

City of The Dalles, Oregon
Proposed Budget
Fiscal Year 2022-2023



CITY OF THE DALLES

PROPOSED BUDGET

Fiscal Year 2022 – 2023

City of The Dalles Budget Committee

MAYOR

Rich Mays

CITY COUNCIL

Tim McGlothlin
Darcy Long-Curtiss
Scott Randall
Dan Richardson
Rod Runyon

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Deborah Ferrer
Joe Barcott
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Benjamin Wring

Presented By:

Julie Krueger, City Manager/Budget Officer
Angie Wilson, Finance Director

DEPARTMENT MANAGERS

Campbell Phillips PC	Jonathan Kara
Finance Director	Angie Wilson
Public Works Director	Dave Anderson
City Clerk	Izetta Grossman
Planning Director	Alice Cannon
Library Director	Jeff Wavrunek
Police Chief	Thomas Worthy
Human Resources	Daniel Hunter

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CITY OF THE DALLES FY 22/23 BUDGET

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City of The Dalles

Performance Benchmarking

Updated March 2021



The people of The Dalles are justifiably proud of their community. It has a long and valued history and continues to play a key role of North Central Oregon's social, cultural, economic, and government activities. We are passionate about our home and desire to see our community strengthen and prosper.

Nearly three decades ago, starting in 1992 the community began planning for change, and to harness such change to improve The Dalles, by creating a Vision Action Plan. This vision was updated in 2002, again in 2011, and plans are being laid to update the vision in 2018. Throughout this period, national, regional, and local dynamics have brought substantial change to our community. Our Vision can help us manage these forces and define the community that we want to become.

The City of The Dalles has a mission, has a duty, to take action in relevant areas to help our community achieve our vision. For our Vision and Mission to have an everyday meaning to us, it must be accompanied by deliberate planning efforts where we can see how our efforts will move our organization and our community forward.

This document details a framework to organize our efforts, track, and then celebrate them together.

This document is intended as a work in progress. Our mission, vision, values, and goals will evolve as our community changes although they should remain fairly constant. The objectives and strategies identified by our Departments and Divisions will require periodic review, refinement, creation, and deletion.

Detailed documents such as the Comprehensive Plan, Capital Improvement Plan, Transportation System Plan, Water Master Plan, Sewer Master Plan, Urban Renewal Agency Master Plan, Airport Master Plan, and related planning documents are integral to the support of our mission.

