	<b>17,102,412</b>
<b>FUND TOTAL</b>	<b>6,458,830</b>	<b>18,698,408</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>





City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget

**Fund:** STREET FUND  
**Department:** DEPARTMENT OF PUBLIC WORKS  
**Program:** STREET



The Street Fund (Fund 005-0500) is a dedicated fund used for the operation and maintenance of the City street systems. The fund's primary source of revenue is the Oregon State Motor Vehicle Fund and a local 3-cent gas tax.

**Description**

The Street Division manages the operation and maintenance of 78 miles of paved city streets, as well as alleys, right-of-ways, pedestrian access ways, bicycle paths, lighting, and sidewalks. The Division is also given the responsibility for Public Works fleet management and has close ties to City-owned building and grounds maintenance.

**2004-05 Goals, Projects, and Highlights**

- Complete identified capital and O&M improvements, using in-house engineering when needed, to provide cost-effective, affordable projects.
- Complete the following surfacing projects:
  - Widen one more block of East 10th Street from I to J (full reconstruct)
  - Trevitt Street between 10<sup>th</sup> and 16<sup>th</sup> Streets
  - Lincoln Street between 14<sup>th</sup> and West Scenic Drive
  - Extend East 19<sup>th</sup> Street to Thompson Street

Alley from Laughlin to Jefferson between 1<sup>st</sup> and 2<sup>nd</sup> Streets  
 Alley from Laughlin to Federal between 1<sup>st</sup> and 2<sup>nd</sup> Streets  
 First Street parking lot section paving for General Fund  
 Profile and pave West 10th from Mt. Hood to Union Street  
 Continue patching after utility work  
 Resurface 5<sup>th</sup> Street Union to County Annex Road  
 Resurface Wasco County Court House Alley  
 Resurface Jefferson Street between East 10<sup>th</sup> and 13<sup>th</sup> Streets.  
 Pave for funding match, City obligation section of River Front Trail  
 West 1<sup>st</sup> from rail spur to Webber Street  
 Deteriorated section repairs on many residential streets  
 East 11<sup>th</sup> from Washington to Kelly Avenue  
 Prepare surface and hire Wasco County to armor coat Reservoir Road

- Thompson upgrades to match East 19<sup>th</sup> Street projected use.
- Various neighborhood paving projects and Local Improvement Districts (LIDs) using the newly created gravel street reconstruct policy.
- Help Engineering Division solve drainage issues on accepted substandard areas of the city.
- Proceed with full reconstruction of Jefferson Street between East 14<sup>th</sup> St. and Scenic Drive.
- Provide curb/sidewalk installation and replacement in accordance with ADA requirements.
- Provide crack seal treatments for future paving projects and for deteriorating roadways to extend service life.
- Revise current level of service in street sweeping and snow plowing/sanding.
- Provide service for increasing street lighting, paint striping, sign age, and delineation.
- Start funding for traffic lights at West 6<sup>th</sup> Street and Cherry Heights Road.
- Provide project oversight and inspections as needed.
- Stay involved in planning issues, especially annexation or procurement of substandard areas with no long term funding source.
- Explore ways to fund ever-increasing demands on the Street Division, including striping and sign age increases, major paving projects, traffic lights, and street sweeping.
- Continue to express the Public Works needs to be included in our internal planning decisions and the impacts of failures to do so.
- Educate involved parties on the adverse effects of depleting and devaluing our fleet equipment to a point of nonreliability for daily use and net worth.

## **2003-04 Accomplishments**

- Patched pavement surfaces after Water Distribution and Wastewater Collection utility work.
- Rocked and graded aggregate roads and alleys in the City and watershed.
- Surface treatments provided at these locations:
  - West 8th from Cherry Heights to Webber Street
  - Walnut Street from 6<sup>th</sup> to 7<sup>th</sup> Street
  - West 10<sup>th</sup> profile pave Walnut Street to Cherry Heights

Hauled grindings to Reservoir Road  
 Paved parking and storage area in yard  
 Overlay East 8<sup>th</sup> from H Street to Harris Street  
 Paved abutting property to Union Street Underpass job as per City agreement.  
 Finished corner of 6<sup>th</sup> and Hostetler with storm drain, new grade, ADA, and pave.  
 Installed sidewalk, drainage, and paved new frontage on Dry Hollow Rd at 19<sup>th</sup>.  
 Various street sections, including: Trevitt Street widening for two blocks between  
 7<sup>th</sup> to 9<sup>th</sup> on one side.

- Erected a materials storage shed in the Public Works yard.
- Updated the wash water system and added a oil water separator at the Public Works.
- Built access roads to remote utility locations inside easements and rights-of-way.
- Conducted a very successful crack seal project.
- Kept aging fleet in good character and service order.
- Re-stripped paved streets.
- Painted crosswalks and delineations in the City, as well as Mosier, Dufur and surrounding areas, as a labor trade agreement with Wasco County Public Works.
- Brushed and trimmed right-of-ways.
- Cleaned and cleared slide areas within city.
- Conducted an extensive reclassification of all street listings as pertains to current conditions.
- Provided support to General Fund building and grounds efforts, traffic counts for engineering studies, and input for Urban Renewal activities.
- Provided staff support for Traffic Safety Commission issues and resolutions.
- Participated in site team review for new developments, devoting much time to planning and development issues.
- Responded to and assisted with Codes Enforcement issues.
- Worked hard to achieve a solid street surfacing program for the community.
- Conducted an annual weed abatement spray program for City rights-of-way.
- Assisted the water and waste water crews with many activities during the year.
- Sanded and plowed on a very intense winter storm schedule.

### **Major Issues to be resolved in the next 5 years**

- Strive to find viable funding mechanisms to sustain current service levels as our community continues to expand in growth and needs, allowing for increased costs for traffic lighting and signals, waste disposal and fuel.
- Achieve balance of utility and street efforts to provide at least two miles of total street rehabilitation per year.
- Adopt a Street System Overlay for the community, based on development patterns and citizen input.
- Assure compliance with newest version of Manual on Uniform Traffic Control Devices (MUTCD) with regard to street signs, markings and signals.
- Long-term funding for annexations and take overs of substandard infrastructure.
- Build funding for the traffic signals at West 6<sup>th</sup> and Cherry Heights.
- Build funding for the West 2<sup>nd</sup> and Cherry Heights traffic signals.

- Maintain good service character of machinery in light of escalating use, and stretch replacement dates as far as possible due to shrinking funds for replacement units.
- Identify the funding to purchase the right-of-way needed to finish the East 10th Street widening and connection with Dry Hollow Road.
- Funding for projects like East 19<sup>th</sup> connection to Thompson Street and Thompson 10<sup>th</sup>/19<sup>th</sup>.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
STREET FUND SUMMARY**

<u>Revenue/Cost Centers</u>	FY	FY	FY	FY	FY	FY
	2001-2002 <u>Actual</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2004-2005 <u>Proposed Budget</u>	2004-2005 <u>Approved Budget</u>	2004-2005 <u>Adopted Budget</u>
BEGINNING BALANCE	875,476	865,544	778,316	577,235	577,235	577,235
REVENUES	945,212	842,627	956,538	1,169,681	1,169,681	1,169,681
OTHER SOURCES	207,143	406,849	184,955	181,942	181,942	181,942
<b>TOTAL RESOURCES</b>	<b>2,027,831</b>	<b>2,115,020</b>	<b>1,919,809</b>	<b>1,928,858</b>	<b>1,928,858</b>	<b>1,928,858</b>
STREET OPERATIONS	822,647	932,456	1,107,240	1,079,791	1,079,791	1,079,791
PUBLIC WORKS RESERVE FUND	229,474	18,420	200,698	181,288	181,288	181,288
STREET/BRIDGE REPLACEMENT FUND	54,005	3,857	380,705	490,097	490,097	490,097
<b>TOTAL EXPENDITURES</b>	<b>1,106,126</b>	<b>954,733</b>	<b>1,688,643</b>	<b>1,751,176</b>	<b>1,751,176</b>	<b>1,751,176</b>
CHARGES FOR SERVICES	0	2,800	1,773	938	938	938
TRANSFER OUT	56,162	297,968	125,209	98,454	95,054	95,012
CONTINGENCY	0	0	104,184	78,290	81,690	81,732
UNAPPROPRIATED ENDING BAL	0	0	0	0	0	0
<b>TOTAL OTHER USES</b>	<b>56,162</b>	<b>297,968</b>	<b>231,166</b>	<b>177,682</b>	<b>177,682</b>	<b>177,682</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>1,162,288</b>	<b>1,252,701</b>	<b>1,919,809</b>	<b>1,928,858</b>	<b>1,928,858</b>	<b>1,928,858</b>
<b>FUND TOTAL</b>	<b>865,543</b>	<b>862,319</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005**  
**Budget**  
**STREET FUND**

REVENUE		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2000-2001 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
005-0000-300.00-00	BEGINNING BALANCE	628,577	785,207	333,933	202,759	202,759	202,759
<b>* BEGINNING BALANCE</b>		628,577	785,207	333,933	202,759	202,759	202,759
005-0000-319.40-00	LOCAL 3 CENT FUEL TAX	300,693	301,238	303,842	292,040	292,040	292,040
<b>* OTHER TAXES</b>		300,693	301,238	303,842	292,040	292,040	292,040
005-0000-331.11-00	FAU EXCHANGE FUNDS	60,925	0	0	0	0	0
<b>* FEDERAL REVENUES</b>		60,925	0	0	0	0	0
005-0000-335.40-00	STATE MOTOR VEH FND	504,271	496,737	507,690	583,044	583,044	583,044
<b>* STATE SHARED REVENUES</b>		504,271	496,737	507,690	583,044	583,044	583,044
005-0000-337.10-00	URBAN RENEWAL	2,172	1,344	11,666	12,485	12,485	12,485
005-0000-337.70-00	CHENOWITH PUD	0	0	7,500	7,500	7,500	7,500
<b>* LOCAL GOVERNMENT REVENUES</b>		2,172	1,344	19,166	19,985	19,985	19,985
005-0000-341.80-00	COPIES, PLANS, ORD'S	265	80	100	100	100	100
005-0000-341.90-00	MISC SALES AND SRVCE	891	2,716	500	500	500	500
<b>* GENERAL GOVERNMENT</b>		1,156	2,796	600	600	600	600
005-0000-348.00-00	INTERDEPARTMENTAL REVENUE	31,848	28,396	45,220	35,338	35,338	35,338
<b>* INTERDEPARTMENTAL REVENUE</b>		31,848	28,396	45,220	35,338	35,338	35,338
005-0000-361.00-00	INTEREST REVENUES	14,965	8,201	8,000	3,515	3,515	3,515
<b>* INTEREST REVENUES</b>		14,965	8,201	8,000	3,515	3,515	3,515
005-0000-369.00-00	OTHER MISC REVENUES	2,235	363	500	250	250	250
<b>* OTHER MISC REVENUES</b>		2,235	363	500	250	250	250
005-0000-391.51-00	WATER UTILITY FUND	62,365	63,654	64,760	63,350	63,350	63,350
005-0000-391.55-00	WASTEWATER UTILITY	54,778	54,195	54,195	56,592	56,592	56,592
<b>* OPERATING TRANSFERS IN</b>		117,143	117,849	118,955	119,942	119,942	119,942
005-0000-392.00-00	SALE OF FIXED ASSETS	30	0	500	0	0	0
<b>* SALE OF FIXED ASSETS</b>		30	0	500	0	0	0
<b>** STREET FUND</b>		<b>1,664,015</b>	<b>1,742,131</b>	<b>1,338,406</b>	<b>1,257,473</b>	<b>1,257,473</b>	<b>1,257,473</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
STREET FUND**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
005-0500-431.11-00	REGULAR SALARIES	275,552	322,910	345,692	360,323	360,323	360,323
<b>* REGULAR SALARIES</b>		<b>275,552</b>	<b>322,910</b>	<b>345,692</b>	<b>360,323</b>	<b>360,323</b>	<b>360,323</b>
005-0500-431.12-00	PARTTIME/TEMP SALARIES	14,494	0	8,888	480	480	480
<b>* PARTTIME/TEMP SALARIES</b>		<b>14,494</b>	<b>0</b>	<b>8,888</b>	<b>480</b>	<b>480</b>	<b>480</b>
005-0500-431.13-00	OVERTIME SALARIES	3,545	5,625	10,875	12,875	12,875	12,875
<b>* OVERTIME SALARIES</b>		<b>3,545</b>	<b>5,625</b>	<b>10,875</b>	<b>12,875</b>	<b>12,875</b>	<b>12,875</b>
005-0500-431.21-10	MEDICAL INSURANCE	40,515	60,468	65,291	78,700	78,700	78,700
005-0500-431.21-20	L-T DISABILITY INSURANCE	898	997	1,081	1,129	1,129	1,129
005-0500-431.21-30	LIFE INSURANCE	297	344	345	345	345	345
005-0500-431.21-40	WORKERS COMP INSURANCE	8,584	14,293	15,979	21,548	21,548	21,548
<b>* INSURANCE BENEFITS</b>		<b>50,294</b>	<b>76,102</b>	<b>82,696</b>	<b>101,722</b>	<b>101,722</b>	<b>101,722</b>
005-0500-431.22-00	FICA	22,123	24,805	27,957	28,586	28,586	28,586
<b>* FICA</b>		<b>22,123</b>	<b>24,805</b>	<b>27,957</b>	<b>28,586</b>	<b>28,586</b>	<b>28,586</b>
005-0500-431.23-00	RETIREMENT CONTRIBUTIONS	29,938	29,557	45,817	43,936	43,936	43,936
<b>* RETIREMENT CONTRIBUTIONS</b>		<b>29,938</b>	<b>29,557</b>	<b>45,817</b>	<b>43,936</b>	<b>43,936</b>	<b>43,936</b>
005-0500-431.29-00	OTHER EMPLOYEE BENEFITS	68	46	26	26	26	26
<b>* OTHER EMPLOYEE BENEFITS</b>		<b>68</b>	<b>46</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>
<b>** PERSONNEL SERVICE</b>		<b>396,014</b>	<b>459,045</b>	<b>521,951</b>	<b>547,948</b>	<b>547,948</b>	<b>547,948</b>
005-0500-431.31-10	CONTRACTUAL SERVICES	1,358	377	4,400	1,900	1,900	1,900
005-0500-431.31-40	WASCO CO COMMUNICATIONS	5,730	5,120	6,362	6,360	6,360	6,360
<b>* OFFICIAL/ADMINISTRATIVE</b>		<b>7,088</b>	<b>5,497</b>	<b>10,762</b>	<b>8,260</b>	<b>8,260</b>	<b>8,260</b>
005-0500-431.34-10	ENGINEERING SERVICES	7,170	3,870	5,000	3,000	3,000	3,000
005-0500-431.34-30	COMPUTER SERVICES	2,197	1,894	1,990	2,180	2,180	2,180
005-0500-431.34-40	SOFTWARE MAINTENANCE	1,526	1,786	2,608	2,608	2,608	2,608
<b>* TECHNICAL SERVICES</b>		<b>10,893</b>	<b>7,550</b>	<b>9,598</b>	<b>7,788</b>	<b>7,788</b>	<b>7,788</b>
005-0500-431.39-00	OTHER CONTRACTUAL SVCS	4,397	3,931	6,982	7,491	7,491	7,491
<b>* OTHER CONTRACTUAL SVCS</b>		<b>4,397</b>	<b>3,931</b>	<b>6,982</b>	<b>7,491</b>	<b>7,491</b>	<b>7,491</b>
005-0500-431.41-10	WATER & SEWER	1,269	1,183	1,865	1,900	1,900	1,900
005-0500-431.41-20	GARBAGE SERVICES	13,723	17,236	16,695	16,180	16,180	16,180
005-0500-431.41-30	NATURAL GAS	2,323	1,660	2,850	2,540	2,540	2,540
005-0500-431.41-40	ELECTRICITY	3,480	7,379	3,002	3,920	3,920	3,920
005-0500-431.41-50	STREET & TRAFFIC LIGHTING	75,625	71,348	82,984	77,825	77,825	77,825
<b>* UTILITY SERVICES</b>		<b>96,420</b>	<b>98,806</b>	<b>107,396</b>	<b>102,365</b>	<b>102,365</b>	<b>102,365</b>
005-0500-431.42-00	JANITORIAL SERVICES	3,225	3,400	3,600	3,600	3,600	3,600
<b>* JANITORIAL SERVICES</b>		<b>3,225</b>	<b>3,400</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>
005-0500-431.43-10	BUILDINGS AND GROUNDS	3,144	4,008	3,448	4,056	4,056	4,056
005-0500-431.43-20	COMPUTERS	343	479	500	250	250	250
005-0500-431.43-30	RADIO EQUIPMENT	1,586	2,687	1,905	1,600	1,600	1,600
005-0500-431.43-40	OFFICE EQUIPMENT	72	39	500	500	500	500
005-0500-431.43-45	JOINT USE OF LABOR/EQUIP	5,341	2,436	3,872	7,400	7,400	7,400
005-0500-431.43-50	VEHICLES	32,957	38,495	32,089	37,645	37,645	37,645
005-0500-431.43-51	GAS/OIL/DIESEL/LUBRICANTS	12,569	15,989	25,161	24,584	24,584	24,584
005-0500-431.43-52	TIRES AND TIRE REPAIRS	5,143	8,003	5,448	4,647	4,647	4,647
005-0500-431.43-70	GENERAL EQUIPMENT	2,763	1,410	3,314	3,432	3,432	3,432
005-0500-431.43-71	SPCL UTILITY EQUIPMENT	3,448	5,319	6,700	8,200	8,200	8,200
005-0500-431.43-80	SHOP EQUIPMENT	3,340	3,995	4,673	4,959	4,959	4,959
005-0500-431.43-81	SERVICE PICKUP TOOLS	355	344	450	500	500	500
005-0500-431.43-87	UTILITIES LOCATES	143	247	294	416	416	416
<b>* REPAIRS AND MAINTENANCE</b>		<b>71,204</b>	<b>83,451</b>	<b>88,354</b>	<b>98,189</b>	<b>98,189</b>	<b>98,189</b>
005-0500-431.44-20	RENTAL OF EQUIPMENT	6,418	7,167	12,700	10,500	10,500	10,500
<b>* RENTAL COSTS</b>		<b>6,418</b>	<b>7,167</b>	<b>12,700</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>
005-0500-431.52-10	LIABILITY	6,292	8,528	10,146	9,692	9,692	9,692
005-0500-431.52-30	PROPERTY	2,022	1,291	1,485	5,027	5,027	5,027
005-0500-431.52-50	AUTOMOTIVE	9,599	11,285	13,478	10,738	10,738	10,738
<b>* INSURANCE</b>		<b>17,913</b>	<b>21,104</b>	<b>25,109</b>	<b>25,457</b>	<b>25,457</b>	<b>25,457</b>
005-0500-431.53-20	POSTAGE	265	555	100	150	150	150
005-0500-431.53-30	TELEPHONE	5,083	5,999	4,560	5,972	5,972	5,972
005-0500-431.53-40	LEGAL NOTICES	447	0	300	300	300	300
005-0500-431.53-60	PUBLIC EDUCATION/INFO	100	251	567	534	534	534
<b>* COMMUNICATIONS</b>		<b>5,895</b>	<b>6,805</b>	<b>5,527</b>	<b>6,956</b>	<b>6,956</b>	<b>6,956</b>
005-0500-431.54-00	ADVERTISING	582	0	250	250	250	250
<b>* ADVERTISING</b>		<b>582</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
STREET FUND**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
005-0500-431.55-00	PRINTING AND BINDING	298	39	930	540	540	540
<b>* PRINTING AND BINDING</b>		<b>298</b>	<b>39</b>	<b>930</b>	<b>540</b>	<b>540</b>	<b>540</b>
005-0500-431.57-00	PERMITS	73	168	185	180	180	180
<b>* PERMITS</b>		<b>73</b>	<b>168</b>	<b>185</b>	<b>180</b>	<b>180</b>	<b>180</b>
005-0500-431.58-10	TRAVEL, FOOD & LODGING	120	1,257	380	540	540	540
005-0500-431.58-20	TRAINING AND CONFERENCES	4,633	3,826	6,110	5,549	5,549	5,549
005-0500-431.58-70	MEMBERSHIPS/DUES/SUBS	569	418	536	567	567	567
<b>* TRAINING AND TRAVEL</b>		<b>5,322</b>	<b>5,501</b>	<b>7,026</b>	<b>6,656</b>	<b>6,656</b>	<b>6,656</b>
005-0500-431.60-10	OFFICE SUPPLIES	4,044	2,375	4,000	3,100	3,100	3,100
005-0500-431.60-20	JANITORIAL SUPPLIES	2,202	2,453	2,400	2,400	2,400	2,400
005-0500-431.60-60	EXPENDABLE SUPPLIES	33	11	100	100	100	100
005-0500-431.60-80	CLOTHING	1,792	2,611	2,310	2,310	2,310	2,310
005-0500-431.60-85	SPECIAL DEPT SUPPLIES	3,756	3,605	5,258	5,058	5,058	5,058
005-0500-431.60-86	CHEMICAL/LAB SUPPLIES	87	26	1,836	1,430	1,430	1,430
005-0500-431.60-87	STREET CONST SUPPLIES	22,702	143,241	166,861	166,405	166,405	166,405
<b>* SUPPLIES</b>		<b>34,616</b>	<b>154,322</b>	<b>182,765</b>	<b>180,803</b>	<b>180,803</b>	<b>180,803</b>
005-0500-431.64-10	BOOKS AND PERIODICALS	589	257	1,193	1,108	1,108	1,108
005-0500-431.64-80	COMPUTER SOFTWARE	857	0	600	1,200	1,200	1,200
<b>* BOOKS AND PERIODICALS</b>		<b>1,446</b>	<b>257</b>	<b>1,793</b>	<b>2,308</b>	<b>2,308</b>	<b>2,308</b>
005-0500-431.69-80	ASSETS <\$1,000	500	99	628	197	197	197
<b>* OTHER MATERIALS/EXPENSES</b>		<b>500</b>	<b>99</b>	<b>628</b>	<b>197</b>	<b>197</b>	<b>197</b>
<b>** MATERIALS AND SERVICES</b>		<b>266,290</b>	<b>398,097</b>	<b>463,605</b>	<b>461,540</b>	<b>461,540</b>	<b>461,540</b>
005-0500-431.72-20	BUILDINGS	1,204	10,310	6,758	1,016	1,016	1,016
<b>* CAPITAL OUTLAY</b>		<b>1,204</b>	<b>10,310</b>	<b>6,758</b>	<b>1,016</b>	<b>1,016</b>	<b>1,016</b>
005-0500-431.73-30	IMPRVMTS OTHER THAN BLDGS	1,071	0	0	0	0	0
<b>* CAPITAL OUTLAY</b>		<b>1,071</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
005-0500-431.74-10	MACHINERY	3,221	0	910	6,362	6,362	6,362
005-0500-431.74-25	COMMUNICATIONS EQUIP	0	0	100	100	100	100
005-0500-431.74-30	FURNITURE AND FIXTURES	2,841	13	1,300	400	400	400
005-0500-431.74-40	OFFICE EQUIPMENT	2,336	6,520	0	0	0	0
005-0500-431.74-50	COMPUTER EQUIPMENT	4,574	6,169	334	500	500	500
005-0500-431.74-90	EQUIPMENT, OTHER	5,239	2,519	9,282	4,525	4,525	4,525
<b>* MACHINERY AND EQUIPMENT</b>		<b>18,211</b>	<b>15,221</b>	<b>11,926</b>	<b>11,887</b>	<b>11,887</b>	<b>11,887</b>
005-0500-431.75-10	CAPITAL PROJECTS	120,884	30,810	103,000	57,400	57,400	57,400
<b>* CAPITAL OUTLAY</b>		<b>120,884</b>	<b>30,810</b>	<b>103,000</b>	<b>57,400</b>	<b>57,400</b>	<b>57,400</b>
<b>** CAPITAL OUTLAY</b>		<b>141,370</b>	<b>56,341</b>	<b>121,684</b>	<b>70,303</b>	<b>70,303</b>	<b>70,303</b>
005-0500-431.79-50	LOAN PRINCIPAL PYMENTS	18,973	17,858	0	0	0	0
005-0500-431.79-60	LOAN INTEREST PAYMENTS	0	1,115	0	0	0	0
<b>* DEBT SERVICE</b>		<b>18,973</b>	<b>18,973</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>*** STREET OPERATIONS</b>		<b>822,647</b>	<b>932,486</b>	<b>1,107,240</b>	<b>1,079,791</b>	<b>1,079,791</b>	<b>1,079,791</b>
<b>OTHER USES</b>							
005-9500-431.80-15	TO UNEMPLYMNT RESV FND	0	2,800	1,773	938	938	938
<b>* CHARGES FOR SERVICES</b>		<b>0</b>	<b>2,800</b>	<b>1,773</b>	<b>938</b>	<b>938</b>	<b>938</b>
005-9500-431.81-01	TO GENERAL FUND	56,162	58,968	59,209	68,454	65,054	65,012
005-9500-431.81-09	TO PUBLIC WKS RESV FUND	0	30,000	36,000	25,000	25,000	25,000
005-9500-431.81-13	TO STREET & BRIDGE FUND	0	209,000	30,000	5,000	5,000	5,000
<b>* OPERATING TRANSFERS OUT</b>		<b>56,162</b>	<b>297,968</b>	<b>125,209</b>	<b>98,454</b>	<b>95,054</b>	<b>95,012</b>
005-9500-431.88-00	CONTINGENCY	0	0	104,184	78,290	81,690	81,732
<b>* CONTINGENCY</b>		<b>0</b>	<b>0</b>	<b>104,184</b>	<b>78,290</b>	<b>81,690</b>	<b>81,732</b>
<b>** OTHER</b>		<b>56,162</b>	<b>300,768</b>	<b>231,166</b>	<b>177,682</b>	<b>177,682</b>	<b>177,682</b>
<b>*** OTHER USES</b>		<b>56,162</b>	<b>300,768</b>	<b>231,166</b>	<b>177,682</b>	<b>177,682</b>	<b>177,682</b>
<b>*** STREET FUND</b>		<b>878,809</b>	<b>1,233,224</b>	<b>1,338,406</b>	<b>1,257,473</b>	<b>1,257,473</b>	<b>1,257,473</b>



**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
PUBLIC WORKS RESERVE FUND**

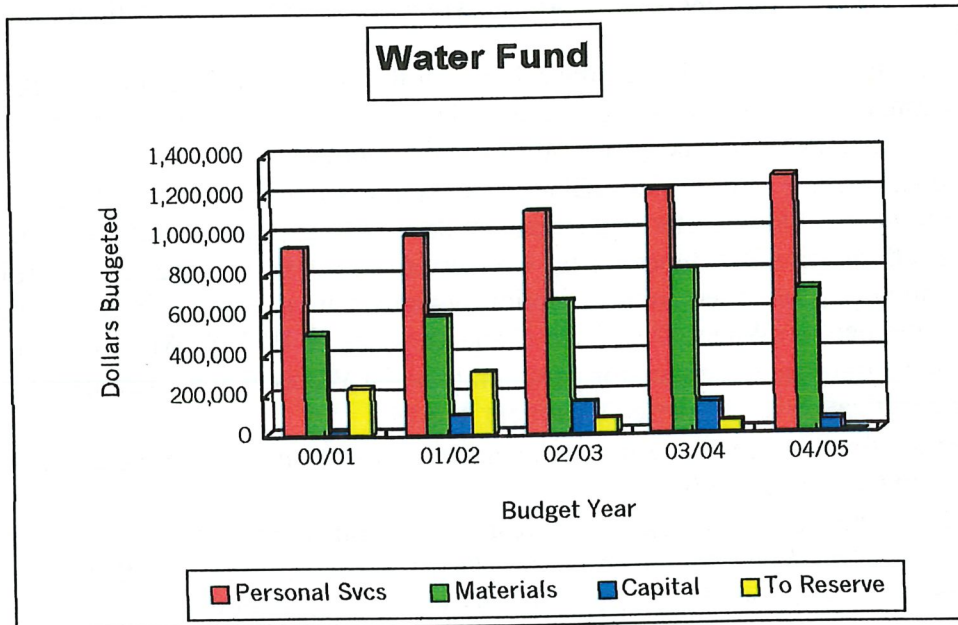
REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
009-0000-300.00-00	BEGINNING BALANCE	201,088	68,252	162,298	122,688	122,688	122,688
<b>* BEGINNING BALANCE</b>		201,088	68,252	162,298	122,688	122,688	122,688
009-0000-361.00-00	INTEREST REVENUES	6,138	1,616	2,400	1,600	1,600	1,600
<b>* INTEREST REVENUES</b>		6,138	1,616	2,400	1,600	1,600	1,600
009-0000-369.00-00	OTHER MISC REVENUES	500	0	0	0	0	0
<b>* OTHER MISC REVENUES</b>		500	0	0	0	0	0
009-0000-391.05-00	STREET FUND	0	30,000	36,000	25,000	25,000	25,000
009-0000-391.51-00	WATER UTILITY FUND	60,000	20,000	0	0	0	0
009-0000-391.55-00	WASTEWATER FUND	30,000	30,000	0	32,000	32,000	32,000
<b>* OPERATING TRANSFERS IN</b>		90,000	80,000	36,000	57,000	57,000	57,000
<b>*** PUBLIC WORKS RESERVE FUND</b>		<b>297,726</b>	<b>149,868</b>	<b>200,698</b>	<b>181,288</b>	<b>181,288</b>	<b>181,288</b>
EXPENDITURES							
009-9000-431.74-10	MACHINERY	229,474	18,420	176,698	139,855	139,855	139,855
009-9000-431.74-20	VEHICLES	0	0	24,000	41,433	41,433	41,433
<b>* MACHINERY AND EQUIPMENT</b>		229,474	18,420	200,698	181,288	181,288	181,288
<b>** CAPITAL OUTLAY</b>		<b>229,474</b>	<b>18,420</b>	<b>200,698</b>	<b>181,288</b>	<b>181,288</b>	<b>181,288</b>
<b>*** PUBLIC WORKS RESERVE FUND</b>		<b>229,474</b>	<b>18,420</b>	<b>200,698</b>	<b>181,288</b>	<b>181,288</b>	<b>181,288</b>

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**STREET/BRIDGE REPLACEMENT FUND**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
013-0000-300.00-00	BEGINNING BALANCE	45,811	12,085	282,085	251,788	251,788	251,788
<b>* BEGINNING BALANCE</b>		45,811	12,085	282,085	251,788	251,788	251,788
013-0000-331.11-00	FAU EXCHANGE FUNDS	0	0	62,980	229,529	229,529	229,529
<b>* FEDERAL REVENUES</b>		0	0	62,980	229,529	229,529	229,529
013-0000-337.10-00	URBAN RENEWAL	19,798	0	0	0	0	0
<b>* LOCAL GOVERNMENT REVENUES</b>		19,798	0	0	0	0	0
013-0000-361.00-00	INTEREST REVENUES	481	1,936	5,640	3,780	3,780	3,780
<b>* INTEREST REVENUES</b>		481	1,936	5,640	3,780	3,780	3,780
013-0000-391.05-00	STREET FUND	0	209,000	30,000	5,000	5,000	5,000
<b>* OPERATING TRANSFERS IN</b>		0	209,000	30,000	5,000	5,000	5,000
<b>*** STREET/BRIDGE REPLACEMENT FUND</b>		<b>66,090</b>	<b>223,021</b>	<b>380,705</b>	<b>490,097</b>	<b>490,097</b>	<b>490,097</b>
<b>EXPENDITURES</b>							
013-1400-431.75-10	CAPITAL PROJECTS	54,005	3,857	380,705	490,097	490,097	490,097
<b>* CAPITAL OUTLAY</b>		54,005	3,857	380,705	490,097	490,097	490,097
<b>*** STREET/BRIDGE REPLACEMENT FUND</b>		<b>54,005</b>	<b>3,857</b>	<b>380,705</b>	<b>490,097</b>	<b>490,097</b>	<b>490,097</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005**

**Fund:** WATER FUND  
**Department:** DEPARTMENT OF PUBLIC WORKS  
**Program:** WATER TREATMENT and WATER DISTRIBUTION



The Water Fund is an enterprise fund used to account for the operations of the City's water utility. The fund's primary source of revenue is the sale of water. For budget purposes the fund is divided into two parts: Water Treatment (051-5000) and Water Distribution (051-5100).

**WATER TREATMENT**

**Description**

The Water Treatment program accounts for all activities involved in operating and maintaining the Wicks Water Treatment Plant, operating the water quality laboratories, and managing The Dalles Municipal Watershed for the protection and enhancement of water quality and quantity.

**2004-2005 Goals, Projects and Highlights**

- Begin construction of a new 4.3 million-gallon Clearwell at Wicks to comply with new drinking water regulations scheduled to be promulgated in 2004.
- Continue to participate in and apply the treatment optimization principles of the *Partnership for Safe Water*.
- Replace the log boom on the spillway at Crow Creek Dam.

- Complete a 20-year Water System Master Plan with 20, 50 and 100-year water demand forecasts.
- Develop and implement a Water Management and Conservation Plan as required by Oregon Water Resources Department; protect undeveloped water rights as feasible.

### **2003-2004 Accomplishments/Comments**

- Completed a timber sale in The Dalles Municipal Watershed to salvage dead and dying trees, improve forest health, and reduce fire hazard; replanted harvested area with disease-resistant species.
- Inspected, evaluated, and load-rated the bridges on Reservoir Road leading into the Wicks Water Treatment Plant; replaced one seriously deficient wooden bridge with a pre-cast concrete structure under an emergency design-build contract.
- Completed an upgrade of the Wicks, Distribution and Dewatering Well SCADA systems to comply with new drinking water regulations, replace failing systems, and afford greater operational efficiencies at reduced costs. Converted remote monitoring and control systems to PLC technology, converted communication systems from telephone lines to radios, and completely merged the Wicks, Distribution, and Dewatering Well SCADA systems.
- Implemented a training and education program to assist Wicks Water Treatment Operators in achieving certification at the Water Treatment 4 level.
- Completed the final design and contract document preparation for construction of a new 4.3 million-gallon Clearwell at Wicks.
- Continued to participate in and apply the treatment optimization principles of the *Partnership for Safe Water*. The Wicks Water Treatment Plant has been awarded the **Director's Certificate** for completion of the Phase III Self-Assessment portion of the *Partnership* program and was the first utility in the state of Oregon to do so.
- Activities of the Water Quality Manager:
- Represented the City on the Tri-County Household Hazardous Waste Steering Committee.
- Represented the City on DEQ's Miles Creeks TMDL Technical Advisory Committee which is helping DEQ establish water quality standards for degraded streams in the Mid-Columbia area.
- Served on The Dalles Watershed Council, a locally based effort to assess the conditions and prioritize voluntary restoration projects on streams around The Dalles.
- Participated in the Sister City Program by traveling to Ikeda, Japan and touring a number of water-related projects there.
- Gave a presentation at a national conference in Portland about the City's participation in the *Partnership for Safe Water*.

### **Major Issues to be resolved in the next 5 years**

- Upgrade and enhancement of Dog River Diversion line.
- Complete a land exchange with USFS to facilitate Crow Creek Dam enlargement and/or spillway enhancement.
- Develop a plan and secure funding for water system improvements including spillway enhancement and/or enlargement of Crow Creek Dam.

## WATER DISTRIBUTION

### Description

The Water Distribution Division manages the operation and maintenance of a complex water distribution system consisting of transmission mains, water booster stations, pressure regulators, storage reservoirs, and groundwater sources. Premium water quality is maintained through the efforts of water system sampling, water quality complaint investigation, backflow protection and needed system upgrades.

### 2004-05 Goals, Projects, and Highlights

- Protect public health through water quality monitoring, water quality investigations, backflow protection, and assurance of adequate fire flows and pressure.
- Perform hydraulics analysis of the water distribution system to reduce the number of pressure reducing valves and identify reservoir and pressure enhancement needs.
- Install a new 12-inch ductile iron line on East 19<sup>th</sup> and Dry Hollow to replace an existing 8-inch undersized connection to 19<sup>th</sup> Street Reservoir.
- Repair the damaged roof on Sorosis Reservoir.
- Paint Columbia View Reservoir and Intermediate Reservoir.
- Continue to upgrade all galvanized lines in advance of paving projects.
- Continue to replace 2-inch galvanized main lines.
- Update maps and as-builts.

### 2003-04 Accomplishments

- Completed Phase 3 of the High Line transmission line (3,500 feet).
- Installed 36 sample stations for more representative sampling results.
- Upgraded these galvanized lines for street paving projects:
  - 5<sup>th</sup> & Washington to Union Street
  - 14<sup>th</sup> & Lincoln to Scenic Drive
  - Alley between First and Second from Federal to Laughlin Street
  - G Street between 12<sup>th</sup> and 10<sup>th</sup> Streets
  - Phase II of the 10<sup>th</sup> Street Widening Project
  - Jefferson at 10<sup>th</sup> Street
  - Investigated 19<sup>th</sup> Street from Dry Hollow to Oregon Street.
- Flushed hydrants in the entire water system and repaired all broken hydrants.
- Installed 15 new water services and one new fire line.
- Automated the chlorine analyzers at the wells and reservoirs through the SCADA system and upgraded the wiring controls.
- Automated the dewatering wells through the SCADA system.
- Installed antennas, conduit and cable for the conversion of SCADA telemetry to radio waves.
- Performed eight to ten utility locates per day.
- Averaged about twelve utility work orders per day.

- **Cross Connection Program activities:**
  - Approved installation of 69 new cross connection devices in the last 10 months, bringing the water system's total to 1,054 devices at a total of 640 sites.
  - Averaged 47 tests and 4 installation inspections each month of the year; all devices installed within the City Limits must be inspected by the City's Cross Connection Specialist, Arlo Langford, as well as the state plumbing official.
  - CC Specialist served on the Oregon Cross Connection Inspectors Regional Subcommittee and hosted the May 2004 quarterly meeting the Discovery Center for members throughout the state.
  - CC Specialist served as a member of the American Backflow Prevention Association's executive board, allowing the City to start a chapter in The Dalles.
  - Provided comment and input on revisions to the state backflow protection legislation.
  - CC Specialist worked with the City's Legal Department to ensure reduced liability to the City as some revisions to state rule would have made some current installations illegal.
- Two people spent 10 days each month reading water meters and the remainder of the month working on meter repairs.
- Cleared an equipment trail over the High Line.
- Two inch water line upgrades:
  - West 17<sup>th</sup> and Trevitt Streets - Looped system 300 feet
  - West 23<sup>rd</sup> and Wright Streets
  - Orchard Road.
  - First and Union - Looped system 600 feet.
  - East 10<sup>th</sup> to 11<sup>th</sup> at Jefferson Street
- Repaired leaks throughout the system.
- Rebuilt pumps at Intermediate Booster Station.
- Replaced the flow meters at the dewatering wells.
- Built and equipped the trench rescue trailer.

### **Major Issues to be resolved in the next five years**

- Implementation of elements of updated Water System Master Plan.
- Enhancement of water system security.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
WATER UTILITY FUND SUMMARY**

<u>Revenue/Cost Centers</u>	FY	FY	FY	FY	FY	FY
	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
BEGINNING BALANCE	2,916,688	2,769,692	2,094,314	1,524,067	1,524,067	1,524,067
REVENUES	2,324,190	2,176,659	2,184,810	2,215,575	2,215,575	2,215,575
OTHER SOURCES	250,000	50,000	50,000	0	0	0
<b>TOTAL RESOURCES</b>	<b>5,490,878</b>	<b>4,996,351</b>	<b>4,329,124</b>	<b>3,739,642</b>	<b>3,739,642</b>	<b>3,739,642</b>
WATER TREATMENT	669,012	923,658	927,305	900,174	900,174	900,174
WATER DISTRIBUTION	1,002,589	1,007,318	1,231,875	1,188,682	1,188,682	1,194,024
WATER DEPT CAPITAL RESERVE FUND	49,235	324,798	1,586,997	1,084,341	1,084,341	1,084,341
<b>TOTAL EXPENDITURES</b>	<b>1,720,836</b>	<b>2,255,774</b>	<b>3,746,177</b>	<b>3,173,197</b>	<b>3,173,197</b>	<b>3,178,539</b>
CHARGES FOR SERVICES	0	6,284	4,148	2,195	2,195	2,227
TRANSFER OUT	60,000	20,000	0	0	0	0
CONTINGENCY	641,364	423,892	404,766	391,110	380,638	382,582
UNAPPROPRIATED ENDING BAL	0	0	174,033	173,140	183,612	176,294
<b>TOTAL OTHER USES</b>	<b>701,364</b>	<b>443,892</b>	<b>582,947</b>	<b>566,445</b>	<b>566,445</b>	<b>561,103</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>2,422,200</b>	<b>2,699,666</b>	<b>4,329,124</b>	<b>3,739,642</b>	<b>3,739,642</b>	<b>3,739,642</b>
<b>FUND TOTAL</b>	<b>3,068,678</b>	<b>2,296,685</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
WATER UTILITY FUND**

REVENUE		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
051-0000-300.00-00	BEGINNING BALANCE	1,083,568	834,237	600,757	465,682	465,682	465,682
<b>* BEGINNING BALANCE</b>		1,083,568	834,237	600,757	465,682	465,682	465,682
051-0000-337.10-00	FEDERAL GRANTS-MISC	90,000	-8,119	0	0	0	0
<b>* FEDERAL REVENUES</b>		90,000	-8,119	0	0	0	0
051-0000-337.10-00	URBAN RENEWAL	2,172	5,229	11,666	12,485	12,485	12,485
<b>* LOCAL GOVERNMENT REVENUES</b>		2,172	5,229	11,666	12,485	12,485	12,485
051-0000-341.80-00	COPIES, PLANS, ORD'S	120	91	100	150	150	150
051-0000-341.90-00	MISC SALES AND SERVICES	41,310	33,827	30,000	30,000	30,000	30,000
<b>* GENERAL GOVERNMENT</b>		41,430	33,918	30,100	30,150	30,150	30,150
051-0000-344.10-00	UTILITY SERVICE CHRGE	2,057,852	2,053,126	2,072,142	2,116,674	2,116,674	2,116,674
051-0000-344.90-00	DELINQUENT ACCT INT	4,631	4,406	4,000	7,200	7,200	7,200
<b>* UTILITY SERVICES</b>		2,062,483	2,057,532	2,076,142	2,123,874	2,123,874	2,123,874
051-0000-345.10-00	SENIOR RATE ASSISTANCE	-363	0	0	0	0	0
051-0000-345.20-00	UNCOLLECTIBLE ACCTS	-12,625	-6,633	-9,000	-5,000	-5,000	-5,000
051-0000-345.50-00	WATERSHED UTILIZATION FEE	120	165	100	130	130	130
<b>* OTHER WATER CHARGES</b>		-12,868	-6,468	-8,900	-4,870	-4,870	-4,870
051-0000-348.00-00	INTERDEPARTMENTAL REV	13,816	11,807	16,682	14,400	14,400	14,400
<b>* INTERDEPARTMENTAL REVENUE</b>		13,816	11,807	16,682	14,400	14,400	14,400
051-0000-361.00-00	INTEREST REVENUES	18,051	8,828	10,600	8,500	8,500	8,500
<b>* INTEREST REVENUE</b>		18,051	8,828	10,600	8,500	8,500	8,500
051-0000-363.50-00	PROPERTY RENTALS	4,080	3,400	4,080	4,080	4,080	4,080
<b>* RENTAL REVENUES</b>		4,080	3,400	4,080	4,080	4,080	4,080
051-0000-369.00-00	OTHER MISC REVENUE	970	5,379	1,000	1,000	1,000	1,000
<b>* OTHER MISC REVENUE</b>		970	5,379	1,000	1,000	1,000	1,000
051-0000-392.00-00	SALE OF FIXED ASSETS	0	15,000	0	0	0	0
<b>* SALE OF FIXED ASSETS</b>		0	15,000	0	0	0	0
<b>** WATER UTILITY FUND</b>		<b>3,303,702</b>	<b>2,960,743</b>	<b>2,742,127</b>	<b>2,655,301</b>	<b>2,655,301</b>	<b>2,655,301</b>