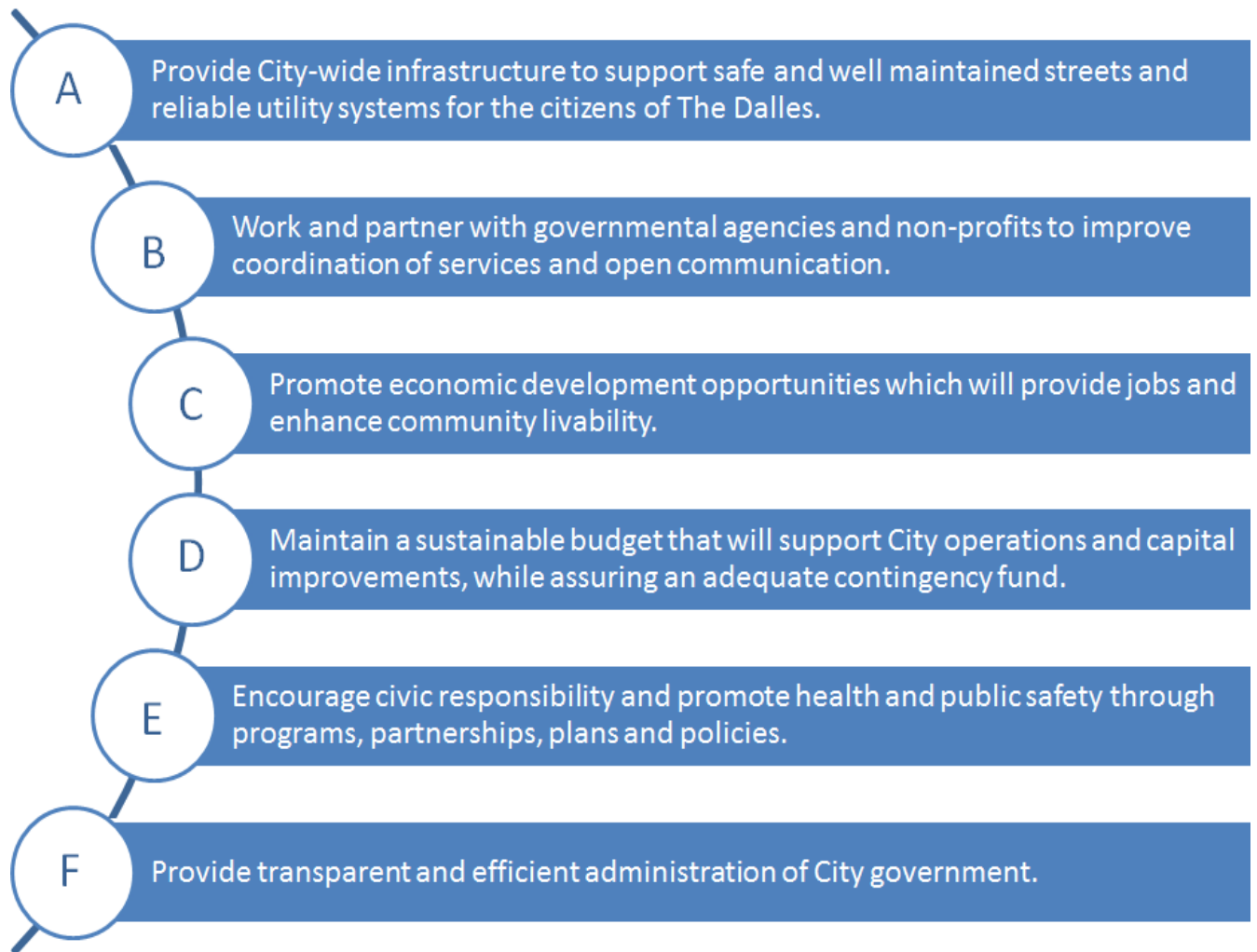
Our Vision

A community that has involved citizens of all ages, strong local collaboration, green spaces, a revitalized downtown, efficient government, is a commercial hub, honors our cultural diversity, has a proactive education system, has compatible neighborhoods, a far ranging transportation system, and a comprehensive medical system. (Compiled summary of VAP)

Our Mission

“By working together, we will provide services that enhance the vitality of The Dalles”

Our Goals



Our Values



Our Values are our everyday framework that guides *all* of our decision making processes, our relationships with the community, and our workplace cultural environment.