**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
WATER UTILITY FUND**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
051-5000-510.11-00	REGULAR SALARIES	307,884	337,442	361,696	375,974	375,974	375,974
<b>* REGULAR SALARIES</b>		307,884	337,442	361,696	375,974	375,974	375,974
051-5000-510.12-00	PARTTIME/TEMP SALARIES	3,870	3,732	0	240	240	240
<b>* PARTTIME/TEMP SALARIES</b>		3,870	3,732	0	240	240	240
051-5000-510.13-00	OVERTIME SALARIES	6,801	7,817	12,387	12,830	12,830	12,830
<b>* OVERTIME SALARIES</b>		6,801	7,817	12,387	12,830	12,830	12,830
051-5000-510.21-10	MEDICAL INSURANCE	32,947	43,226	55,015	68,272	68,272	68,272
051-5000-510.21-20	L-T DISABILITY INSURANCE	909	966	1,076	1,117	1,117	1,117
051-5000-510.21-30	LIFE INSURANCE	296	312	333	321	321	321
051-5000-510.21-40	WORKERS COMP INSURANCE	7,753	13,758	14,002	16,090	16,090	16,090
<b>* INSURANCE BENEFITS</b>		41,905	58,262	70,426	85,800	85,800	85,800
051-5000-510.22-00	FICA	23,387	26,057	28,617	29,762	29,762	29,762
<b>* FICA</b>		23,387	26,057	28,617	29,762	29,762	29,762
051-5000-510.23-00	RETIREMENT CONTRIBUTIONS	40,403	42,228	48,479	48,953	48,953	48,953
<b>* RETIREMENT CONTRIBUTIONS</b>		40,403	42,228	48,479	48,953	48,953	48,953
051-5000-510.29-00	OTHER EMPLOYEE BENEFITS	296	239	193	193	193	193
<b>* OTHER EMPLOYEE BENEFITS</b>		296	239	193	193	193	193
<b>** PERSONNEL SERVICE</b>		<b>424,546</b>	<b>475,777</b>	<b>521,798</b>	<b>553,752</b>	<b>553,752</b>	<b>553,752</b>
051-5000-510.31-10	CONTRACTUAL SERVICES	4,177	20,321	23,980	5,000	5,000	5,000
<b>* OFFICIAL/ADMINISTRATIVE</b>		4,177	20,321	23,980	5,000	5,000	5,000
051-5000-510.33-30	FIRE PATROL	10,692	10,321	13,175	13,175	13,175	13,175
<b>* OTHER PROFESSIONAL</b>		10,692	10,321	13,175	13,175	13,175	13,175
051-5000-510.34-10	ENGINEERING SERVICES	2,782	2,785	2,863	5,413	5,413	5,413
051-5000-510.34-30	COMPUTER SERVICES	731	0	500	980	980	980
051-5000-510.34-50	SPECIAL STUDIES & REPORTS	0	0	13,000	0	0	0
<b>* TECHNICAL SERVICES</b>		3,513	2,785	16,363	6,393	6,393	6,393
051-5000-510.39-00	OTHER CONTRACTUAL SVCS	30,279	28,781	42,640	34,954	34,954	34,954
<b>* OTHER CONTRACTUAL SVCS</b>		30,279	28,781	42,640	34,954	34,954	34,954
051-5000-510.41-10	WATER & SEWER	0	170	250	250	250	250
051-5000-510.41-20	GARBAGE SERVICES	719	740	1,315	1,316	1,316	1,316
051-5000-510.41-30	NATURAL GAS	6,279	4,236	8,850	8,850	8,850	8,850
051-5000-510.41-40	ELECTRICITY	20,509	19,147	24,800	24,800	24,800	24,800
<b>* UTILITY SERVICES</b>		27,507	24,293	35,215	35,216	35,216	35,216
051-5000-510.42-00	JANITORIAL SERVICES	0	0	300	300	300	300
<b>* JANITORIAL SERVICES</b>		0	0	300	300	300	300
051-5000-510.43-10	BUILDINGS AND GROUNDS	933	594	3,590	4,140	4,140	4,140
051-5000-510.43-20	COMPUTERS	989	2,420	950	950	950	950
051-5000-510.43-30	RADIO EQUIPMENT	0	13	380	380	380	380
051-5000-510.43-40	OFFICE EQUIPMENT	19	210	650	650	650	650
051-5000-510.43-45	JOINT USE OF LABOR/EQUIP	3,121	5,008	4,266	1,784	1,784	1,784
051-5000-510.43-50	VEHICLES	4,048	8,294	2,741	5,110	5,110	5,110
051-5000-510.43-51	GAS/OIL/DIESEL/LUBRICANTS	2,565	2,656	4,238	3,854	3,854	3,854
051-5000-510.43-52	TIRES AND TIRE REPAIRS	1,304	1,824	2,840	2,050	2,050	2,050
051-5000-510.43-70	GENERAL EQUIPMENT	1,276	871	1,450	1,450	1,450	1,450
051-5000-510.43-71	SPCL UTILITY EQUIPMENT	10,512	7,735	12,985	13,500	13,500	13,500
051-5000-510.43-72	ELECTRICAL SYSTEMS	112	244	2,600	2,600	2,600	2,600
051-5000-510.43-73	PLUMBING	1,634	2,022	1,200	2,115	2,115	2,115
051-5000-510.43-77	HVAC SYSTEMS	882	0	450	450	450	450
051-5000-510.43-80	SHOP EQUIPMENT	407	526	964	904	904	904
051-5000-510.43-85	NUISANCE ABATEMENT	0	0	100	100	100	100
051-5000-510.43-86	LINES MNTNCE & SUPPLIES	0	360	800	800	800	800
051-5000-510.43-88	WATERSHED RD CONST/MTNC	4,670	0	6,000	500	500	500
<b>* REPAIRS AND MAINTENANCE</b>		32,472	32,777	46,204	41,337	41,337	41,337
051-5000-510.44-20	RENTAL OF EQUIPMENT	0	0	290	290	290	290
<b>* RENTAL COSTS</b>		0	0	290	290	290	290
051-5000-510.50-50	TIMBER MANAGEMENT	12	1,050	3,650	2,450	2,450	2,450
<b>* OTHER PURCHASED SERVICES</b>		12	1,050	3,650	2,450	2,450	2,450

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EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
051-5000-510.52-10	LIABILITY	5,394	7,621	9,145	8,307	8,307	8,307
051-5000-510.52-30	PROPERTY	16,494	22,802	27,362	23,720	23,720	23,720
051-5000-510.52-50	AUTOMOTIVE	2,669	2,791	3,349	1,937	1,937	1,937
<b>* INSURANCE</b>		<b>24,557</b>	<b>33,214</b>	<b>39,856</b>	<b>33,964</b>	<b>33,964</b>	<b>33,964</b>
051-5000-510.53-20	POSTAGE	2,063	2,233	3,000	2,500	2,500	2,500
051-5000-510.53-30	TELEPHONE	5,001	4,534	5,162	5,162	5,162	5,162
051-5000-510.53-32	TELEMETRY	0	0	2,400	2,400	2,400	2,400
051-5000-510.53-40	LEGAL NOTICES	352	0	1,500	250	250	250
051-5000-510.53-60	PUBLIC EDUCATION/INFO	2,075	1,761	2,433	2,016	2,016	2,016
<b>* COMMUNICATIONS</b>		<b>9,491</b>	<b>8,528</b>	<b>14,495</b>	<b>12,328</b>	<b>12,328</b>	<b>12,328</b>
051-5000-510.54-00	ADVERTISING	400	3,297	1,000	250	250	250
<b>* ADVERTISING</b>		<b>400</b>	<b>3,297</b>	<b>1,000</b>	<b>250</b>	<b>250</b>	<b>250</b>
051-5000-510.55-00	PRINTING AND BINDING	163	269	960	700	700	700
<b>* PRINTING AND BINDING</b>		<b>163</b>	<b>269</b>	<b>960</b>	<b>700</b>	<b>700</b>	<b>700</b>
051-5000-510.57-00	PERMITS	914	1,574	2,450	1,685	1,685	1,685
<b>* PERMITS</b>		<b>914</b>	<b>1,574</b>	<b>2,450</b>	<b>1,685</b>	<b>1,685</b>	<b>1,685</b>
051-5000-510.58-10	TRAVEL, FOOD & LODGING	582	401	935	1,035	1,035	1,035
051-5000-510.58-50	TRAINING AND CONFERENCES	4,778	3,088	6,957	5,431	5,431	5,431
051-5000-510.58-70	MEMBERSHIPS/DUES/SUBS	1,291	849	2,314	2,179	2,179	2,179
<b>* TRAINING AND TRAVEL</b>		<b>6,651</b>	<b>4,338</b>	<b>10,206</b>	<b>8,645</b>	<b>8,645</b>	<b>8,645</b>
051-5000-510.60-10	OFFICE SUPPLIES	2,054	1,381	2,180	2,180	2,180	2,180
051-5000-510.60-20	JANITORIAL SUPPLIES	777	741	870	870	870	870
051-5000-510.60-80	CLOTHING	862	736	1,600	1,600	1,600	1,600
051-5000-510.60-85	SPECIAL DEPT SUPPLIES	3,237	754	3,151	3,568	3,568	3,568
051-5000-510.60-86	CHEMICAL/LAB SUPPLIES	79,704	161,008	139,478	132,833	132,833	132,833
<b>* SUPPLIES</b>		<b>86,634</b>	<b>164,620</b>	<b>147,279</b>	<b>141,051</b>	<b>141,051</b>	<b>141,051</b>
051-5000-510.64-10	BOOKS AND PERIODICALS	271	116	574	774	774	774
051-5000-510.64-80	COMPUTER SOFTWARE	221	28	770	1,490	1,490	1,490
<b>* BOOKS AND PERIODICALS</b>		<b>492</b>	<b>144</b>	<b>1,344</b>	<b>2,264</b>	<b>2,264</b>	<b>2,264</b>
051-5000-510.69-50	MISCELLANEOUS EXPENSES	0	2	0	0	0	0
051-5000-510.69-80	ASSETS <\$1000	190	0	0	0	0	0
		190	2	0	0	0	0
<b>** MATERIALS AND SERVICES</b>		<b>238,144</b>	<b>336,314</b>	<b>399,407</b>	<b>340,002</b>	<b>340,002</b>	<b>340,002</b>
051-5000-510.73-30	IMPRVMTS OTHER THAN BLDGS	0	102,712	2,500	0	0	0
<b>* CAPITAL OUTLAY</b>		<b>0</b>	<b>102,712</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
051-5000-510.74-10	MACHINERY	0	0	0	350	350	350
051-5000-510.74-25	COMMUNICATIONS EQUIPMENT	1,927	2,690	0	0	0	0
051-5000-510.74-30	FURNITURE AND FIXTURES	250	0	2,100	0	0	0
051-5000-510.74-40	OFFICE EQUIPMENT	957	152	0	220	220	220
051-5000-510.74-50	COMPUTER EQUIPMENT	1,264	2,618	400	3,900	3,900	3,900
051-5000-510.74-90	EQUIPMENT, OTHER	1,924	3,395	1,100	1,950	1,950	1,950
<b>* MACHINERY AND EQUIPMENT</b>		<b>6,322</b>	<b>8,855</b>	<b>3,600</b>	<b>6,420</b>	<b>6,420</b>	<b>6,420</b>
<b>** CAPITAL OUTLAY</b>		<b>6,322</b>	<b>111,567</b>	<b>6,100</b>	<b>6,420</b>	<b>6,420</b>	<b>6,420</b>
<b>*** WATER TREATMENT</b>		<b>669,012</b>	<b>923,658</b>	<b>927,305</b>	<b>900,174</b>	<b>900,174</b>	<b>900,174</b>
051-5100-510.11-00	REGULAR SALARIES	416,068	438,599	460,411	485,067	485,067	489,467
<b>* REGULAR SALARIES</b>		<b>416,068</b>	<b>438,599</b>	<b>460,411</b>	<b>485,067</b>	<b>485,067</b>	<b>489,467</b>
051-5100-510.12-00	PARTTIME/TEMPSALARIES	2,566	2,368	7,568	240	240	240
<b>* PARTTIME/TEMP SALARIES</b>		<b>2,566</b>	<b>2,368</b>	<b>7,568</b>	<b>240</b>	<b>240</b>	<b>240</b>
051-5100-510.13-00	OVERTIME SALARIES	7,151	10,558	10,000	12,000	12,000	12,000
<b>* OVERTIME SALARIES</b>		<b>7,151</b>	<b>10,558</b>	<b>10,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
051-5100-510.21-10	MEDICAL INSURANCE	55,850	78,188	85,817	96,473	96,473	96,473
051-5100-510.21-20	L-T DISABILITY INSURANCE	1,193	1,268	1,387	1,459	1,459	1,470
051-5100-510.21-30	LIFE INSURANCE	408	423	400	400	400	400
051-5100-510.21-40	WORKERS COMP INSURANCE	6,769	14,088	16,520	18,831	18,831	18,831
<b>* INSURANCE BENEFITS</b>		<b>64,220</b>	<b>93,967</b>	<b>104,124</b>	<b>117,163</b>	<b>117,163</b>	<b>117,174</b>

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EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
051-5100-510.22-00	FICA	31,352	33,887	36,565	38,044	38,044	38,381
<b>* FICA</b>		31,352	33,887	36,565	38,044	38,044	38,381
051-5100-510.23-00	RETIREMENT CONTRIBUTIONS	48,145	55,805	62,155	65,484	65,484	66,078
<b>* RETIREMENT CONTRIBUTIONS</b>		48,145	55,805	62,155	65,484	65,484	66,078
051-5100-510.29-00	OTHER EMPLOYEE BENEFITS	211	246	220	220	220	220
<b>* OTHER EMPLOYEE BENEFITS</b>		211	246	220	220	220	220
<b>** PERSONNEL SERVICE</b>		<b>569,713</b>	<b>635,430</b>	<b>681,043</b>	<b>718,218</b>	<b>718,218</b>	<b>723,560</b>
051-5100-510.31-10	CONTRACTUAL SERVICES	351	449	785	400	400	400
051-5100-510.31-40	WASCO CO COMMUNICATIONS	5,750	5,902	6,362	6,360	6,360	6,360
<b>* OFFICIAL/ADMINISTRATIVE</b>		6,101	6,351	7,147	6,760	6,760	6,760
051-5100-510.34-10	ENGINEERING SERVICES	10,306	14,971	22,468	22,840	22,840	22,840
051-5100-510.34-30	COMPUTER SERVICES	3,962	2,347	2,340	2,030	2,030	2,030
051-5100-510.34-40	SOFTWARE MAINTENANCE	1,881	1,786	2,608	4,108	4,108	4,108
<b>* TECHNICAL SERVICES</b>		16,149	19,104	27,416	28,978	28,978	28,978
051-5100-510.39-00	OTHER CONTRACTUAL SVCS	4,079	4,161	7,442	6,011	6,011	6,011
<b>* OTHER CONTRACTUAL SVCS</b>		4,079	4,161	7,442	6,011	6,011	6,011
051-5100-510.41-10	WATER & SEWER	1,269	1,082	2,410	1,900	1,900	1,900
051-5100-510.41-20	GARBAGE SERVICES	1,124	737	1,460	1,480	1,480	1,480
051-5100-510.41-30	NATURAL GAS	2,710	1,835	3,260	2,450	2,450	2,450
051-5100-510.41-40	ELECTRICITY	44,990	38,715	45,407	48,644	48,644	48,644
<b>* UTILITY SERVICES</b>		50,093	42,369	52,537	54,474	54,474	54,474
051-5100-510.42-00	JANITORIAL SERVICES	3,225	3,400	3,600	3,600	3,600	3,600
<b>* JANITORIAL SERVICES</b>		3,225	3,400	3,600	3,600	3,600	3,600
051-5100-510.43-10	BUILDINGS AND GROUNDS	5,262	6,147	11,748	5,356	5,356	5,356
051-5100-510.43-20	COMPUTERS	352	452	500	450	450	450
051-5100-510.43-30	RADIO EQUIPMENT	1,234	1,969	2,705	1,350	1,350	1,350
051-5100-510.43-40	OFFICE EQUIPMENT	54	106	500	500	500	500
051-5100-510.43-45	JOINT USE OF LABOR/EQUIP	23,216	17,996	27,800	18,800	18,800	18,800
051-5100-510.43-50	VEHICLES	17,092	16,469	13,148	13,146	13,146	13,146
051-5100-510.43-51	GAS/OIL/DIESEL/LUBRICANTS	7,953	9,965	11,615	12,725	12,725	12,725
051-5100-510.43-52	TIRES AND TIRE REPAIRS	3,680	4,174	2,685	2,680	2,680	2,680
051-5100-510.43-70	GENERAL EQUIPMENT	5,122	3,236	5,540	3,410	3,410	3,410
051-5100-510.43-71	SPCL UTILITY EQUIPMENT	13,159	15,745	16,800	21,410	21,410	21,410
051-5100-510.43-80	SHOP EQUIPMENT	3,321	4,314	4,466	4,647	4,647	4,647
051-5100-510.43-81	SERVICE PICKUP TOOLS	2,518	1,427	2,500	1,600	1,600	1,600
051-5100-510.43-86	LINE MNTNCE & SUPPLIES	67,170	71,856	60,430	65,400	65,400	65,400
051-5100-510.43-87	UTILITIES LOCATES	807	584	690	746	746	746
<b>* REPAIRS AND MAINTENANCE</b>		150,940	154,440	161,127	152,220	152,220	152,220
051-5100-510.44-20	RENTAL OF EQUIPMENT	812	582	4,500	1,000	1,000	1,000
<b>* RENTAL COSTS</b>		812	582	4,500	1,000	1,000	1,000
051-5100-510.52-10	LIABILITY	6,238	8,846	10,684	10,747	10,747	10,747
051-5100-510.52-30	PROPERTY	8,070	9,841	11,317	12,058	12,058	12,058
051-5100-510.52-50	AUTOMOTIVE	6,213	7,176	9,252	7,863	7,863	7,863
<b>* INSURANCE</b>		20,521	25,863	31,253	30,668	30,668	30,668
051-5100-510.53-20	POSTAGE	945	916	700	750	750	750
051-5100-510.53-30	TELEPHONE	4,818	6,611	5,267	6,907	6,907	6,907
051-5100-510.53-32	TELEMETRY	11,032	11,540	13,430	1,200	1,200	1,200
051-5100-510.53-40	LEGAL NOTICES	141	0	150	300	300	300
051-5100-510.53-60	PUBLIC EDUCATION/INFO	2,083	1,833	2,433	2,266	2,266	2,266
<b>* COMMUNICATIONS</b>		19,019	20,900	21,980	11,423	11,423	11,423
051-5100-510.54-00	ADVERTISING	116	168	250	250	250	250
<b>* ADVERTISING</b>		116	168	250	250	250	250
051-5100-510.55-00	PRINTING AND BINDING	419	269	855	990	990	990
<b>* PRINTING AND BINDING</b>		419	269	855	990	990	990
051-5100-510.57-00	PERMITS	880	377	15	380	380	380
<b>* PERMITS</b>		880	377	15	380	380	380
051-5100-510.58-10	TRAVEL, FOOD & LODGING	359	209	427	735	735	735

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EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
051-5100-510.58-50	TRAINING AND CONFERENCES	5,825	5,079	8,629	8,036	8,036	8,036
051-5100-510.58-70	MEMBERSHIPS/DUES/SUBS	1,236	2,046	1,917	2,449	2,449	2,449
<b>* TRAINING AND TRAVEL</b>		<b>7,420</b>	<b>7,334</b>	<b>10,973</b>	<b>11,220</b>	<b>11,220</b>	<b>11,220</b>
051-5100-510.60-10	OFFICE SUPPLIES	2,773	2,588	4,000	2,900	2,900	2,900
051-5100-510.60-20	JANITORIAL SUPPLIES	2,204	2,274	2,400	2,400	2,400	2,400
051-5100-510.60-60	EXPENDABLE SUPPLIES	0	11	100	100	100	100
051-5100-510.60-80	CLOTHING	2,100	2,428	2,775	2,775	2,775	2,775
051-5100-510.60-85	SPECIAL DEPT SUPPLIES	7,348	4,333	6,689	6,422	6,422	6,422
051-5100-510.60-86	CHEMICAL/LAB SUPPLIES	16,887	3,904	6,167	7,450	7,450	7,450
051-5100-510.60-87	STREET CONST SUPPLIES	37,597	26,440	47,719	40,303	40,303	40,303
<b>* SUPPLIES</b>		<b>68,909</b>	<b>41,978</b>	<b>69,850</b>	<b>62,350</b>	<b>62,350</b>	<b>62,350</b>
051-5100-510.64-10	BOOKS AND PERIODICALS	568	556	604	574	574	574
051-5100-510.64-80	COMPUTER SOFTWARE	831	353	8,300	700	700	700
<b>* BOOKS AND PERIODICALS</b>		<b>1,399</b>	<b>909</b>	<b>8,904</b>	<b>1,274</b>	<b>1,274</b>	<b>1,274</b>
051-5100-510.69-50	MISCELLANEOUS EXPENSES	0	26	0	0	0	0
051-5100-510.69-80	ASSETS <\$1000	475	0	50	50	50	50
<b>* OTHER MATERIALS/EXPENSES</b>		<b>475</b>	<b>26</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>** MATERIALS AND SERVICES</b>		<b>350,557</b>	<b>328,231</b>	<b>407,899</b>	<b>371,648</b>	<b>371,648</b>	<b>371,648</b>
051-5100-510.72-20	BUILDINGS	1,200	64	0	1,016	1,016	1,016
<b>* CAPITAL OUTLAY</b>		<b>1,200</b>	<b>64</b>	<b>0</b>	<b>1,016</b>	<b>1,016</b>	<b>1,016</b>
051-5100-510.73-30	IMPRVMTS OTHER THAN BLDGS	1,071	10,259	6,758	0	0	0
<b>* CAPITAL OUTLAY</b>		<b>1,071</b>	<b>10,259</b>	<b>6,758</b>	<b>0</b>	<b>0</b>	<b>0</b>
051-5100-510.74-10	MACHINERY	4,402	12,221	4,700	0	0	0
051-5100-510.74-20	VEHICLES	0	0	6,500	0	0	0
051-5100-510.74-25	COMMUNICATIONS EQUIPMENT	0	0	300	300	300	300
051-5100-510.74-30	FURNITURE AND FIXTURES	2,194	281	700	800	800	800
051-5100-510.74-40	OFFICE EQUIPMENT	2,336	6,429	0	0	0	0
051-5100-510.74-50	COMPUTER EQUIPMENT	3,664	3,789	2,334	3,500	3,500	3,500
051-5100-510.74-90	EQUIPMENT, OTHER	8,200	10,507	16,641	7,700	7,700	7,700
<b>* MACHINERY AND EQUIPMENT</b>		<b>20,796</b>	<b>33,227</b>	<b>31,175</b>	<b>12,300</b>	<b>12,300</b>	<b>12,300</b>
051-5100-510.75-10	CAPITAL PROJECTS	0	0	0	6,000	6,000	6,000
<b>* PLANT IN SERVICE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
051-5100-510.76-10	SOURCE OF SUPPLY	41,994	0	28,000	6,000	6,000	6,000
051-5100-510.76-20	WATER LINES	17,258	107	77,000	73,500	73,500	73,500
<b>* PLANT IN SERVICE</b>		<b>59,252</b>	<b>107</b>	<b>105,000</b>	<b>79,500</b>	<b>79,500</b>	<b>79,500</b>
<b>** CAPITAL OUTLAY</b>		<b>82,319</b>	<b>43,657</b>	<b>142,933</b>	<b>98,816</b>	<b>98,816</b>	<b>98,816</b>
<b>*** WATER DISTRIBUTION</b>		<b>1,002,589</b>	<b>1,007,318</b>	<b>1,231,878</b>	<b>1,188,682</b>	<b>1,188,682</b>	<b>1,194,024</b>
051-9500-510.80-15	TO UNEMPLOYMENT RESV FUND	0	6,284	4,148	2,195	2,195	2,227
<b>* CHARGES FOR SERVICES</b>		<b>0</b>	<b>6,284</b>	<b>4,148</b>	<b>2,195</b>	<b>2,195</b>	<b>2,227</b>
051-9500-510.81-01	TO GENERAL FUND	268,999	290,238	290,006	327,760	317,288	319,232
051-9500-510.81-05	TO STREET FUND	62,365	63,654	64,760	63,350	63,350	63,350
051-9500-510.81-09	TO PUBLIC WKS RESV FUND	60,000	20,000	0	0	0	0
051-9500-510.81-53	WTR DEPT CAP RESERVE FUND	250,000	50,000	50,000	0	0	0
<b>* OPERATING TRANSFERS OUT</b>		<b>641,364</b>	<b>423,892</b>	<b>404,766</b>	<b>391,110</b>	<b>380,638</b>	<b>382,582</b>
051-9500-510.88-00	CONTINGENCY	0	0	174,033	173,140	183,612	176,294
<b>* CONTINGENCY</b>		<b>0</b>	<b>0</b>	<b>174,033</b>	<b>173,140</b>	<b>183,612</b>	<b>176,294</b>
<b>*** OTHER USES</b>		<b>641,364</b>	<b>430,176</b>	<b>582,947</b>	<b>566,445</b>	<b>566,445</b>	<b>561,103</b>
<b>*** WATER UTILITY FUND</b>		<b>2,312,965</b>	<b>2,361,152</b>	<b>2,742,147</b>	<b>2,655,301</b>	<b>2,655,301</b>	<b>2,655,301</b>

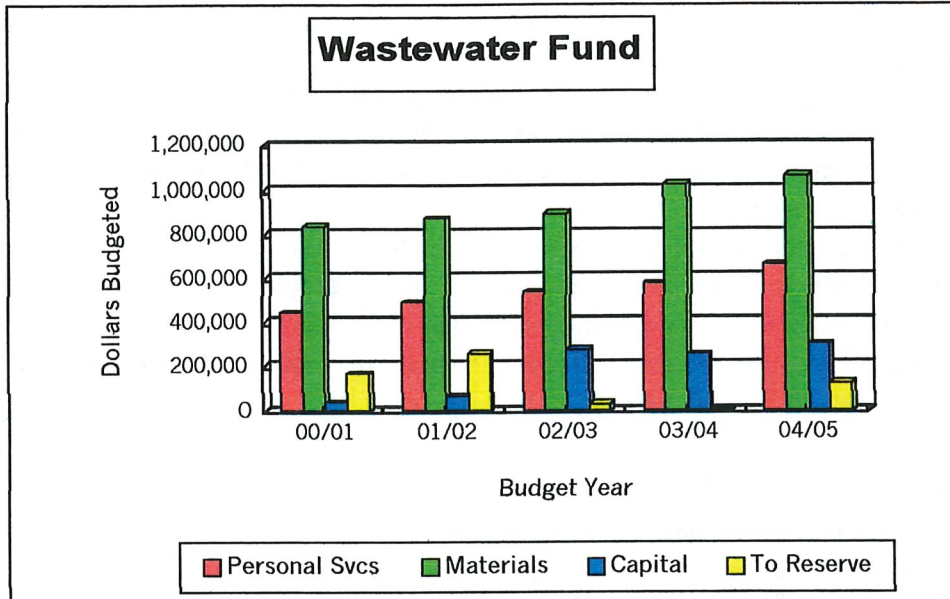
**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
WATER DEPT CAPITAL RESERVE FUND**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
053-0000-300.00-00	BEGINNING BALANCE	1,833,120	1,935,455	1,493,557	1,058,385	1,058,385	1,058,385
<b>* BEGINNING BALANCE</b>		1,833,120	1,935,455	1,493,557	1,058,385	1,058,385	1,058,385
053-0000-344.20-00	CONNECT CHARGES	56,738	20,280	13,440	10,080	10,080	10,080
<b>* UTILITY SERVICES</b>		56,738	20,280	13,440	10,080	10,080	10,080
053-0000-361.00-00	INTEREST REVENUES	47,318	29,873	30,000	15,876	15,876	15,876
<b>* INTEREST REVENUES</b>		47,318	29,873	30,000	15,876	15,876	15,876
053-0000-391.51-00	WATER UTILITY FUND	250,000	50,000	50,000	0	0	0
<b>* OPERATING TRANSFERS IN</b>		250,000	50,000	50,000	0	0	0
<b>** WTR DEPT CAP RESERVE FUND</b>		<b>2,187,176</b>	<b>2,035,608</b>	<b>1,586,997</b>	<b>1,084,341</b>	<b>1,084,341</b>	<b>1,084,341</b>
<b>EXPENDITURES</b>							
053-5300-510.34-10	ENGINEERING SERVICES	0	0	0	200,000	200,000	200,000
<b>* TECHNICAL SERVICES</b>		0	0	0	200,000	200,000	200,000
053-5300-510.71-10	LAND	0	0	100,000	100,000	100,000	100,000
<b>* CAPITAL OUTLAY</b>		0	0	100,000	100,000	100,000	100,000
053-5300-51.75-10	CAPITAL PROJECTS	7,307	324,798	1,171,997	544,341	544,341	544,341
<b>* CAPITAL OUTLAY</b>		7,307	324,798	1,171,997	544,341	544,341	544,341
053-5300-510.76-10	SOURCE OF SUPPLY	0	0	40,000	40,000	40,000	40,000
053-5300-510.76-20	WATERLINES	41,928	0	275,000	200,000	200,000	200,000
<b>* PLANT IN SERVICE</b>		41,928	0	315,000	240,000	240,000	240,000
<b>** CAPITAL OUTLAY</b>		<b>49,235</b>	<b>324,798</b>	<b>1,586,997</b>	<b>1,084,341</b>	<b>1,084,341</b>	<b>1,084,341</b>
<b>** WTR DEPT CAP RESERVE FUND</b>		<b>49,235</b>	<b>324,798</b>	<b>1,586,997</b>	<b>1,084,341</b>	<b>1,084,341</b>	<b>1,084,341</b>



## City of The Dalles, Oregon Fiscal Year 2004-2005 Budget

**Fund:** WASTEWATER FUND  
**Department:** DEPARTMENT OF PUBLIC WORKS  
**Program:** WASTEWATER TREATMENT  
 WASTEWATER COLLECTION and STORMWATER



The Wastewater Fund is an enterprise fund used to account for the operation of the City's wastewater utility. The fund's primary source of revenue is sewer rates. For budget purposes, Wastewater Collection, Wastewater Treatment, and Stormwater functions are combined as Fund 055-5500. In previous years the Stormwater utility was a part of the Street Fund.

### WASTEWATER COLLECTION

#### Description

The Wastewater Collection Division manages the operation and maintenance of an intricate wastewater collection system consisting of more than 70 miles of sanitary sewer mainlines, interceptors, and sanitary sewer lift stations. These efforts provide wastewater collection service to the community through video inspection of sanitary sewers, warranty inspection of new construction, mechanical and chemical treatment of troubled sewers, routine sewer and lift station maintenance and system replacements, which reduce the risk of public exposure to biological hazards associated with wastewater streams.

## **2004-05 Goals, Projects, and Highlights**

- Operate the collection system in an effective and cost-efficient manner to protect the public investment and protect public health and the environment.
- Stay on-track with an aggressive program for cleaning and video camera inspection of the complete sewer system within a five year period.
- As the trouble sewer list builds, address the list with slip line projects and repair or replacement of mains.
- Renew sanitary sewer main lines and services on Phase III of the East 10<sup>th</sup> Street widening project.
- Improve base maps and as-builts of the sanitary and the storm systems.
- Replace sewer and storm main lines on 11<sup>th</sup>/Union to Trevitt because of root intrusion.
- Establish a plan to upgrade and/or replace orangeburg sanitary sewer laterals. (Average two to three per week).
- Provide aggressive cutting of roots from sewer lines that have had prior root problems.
- Replace and repair sewer lines in advance of paving projects.
- Continue to inspect and educate on grease trap inspections.
- Install multitrode controllers (high level alarms) on manholes that have had problems with overflow into Mill Creek.

## **2003-04 Accomplishments**

- Operated the collection system in an effective manner.
- Installed new sewer mains at the following locations:
  - 14<sup>th</sup>/15<sup>th</sup> and Lincoln – 300 feet
  - 10<sup>th</sup> & Jefferson – 120'
- Worked on a revised 5-year Capital Improvement Plan.
- Completed cleaning and video inspection of 35,797 feet of sewer lines (9.7% of the system) during the first full year of effort to clean and inspect the entire sanitary sewer system.
- Addressed problems found during camera inspection: Repaired several sewer mains and potential plugged lines; also added lines to the slip line list and the “troubled sewer list”.
- Cleaned all sewer lines on the root cut list plus several new lines that were added.
- Finished the Slip Line Construction Project on Brewery Grade.
- Cleaned, videoed and repaired the following sewer lines in preparation for street paving:
  - 14<sup>th</sup> & Lincoln to Scenic
  - 5<sup>th</sup> & Washington to Union
  - Alley on Laughlin to Federal from 1<sup>st</sup> and 2<sup>nd</sup>
  - G Street from 10<sup>th</sup> to 12<sup>th</sup>
  - 19<sup>th</sup> Street from Dry Hollow to Oregon
  - Jefferson Street from 10<sup>th</sup> to 12<sup>th</sup>
- Installed new multitrode controllers on the sewer lift stations.
- Installed antennas, conduit and cable for the SCADA/Radio Read Project plus built covers and hung panels.



- Cleaned & maintained all pump stations weekly.
- Investigated and potholed for engineers for construction projects on Jefferson, the Port, 19<sup>th</sup> Street and Webber Street.
- Hooked Pinewood Mobile Manor up to the City sewer system.
- Investigated and notified grease trap dischargers of violations.
- Removed snow from catch basins and sidewalks and helped plow streets and the airport.
- Averaged 2 sanitary service renewals per week, replacing or relocating.
- Responded to customer complaints daily.

### **Major Issues to be resolved in the next 5 years**

- Evaluation of funding and staffing for stormwater activities within the wastewater fund.
- Continued identification and correction of Inflow and Infiltration within the system.
- Implement appropriate System Development Charges for the wastewater system.
- Identification and implementation of correction strategies for the troubled sewer list.
- Compliance with proposed federal regulations pertaining to overflows from sanitary sewer collection systems: Capacity, Management, Operations and Maintenance (CMOM) rule.

## **STORMWATER**

### **Description**

The Stormwater program accounts for all activities involved in the operation and maintenance of stormwater conveyance systems within the City Limits for the protection of property and the enhancement of stream water quality.

### **2004-05 Goals, Projects, and Highlights**

- Implement Stormwater Management Plan, including public education and involvement, elimination of illicit discharges, construction controls, and good housekeeping measures for our own operations.
- Revise Five-Year Capital Improvement Program to fit within revenue projections.
- Establish a plan to upgrade and/or replace aged and inadequate storm mains and problem storm sewers.
- Video stormwater sewers to identify and eliminate inflow and infiltration into the collection system, and for repair and replacement projects ahead of planned paving projects.
- Inspect new storm installations by video for quality control prior to City acceptance.
- Continue to improve base mapping and as-built drawings of stormwater infrastructure.
- Develop a strategy to address issues impacting stormwater runoff, such as annexation of substandard areas, requirement for curbs and sidewalks, and open drainage issues.
- Continue to address the troubled sewer list with slip line projects and manhole rehabilitations

## **2003-04 Accomplishments**

- Performed annual maintenance to storm culverts and ditches at these locations:
  - Old Dufur Road to East 12<sup>th</sup> Street between Richmond and Thompson Streets.
  - Dry Hollow storm system from 14<sup>th</sup> to 19<sup>th</sup> Street
  - Webber between 2<sup>nd</sup> and 6<sup>th</sup> Streets
  - 6<sup>th</sup> Street along I-84
- Continued to use Vita-DChlor (Vitamin C) for de-chlorination of the hydrant flushing water discharged to the stormwater system to meet in-stream limits for chlorine.
- Performed annual cleaning of all catch basins and repair of broken ones.
- Provided storm sewer repairs and maintenance activities in root cutting.
- Responded to complaints about illicit discharges to the stormwater system.
- Provided oversight of contractors for their dust and erosion control.
- Installed a new storm system at 23<sup>rd</sup> and Wright Streets.
- Installed a new storm system for Fast Auto at 1<sup>st</sup> & Union Streets.

## **Major Issues to be resolved in the next 5 years**

- Implementation of Stormwater Master Plan for City Limits and Urban Growth Boundary.
- Plan for compliance with Phase 2 of the federal stormwater regulations in spite of DEQ's current decision to exempt systems of our size from the rule.
- Evaluation of stormwater operation impacts to Wastewater Fund and plan for funding of this activity.
- Address the need to increase maintenance and improvements for the stormwater system, as ordered by new federal regulations.
- Annexation of substandard areas and recognition of stormwater as a major consideration in growth and development.
- Accurate mapping of the stormwater collection system, including outfall locations.
- Development of public education program on stormwater issues.
- Upgrade of undersized and deteriorated areas of storm system.
- Extension of stormwater collection system at these locations: 14<sup>th</sup> and Thompson; 12<sup>th</sup> and Thompson; and continue out Old Dufur Road.

## **WASTEWATER TREATMENT**

### **Description**

Wastewater treatment functions are primarily performed under contract with Operation Management International, Inc. with administrative oversight by Public Works staff. As holder of the discharge permit, the City retains responsibility for compliance with all permit limits and other requirements.

### **2004-05 Goals, Projects, and Highlights**

- Purchase a UV lamp tester and ballast tester to get extended life from these items.
- Purchase and install updated variable frequency drives for the pump house.
- Repair the roof over the MCC building.
- Purchase and install a Doppler flow meter for the Influent piping.
- Purchase scaffolding for working on projects at the facility.
- Purchase an additional VFD for the large blowers.
- Purchase a Turbidity Meter.
- Purchase a forklift for the project.
- Upgrade/Add Telemetry at the facility.

### **2003-04 Accomplishments**

- Worked with the CH2M Hill engineers on the upcoming plant improvements.
- Performed a technical evaluation of the need to revise our Local Limits as required by our current National Pollutant Discharge Eliminations System (NPDES) discharge permit.
- Completed the application for renewal of our NPDES permit which expires August 31, 2004.
- Revised the Industrial Pretreatment Program's Enforcement Response Plan and submit to Department of Environmental Quality for approval.
- Upgraded certification for two associates.
- Purchased a new balance for the laboratory.
- Installed two new Hydro Ranger level controls on the Effluent pumps.
- Installed a Low D.O. alarm for the aeration basins.
- Purchased and installed a new recirculation pump on the DAFT.
- Built a new spreader assembly on the biosolids truck.
- Replaced the double doors on the pump house with grating.
- Repaired the cyclone liner on the classifier.
- Installed new cable on the UV crane.

### **Major Issues to be resolved in the next 5 years**

- Design and construction of the improvements at the Wastewater Treatment Plant.
- Solids handling improvements: Change from liquid to solid land application through use of a belt press for sludge thickening.
- Elimination of all overflows to the Columbia River per permit conditions.
- Anticipate DEQ reopening of City permit for addition of effluent temperature management.
- Replacement of the aging Cyclone Degritter and grit pump.
- Construction of new digester and improved mixing in the existing digester.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
WASTEWATER FUND SUMMARY**

<u>Revenue/Cost Centers</u>	FY 2001-2002 <u>Actual</u>	FY 2002-2003 <u>Actual</u>	FY 2003-2004 <u>Budget</u>	FY 2004-2005 <u>Proposed Budget</u>	FY 2004-2005 <u>Approved Budget</u>	FY 2004-2005 <u>Adopted Budget</u>
BEGINNING BALANCE	2,474,865	10,558,117	8,725,871	7,934,864	7,934,864	7,934,864
REVENUES	1,964,042	2,087,747	2,523,695	2,756,688	2,756,688	2,756,688
OTHER SOURCES	230,000	8,432,858	446,287	742,360	742,360	742,360
<b>TOTAL RESOURCES</b>	<b>4,668,907</b>	<b>21,078,722</b>	<b>11,695,853</b>	<b>11,433,912</b>	<b>11,433,912</b>	<b>11,433,912</b>
WASTE WATER FUND	1,421,075	1,709,239	1,851,009	1,925,500	1,925,500	1,930,842
SEWER SPECIAL RESERVE FUND	228,546	430,818	347,092	188,651	188,651	188,651
SEWER PLANT CONST/DEBT SV	0	47,815	8,227,185	7,606,479	7,606,479	7,606,479
<b>TOTAL EXPENDITURES</b>	<b>1,649,621</b>	<b>2,187,872</b>	<b>10,425,286</b>	<b>9,720,630</b>	<b>9,720,630</b>	<b>9,725,972</b>
CHARGES FOR SERVICES	0	3,296	2,011	1,160	1,160	1,180
TRANSFER OUT	494,677	1,675,723	1,140,428	1,602,662	1,596,134	1,597,412
CONTINGENCY	0	0	128,128	109,460	115,988	109,348
UNAPPROPRIATED ENDING BAL	0	0	0	0	0	0
<b>TOTAL OTHER USES</b>	<b>494,677</b>	<b>1,679,019</b>	<b>1,270,567</b>	<b>1,713,282</b>	<b>1,713,282</b>	<b>1,707,940</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>2,144,298</b>	<b>3,866,891</b>	<b>11,695,853</b>	<b>11,433,912</b>	<b>11,433,912</b>	<b>11,433,912</b>
<b>FUND TOTAL</b>	<b>2,524,609</b>	<b>17,211,831</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Dalles, Oregon**  
**Fiscal Year 2004-2005 BUDGET**  
**WASTEWATER FUND**