Review and Update Process

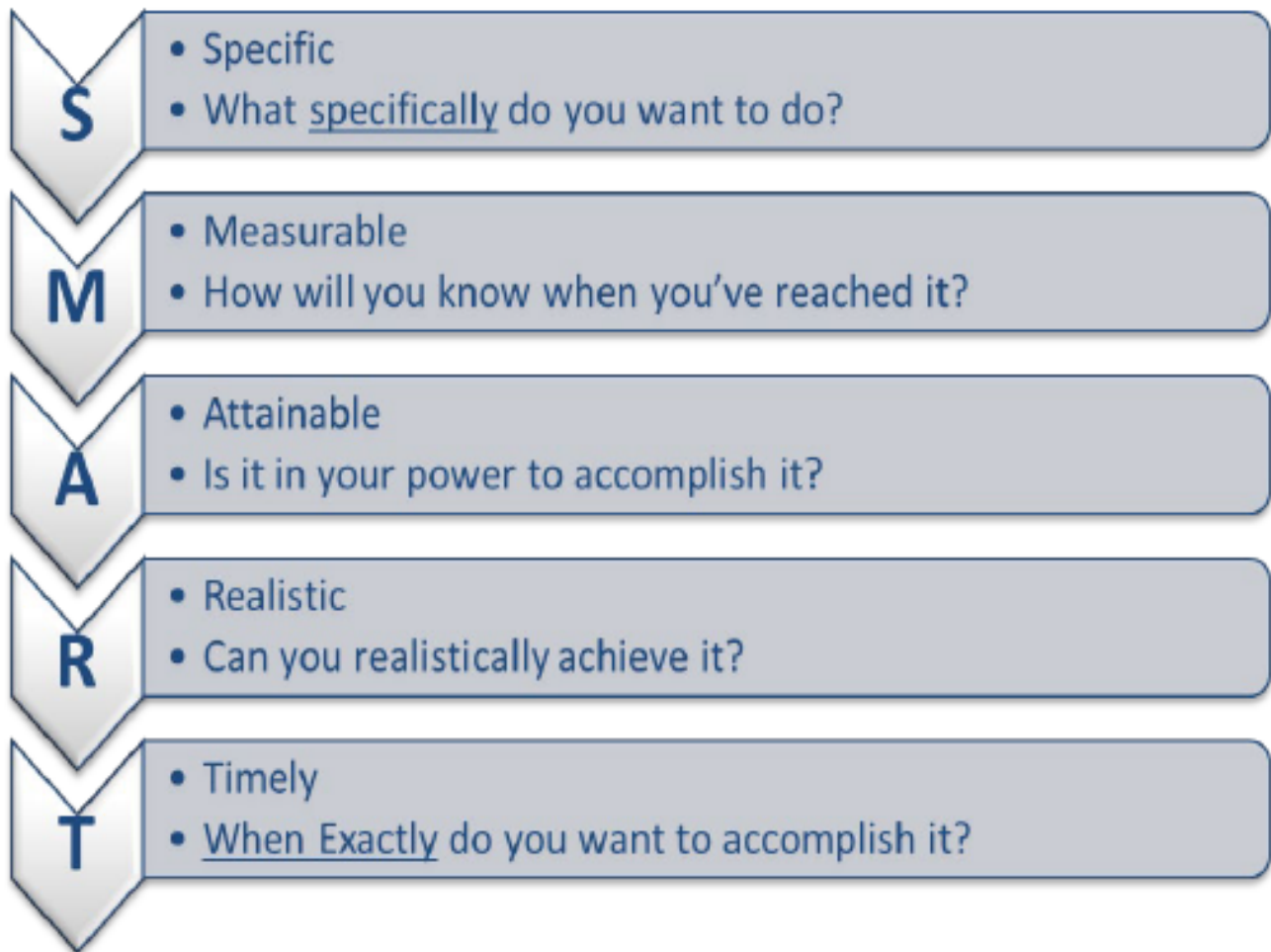
Vision, Mission, Values: Every 10 years (Community)

Goals: Every 5 years (City Council)

Objectives and Strategies: Annually

(Departments craft; Reviewed by City Council)

The below image details aspects to think about when developing our goals, objectives, and strategies:



Terminology

Vision: What do the citizens want the community to become?

Mission: What is the City's role in achieving that vision?

Values: What guides our efforts in every situation?

Goals: How will the City achieve the mission?

Objectives: How will Departments achieve the goals?

Operations and Maintenance: Ongoing Efforts	Capital Projects: Time Definitive
Strategies: What actions will be taken to achieve the Department objectives?	Strategies: How do we effectively complete time definitive projects?
Benchmarks: What will we measure to determine if the strategy is achieving the objective goal?	Benchmarks: What will be measured to evaluate capital projects?

Operations and Maintenance

Goals:

A. Provide City-wide infrastructure to support safe and well maintained streets and reliable utility systems for the citizens of The Dalles.