REVENUE		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
055-0000-300.00-00	BEGINNING BALANCE	817,053	601,211	277,154	373,101	373,101	373,101
<b>* BEGINNING BALANCE</b>		817,053	601,211	277,154	373,101	373,101	373,101
055-0000-337.10-00	URBAN RENEWAL	2,158	1,344	11,667	12,485	12,485	12,485
<b>* LOCAL GOVERNMENT REVENUES</b>		2,158	1,344	11,667	12,485	12,485	12,485
055-0000-341.80-00	COPIES, PLANS, ORD'S	140	377	100	100	100	100
055-0000-341.90-00	MISC SALES AND SRVCE	47,040	45,833	32,000	30,000	30,000	30,000
<b>* GENERAL GOVERNMENT</b>		47,180	46,210	32,100	30,100	30,100	30,100
055-0000-344.10-00	UTILITY SERVICE CHRGE	1,809,088	1,947,180	2,342,178	2,648,856	2,648,856	2,648,856
055-0000-344.90-00	DELINQUENT ACCT INT	7,285	6,158	5,000	10,000	10,000	10,000
<b>* UTILITY SERVICES</b>		1,816,373	1,953,338	2,347,178	2,658,856	2,658,856	2,658,856
055-0000-345.20-00	UNCOLLECTIBLE ACCTS	-4,382	-1,201	-10,000	-5,000	-5,000	-5,000
<b>* OTHER WATER CHARGES</b>		-4,382	-1,201	-10,000	-5,000	-5,000	-5,000
055-0000-348.00-00	INTERDEPARTMENTAL REV	7,905	9,261	11,190	10,000	10,000	10,000
<b>* INTERDEPARTMENTAL REVENUE</b>		7,905	9,261	11,190	10,000	10,000	10,000
055-0000-361.00-00	INTEREST REVENUES	14,435	4,466	5,000	2,500	2,500	2,500
<b>* INTEREST REVENUES</b>		14,435	4,466	5,000	2,500	2,500	2,500
055-0000-369.00-00	OTHER MISC REVENUES	2,324	11,113	1,000	1,000	1,000	1,000
<b>* OTHER MISC REVENUES</b>		2,324	11,113	1,000	1,000	1,000	1,000
055-0000-391.90-00	OTHER	0	0	0	0	0	0
<b>* OPERATING TRANSFERS IN</b>		0	0	0	0	0	0
055-0000-392.00-00	SALE OF FIXED ASSETS	0	15,000	0	0	0	0
<b>* SALE OF FIXED ASSETS</b>		0	15,000	0	0	0	0
<b>*** WASTEWATER FUND</b>		<b>2,703,046</b>	<b>2,640,742</b>	<b>2,675,289</b>	<b>3,083,042</b>	<b>3,083,042</b>	<b>3,083,042</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
WASTEWATER**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
055-5500-550.11-00	REGULAR SALARIES	355,958	380,504	394,646	449,562	449,562	453,962
<b>* REGULAR SALARIES</b>		<b>355,958</b>	<b>380,504</b>	<b>394,646</b>	<b>449,562</b>	<b>449,562</b>	<b>453,962</b>
055-5500-550.12-00	PARTTIME/TEMP SALARIES	2,566	3,224	7,568	7,868	7,868	7,868
<b>* PARTTIME/TEMP SALARIES</b>		<b>2,566</b>	<b>3,224</b>	<b>7,568</b>	<b>7,868</b>	<b>7,868</b>	<b>7,868</b>
055-5500-550.13-00	OVERTIME SALARIES	6,252	8,424	7,900	10,000	10,000	10,000
<b>* OVERTIME SALARIES</b>		<b>6,252</b>	<b>8,424</b>	<b>7,900</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
055-5500-550.21-10	MEDICAL INSURANCE	45,386	60,916	67,549	88,722	88,722	88,722
055-5500-550.21-20	L-T DISABILITY INSURANCE	1,069	1,124	1,227	1,374	1,374	1,385
055-5500-550.21-30	LIFE INSURANCE	310	324	362	398	398	398
055-5500-550.21-40	WORKERS COMP INSURANCE	5,635	8,300	9,843	12,082	12,082	12,082
<b>* INSURANCE BENEFITS</b>		<b>52,400</b>	<b>70,664</b>	<b>78,981</b>	<b>102,576</b>	<b>102,576</b>	<b>102,587</b>
055-5500-550.22-00	FICA	26,664	29,767	31,374	35,758	35,758	36,095
<b>* FICA</b>		<b>26,664</b>	<b>29,767</b>	<b>31,374</b>	<b>35,758</b>	<b>35,758</b>	<b>36,095</b>
055-5500-550.23-00	RETIREMENT CONTRIBUTIONS	44,248	48,013	53,277	56,071	56,071	56,665
<b>* RETIREMENT CONTRIBUTIONS</b>		<b>44,248</b>	<b>48,013</b>	<b>53,277</b>	<b>56,071</b>	<b>56,071</b>	<b>56,665</b>
055-5500-550.29-00	OTHER EMPLOYEE BENEFITS	123	56	40	40	40	40
<b>* OTHER EMPLOYEE BENEFITS</b>		<b>123</b>	<b>56</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>** PERSONNEL SERVICE</b>		<b>488,211</b>	<b>540,652</b>	<b>573,786</b>	<b>661,875</b>	<b>661,875</b>	<b>667,217</b>
055-5500-550.31-10	CONTRACTUAL SERVICES	608,099	636,880	668,096	683,569	683,569	683,569
055-5500-550.31-40	WASCO CO COMMUNICATIONS	5,730	5,120	6,362	6,360	6,360	6,360
<b>* OFFICIAL/ADMINISTRATIVE</b>		<b>613,829</b>	<b>642,000</b>	<b>674,458</b>	<b>689,929</b>	<b>689,929</b>	<b>689,929</b>
055-5500-550.34-10	ENGINEERING SERVICES	673	958	2,432	6,700	6,700	6,700
055-5500-550.34-30	COMPUTER SERVICES	1,962	2,217	1,990	2,180	2,180	2,180
055-5500-550.34-40	SOFTWARE MAINTENANCE	1,731	1,786	2,608	4,108	4,108	4,108
055-5500-550.34-50	SPECIAL STUCIES & REPORTS	-506	0	13,000	0	0	0
<b>* TECHNICAL SERVICES</b>		<b>3,860</b>	<b>4,961</b>	<b>20,030</b>	<b>12,988</b>	<b>12,988</b>	<b>12,988</b>
055-5500-550.39-00	OTHER CONTRACTUAL SVCS	3,721	3,215	5,142	9,151	9,151	9,151
<b>* OTHER CONTRACTUAL SERVICES</b>		<b>3,721</b>	<b>3,215</b>	<b>5,142</b>	<b>9,151</b>	<b>9,151</b>	<b>9,151</b>
055-5500-550.41-10	WATER & SEWER	2,319	2,950	3,865	4,400	4,400	4,400
055-5500-550.41-20	GARBAGE SERVICES	1,124	762	1,460	1,480	1,480	1,480
055-5500-550.41-30	NATURAL GAS	1,969	1,347	2,160	1,950	1,950	1,950
055-5500-550.41-40	ELECTRICITY	6,233	5,774	8,309	9,318	9,318	9,318
<b>* UTILITY SERVICES</b>		<b>11,645</b>	<b>10,833</b>	<b>15,794</b>	<b>17,148</b>	<b>17,148</b>	<b>17,148</b>
055-5500-550.42-00	JANITORIAL SERVICES	3,225	3,400	3,600	3,600	3,600	3,600
<b>* JANITORIAL SERVICES</b>		<b>3,225</b>	<b>3,400</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>
055-5500-550.43-10	BUILDINGS AND GROUNDS	3,409	4,198	4,548	5,656	5,656	5,656
055-5500-550.43-20	COMPUTERS	374	479	500	450	450	450
055-5500-550.43-30	RADIO EQUIPMENT	1,436	3,560	2,705	500	500	500
055-5500-550.43-40	OFFICE EQUIPMENT	47	23	500	1,950	1,950	1,950
055-5500-550.43-45	JOINT USE OF LABOR/EQUIP	21,279	25,789	26,000	25,000	25,000	25,000
055-5500-550.43-50	VEHICLES	10,080	16,491	10,878	14,305	14,305	14,305
055-5500-550.43-51	GAS/OIL/DIESEL/LUBRICANTS	7,223	8,409	12,929	14,003	14,003	14,003
055-5500-550.43-52	TIRES AND TIRE REPAIRS	4,676	465	2,417	2,400	2,400	2,400
055-5500-550.43-70	GENERAL EQUIPMENT	7,680	4,873	15,057	15,070	15,070	15,070
055-5500-550.43-71	SPCL UTILITY EQUIPMENT	12,891	15,091	14,150	15,050	15,050	15,050
055-5500-550.43-80	SHOP EQUIPMENT	3,329	3,582	4,462	4,453	4,453	4,453
055-5500-550.43-81	SERVICE PICKUP TOOLS	2,168	1,373	3,050	2,600	2,600	2,600
055-5500-550.43-86	LINES MNTNCE & SUPPLIES	33,051	18,172	37,000	46,650	46,650	46,650
055-5500-550.43-87	UTILITIES LOCATES	753	544	690	696	696	696
<b>* REPAIRS AND MAINTENANCE</b>		<b>108,396</b>	<b>103,049</b>	<b>134,886</b>	<b>148,783</b>	<b>148,783</b>	<b>148,783</b>
055-5500-550.44-20	RENTAL OF EQUIPMENT	3,935	67	5,000	2,500	2,500	2,500
<b>* RENTAL COSTS</b>		<b>3,935</b>	<b>67</b>	<b>5,000</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
055-5500-550.52-10	LIABILITY	6,480	12,470	13,626	26,257	26,257	26,257
055-5500-550.52-30	PROPERTY	20,957	23,148	27,780	27,150	27,150	27,150
055-5500-550.52-50	AUTOMOTIVE	10,759	12,618	14,936	12,099	12,099	12,099

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**WASTEWATER**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002	2002-2003	2003-2004	2004-2005	2004-2005	2004-2005
		Actual	Actual	Budget	Proposed Budget	Approved Budget	Adopted Budget
<b>* INSURANCE</b>		38,196	48,236	56,342	65,506	65,506	65,506
055-5500-550.53-20	POSTAGE	405	473	100	400	400	400
055-5500-550.53-30	TELEPHONE	4,063	5,715	4,532	6,255	6,255	6,255
055-5500-550.53-32	TELEMETRY	4,452	4,689	6,440	1,200	1,200	1,200
055-5500-550.53-40	LEGAL NOTICES	231	498	300	300	300	300
055-5500-550.53-60	PUBLIC EDUCATION/INFO	100	406	1,767	734	734	734
<b>* COMMUNICATIONS</b>		9,251	11,781	13,139	8,889	8,889	8,889
055-5500-550.54-00	ADVERTISING	471	185	250	250	250	250
<b>* ADVERTISING</b>		471	185	250	250	250	250
055-5500-550.55-00	PRINTING AND BINDING	293	298	915	1,190	1,190	1,190
<b>* PRINTING AND BINDING</b>		293	298	915	1,190	1,190	1,190
055-5500-550.57-00	PERMITS	7,710	9,151	9,260	9,355	9,355	9,355
<b>* PERMITS</b>		7,710	9,151	9,260	9,355	9,355	9,355
055-5500-550.58-10	TRAVEL, FOOD & LODGING	267	480	430	510	510	510
055-5500-550.58-50	TRAINING AND CONFERENCES	4,808	4,774	7,285	6,765	6,765	6,765
055-5500-550.58-70	MEMBERSHIPS/DUES/SUBS	1,147	1,679	2,004	2,585	2,585	2,585
<b>* TRAINING AND TRAVEL</b>		6,222	6,933	9,719	9,860	9,860	9,860
055-5500-550.60-10	OFFICE SUPPLIES	4,125	2,480	4,000	3,400	3,400	3,400
055-5500-550.60-20	JANITORIAL SUPPLIES	2,264	2,279	2,400	2,600	2,600	2,600
055-5500-550.60-60	EXPENDABLE SUPPLIES	0	11	100	100	100	100
055-5500-550.60-80	CLOTHING	1,891	2,116	2,315	2,155	2,155	2,155
055-5500-550.60-85	SPECIAL DEPT SUPPLIES	5,733	3,986	5,364	5,463	5,463	5,463
055-5500-550.60-86	CHEMICAL/LAB SUPPLIES	148	1,110	8,317	14,217	14,217	14,217
055-5500-550.60-87	STREET CONST SUPPLIES	41,383	35,906	44,819	54,347	54,347	54,347
<b>* SUPPLIES</b>		55,544	47,888	67,315	82,282	82,282	82,282
055-5500-550.64-10	BOOKS AND PERIODICALS	489	380	1,058	1,028	1,028	1,028
055-5500-550.64-80	COMPUTER SOFTWARE	857	0	8,300	2,400	2,400	2,400
<b>* BOOKS AND PERIODICALS</b>		1,346	380	9,358	3,428	3,428	3,428
055-5500-550.69-80	ASSETS <\$1000	175	0	50	50	50	50
<b>* OTHER MATERIALS/EXPENSES</b>		175	0	50	50	50	50
<b>** MATERIALS AND SERVICES</b>		<b>867,819</b>	<b>892,377</b>	<b>1,025,258</b>	<b>1,064,909</b>	<b>1,064,909</b>	<b>1,064,909</b>
055-5500-550.72-20	BUILDINGS	1,200	64	0	1,016	1,016	1,016
<b>* CAPITAL OUTLAY</b>		1,200	64	0	1,016	1,016	1,016
055-5500-550.73-30	IMPRVMTS OTHER THAN BLDGS	1,071	10,258	6,758	0	0	0
<b>* CAPITAL OUTLAY</b>		1,071	10,258	6,758	0	0	0
055-5500-550.74-10	MACHINERY	4,402	0	22,925	5,000	5,000	5,000
055-5500-550.74-25	COMMUNICATIONS EQUIPMENT	0	0	300	300	300	300
055-5500-550.74-30	FURNITURE AND FIXTURES	2,194	13	900	500	500	500
055-5500-550.74-40	OFFICE EQUIPMENT	2,334	6,520	0	0	0	0
055-5500-550.74-50	COMPUTER EQUIPMENT	4,574	4,166	2,833	7,500	7,500	7,500
055-5500-550.74-80	PUMPS	0	0	25,000	6,500	6,500	6,500
055-5500-550.74-90	EQUIPMENT, OTHER	20,113	39,092	18,249	8,400	8,400	8,400
<b>* MACHINERY AND EQUIPMENT</b>		33,617	49,791	70,207	28,200	28,200	28,200
055-5500-550.76-30	SEWER LINES	29,157	153,703	115,000	124,500	124,500	124,500
055-5500-550.76-40	STORMWATER COLL IMPROVMTS	0	62,394	60,000	45,000	45,000	45,000
<b>* PLANT IN SERVICE</b>		29,157	216,097	175,000	169,500	169,500	169,500
<b>** CAPITAL OUTLAY</b>		<b>65,045</b>	<b>276,210</b>	<b>251,965</b>	<b>198,716</b>	<b>198,716</b>	<b>198,716</b>
<b>*** WASTEWATER FUND</b>		<b>1,421,075</b>	<b>1,709,239</b>	<b>1,861,009</b>	<b>1,925,500</b>	<b>1,925,500</b>	<b>1,930,842</b>
<b>OTHER USES</b>							
055-9500-550.80-15	TO UNEMPLOYMENT RESV FUND	0	3,296	2,011	1,160	1,160	1,180
<b>* CHARGE FOR SERVICES</b>		0	3,296	2,011	1,160	1,160	1,180
055-9500-550.81-01	TO GENERAL FUND	179,899	194,343	193,659	215,970	209,442	210,720

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
WASTEWATER**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
055-9500-550.81-05	TO STREET FUND	54,778	54,195	54,195	56,592	56,592	56,592
055-9500-550.81-09	TO PUBLIC WKS RESV FUND	30,000	30,000	0	32,000	32,000	32,000
055-9500-550.81-56	TO SEWER SPCL RESV FUND	230,000	0	0	0	0	0
055-9500-550.81-57	PLANT CONSTRUCTION.DEBT	0	281,147	446,287	742,360	742,360	742,360
<b>* OPERATING TRANSFERS OUT</b>		<b>494,677</b>	<b>559,685</b>	<b>694,141</b>	<b>1,046,922</b>	<b>1,040,394</b>	<b>1,041,672</b>
055-9500-550.88-00	CONTINGENCY	0	0	128,128	109,460	115,988	109,348
<b>* CONTINGENCY</b>		<b>0</b>	<b>0</b>	<b>128,128</b>	<b>109,460</b>	<b>115,988</b>	<b>109,348</b>
<b>*** OTHER USES</b>		<b>494,677</b>	<b>562,981</b>	<b>824,280</b>	<b>1,157,542</b>	<b>1,157,544</b>	<b>1,152,200</b>
<b>**** WASTEWATER FUND</b>		<b>1,915,754</b>	<b>2,272,220</b>	<b>2,675,289</b>	<b>3,083,042</b>	<b>3,083,042</b>	<b>3,083,042</b>



**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
SEWER SPECIAL RESERVE FUND**

REVENUE		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-200 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
056-0000-300.00-00	BEGINNING BALANCE	1,657,812	1,738,915	326,532	175,511	175,511	175,511
	<b>* BEGINNING BALANCE</b>	1,657,812	1,738,915	326,532	175,511	175,511	175,511
056-0000-344.20-00	CONNECT CHARGES	23,754	17,284	10,560	10,560	10,560	10,560
	<b>* UTILITY SERVICES</b>	23,754	17,284	10,560	10,560	10,560	10,560
056-0000-361.00-00	INTEREST REVENUES	44,455	12,984	10,000	2,580	2,580	2,580
	<b>* INTEREST REVENUES</b>	44,455	12,984	10,000	2,580	2,580	2,580
056-0000-363.50-00	PROPERTY RENTALS	9,840	0	0	0	0	0
	<b>* RENTAL REVENUES</b>	9,840	0	0	0	0	0
056-0000-369.00-00	OTHER MISC REVENUES	0	0	0	0	0	0
	<b>* OTHER MISC REVENUES</b>	0	0	0	0	0	0
056-0000-391.55-00	WASTEWATER UTILITY	230,000	0	0	0	0	0
	<b>* OPERATING TRANSFERS IN</b>	230,000	0	0	0	0	0
	<b>*** SEWER SPECIAL RESERVE FUND</b>	<b>1,955,861</b>	<b>1,769,183</b>	<b>347,092</b>	<b>188,651</b>	<b>188,651</b>	<b>188,651</b>
<b>EXPENDITURES</b>							
056-5600-55.34-10	ENGINEERING SERVICES	97,228	0	0	0	0	0
	<b>* TECHNICAL SERVICES</b>	97,228	0	0	0	0	0
	<b>** MATERIALS AND SERVICES</b>	<b>97,228</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
056-5600-550.74-80	PUMPS	0	28,422	40,000	40,000	40,000	40,000
	<b>* MACHINERY AND EQUIPMENT</b>	0	28,422	40,000	40,000	40,000	40,000
056-5600-55.75-10	CAPITAL PROJECTS	508	76,528	227,092	20,252	20,252	20,252
	<b>* CAPITAL OUTLAY</b>	508	76,528	227,092	20,252	20,252	20,252
056-5600-55.76-30	SEWER LINES	0	74,035	80,000	128,399	128,399	128,399
	<b>* PLANT IN SERVICE</b>	0	74,035	80,000	128,399	128,399	128,399
056-5600-550.78-99	FUTURE CAPITAL PROJ	0	67,980	0	0	0	0
	<b>* RESERVE</b>	0	67,980	0	0	0	0
	<b>** CAPITAL OUTLAY</b>	<b>508</b>	<b>246,965</b>	<b>347,092</b>	<b>188,651</b>	<b>188,651</b>	<b>188,651</b>
056-5600-55.79-50	LOAN PRIN PAYMENTS	120,000	180,000	0	0	0	0
056-5600-55.79-60	LOAN INT PAYMENTS	10,810	3,853	0	0	0	0
	<b>* DEBT SERVICE</b>	130,810	183,853	0	0	0	0
	<b>** DEBT SERVICE</b>	<b>130,810</b>	<b>183,853</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>*** SEWER SPECIAL RESERVE FUND</b>	<b>228,546</b>	<b>430,818</b>	<b>347,092</b>	<b>188,651</b>	<b>188,651</b>	<b>188,651</b>
<b>OTHER USES</b>							
056-9500-550.81-5	PLANT CONST/DBT	0	916038	0	0	0	0
	<b>* OPERATING TRANSFERS OUT</b>	0	916038	0	0	0	0
	<b>** OTHER USES</b>	<b>0</b>	<b>916038</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>*** SEWER SPECIAL RESERVE FUND</b>	<b>228,546</b>	<b>1,346,856</b>	<b>347,092</b>	<b>188,651</b>	<b>188,651</b>	<b>188,651</b>

City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
SEWER PLANT CONST/DEBT SERVICE

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
057-0000-300.00-00	BEGINNING BALANCE	0	8,217,991	8,122,185	7,386,252	7,386,252	7,386,252
<b>* BEGINNING BALANCE</b>		0	8,217,991	8,122,185	7,386,252	7,386,252	7,386,252
057-0000-361.00-00	INTEREST REVENUE	0	32,948	105,000	33,607	33,607	33,607
<b>* INTEREST REVENUES</b>		0	32,948	105,000	33,607	33,607	33,607
057-0000-391.55-00	WASTEWATER UTILITY FUND	0	281,147	446,287	742,360	742,360	742,360
057-0000-391.56-00	WASTEWATER CAPITAL FUND	0	916,038	0	0	0	0
<b>* OPERATING TRANSFERS IN</b>		0	1,197,185	446,287	742,360	742,360	742,360
057-0000-393.10-00	LOAN/BOND PROCEEDS	0	7,235,673	0	0	0	0
<b>* PROCEEDS - LT LIABILITIES</b>		0	7,235,673	0	0	0	0
<b>*** SEWER PLANT CONSTS/DEBT SV</b>		0	16,683,797	8,673,472	8,162,219	8,162,219	8,162,219
<b>EXPENDITURES</b>							
057-5700-550.31-10	CONTRACTUAL SERVICES	0	9,800	0	0	0	0
057-5700-550.34-10	ENGINEERING SERVICES	0	38,015	1,200,000	200,000	200,000	200,000
<b>* TECHNICAL SERVICES</b>		0	47,815	1,200,000	200,000	200,000	200,000
<b>** MATERIALS AND SERVICES</b>		0	47,815	1,200,000	200,000	200,000	200,000
057-5700-550.75-10	CAPITAL PROJECTS	0	0	7,027,185	7,406,479	7,406,479	7,406,479
<b>* CAPITAL OUTLAY</b>		0	0	7,027,185	7,406,479	7,406,479	7,406,479
057-9500-550.81-58	DEBT SERVICE FUND	0	200,000	446,287	555,740	555,740	555,740
<b>* OPERATING TRANSFERS OUT</b>		0	200,000	446,287	555,740	555,740	555,740
<b>** CAPITAL OUTLAY</b>		0	200,000	7,473,472	7,962,219	7,962,219	7,962,219
<b>*** SEWER PLANT CONST/DEBT SV</b>		0	247,815	8,673,472	8,162,219	8,162,219	8,162,219

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

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**Fund: Airport (061)**

**Department: Airport (061)**

**Programs: Airport Operations (610)**

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**Mission:**

Building to meet the transportation needs of the twenty-first century, and taking advantage of development opportunities through:

- Broadening and stabilizing the political, financial and technical support base.
- Implementation and updating of the airport master plan.
- Establishment of protective planning and zoning policies.
- Supporting airport and pilot organizations.
- Being active in both states' administrative and legislative processes.

**Description:**

For the past three years the city has been involved in a partnership with Klickitat County in planning for the future of the Airport. We have signed an agreement creating a long-term management structure for the Airport that includes regional based cost sharing with Klickitat County. A Regional Airport Board has been established and public meetings are held the third Friday of each month. Construction of two 11-unit "T" hangars was completed in 2003. The Airport Marketing Study and Master Plan Update are nearing completion. Federal installation of a new landing system and runway lighting is underway. Development of the Sundoon golf course could begin as early as 2004.

**2004-2005 Goals, Projects and Highlights:**

- Continuation of shared funding with Klickitat County.
- Marketing Study (90% grant).
- Master Plan update with \$45,000 grant and \$5000 cash.
- Terminal remodeling
- Federal installation of landing system and runway lights.
- Construction of the golf course
- Work on the Transponder Landing System's certification continues with the goal of a commissioned system in use at the airport.