Objectives	Strategies	Performance Benchmarks
IT		
<ul style="list-style-type: none"> • Use electronic data gathering of City activities for productivity and efficiency analysis 	<ul style="list-style-type: none"> • Extend mobile electronic record keeping and work order systems used by departments/divisions • Implement remote working opportunities to meet needs of the community and protect employees and their families. 	<ul style="list-style-type: none"> • Measure average response time of service requests before and after utilization of electronic record keeping
Street Division		
<ul style="list-style-type: none"> • Take pro-active efforts to preserve roadways 	<ul style="list-style-type: none"> • Develop a DCI Pavement Condition Index with matrix that helps decide what roads get work and what type of work they receive • Develop 5-10 year Pavement Management plan 	<ul style="list-style-type: none"> • Percentage of pavement management program completed each year
Waste Water Division		
<ul style="list-style-type: none"> • Monitor Federal and State regulation changes and make necessary adjustments/improvements for waste water system compliance • Use Capacity, Management, Operation and Maintenance (CMOM) for continuous improvement and preventive actions in wastewater utility operations • Conduct activities to support the renewal of the City's Wastewater Treatment Plant NPDES discharge permit through Oregon DEQ 	<ul style="list-style-type: none"> • Continue to implement EPA guidance for capacity, management, operations, and maintenance program by using EPA Publication 305-B-05-002 to Evaluate Capacity, Management, Operation and Maintenance (CMOM) programs. • Develop/update existing Standard Operating procedures for wastewater utility operations • Update Sanitary Sewer Overflow Prevention Program • Conduct a pH monitoring program at the Columbia River • Prepare a Mercury Minimization Plan • Update Local Limits evaluation 	<ul style="list-style-type: none"> • Complete CMOM evaluation yearly • Completed implementation of an acceptable pH monitoring report • Acceptable Mercury Minimization Plan • Implement updated Local Limits

Goals:

A. Provide City-wide infrastructure to support safe and well maintained streets and reliable utility systems for the citizens of The Dalles.

Objectives	Strategies	Performance Benchmarks
Water Division		
<ul style="list-style-type: none">• Maintain yearly schedule of water meter replacement (4,810 meters total) and PRV maintenance	<ul style="list-style-type: none">• Opportunity driven, route-by-route• Reserve time in early spring to facilitate• Explore pre-fabs for increased efficiency	<ul style="list-style-type: none">• Replace 8% of water meters each year• Rebuild 12 valves each year
WICKS		
<ul style="list-style-type: none">• Provide safe water by meeting all State and Federal safety regulations	<ul style="list-style-type: none">• Review and update operating protocols• Provide training opportunities on new technology and operating protocols• Track implementation of Lead and Copper Rule (LCR) and develop compliance plan	<ul style="list-style-type: none">• Zero safety incidents and all inspections passed• Achieve/maintain SHARP designation• Staff has met the required 2 continuing Education Credits needed every 2 years• Develop LCR compliance program
<ul style="list-style-type: none">• Conduct monthly Crow Creek Dam and Dog River Inspections	<ul style="list-style-type: none">• Identify possible efficiencies and additional resources that could be obtained to allow staff to conduct inspections	<ul style="list-style-type: none">• 12 yearly inspections completed on the Crow Creek Dam and Dog River Pipeline
Administration		
<ul style="list-style-type: none">• Maintain infrastructure of City owned buildings and properties	<ul style="list-style-type: none">• Maintain yearly schedule of needed maintenance• Maintain standardized list of contractors who are licensed and bonded to perform work	<ul style="list-style-type: none">• Yearly updated list of contractors

Goals:**B. Work and partner with governmental agencies and non-profits to improve coordination of services and open communication.**