**2003-2004 Accomplishments/Comments:**

- Finalized a permanent establishment of a Regional Airport management structure.
- Completed construction of two 11-unit "T" hangars.

**Major Issues to be Resolved in the Next 5 Years:**

- Development of a world-class golf course.
- Industrial Development
- Runway maintenance.
- Reconstruction of a major portion of runway 12-30.
- Dallesport water district(s) providing service to the airport.

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**AIRPORT FUND**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
061-0000-300.00-00	BEGINNING BALANCE	34,722	60,815	149,712	66,118	66,118	66,118
<b>* BEGINNING BALANCE</b>		34,722	60,815	149,712	66,118	66,118	66,118
061-0000-330.00-00	INTERGOVERNMENTAL REV	33,048	78,145	52,404	45,500	45,500	45,500
<b>* INTERGOVERNMENTAL REVENUES</b>		33,048	78,145	52,404	45,500	45,500	45,500
061-0000-331.20-00	FEDERAL GRANTS-FAA	3,600	0	450,000	0	0	0
<b>* FEDERAL REVENUES</b>		3,600	0	450,000	0	0	0
061-0000-334.80-00	WASHINGTON STATE GRANTS	0	4,111	0	0	0	0
061-0000-334.90-00	STATE GRANTS, OTHER	10,000	0	10,000	0	0	0
<b>* STATE GRANTS</b>		10,000	4,111	10,000	0	0	0
061-0000-341.80-00	COPIES, PLANS, ORDS	0	320	0	0	0	0
061-0000-341.90-00	MISC SALES AND SERVICE	0	0	0	0	0	0
<b>* GENERAL GOVERNMENT</b>		0	320	0	0	0	0
061-0000-347.00-00	AVIATION FUELS SALES	1,802	2,381	2,400	2,400	2,400	2,400
<b>* AVIATION FUEL SALES</b>		1,802	2,381	2,400	2,400	2,400	2,400
061-0000-361.00-00	INTEREST REVENUES	1,130	2,440	1,000	500	500	500
<b>* INTEREST REVENUES</b>		1,130	2,440	1,000	500	500	500
061-0000-363.50-00	PROPERTY RENTALS	30,032	30,846	48,916	46,912	46,912	46,912
<b>* RENTAL REVENUES</b>		30,032	30,846	48,916	46,912	46,912	46,912
061-0000-369.00-00	OTHER MISC REVENUES	0	3	3,890	0	0	0
<b>* OTHER MISC REVENUES</b>		0	3	3,890	0	0	0
061-0000-391.01-00	GENERAL FUND	33,790	63,145	52,404	45,500	45,500	45,500
<b>* OPERATING TRANSFERS IN</b>		33,790	63,145	52,404	45,500	45,500	45,500
061-0000-393.10-00	LOAN/BOND PROCEEDS	0	498,250	0	0	0	0
<b>* PROCEEDS-LT LIABILITIES</b>		0	498,250	0	0	0	0
<b>** AIRPORT FUND</b>		<b>148,124</b>	<b>740,456</b>	<b>770,726</b>	<b>206,930</b>	<b>206,930</b>	<b>206,930</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
AIRPORT**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
061-6100-610.11-00	REGULAR SALARIES	9,063	7,826	9,395	9,939	9,939	9,939
<b>* REGULAR SALARIES</b>		9,063	7,826	9,395	9,939	9,939	9,939
061-6100-610.12-00	PARTTIME/TEMP SAL	20,217	23,897	29,900	30,214	30,214	30,214
<b>* PARTTIME/TEMP SALARIES</b>		20,217	23,897	29,900	30,214	30,214	30,214
061-6100-610.13-00	OVERTIME SALARIES	102	256	0	100	100	100
<b>* OVERTIME SALARIES</b>		102	256	0	100	100	100
061-6100-610.21-10	MEDICAL INSURANCE	1,075	1,064	2,126	2,545	2,545	2,545
061-6100-610.21-20	L-T DISABILITY INS	33	30	34	36	36	36
061-6100-610.21-30	LIFE INSURANCE	11	9	11	11	11	11
061-6100-610.21-40	WORKERS COMPINS	206	638	2,189	1,230	1,230	1,230
<b>* INSURANCE BENEFITS</b>		1,325	1,741	4,360	3,822	3,822	3,822
061-6100-610.22-00	FICA	2,224	2,481	3,006	3,072	3,072	3,072
<b>* FICA</b>		2,224	2,481	3,006	3,072	3,072	3,072
061-6100-610.23-00	RETIREMENT CONT	1,192	1,129	1,268	1,342	1,342	1,342
<b>* RETIREMENT CONTRIBUTIONS</b>		1,192	1,129	1,268	1,342	1,342	1,342
<b>** PERSONNEL SERVICE</b>		<b>34,123</b>	<b>37,330</b>	<b>47,929</b>	<b>48,489</b>	<b>48,489</b>	<b>48,489</b>
061-6100-610.31-10	CONTRACTUAL SERVICES	2,520	2,740	110,715	3,400	3,400	3,400
<b>* OFFICIAL/ADMINISTRATIVE</b>		2,520	2,740	110,715	3,400	3,400	3,400
061-6100-610.34-10	ENGINEERING SERVICES	0	0	0	50,000	50,000	50,000
061-6100-610.34-60	WEATHER GRANT SVC	1,428	1,098	1,450	500	500	500
<b>* TECHNICAL SERVICES</b>		1,428	1,098	1,450	50,500	50,500	50,500
061-6100-610.41-10	WATER & SEWER	0	6,006	700	721	721	721
061-6100-610.41-40	ELECTRICITY	2,106	1,913	2,550	2,550	2,550	2,550
061-6100-610.41-60	HEATING OIL	0	-86	0	400	400	400
<b>* UTILITY SERVICES</b>		2,106	7,833	3,250	3,671	3,671	3,671
061-6100-610.43-10	BUILDINGS AND GROUNDS	9,294	8,283	16,000	13,300	13,300	13,300
061-6100-610.43-45	JOINT USE OF LABOR	222	0	1,000	4,000	4,000	4,000
061-6100-610.43-51	GAS/OIL/DIESEL	177	1,106	900	800	800	800
061-6100-610.43-72	ELECTRICAL SYSTEMS	70	0	500	500	500	500
061-6100-610.43-73	PLUMBING	82	69	100	100	100	100
061-6100-610.43-77	HVAC SYSTEMS	79	142	300	300	300	300
<b>* REPAIRS AND MAINTENANCE</b>		9,924	9,600	18,800	19,000	19,000	19,000
061-6100-610.46-10	PROPERTY TAXES	17,458	27,825	8,929	13,786	13,786	13,786
<b>* OTHER TAXES</b>		17,458	27,825	8,929	13,786	13,786	13,786
061-6100-610.52-10	LIABILITY	3,326	5,067	6,080	5,912	5,912	5,912
061-6100-610.52-30	PROPERTY	1,444	1,839	2,590	3,954	3,954	3,954
061-6100-610.52-50	AUTOMOTIVE	0	218	250	416	416	416
<b>* INSURANCE</b>		4,770	7,124	8,920	10,282	10,282	10,282
061-6100-610.53-20	POSTAGE	125	450	700	700	700	700
061-6100-610.53-30	TELEPHONE	1,458	1,097	1,500	1,500	1,500	1,500
061-6100-610.53-40	LEGAL NOTICES	0	295	250	250	250	250
<b>* COMMUNICATIONS</b>		1,583	1,842	2,450	2,450	2,450	2,450
061-6100-610.54-00	ADVERTISING	0	484	1,000	1,000	1,000	1,000

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
AIRPORT**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
<b>* ADVERTISING</b>		0	484	1,000	1,000	1,000	1,000
061-6100-610.57-00	PERMITS	239	284	300	300	300	300
<b>* PERMITS</b>		239	284	300	300	300	300
061-6100-610.58-10	TRAVEL, FOOD & LODG	62	112	400	400	400	400
061-6100-610.58-50	TRAINING AND CONF	0	100	165	165	165	165
061-6100-610.58-70	MEMBERSHIPS/DUES	172	563	175	175	175	175
<b>* TRAINING AND TRAVEL</b>		234	775	740	740	740	740
061-6100-610.60-10	OFFICE SUPPLIES	0	0	1,000	1,000	1,000	1,000
061-6100-610.60-90	OTHER SUPPLIES	504	157	1,300	0	0	0
<b>* SUPPLIES</b>		504	157	2,300	1,000	1,000	1,000
061-6100-610.69-50	MISCELLANEOUS EXP	1,207	378	200	1,000	1,000	1,000
061-6100-610.69-80	ASSETS <\$1,000	0	0	0	1,500	1,500	1,500
<b>* OTHER MATERIALS/EXPENSES</b>		1,207	378	200	2,500	2,500	2,500
<b>** MATERIALS AND SERVICES</b>		<b>41,973</b>	<b>60,140</b>	<b>159,054</b>	<b>108,629</b>	<b>108,629</b>	<b>108,629</b>
061-6100-610.72-20	BUILDINGS	6,699	473,355	95,353	10,000	10,000	10,000
<b>* CAPITAL OUTLAY</b>		6,699	473,355	95,353	10,000	10,000	10,000
061-6100-610.73-30	IMPRVMTS OTHER	0	8,759	459,500	32,500	32,500	32,500
<b>* CAPITAL OUTLAY</b>		0	8,759	459,500	32,500	32,500	32,500
061-6100-610.74-50	COMPUTERS	0	1,915	0	0	0	0
<b>* MACHINERY &amp; EQUIPMENT</b>		0	1,915	0	0	0	0
061-6100-610.77-30	BUILDING	0	0	3,890	3,890	3,890	3,890
<b>* RESERVE FOR FUTURE EXP</b>		0	0	3,890	3,890	3,890	3,890
<b>** CAPITAL OUTLAY</b>		<b>6,699</b>	<b>484,029</b>	<b>558,743</b>	<b>46,390</b>	<b>46,390</b>	<b>46,390</b>
<b>*** AIRPORT FUND</b>		<b>82,795</b>	<b>581,499</b>	<b>765,726</b>	<b>203,508</b>	<b>203,508</b>	<b>203,508</b>
061-9500-610.80-15	TO UNEMPLOYMENT RES	0	268	0	0	0	0
<b>* CHARGES FOR SERVICES</b>		0	268	0	0	0	0
061-9500-610.88-00	CONTINGENCY	0	0	0	3,422	3,422	3,422
<b>* CONTINGENCY</b>		0	0	5,000	3,422	3,422	3,422
<b>** OTHER USES</b>		<b>0</b>	<b>268</b>	<b>5,000</b>	<b>3,422</b>	<b>3,422</b>	<b>3,422</b>
<b>*** AIRPORT FUND</b>		<b>82,795</b>	<b>581,767</b>	<b>770,726</b>	<b>206,930</b>	<b>206,930</b>	<b>206,930</b>





# City of The Dalles, Oregon

## Fiscal Year 2004-2005 Budget

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### Capital Improvements Fund Group

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#### Description

The City currently has three active funds in the capital improvements fund group. These are the Special Assessments Fund (036) which accounts for the various public infrastructure projects of the City, the Capital Projects Fund (037) which accounts for various improvements in City facilities, and the FAA Grant Improvement Fund (063) which was established to account for the improvements made at the airport funded primarily with grants from the FAA.

#### 2004-2005 Goals, Projects and Highlights

- The Special Assessments Fund should have a cash balance of \$590,000 with total assets of about \$640,000.
- The Special Assessments Fund has two potential projects identified at this time for FY 2004-2005. There may also be small LID's to fund during the year.
- The Special Assessments Fund is proposed to grant or lend \$99,287 to the General Fund for Capital Projects.
- \$67,187 of the financial resources in the capital projects fund is to be used for repairs and renovation projects at city hall. The other \$8,500 is for overlay of a portion of the parking lot outside the transportation center.
- The remaining financial resources in the capital projects fund is being used to fund the debt service for the tunnel project being built under the special project fund.
- The FAA fund has no activity planned this year.

#### 2003-2004 Accomplishments/Comments

- No major activity in these funds this Fiscal Year.

#### Major Issues to be resolved in the next five years

- Review and evaluation of the City's LID process with respect to budget and financing policies and procedures.
- Maintenance of sufficient operating monies with the LID fund so as to internally finance small projects without the added complexities of use of bonding or other debt instruments.
- Completion of major renovation of City Hall facility.

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**CAPITAL IMPROVEMENTS FUND SUMMARY**

<u>Revenue/Cost Centers</u>	FY	FY	FY	FY	FY	FY
	2001-2002 <u>Actual</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2004-2005 Proposed <u>Budget</u>	2004-2005 Approved <u>Budget</u>	2004-2005 Adopted <u>Budget</u>
BEGINNING BALANCE	250,362	495,301	533,261	573,543	573,543	573,543
REVENUES	250,187	84,004	62,535	57,464	57,464	57,464
OTHER SOURCES	29,789	0	43,231	101,545	101,545	101,545
<b>TOTAL RESOURCES</b>	<b>530,338</b>	<b>579,305</b>	<b>639,027</b>	<b>732,552</b>	<b>732,552</b>	<b>732,552</b>
SPECIAL ASSESSMENTS FUND	4,129	0	534,048	482,322	482,322	482,322
CAPITAL PROJECTS FUND	100,906	68,145	94,549	140,533	140,533	140,533
FAA GRANT IMPROVEMENT FUND	0	0	1,200	1,180	1,180	1,180
<b>TOTAL EXPENDITURES</b>	<b>105,035</b>	<b>68,145</b>	<b>629,797</b>	<b>624,035</b>	<b>624,035</b>	<b>624,035</b>
TRANSFER OUT	9,230	9,230	9,230	108,517	108,517	108,517
CONTINGENCY	0	0	0	0	0	0
UNAPPROPRIATED ENDING BAL	0	0	0	0	0	0
<b>TOTAL OTHER USES</b>	<b>9,230</b>	<b>9,230</b>	<b>9,230</b>	<b>108,517</b>	<b>108,517</b>	<b>108,517</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>114,265</b>	<b>77,375</b>	<b>639,027</b>	<b>732,552</b>	<b>732,552</b>	<b>732,552</b>
<b>FUND TOTAL</b>	<b>416,073</b>	<b>501,930</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

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**Fund:** Capital Improvements Fund Group  
**Department:** Special Assessments (036)  
**Program:** Other (419)

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**Description**

The Special Assessments fund is used to fund small Local Improvement Districts of the City. This fund was created with General Fund financial resources in prior fiscal years for this specific purpose to reduce the amount of fixed financial expenses associated with borrowing funds.

**2004-2005 Goals, Projects and Highlights**

- We will have about \$590,000 in the beginning fund balance available as needed for projects.
- There are approximately \$150,000 in LID assessment loans payable over the next eight years.
- There are two potential LID projects that could be undertaken in FY 2004-2005.
  - 1) East 19<sup>th</sup> Street/Thompson Street - This project will extend 19<sup>th</sup> Street east for Sunridge Subdivision to Thompson. It could include Thompson from 19<sup>th</sup> to 17<sup>th</sup> Street. It could include seven property owners with up to \$186,123 in assessment and a project subsidy of up to \$45,000 out of this fund.
  - 2) Northwest First/Terminal Bardgeaway - This is a much bigger project that may require issuance of a Bancroft Bond for property owner assessments.
- We are proposing to grant or loan \$99,287 to the General Fund to do these projects:
  - 1) \$29,600 to pay for the General Fund share of computer enhancements.
  - 2) \$61,187 to complete exterior renovation of City Hall and HVAC Repairs
  - 3) \$8,500 to overlay 2/3rds of the Transportation Center parking lots.

**2003-2004 Accomplishments/Comments**

- There were no "LID" projects done in FY 2004-2003.

**Major Issues to be resolved in the next five years**

- Review and potential amendment of the City's LID process with respect to budget and financing policies and procedures. Including a possible Senior Discount Deferral program.
- Maintenance of sufficient operating monies with the LID fund so as to internally finance small projects without the added complexities of use of bonding or other debt instruments.

City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
SPECIAL ASSESSMENT FUND

REVENUES

Account Number	Account Description	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
036-0000-300.00-00	BEGINNING BALANCE	229,230	464,658	502,778	555,230	555,230	555,230
<b>* BEGINNING BALANCE</b>		229,230	464,658	502,778	555,230	555,230	555,230
036-0000-361.00-00	INTEREST REVENUES	7,697	8,090	7,500	3,609	3,609	3,609
<b>* INTEREST REVENUES</b>		7,697	8,090	7,500	3,609	3,609	3,609
036-0000-370.10-00	PRINCIPAL-NONBONDED	209,108	41,793	25,000	25,000	25,000	25,000
036-0000-370.20-00	INTEREST-NONBONDED	31,983	11,862	8,000	7,000	7,000	7,000
<b>* SPECIAL ASSESSMENTS</b>		241,091	53,655	33,000	32,000	32,000	32,000
<b>*** SPECIAL ASSESSMENTS FUND</b>		<b>478,018</b>	<b>526,403</b>	<b>543,278</b>	<b>590,839</b>	<b>590,839</b>	<b>590,839</b>

EXPENDITURES

036-3600-419.31-10	CONTRACTUAL SERVICES	0	0	482,548	430,822	430,822	430,822
<b>* OFFICIAL/ADMINISTRATIVE</b>		0	0	482,548	430,822	430,822	430,822
036-3600-419.34-10	ENGINEERING SERVICES	2,800	0	50,000	50,000	50,000	50,000
<b>* TECHNICAL SERVICES</b>		2,800	0	50,000	50,000	50,000	50,000
036-3600-419.53-20	POSTAGE	704	0	750	750	750	750
036-3600-419.53-40	LEGAL NOTICES	625	0	750	750	750	750
<b>* COMMUNICATIONS</b>		1,329	0	1,500	1,500	1,500	1,500
<b>** MATERIALS AND SERVICES</b>		<b>4,129</b>	<b>0</b>	<b>534,048</b>	<b>482,322</b>	<b>482,322</b>	<b>482,322</b>
<b>*** SPECIAL ASSESSMENTS FUND</b>		<b>4,129</b>	<b>0</b>	<b>534,048</b>	<b>482,322</b>	<b>482,322</b>	<b>482,322</b>

OTHER USES

036-9500-419.81-01	TO GENERAL FUND	9,230	9,230	9,230	38,830	38,830	38,830
036-9500-419.81-37	TO CAPITAL PROJECT FUND	0	0	0	69,687	69,687	69,687
<b>* OPERATING TRANSFERS OUT</b>		9,230	9,230	9,230	108,517	108,517	108,517
<b>** OTHER</b>		9,230	9,230	9,230	108,517	108,517	108,517
<b>*** OTHER USES</b>		<b>9,230</b>	<b>9,230</b>	<b>9,230</b>	<b>108,517</b>	<b>108,517</b>	<b>108,517</b>
<b>*** SPECIAL ASSESSMENTS FUND</b>		<b>13,359</b>	<b>9,230</b>	<b>543,278</b>	<b>590,839</b>	<b>590,839</b>	<b>590,839</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

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**Fund:** Capital Improvements Fund Group

**Department:** Capital Projects (037)

**Program:** Other (419)

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**Description**

The Capital Projects fund is used to fund renovations of City facilities. These facilities are City Hall, Transportation Center, Police Station, and the Library. All these facilities are General Fund facilities and the operating monies for these facilities and operating departments is from General Fund financial resources.

**2004-2005 Goals, Projects and Highlights**

- Provide funds (\$15,500) for small maintenance projects at City Hall and the Transportation Center facilities.
- Completion of a full restoration of the outside of City Hall (\$60,187).
- Provide revenues for the payment of debt service for the river access tunnel project.

**2003-2004 Accomplishments/Comments**

- No major activity.

**Major Issues to be resolved in the next five years**

- Completion of City Hall renovation for the remaining departments.