Objectives	Strategies	Performance Benchmarks
Administration		
<ul style="list-style-type: none">• Maintain monthly meetings between City Manager/Department heads and community partners	<ul style="list-style-type: none">• Setup a regular schedule of monthly meetings• Attend Community Outreach Team (COT) meetings• Review partner list each year	<ul style="list-style-type: none">• Number of meetings attended
<ul style="list-style-type: none">• Communicate with community on topics and pressing issues	<ul style="list-style-type: none">• Speak to Civic Groups• Radio appearances	<ul style="list-style-type: none">• Monthly radio appearances• Monthly Mayors Message• 1 Civic group a quarter
<ul style="list-style-type: none">• Expand relationship with local Tribes	<ul style="list-style-type: none">• Request permission to have City Mayor and Manager attend Tribal meetings• Support Native American cultural events• Continue to acknowledge Tribal rights established at the commercial dock	<ul style="list-style-type: none">• Attendance of at least 1 Tribal Council meeting each year• Attendance at Tribal cultural events• Partnerships to logistically or financially support Tribal events
<ul style="list-style-type: none">• Communicate timelines and schedules of developments/projects to applicable partners	<ul style="list-style-type: none">• Project Manager assigned to each project will identify and reach out to potential partners in advance of implementation	<ul style="list-style-type: none">• Opportunities identified for efficiencies• Partnerships and efficiencies reported through newsletter
<ul style="list-style-type: none">• Timely provisions of City meeting information to partners and community	<ul style="list-style-type: none">• Timely provide agenda packets to partner list• Yearly update the partner list based on COT members and active city partnerships• Increase number of people who receive newsletter by adding newsletter signup option• Increase traffic on website and Facebook by posting agendas, press releases, etc.	<ul style="list-style-type: none">• Number of email receipts and email "open rates"• Number of people attending meetings• Increase in Facebook, website traffic, and newsletter readership

Goals:**B. Work and partner with governmental agencies and non-profits to improve coordination of services and open communication.**

Objectives	Strategies	Performance Benchmarks
IT and Police		
<ul style="list-style-type: none">• Work with County 911 for shared dispatch services	<ul style="list-style-type: none">• Support upgrades and audit compliance, secure shared resources according to Criminal Justice Information Services (CJIS) Security Policy	<ul style="list-style-type: none">• Pass Criminal Justice Information Services Security Policy audit (every 3 years) with little to no remediation steps needed
WICKS		
<ul style="list-style-type: none">• Provide water testing services to community and partnering agencies as availability and resources permit	<ul style="list-style-type: none">• Offer testing services for irrigation water as available• Recoup all staff and materials cost for providing said testing• Share billing and payment reports between Finance and WICKS	<ul style="list-style-type: none">• Number of outside partners utilizing services• Cost vs. revenue ratio• 95% recovery of accounts for testing provided• Adherence to providing safe water to The Dalles residents as a priority
<ul style="list-style-type: none">• Work with partners to continue adult and youth hunting outings in The Dalles Watershed	<ul style="list-style-type: none">• Work with ODFW to carry out annual controlled adult and youth Elk hunts in The Dalles watershed• Assemble packets/permits for hunters and facilitate check in/check out stations	<ul style="list-style-type: none">• 1 controlled adult hunt and 1 controlled youth hunt per year
<ul style="list-style-type: none">• Bring back the annual public tours of the Wicks Water Treatment Plant	<ul style="list-style-type: none">• Select a day for tour and publicize	<ul style="list-style-type: none">• 1 yearly public tour
Community Development		
<ul style="list-style-type: none">• Begin the update to The Dalles Vision Plan (2020)	<ul style="list-style-type: none">• Develop work plan to complete update• Seek public engagement through surveys and public meetings	<ul style="list-style-type: none">• Adopted Vision Plan by June, 2022

Goals:

C. Promote Economic development opportunities which will provide jobs and enhance community livability.

Objectives	Strategies	Performance Benchmarks
Administration and CED		
<ul style="list-style-type: none">• Develop and manage economic development tools for the City	<ul style="list-style-type: none">• Manage Enterprise Zone and comply with all State requirements, conduct awareness efforts• Manage Vertical Housing Development Zone and comply with all State requirements, conduct awareness effort• Manage/assist with Urban Renewal projects	<ul style="list-style-type: none">• Number of applicants submitted• 100% of companies with an Enterprise Zone submit timely yearly required reporting• Number of jobs created• Amount of private investment in community
<ul style="list-style-type: none">• Conduct studies to guide community development, recruitment and retention efforts	<ul style="list-style-type: none">• Update and utilize the Vision Action Plan• Conduct a market and an economic opportunities analysis to guide retention and recruitment efforts	<ul style="list-style-type: none">• Updated VAP every 10 years• Yearly review of VAP with Council and Boards
<ul style="list-style-type: none">• Leverage outside resources to reduce development barriers and assist with community development	<ul style="list-style-type: none">• Apply for grants to conduct items such as Priority Brownsfield Database, integration of Housing and TSP, etc.	<ul style="list-style-type: none">• Number of grants acquired• Amount of grant funding acquired
Engineering and CED		
<ul style="list-style-type: none">• Provide timely plan review	<ul style="list-style-type: none">• Develop jointly accessed database between CED and Public Works that details when plans are received, where they currently are, and status.• Develop notification system when updated	<ul style="list-style-type: none">• 7 day turn around time on plan review, average of 5-6 days• Meet State processing time guidelines in 100% of cases
CED		
<ul style="list-style-type: none">• Enforce City Code	<ul style="list-style-type: none">• Employ both responsive and proactive code enforcement	<ul style="list-style-type: none">• Number of yearly code complaints

Goals:

C. Promote Economic development opportunities which will provide jobs and enhance community livability.

Objectives	Strategies	Performance Benchmarks
Library		
<ul style="list-style-type: none">• Provide community access to equipment and education to encourage collaborative creation	<ul style="list-style-type: none">• Develop and establish a marketplace to complement the Teen Programing and Digital Media Room	<ul style="list-style-type: none">• Number of patrons attending programs• Number of distinct programs
<ul style="list-style-type: none">• Increase Library patronage	<ul style="list-style-type: none">• Provide diverse collections by reviewing and updating collections with new and newly published materials• Provide diverse programming for the community• Increase/improve marketing of the Library through social media, flyers, newsletter, radio, and digital message boards	<ul style="list-style-type: none">• Number of library cards• Total number of visitors for the year• Number of distinct programs• Social media following and engagement on posts• Circulation Numbers• Number of newsletters distributed, radio spots, etc.
Community Development		
<ul style="list-style-type: none">• Use the full palette of existing economic development tools to promote vital development to downtown and throughout the City	<ul style="list-style-type: none">• Develop new marketing materials to promote the existing Vertical Housing District in downtown.• Revisit the Urban Renewal Grand and Loan Programs to ensure the existing program is consistent with this goal. Amend the program, as needed• Consider an urban renewal system development charge subsidy for new dwelling units within target areas within the district boundary• Prioritize the completion of infrastructure projects within the Urban Renewal Area to achieve this goal—such as First Street, Federal Plaza, and Third Street improvements	<ul style="list-style-type: none">• Materials to be completed and distributed by January 1, 2022

Goals:

D. Maintain a sustainable budget that will support City operations and capital improvements, while assuring an adequate contingency fund.

Objectives	Strategies	Performance Benchmarks
Water Division		
<ul style="list-style-type: none">• Reduce sources of lost revenue	<ul style="list-style-type: none">• Replace old and inaccurate water meters	<ul style="list-style-type: none">• Estimated/actual reduction in revenue loss
Finance		
<ul style="list-style-type: none">• Keep City Manager, Councilors, and Department Managers informed of financial goals during decision making processes	<ul style="list-style-type: none">• Updates on maintaining contingency and ending fund balance• Software alerts to Departments/ Divisions that are close to budget limits• One-sheet of financial goals/ requirements provided at Council dais	<ul style="list-style-type: none">• Maintain contingency and ending fund balance• Decrease in Department/Divisions that have line items that go over budget
Human Resources		
<ul style="list-style-type: none">• Reduce costs associated with workers compensation	<ul style="list-style-type: none">• Conduct safety committee meetings• Review previous incidents and root causes and report most common type of injury and how to prevent yearly• Utilize SAIF funds to improve workplace safety	<ul style="list-style-type: none">• Workers Compensation Rating Factor• Number of claims and amount of time loss
Street Division		
<ul style="list-style-type: none">• Sustainably finance street maintenance and construction	<ul style="list-style-type: none">• Develop a funding tool such as a street utility fee to fund department	<ul style="list-style-type: none">• Percentage of street maintenance and construction funded by its own funding means versus supplemented by other funding sources.