City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
CAPITAL PROJECTS FUND

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
037-0000-300.00-00	BEGINNING BALANCE	19,975	29,456	29,303	17,133	17,133	17,133
<b>* BEGINNING BALANCE</b>		19,975	29,456	29,303	17,133	17,133	17,133
037-0000-337.90-00	LOCAL GOVMNTREV	0	21,615	21,615	21,615	21,615	21,615
<b>* LOCAL GOVERNMENT REVENUES</b>		0	21,615	21,615	21,615	21,615	21,615
037-0000-341.80-00	COPIES, PLANS, ORD'S	360	0	0	0	0	0
<b>* GENERAL GOVERNMENT</b>		360	0	0	0	0	0
037-0000-361.00-00	INTEREST REVENUES	1,009	624	400	240	240	240
<b>* INTEREST REVENUES</b>		1,009	624	400	240	240	240
037-0000-363.80-00	STATE OFFICEBLDG INC	62,310	41,486	0	0	0	0
<b>* RENTAL REVENUES</b>		62,310	41,486	0	0	0	0
037-0000-369.00-00	OTHER MISC REVENUES	30	570	0	0	0	0
<b>* OTHER MISC REVENUES</b>		30	570	0	0	0	0
037-0000-391.01-00	GENERAL FUND	20,000	13,332	43,231	31,858	31,858	31,858
037-0000-391.36-00	SPECIL ASSMT FUND	0	0	0	69,687	69,687	69,687
037-0000-391.90-00	OTHER	29,789	0	0	0	0	0
<b>* OPERATING TRANSFERS IN</b>		49,789	13,332	43,231	101,545	101,545	101,545
<b>*** CAPITAL PROJECTS FUND</b>		<b>133,473</b>	<b>107,083</b>	<b>93,549</b>	<b>140,533</b>	<b>140,533</b>	<b>140,533</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
CAPITAL PROJECTS FUND**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
037-3700-419.34-20	ARCHITECTURAL SERVICES	13,777	1,190	1,000	0	0	0
<b>* TECHNICAL SERVICES</b>		13,777	1,190	1,000	0	0	0
037-3700-419.53-20	POSTAGE	0	0	0	0	0	0
<b>* COMMUNICATIONS</b>		0	0	0	0	0	0
<b>** MATERIALS AND SERVICES</b>		13,777	1,190	1,000	0	0	0
037-3700-419.72-20	BUILDINGS	69,614	6,782	18,703	67,187	67,187	67,187
<b>* CAPITAL OUTLAY</b>		69,614	6,782	18,703	67,187	67,187	67,187
037-3700-419.72-30	IMPRV OTHER THAN BLD	17,515	1,339	10,000	8,500	8,500	8,500
<b>* CAPITAL OUTLAY</b>		17,515	1,339	10,000	8,500	8,500	8,500
<b>** CAPITAL OUTLAY</b>		87,129	8,121	28,703	75,687	75,687	75,687
<b>*** CITY HALL RENOVATION</b>		100,906	9,311	29,703	75,687	75,687	75,687
037-3750-419.79-50	PRINCIPAL PAYMENT	0	37,618	39,138	40,719	40,719	40,719
037-3750-419.79-60	INTEREST PAYMENT	0	21,216	25,708	24,127	24,127	24,127
<b>* DEBT SERVICE</b>		0	58,834	64,846	64,846	64,846	64,846
<b>**** TUNNEL PROJECT</b>		0	58,834	64,846	64,846	64,846	64,846
<b>** OTHER</b>		0	0	0	0	0	0
<b>*** OTHER USES</b>		0	0	0	0	0	0
<b>**** CAPITAL PROJECTS FUND</b>		100,906	68,145	94,549	140,533	140,533	140,533

City of The Dalles, Oregon  
 Fiscal Year 2004-2005 Budget  
 FAA GRANT IMPROVEMENT FUND

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
063-0000-300.00-00	BEGINNING BALANCE	1,157	1,187	1,180	1,180	1,180	1,180
<b>* BEGINNING BALANCE</b>		1,157	1,187	1,180	1,180	1,180	1,180
063-0000-361.00-00	INTEREST REVENUES	30	20	20	0	0	0
<b>* INTEREST REVENUES</b>		30	20	20	0	0	0
<b>*** FAA GRANT IMPROVEMENT FUND</b>		1,187	1,207	1,200	1,180	1,180	1,180
EXPENDITURES							
063-6300-419.73-30	IMPRVMTS OTHER THAN BLDGS	0	0	1,200	1,180	1,180	1,180
<b>* CAPITAL OUTLAY</b>		0	0	1,200	1,180	1,180	1,180
<b>** CAPITAL OUTLAY</b>		0	0	1,200	1,180	1,180	1,180
<b>**** FAA GRANT IMPROVEMENT FUND</b>		0	0	1,200	1,180	1,180	1,180



# City of The Dalles, Oregon Fiscal Year 2004-2005 Budget

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## **Special Revenue Funds**

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### **Description**

The City has several Special Revenue funds in addition to those discussed with respect to Public Works activities. These are funds established under ORS Chapter 280, to accumulate and spend monies for a particular purpose. For each fund of this type, a specific purpose is identified and monies in that fund may only be spent for that purpose.

### **2004-2005 Goals, Projects and Highlights**

- The unemployment fund provides for the accumulation of financial resources of the City to pay claims of unemployment.
- The Community Benevolence fund provides for the accumulation of financial resources to pay for expenses related to the memorial's to Veterans of the community.
- The Special Projects fund provides for the accumulation of financial resources of the City and other granting agencies in order to pay for expenses related to infrastructure improvements. This infrastructure can be related to historical and community purposes.

### **2003-2004 Accomplishments/Comments**

- Completion of the Union Street Downtown Riverfront access project.
- Completion of the QLife Fiber Optic Loop.

### **Major Issues to be resolved in the next five years**

- Completion of City's Downtown Renaissance program using the Urban Renewal financial resources.

**City of The Dalles, Oregon**  
**Fiscal Year 2004-2005 Budget**  
**SPECIAL REVENUE FUND SUMMARY**

<u>Revenue/Cost Centers</u>	FY 2001-2002 Actual	FY 2002-2003 Actual	FY 2003-2004 Budget	FY 2004-2005 Proposed Budget	FY 2004-2005 Approved Budget	FY 2004-2005 Adopted Budget
BEGINNING BALANCE	390,119	185,667	667,018	156,349	156,349	163,099
REVENUES	343,412	4,054,102	2,610,611	385,054	385,054	385,123
OTHER SOURCES	3,200	0	625	1,875	1,875	1,875
<b>TOTAL RESOURCES</b>	<b>736,731</b>	<b>4,239,769</b>	<b>3,278,254</b>	<b>543,278</b>	<b>543,278</b>	<b>550,097</b>
UNEMPLOYMENT RESERVE FUND	16,393	30,619	23,558	31,639	31,639	31,708
COMMUNITY BENEVOLENCE FUND	129,220	8,116	12,216	5,140	5,140	5,140
SPECIAL GRANTS FUND	308,100	3,719,777	3,015,496	309,834	309,834	309,834
STATE OFFICE BUILDING FUND	110,917	112,471	174,965	196,665	196,665	203,415
<b>TOTAL EXPENDITURES</b>	<b>564,630</b>	<b>3,870,983</b>	<b>3,226,235</b>	<b>543,278</b>	<b>543,278</b>	<b>550,097</b>
TRANSFER OUT	0	0	52,019	0	0	0
CONTINGENCY	0	0	0	0	0	0
UNAPPROPRIATED ENDING BAL	0	0	0	0	0	0
<b>TOTAL OTHER USES</b>	<b>0</b>	<b>0</b>	<b>52,019</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>564,630</b>	<b>3,870,983</b>	<b>3,278,254</b>	<b>543,278</b>	<b>543,278</b>	<b>550,097</b>
<b>FUND TOTAL</b>	<b>172,101</b>	<b>368,786</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
UNEMPLOYMENT RESERVE FUND**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
010-0000-300.00-00	BEGINNING BALANCE	29,312	13,522	6,508	22,209	22,209	22,209
<b>* BEGINNING BALANCE</b>		<b>29,312</b>	<b>13,522</b>	<b>6,508</b>	<b>22,209</b>	<b>22,209</b>	<b>22,209</b>
010-0000-361.00-00	INTEREST REVENUES	603	137	150	300	300	300
<b>* INTEREST REVENUES</b>		<b>603</b>	<b>137</b>	<b>150</b>	<b>300</b>	<b>300</b>	<b>300</b>
010-0000-362.01-00	GENERAL FUND	0	0	0	4,358	4,358	4,375
010-0000-362.04-00	LIBRARY FUND	0	0	0	479	479	479
010-0000-362.05-00	STREET FUND	0	0	0	938	938	938
010-0000-362.51-00	WATER UTILITY FUND	0	0	0	2,195	2,195	2,227
010-0000-362.55-00	WASTEWATER UTILITY	0	0	0	1,160	1,160	1,180
<b>* CHARGES FOR SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>9,130</b>	<b>9,130</b>	<b>9,199</b>
010-0000-391.01-00	GENERAL FUND	0	12,936	8,054	0	0	0
010-0000-391.04-00	LIBRARY FUND	0	1,536	914	0	0	0
010-0000-391.05-00	STREET FUND	0	2,800	1,773	0	0	0
010-0000-391.51-00	WATER UTILITY FUND	0	6,284	4,148	0	0	0
010-0000-391.55-00	WASTEWATER UTILITY	0	3,296	2,011	0	0	0
010-0000-391-61-00	AIRPORT FUND	0	268	0	0	0	0
<b>* OPERATING TRANSFERS IN</b>		<b>0</b>	<b>27,120</b>	<b>16,900</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>*** UNEMPLOYMENT RESERVE FUND</b>		<b>29,915</b>	<b>40,779</b>	<b>23,558</b>	<b>31,639</b>	<b>31,639</b>	<b>31,708</b>
<b>EXPENDITURES</b>							
010-1000-416.25-00	UNEMPLOYMENT CONT	16,393	30,619	23,558	31,639	31,639	31,708
<b>* UNEMPLOYMENT CONTRIBUTION</b>		<b>16,393</b>	<b>30,619</b>	<b>23,558</b>	<b>31,639</b>	<b>31,639</b>	<b>31,708</b>
<b>** PERSONNEL SERVICE</b>		<b>16,393</b>	<b>30,619</b>	<b>23,558</b>	<b>31,639</b>	<b>31,639</b>	<b>31,708</b>
<b>*** UNEMPLOYMENT RESERVE FUND</b>		<b>16,393</b>	<b>30,619</b>	<b>23,558</b>	<b>31,639</b>	<b>31,639</b>	<b>31,708</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
COMMUNITY BENEVOLENCE FUND**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
011-0000-300.00-00	BEGINNING BALANCE	1,260	20,117	12,116	5,075	5,075	5,075
<b>* BEGINNING BALANCE</b>		1,260	20,117	12,116	5,075	5,075	5,075
011-0000-331.90-00	FEDERAL GRANTS-MISC	120,000	0	0	0	0	0
<b>* FEDERAL REVENUES</b>		120,000	0	0	0	0	0
011-0000-361.00-00	INTEREST REVENUES	56	249	100	65	65	65
<b>* INTEREST REVENUES</b>		56	249	100	65	65	65
011-0000-365.15-00	WAR MEMORIAL FUND	28,020	0	0	0	0	0
<b>* GIFTS AND DONATIONS</b>		28,020	0	0	0	0	0
<b>*** COMMUNITY BENEVOLENCE FUND</b>		<b>149,336</b>	<b>20,366</b>	<b>12,216</b>	<b>5,140</b>	<b>5,140</b>	<b>5,140</b>
<b>EXPENDITURES</b>							
011-1200-419.60-85	SPECIAL DEPT SUPPLIES	170	0	1,340	1,412	1,412	1,412
<b>* SUPPLIES</b>		170	0	1,340	1,412	1,412	1,412
<b>** MATERIALS AND SERVICES</b>		<b>170</b>	<b>0</b>	<b>1,340</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>
<b>*** VIETNAM MEMORIAL FUND</b>		<b>170</b>	<b>0</b>	<b>1,340</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>
011-1500-419.73-30	IMPRVMTS OTHER THAN BLDGS	129,050	8,116	10,876	3,728	3,728	3,728
<b>* CAPITAL OUTLAY</b>		129,050	8,116	10,876	3,728	3,728	3,728
<b>** CAPITAL OUTLAY</b>		<b>129,050</b>	<b>8,116</b>	<b>10,876</b>	<b>3,728</b>	<b>3,728</b>	<b>3,728</b>
<b>*** WAR MEMORIAL FUND</b>		<b>129,050</b>	<b>8,116</b>	<b>10,876</b>	<b>3,728</b>	<b>3,728</b>	<b>3,728</b>
<b>**** COMMUNITY BENEVOLENT FUND</b>		<b>129,220</b>	<b>8,116</b>	<b>12,216</b>	<b>5,140</b>	<b>5,140</b>	<b>5,140</b>

## **City of The Dalles, Oregon Fiscal Year 2004-2005 Budget**

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**Fund:** Special Revenue Funds  
**Department:** Special Projects (018)  
**Program:** Other (415)

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### **Description**

The Special Projects fund is providing for the accumulation of financial resources for the purpose of expending those funds on a multitude of capital projects.

### **2004-2005 Goals, Projects and Highlights**

- The maintenance of a program allowing the homeowners of the City to maintain the properties in the most energy efficient manner. The City was provide grants funds many years ago enabling this program
- A program to maintain and enhance the historical nature of The Dalles. This year \$19,155 is budgeted. Projects included are improvement to Pioneer Cemetery and continuation of the Certified Local Government and Historic Plaques program.
- Use of a Federal Appropriation of \$200,000 to complete the QLife fiber network by construction phases V & VI.

### **2003-2004 Accomplishments/Comments**

- Completion of the Riverfront Access Tunnel project.
- Completion of Phases I – IV of the QLife Fiber Optic project.
- Lobbying efforts secured \$200,000 to complete the full fiber optic loop.

### **Major Issues to be resolved in the next five years.**

- Continued use of the Urban Renewal Agencies financial resources in the most efficient manner to meet the goals of the community.
- Continue Federal lobby efforts for City projects.
- Continued searching of all agencies (federal, state, and local) for funding of future expansion of the City infrastructure for the benefit of all persons.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
SPECIAL GRANTS FUND**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
018-0000-300.00-00	BEGINNING BALANCE	308,269	134,406	627,504	92,149	92,149	92,149
<b>* BEGINNING BALANCE</b>		308,269	134,406	627,504	92,149	92,149	92,149
018-0000-331.30-00	FOREST SERVICE	0	75,420	189,580	0	0	0
018-0000-331.40-00	EDA	0	1,410,741	589,259	0	0	0
018-0000-331.90-00	FEDERAL GRANTS-MISC	0	218,095	548,245	200,000	200,000	200,000
<b>* FEDERAL REVENUES</b>		0	1,704,256	1,327,084	200,000	200,000	200,000
018-0000-334.30-00	OREGON SPWF	0	0	512,085	0	0	0
018-0000-334.90-00	STATE GRANTS, OTHER	0	1,130,908	577,967	13,558	13,558	13,558
<b>* STATE GRANTS</b>		0	1,130,908	1,090,052	13,558	13,558	13,558
018-0000-337.10-00	URBAN RENEWAL	88,233	1,057,469	20,000	0	0	0
<b>* LOCAL GOVERNMENT REVENUES</b>		88,233	1,057,469	20,000	0	0	0
018-0000-361.00-00	INTEREST REVENUES	5,183	6,595	2,250	1,290	1,290	1,290
<b>* INTEREST REVENUES</b>		5,183	6,595	2,250	1,290	1,290	1,290
018-0000-364.00-00	PROGRAM INCOME-CDBG	24,056	11,302	0	962	962	962
<b>* PROGRAM INCOME-CDBG</b>		24,056	11,302	0	962	962	962
018-0000-369.00-00	OTHER MISC REVENUES	3,200	0	625	1,875	1,875	1,875
<b>* OPERATING TRANSFERS IN</b>		3,200	0	625	1,875	1,875	1,875
<b>*** SPECIAL GRANTS FUND</b>		<b>428,941</b>	<b>4,044,936</b>	<b>3,067,515</b>	<b>309,834</b>	<b>309,834</b>	<b>309,834</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
SPECIAL GRANTS FUND**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
018-1900-415.31-50	COMMUNITY ACTION PROGRAM	0	0	86,001	90,679	90,679	90,679
	* OFFICIAL/ADMINISTRATIVE	0	0	86,001	90,679	90,679	90,679
018-1900-415.35-60	FILING FEES	52	0	0	0	0	0
	* PLANNING SERVICES	52	0	0	0	0	0
	** MATERIALS AND SERVICES	52	0	86,001	90,679	90,679	90,679
	*** COMMUNITY ACTION PROGRAM	52	0	86,001	90,679	90,679	90,679
018-2400-415.31-10	CONTRACTUAL SERVICES	0	218,095	792,085	200,000	200,000	200,000
	* OFFICIAL/ADMINISTRATIVE	0	0	0	0	0	200,000
	** MATERIALS & SERVICES	0	218,095	792,085	200,000	200,000	200,000
	*** Q-LIFE PROJECT	0	218,095	792,085	200,000	200,000	200,000
018-2600-415.39-00	OTHER CONTRACTUAL SVCS	0	0	120,000	0	0	0
	* OTHER CONTRACTUAL SVCS	0	0	120,000	0	0	0
	** MATERIALS & SERVICES	0	0	120,000	0	0	0
	*** PLANNING	0	0	120,000	0	0	0
	**** LCDC GRANTS	0	0	120,000	0	0	0
018-2700-415.31-10	CONTRACTUAL SERVICES	2,000	3,500	6,962	19,155	19,155	19,155
	* OFFICIAL/ADMINISTRATIVE	2,000	3,500	6,962	19,155	19,155	19,155
	** MATERIALS AND SERVICES	2,000	3,500	6,962	19,155	19,155	19,155
	*** SHPO/CERT LOC GOVT	2,000	3,500	6,962	19,155	19,155	19,155
018-2900-415.31-10	CONTRACTUAL SERVICES	0	0	0	0	0	0
	* OFFICIAL/ADMINISTRATIVE	0	0	0	0	0	0
	** MATERIALS AND SERVICES	0	0	0	0	0	0
	**** DOWNTOWN PROJECT	0	0	0	0	0	0
018-2900-415.75-10	CAPITAL PROJECTS	0	3,498,182	2,010,448	0	0	0
	* CAPITAL PROJECTS	0	3,498,182	2,010,448	0	0	0
	** CAPITAL OUTLAY	0	3,498,182	2,010,448	0	0	0
	*** UNION STREET	0	3,498,182	2,010,448	0	0	0
	**** TUNNEL PROJECT	0	3,498,182	2,010,448	0	0	0
018-3200-415.31-10	CONTRACTUAL SERVICES	306,048	0	0	0	0	0
	* OFFICIAL/ADMINISTRATIVE	306,048	0	0	0	0	0
	** MATERIALS AND SERVICES	306,048	0	0	0	0	0
	*** DOWNTOWN STREETScape	306,048	0	0	0	0	0
018-9500-415.81-01	TO GENERAL FUND	0	0	52,019	0	0	0
	* OPERATING TRANSFERS OUT	0	0	52,019	0	0	0
	** OTHER	0	0	52,019	0	0	0

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
SPECIAL GRANTS FUND**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
***	OTHER USES	0	0	52,019	0	0	0
***	SPECIAL GRANTS FUND	308,100	3,719,777	3,067,515	309,834	309,834	309,834



**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

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**Fund: State Office Building Fund (021)**

**Department: State Office Building (22)**

**Program: Other (419)**

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**Mission**

To operate and maintain the State Office Building facility efficiently and effectively, and within the parameter specified in the long-term lease agreement with the State of Oregon

**Description**

The State Office Building Fund is used to account for resources and expenditures relating to the operation and maintenance of the facility, located at 700 Union in The Dalles. Resources to the fund consist primarily of lease payments from the State of Oregon, supplemented by interest earnings. Expenditures from the fund relate to operational issues such as utilities and insurance, and maintenance of the facility and grounds. All operating expenses are reimbursed through the lease payments from the State, with reconciliation at the end of each lease year. A report is provided to the State at the end of each lease year outlining all operating and maintenance costs for that year.

**2004-2005 Goals, Projects and Highlights**

- The City will complete various major maintenance projects, including roof replacement (\$63,000), three HVAC unit replacements and landscaping work.
- A portion of the State lease payments, after segregating out for maintenance and operations portion per the lease, is used to fund debt service for the Police Station revenue bonds.

**2003-2004 Accomplishments/Comments**

- Three HVAC replacements.
- One bathroom was renovated.
- Landscaping work.
- Front door replaced.

**Major issues to be resolved in the next five years**

- Evaluate long-term maintenance issues and identify funding avenues to provide stability over time.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
STATE OFFICE BUILDING**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
021-0000-300.00-00	BEGINNING BALANCE	51,278	17,622	20,890	36,916	36,916	43,666
<b>* BEGINNING BALANCE</b>		51,278	17,622	20,890	36,916	36,916	43,666
021-0000-361.01-00	OPERATIONS	858	124	100	0	0	0
<b>* INTEREST REVENUES</b>		858	124	100	0	0	0
021-0000-363.80-01	OPERATIONS	59,676	86,187	83,208	88,464	88,464	88,464
021-0000-363.80-02	MAINTENANCE	16,727	29,755	70,767	71,285	71,285	71,285
<b>* RENTAL REVENUES</b>		76,403	115,942	153,975	159,749	159,749	159,749
<b>*** STATE OFFICE BUILDING</b>		<b>128,539</b>	<b>133,688</b>	<b>174,965</b>	<b>196,665</b>	<b>196,665</b>	<b>203,415</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
STATE OFFICE BUILDING**

EXPENDITURES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
021-2200-419.11-00	REGULAR SALARIES	9,700	9,976	11,081	11,601	11,601	11,601
<b>* REGULAR SALARIES</b>		<b>9,700</b>	<b>9,976</b>	<b>11,081</b>	<b>11,601</b>	<b>11,601</b>	<b>11,601</b>
021-2200-419.12-00	PARTTIME/TEMP SALARIES	1,015	1,853	3,214	4,420	4,420	4,420
<b>* PARTTIME/TEMP SALARIES</b>		<b>1,015</b>	<b>1,853</b>	<b>3,214</b>	<b>4,420</b>	<b>4,420</b>	<b>4,420</b>
021-2200-419.13-00	OVERTIME SALARIES	0	0	250	500	500	500
<b>* OVERTIME SALARIES</b>		<b>0</b>	<b>0</b>	<b>250</b>	<b>500</b>	<b>500</b>	<b>500</b>
021-2200-419.21-10	MEDICAL INSURANCE	0	851	1,092	1,280	1,280	1,280
021-2200-419.21-20	L-T DISABILITY INSURANCE	24	26	27	29	29	29
021-2200-419.21-30	LIFE INSURANCE	11	11	11	11	11	11
021-2200-419.21-40	WORKERS COMP INSURANCE	16	249	673	805	805	805
<b>* INSURANCE BENEFITS</b>		<b>51</b>	<b>1,137</b>	<b>1,803</b>	<b>2,125</b>	<b>2,125</b>	<b>2,125</b>
021-2200-419.22-00	FICA	820	931	1,113	1,264	1,264	1,264
<b>* FICA</b>		<b>820</b>	<b>931</b>	<b>1,113</b>	<b>1,264</b>	<b>1,264</b>	<b>1,264</b>
021-2200-419.23-00	RETIREMENT	1,307	1,392	1,496	1,566	1,566	1,566
<b>* RETIREMENT CONTRIBUTIONS</b>		<b>1,307</b>	<b>1,392</b>	<b>1,496</b>	<b>1,566</b>	<b>1,566</b>	<b>1,566</b>
<b>** PERSONNEL SERVICE</b>		<b>12,893</b>	<b>15,289</b>	<b>18,957</b>	<b>21,476</b>	<b>21,476</b>	<b>21,476</b>
021-2200-419.41-10	WATER & SEWER	3,820	3,599	4,800	5,200	5,200	5,200
021-2200-419.41-20	GARBAGE SERVICES	2,245	2,285	2,500	2,600	2,600	2,600
021-2200-419.41-30	NATURAL GAS	1,534	1,197	1,600	1,600	1,600	1,600
021-2200-419.41-40	ELECTRICITY	16,932	14,984	17,100	17,100	17,100	17,100
<b>* UTILITY SERVICES</b>		<b>24,531</b>	<b>22,065</b>	<b>26,000</b>	<b>26,500</b>	<b>26,500</b>	<b>26,500</b>
021-2200-419.42-00	JANITORIAL SERVICES	43,554	46,625	50,022	55,024	55,024	55,024
<b>* JANITORIAL SERVICES</b>		<b>43,554</b>	<b>46,625</b>	<b>50,022</b>	<b>55,024</b>	<b>55,024</b>	<b>55,024</b>
021-2200-419.43-10	BUILDINGS AND GROUNDS	6,738	3,892	41,500	67,025	67,025	67,025
021-2200-419.43-45	JOINT USE OF LABOR/EQUIP	17	0	1,000	1,000	1,000	1,000
021-2200-419.43-72	ELECTRICAL SYSTEMS	463	1,197	1,000	1,500	1,500	1,500
021-2200-419.43-73	PLUMBING	3,008	11,694	7,250	500	500	7,250
021-2200-419.43-75	ELEVATORS	5,282	2,803	3,500	3,500	3,500	3,500
021-2200-419.43-77	HVAC SYSTEMS	10,144	2,460	18,450	13,200	13,200	13,200
<b>* REPAIRS AND MAINTENANCE</b>		<b>25,652</b>	<b>22,046</b>	<b>72,700</b>	<b>86,725</b>	<b>86,725</b>	<b>93,475</b>
021-2200-419.52-30	PROPERTY	3,914	4,487	5,386	4,940	4,940	4,940
<b>* INSURANCE</b>		<b>3,914</b>	<b>4,487</b>	<b>5,386</b>	<b>4,940</b>	<b>4,940</b>	<b>4,940</b>
021-2200-419.53-30	TELEPHONE	207	357	300	400	400	400
<b>* COMMUNICATIONS</b>		<b>207</b>	<b>357</b>	<b>300</b>	<b>400</b>	<b>400</b>	<b>400</b>
021-2200-419.60-20	JANITORIAL SUPPLIES	166	1,602	1,600	1,600	1,600	1,600
<b>* SUPPLIES</b>		<b>166</b>	<b>1,602</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
<b>** MATERIALS AND SERVICES</b>		<b>98,024</b>	<b>97,182</b>	<b>156,008</b>	<b>175,189</b>	<b>175,189</b>	<b>181,939</b>
<b>*** STATE OFFICE BUILDING</b>		<b>110,917</b>	<b>112,471</b>	<b>174,965</b>	<b>196,665</b>	<b>196,665</b>	<b>203,415</b>

## **City of The Dalles, Oregon Fiscal Year 2004-2005 Budget**

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### **Debt Service Fund Group**

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#### **Description**

The City maintains a group of debt service funds to account for the long-term obligations of the City. These funds accumulate monies from a variety of sources for the sole purpose of paying principal and interest on obligations incurred at some point in the past. The City is proposing operating four debt service funds for the upcoming year.

#### **2004-2005 Goals, Projects and Highlights**

- Continued funding of the obligation to pay for debt incurred building a new police station.
- The new debt service fund for retirement of wastewater revenue bonds is established in FY 2003-2004 budget.
- The new debt service account within the capital projects fund will retire the loan created to fund the Downtown River Access Project.
- The new debt service fund for the Airport Hangar's was created and the first payments of principle and interest were made.

#### **2003-2004 Accomplishments/Comments**

- Making payment of principal and interest on a timely basis for the police facility bond.
- Making payment of principal and interest on a timely basis for the wastewater facility bond.
- Creating the debt service accounts necessary for the retirement of the loan for the river access project.
- Creating the debt service fund necessary for the retirement of the bond for the Airport Hangar project.

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
DEBT SERVICE FUND SUMMARY**

<u>Revenue/Cost Centers</u>	FY 2001-2002 <u>Actual</u>	FY 2002-2003 <u>Actual</u>	FY 2003-2004 <u>Budget</u>	FY 2004-2005 <u>Proposed Budget</u>	FY 2004-2005 <u>Approved Budget</u>	FY <u>Adopted Budget 2004-2005</u>
BEGINNING BALANCE	310,997	312,481	312,431	323,635	323,635	323,635
REVENUES	141,277	340,659	658,476	758,257	758,257	758,257
OTHER SOURCES	0	0	0	0	0	0
<b>TOTAL RESOURCES</b>	<b>452,274</b>	<b>653,140</b>	<b>970,907</b>	<b>1,081,892</b>	<b>1,081,892</b>	<b>1,081,892</b>
AIRPORT BOND FUND	0	0	66,652	70,529	70,529	70,529
WASTEWATER BOND FUND	0	0	649,287	556,290	556,290	556,290
POLICE FACILITY REV BOND	139,793	140,538	254,968	255,073	255,073	255,073
<b>TOTAL EXPENDITURES</b>	<b>139,793</b>	<b>140,538</b>	<b>970,907</b>	<b>881,892</b>	<b>881,892</b>	<b>881,892</b>
CHARGES FOR SERVICES	0	0	0	0	0	0
TRANSFER OUT	0	0	0	0	0	0
RATE STABILIZATION ACCT	0	0	0	200,000	200,000	200,000
UNAPPROPRIATED ENDING BAL	0	0	0	0	0	0
<b>TOTAL OTHER USES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>TOTAL EXPENDS &amp; OTHER USES</b>	<b>139,793</b>	<b>140,538</b>	<b>970,907</b>	<b>1,081,892</b>	<b>1,081,892</b>	<b>1,081,892</b>
<b>FUND TOTAL</b>	<b>312,481</b>	<b>512,602</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

City of The Dalles, Oregon  
 Fiscal Year 2004-2005 Budget  
**AIRPORT  
 REV BOND**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
062-0000-300.00-00	BEGINNING BALANCE	0	0	0	10,745	10,745	10,745
<b>* BEGINNING BALANCE</b>		0	0	0	10,745	10,745	10,745
062-0000-361.00-00	INTEREST REVENUES	0	0	260	60	60	60
<b>* INTEREST REVENUES</b>		0	0	260	60	60	60
062-0000-363.50-00	PROPERTY RENTALS	0	0	51,392	59,724	59,724	59,724
<b>* RENTAL REVENUES</b>		0	0	51,392	59,724	59,724	59,724
062-0000-391.01-00	GENERAL FUND	0	0	15,000	0	0	0
<b>* OPERATING TRANSFERS IN</b>		0	0	15,000	0	0	0
<b>*** AIRPORT DEBT SERV FUND</b>		<b>0</b>	<b>0</b>	<b>66,652</b>	<b>70,529</b>	<b>70,529</b>	<b>70,529</b>
<b>EXPENDITURES</b>							
062-6100-470.79-15	BOND PRIN	0	0	32,000	32,000	32,000	32,000
062-6100-470.79-25	BOND INT	0	0	33,652	23,278	23,278	23,278
062-6100-470.79-80	RSRV FOR FUTURE DEBT	0	0	1,000	15,251	15,251	15,251
<b>* DEBT SERVICE</b>		0	0	66,652	70,529	70,529	70,529
<b>** DEBT SERVICE</b>		<b>0</b>	<b>0</b>	<b>66,652</b>	<b>70,529</b>	<b>70,529</b>	<b>70,529</b>
<b>*** REVENUE BOND</b>		<b>0</b>	<b>0</b>	<b>66,652</b>	<b>70,529</b>	<b>70,529</b>	<b>70,529</b>
<b>**** AIRPORT DEBT SERVICE FUND</b>		<b>0</b>	<b>0</b>	<b>66,652</b>	<b>70,529</b>	<b>70,529</b>	<b>70,529</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
WASTEWATER FACILITY REV BOND**

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
058-0000-300.00-00	BEGINNING BALANCE	200,000	200,000	200,000	199,450	199,450	199,450
<b>* BEGINNING BALANCE</b>		<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>199,450</b>	<b>199,450</b>	<b>199,450</b>
058-0000-361.00-00	INTEREST REVENUES	0	0	3,000	1,100	1,100	1,100
<b>* INTEREST REVENUES</b>		<b>0</b>	<b>0</b>	<b>3,000</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>
058-0000-300.00-00	WASTEWATER CONST	0	200,000	446,287	555,740	555,740	555,740
<b>* OPERATING TRANSFERS IN</b>		<b>0</b>	<b>200,000</b>	<b>446,287</b>	<b>555,740</b>	<b>555,740</b>	<b>555,740</b>
<b>*** WASTEWATER PLANT DEBT SVC</b>		<b>200,000</b>	<b>400,000</b>	<b>646,287</b>	<b>756,290</b>	<b>756,290</b>	<b>756,290</b>
<b>EXPENDITURES</b>							
058-5800-470.79-15	BOND PRINCIPAL	0	0	215,000	305,000	305,000	305,000
058-5800-470.79-25	BOND INTEREST	0	0	233,787	250,740	250,740	250,740
058-5800-470.79-70	PAYMTS TO AGENT	0	0	500	550	550	550
<b>* DEBT SERVICE</b>		<b>0</b>	<b>0</b>	<b>449,287</b>	<b>556,290</b>	<b>556,290</b>	<b>556,290</b>
058-9500-550.88-10	RATE STABIL. ACCT	0	0	200,000	200,000	200,000	200,000
<b>* OTHER USES</b>		<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>*** REVENUE BOND</b>		<b>0</b>	<b>0</b>	<b>649,287</b>	<b>756,290</b>	<b>756,290</b>	<b>756,290</b>
<b>*** WASTEWATER PLANT DEBT SVC</b>		<b>0</b>	<b>0</b>	<b>649,287</b>	<b>756,290</b>	<b>756,290</b>	<b>756,290</b>

City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget  
POLICE FACILITY REV BOND

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
045-0000-300.00-00	BEGINNING BALANCE	110,997	112,481	112,431	113,440	113,440	113,440
<b>* BEGINNING BALANCE</b>		110,997	112,481	112,431	113,440	113,440	113,440
045-0000-361.00-00	INTEREST REVENUES	2,830	1,671	1,680	1,140	1,140	1,140
<b>* INTEREST REVENUES</b>		2,830	1,671	1,680	1,140	1,140	1,140
045-0000-363.80-00	STATE OFFICE BLDG INC	138,447	138,988	140,857	140,493	140,493	140,493
<b>* RENTAL REVENUES</b>		138,447	138,988	140,857	140,493	140,493	140,493
045-0000-391.90-00	OTHER	0	0	0	0	0	0
<b>* OPERATING TRANSFERS IN</b>		0	0	0	0	0	0
045-0000-393.10-00	BOND PROCEEDS	0	0	0	0	0	0
<b>* PROCEEDS-LT LIABILITIES</b>		0	0	0	0	0	0
<b>*** POLICE FACILITY REV BOND</b>		<b>252,274</b>	<b>253,140</b>	<b>254,968</b>	<b>255,073</b>	<b>255,073</b>	<b>255,073</b>
<b>EXPENDITURES</b>							
045-4500-47.79-15	BOND PRIN-99 BONDS	100,000	105,000	110,000	115,000	115,000	115,000
045-4500-47.79-25	BOND INT-99 BONDS	39,793	35,538	30,968	26,073	26,073	26,073
045-4500-47.79-80	RSRV FOR FUTURE DEBT	0	0	114,000	114,000	114,000	114,000
<b>* DEBT SERVICE</b>		139,793	140,538	254,968	255,073	255,073	255,073
<b>** DEBT SERVICE</b>		<b>139,793</b>	<b>140,538</b>	<b>254,968</b>	<b>255,073</b>	<b>255,073</b>	<b>255,073</b>
<b>*** REVENUE BOND-1997 SERIES</b>		<b>139,793</b>	<b>140,538</b>	<b>254,968</b>	<b>255,073</b>	<b>255,073</b>	<b>255,073</b>
<b>**** POLICE FACILITY REV BOND</b>		<b>139,793</b>	<b>140,538</b>	<b>254,968</b>	<b>255,073</b>	<b>255,073</b>	<b>255,073</b>



City of The Dalles, Oregon  
Fiscal Year  
2004-2005 Budget  
WATER BOND DEBT FUND

REVENUES		FY	FY	FY	FY	FY	FY
Account Number	Account Description	2001-2002 Actual	2002-2003 Actual	2003-2004 Budget	2004-2005 Proposed Budget	2004-2005 Approved Budget	2004-2005 Adopted Budget
041-0000-300.00-00	BEGINNING BALANCE	29,382	0	0	0	0	0
<b>* BEGINNING BALANCE</b>		29,382	0	0	0	0	0
041-0000-311.10-00	PROPERTY TAXES-CURR	0	0	0	0	0	0
041-0000-311.15-00	PROPERTY TAXES-PRIOR	0	0	0	0	0	0
041-0000-311.18-00	LAND SALES-FRCLSRE	0	0	0	0	0	0
041-0000-311.19-00	UNSEGREGATED TAX INT	0	0	0	0	0	0
<b>* PROPERTY TAXES</b>		0	0	0	0	0	0
041-0000-361.00-00	INTEREST REVENUES	407	0	0	0	0	0
<b>* INTEREST REVENUES</b>		407	0	0	0	0	0
041-0000-369.00-00	OTHER MISC REVENUES	0	0				
<b>* OTHER MISC REVENUES</b>		0	0	0	0	0	0
<b>** WATER BOND DEBT FUND</b>		<b>29,789</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES</b>							
041-4100-47.79-10	BOND PRINCIPAL-93 BOND	0	0	0	0	0	0
041-4100-47.79-20	BOND INTEREST-93 BOND	0	0	0	0	0	0
041-4100-47.79-70	PYMNTS TO AGENT	0	0	0	0	0	0
<b>* DEBT SERVICE</b>		0	0	0	0	0	0
<b>** DEBT SERVICE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER USES</b>							
041-9500-470.81-90	OTHER TRANSFERS OUT	29,789	0	0	0	0	0
<b>* OTHER TRANSFERS OUT</b>		29,789	0	0	0	0	0
<b>** WATER BOND DEBT FUND</b>		<b>29,789</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**City of The Dalles, Oregon**  
**Summary of Property Tax Levies for 2004-2005 Fiscal Year**

<b>General Fund</b>		
	2004-2005 Estimated Assessed Value	\$ 578,100,415
	Permanent Rate	<u>x .0030155</u>
	Estimated taxes to be received	\$ 1,743,262
	Less Compression	\$ 34,180
	Less Appeal Reserves	\$ 7,787
	Less uncollectible in year levied	<u>\$ 136,727</u>
	General Fund taxes to Balance Budget	\$ 1,564,568
		<hr/>
Total Levies		\$ 1,743,262
Estimated Taxes Not to be Received		<u>\$ 178,694</u>
<b>Total Taxes to Balance Budget</b>		<u><u>\$ 1,564,568</u></u>

**City of The Dalles, Oregon**  
**Detail of Administrative Transfers to the General Fund**  
**From Public Works Funds**  
**Fiscal Year 2004-2005**

Department	Total Expenditures	General Fund		Street Fund		Water Fund		W. Water Fund		% Total
		%	Amount	%	Amount	%	Amount	%	Amount	
City Council	124,584	81.0%	100,913	4.8%	5,980	8.3%	10,340	5.9%	7,350	100.00%
City Clerk	92,637	67.0%	62,067	3.0%	2,779	17.0%	15,748	13.0%	12,043	100.00%
City Manager	168,025	60.0%	100,815	3.0%	5,041	22.0%	36,966	15.0%	25,204	100.00%
City Attorney	173,331	60.0%	103,999	3.0%	5,200	22.0%	38,133	15.0%	26,000	100.00%
Finance	321,686	40.0%	128,674	10.0%	32,169	30.8%	99,079	19.2%	61,764	100.00%
Utility Billing	129,731	0.0%	-	0.0%	-	50.0%	64,866	50.0%	64,866	100.00%
Personnel	25,007	52.4%	13,104	13.0%	3,251	23.0%	5,752	11.6%	2,901	100.00%
Court	115,639	100.0%	101,963	0.0%	-	0.0%	-	0.0%	-	100.00%
Comm. Dev.	297,190	100.0%	297,190	0.0%	-	0.0%	-	0.0%	-	100.00%
Police	1,900,925	100.0%	1,900,925	0.0%	-	0.0%	-	0.0%	-	100.00%
City Hall	151,250	100.0%	151,250	0.0%	-	0.0%	-	0.0%	-	100.00%
Code Enforcement	36,737	100.0%	36,737	0.0%	-	0.0%	-	0.0%	-	100.00%
<b>Totals</b>	<b>3,536,742</b>		<b>2,997,636</b>		<b>54,419</b>		<b>270,883</b>		<b>200,127</b>	
Right of Way Planner - 1/2 of personal services costs					10,593		10,593		10,593	
Watershed Patrol- 1/2 of personal services costs					-		37,756		-	
<b>Sub Total</b>					<b>10,593</b>		<b>48,349</b>		<b>10,593</b>	
<b>Total Interfund Transfer from the Public Works Funds</b>					<b>65,012</b>		<b>319,232</b>		<b>210,720</b>	

**City of The Dalles, Oregon**  
**Budget Prep 2004-2005**  
**Interfund Transfers**

**Transferred From:**

<b>Transferred To:</b>	General Fund	Street Fund	Special Projects Fund	Special Assessments Fund	Water Fund	Waste Water Fund	Sewer Plant Reconstruction	Total Transfers In
General Fund		65,012		38,830	319,232	210,720		633,794
Library Fund	206,215							206,215
Street Fund					63,350	56,592		119,942
P.W. Vehicle/Equipment Fund		25,000				32,000		57,000
Street/Bridge Replacement		5,000						5,000
Water Utility Cap. Reserve								0
Sewer Utility Cap. Reserve								0
Sewer Plant Reconstruction						742,360		742,360
Airport Fund	45,500							45,500
Special Grants Fund				69,687				69,687
Sewer Plant Debt Service Fund							555,740	555,740
Capital Projects Fund	31,858							31,858
<b>Total Transfers Out:</b>	<b>283,573</b>	<b>95,012</b>	<b>0</b>	<b>108,517</b>	<b>382,582</b>	<b>1,041,672</b>	<b>555,740</b>	<b>2,467,096</b>

**City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget**

Appendix D

**GENERAL FUND SALARIES**

	Salary <u>Low</u>	Range <u>High</u>	2004-2005 <u>Salaries</u>	
<b>Administration</b>				
City Manager	-	-	81,984	
Executive Secretary	2,295	3,021	<u>24,478</u>	
			106,462	
<b>City Clerk</b>				
City Clerk	3,816	5,023	60,270	
<b>Legal and Judicial</b>				
City Attorney	-	-	67,716	
Legal Secretary	2,087	2,745	32,940	
Municipal Court Clerk	2,219	2,649	<u>34,428</u>	(2)
			135,084	
<b>Finance</b>				
Director	4,197	5,525	66,300	
Accountant	3,154	4,150	41,068	
AP Clerk	2,219	2,689	29,526	
Utility Billing Clerk	1,978	2,396	27,096	
Cashier/Receptionist	1,821	2,207	<u>26,286</u>	
			190,276	
<b>Community Development</b>				
Director	4,197	5,525	66,300	
Senior Planner	3,469	4,565	48,551	
Associate Planner	3,004	3,953	36,652	
Administrative Secretary	2,087	2,745	<u>24,289</u>	(1)
			175,792	
<b>Police</b>				
Chief	4,197	5,525	66,300	
Captain	3,816	5,023	60,276	
Sergeant (4)	3,469	4,565	216,324	
Officer (14)	2,945	3,516	523,049	(3)
Administrative Secretary	2,087	2,745	32,940	
Department Secretary	2,077	2,451	<u>29,412</u>	
			928,301	
<b>Library</b>				
Director	3,816	5,023	60,264	
Library Clerk II	2,171	2,632	-	
Library Clerk (3)	1,895	2,296	82,044	
Maintenance Repair Tech	2,550	3,092	<u>5,800</u>	(5)
			148,108	

# City of The Dalles, Oregon Fiscal Year 2004-2005 Budget

Appendix D

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**GENERAL FUND SALARIES**

	<u>Salary</u>	<u>Range</u>		<u>2004-2005</u>
	<u>Low</u>	<u>High</u>		<u>Salaries</u>
<b>City Hall</b>				
Maintenance Repair Tech	2,550	3,092		17,401 (5)
<b>Codes Enforcement</b>				
Code Enforcement Officer (2)	12.47 hr	15.03 hr		18,978 (4)

1-~~Position divided between City Manager and Community Econ Dev Departments of the General Fund~~

2-Includes \$200/month for Judge Pro-tem

3-Includes incentive/certification pay

4-1/2 time position at 12.17 per hour

5-Position divided between City Hall and Library of the General Fund and between the State Office Bldg and the Airport Fund. Also includes 5% Lead Worker assignment.

City of The Dalles, Oregon  
Fiscal Year 2004-2005 Budget

Appendix D

ENTERPRISE FUND SALARIES

Appendix D

	Salary	Range	2003-2004	
	<u>Low</u>	<u>High</u>	<u>Salaries</u>	
<b>Public Works</b>				
Director	4,197	5,525	66,300	
City Engineer	3,816	5,023	60,276	
Engineer in Training	3,154	4,150	42,704	
Project Engineer	3,469	4,565	54,780	
Utilities Supervisor	3,469	4,565	54,780	
Transportation Manager	3,469	4,565	54,780	
Regulatory Comp Supervisor	3,154	4,150	49,800	
Administrative Secretary	2,087	2,745	32,778	
Department Secretary (2)	1,978	2,396	57,761	
Maint Repair Technician	2,550	3,092	32,526	
Equipment Operator (7)	2,481	3,006	236,630	(2)
Water Quality Manager	3,816	5,023	60,276	
Bio lab Technician	2,748	3,330	40,459	
Lead Certified Operator	2,677	3,247	-	(2,4)
Certified Operator (21)	2,550	3,092	<u>818,577</u>	(2)
			<u>1,662,427</u>	
<b>AIRPORT FUND</b>				
Administrative Secretary	2,087	2,745	6,072	
Maintenance Repair Tech	2,550	3,046	3,867	

2- Includes incentive/certification pay

4- Includes 5% lead worker