Goals:**E. Encourage civic responsibility and promote health and public safety through programs, partnerships, plans, and policies**

Objectives	Strategies	Performance Benchmarks
Police, City Manager & Legal		
<ul style="list-style-type: none">• Explore possible methods to address increasing crime/complaint incidents	<ul style="list-style-type: none">• Draft and facilitate a discussion regarding an Exclusion Zone ordinance• Explore resources and partnerships for housing, employment, mental health, and other resources• Allow community service as restitution in lieu of fines	<ul style="list-style-type: none">• Reduction in crime and complaints• Increase in client participation in various resources• Aggregate community service hours
<ul style="list-style-type: none">• Utilize technology to better capture obligated and non-obligated police work	<ul style="list-style-type: none">• Explore the efficient use and integration of newly acquired tablets to better account for police activity/work	<ul style="list-style-type: none">• Integration of tablets in accounting for non-obligated contacts• Number of non-obligated contacts
Police		
<ul style="list-style-type: none">• Identify patrol enforcement priorities	<ul style="list-style-type: none">• Yearly review to establish/confirm patrol enforcement priorities such as DUII, Distracted Drivers, Speed Enforcement, etc.• Seek grants and other resources to conduct enforcement exercises• Public awareness through social media, newsletter, paper media, and community outreach	<ul style="list-style-type: none">• Identified patrol enforcement priorities and communicate to officers, city, and community via newsletter, press releases, etc.• Enforcement exercises conducted• Reduction in identified priorities
CED		
<ul style="list-style-type: none">• Educate the community in the control and removal of puncture vine, meter protection, snow removal, and community cleanup day.	<ul style="list-style-type: none">• Yearly postcard reminder insert in City billing• Door Knockers• Block Letters• Facebook posts	<ul style="list-style-type: none">• Reduction in code complaints for described issues
<ul style="list-style-type: none">• Implement parking codes/ordinances that balance enforcement and utilization of resources	<ul style="list-style-type: none">• Hotline for standard questions and inquiries about puncture vines, etc.• Work with Police Department and Legal to review and update parking codes/ordinances	<ul style="list-style-type: none">• Reduction in code complaints• Number of parking violations that involved police enforcement

Goals:**E. Encourage civic responsibility and promote health and public safety through programs, partnerships, plans, and policies**

Objectives	Strategies	Performance Benchmarks
Library		
<ul style="list-style-type: none">• Maintain a diverse selection of materials; paper media, digital, and special collections	<ul style="list-style-type: none">• Update collections as required and documented under State guidelines• Explore and strengthen concept of a, “library of things” not “just” books through special grants and other partnerships	<ul style="list-style-type: none">• New content/materials offered at the library• Expansion of special collections
<ul style="list-style-type: none">• Increase patronage and circulation of offered materials	<ul style="list-style-type: none">• Increase marketing efforts and educational opportunities through programs• Maintain diverse collections	<ul style="list-style-type: none">• Program attendance• Number of new visitors, current members, new members
Community Development		
<ul style="list-style-type: none">• Prepare LUDO Amendments to address shelter sitting, affordable housing, and middle housing language	<ul style="list-style-type: none">• Evaluate new statewide tools available to The Dalles to address sheltering options for houseless populations• Remove existing barriers in the Municipal Code to support affordable and innovative housing and shelter solutions for residents	<ul style="list-style-type: none">• Be in compliance with State law• Shelter siting amendments will be completed by September 30, 2021

Goals:**F. Provide transparent and efficient administration of City government.**

Objectives	Strategies	Performance Benchmarks
Human Resources		
<ul style="list-style-type: none">• Maintain compliance with all Federal and State regulations	<ul style="list-style-type: none">• Review policies and procedures on a yearly basis and document using data-base	<ul style="list-style-type: none">• All policies are reviewed yearly and are in compliance with Federal and State regulations
<ul style="list-style-type: none">• Ensure cost effective recruitment for open positions	<ul style="list-style-type: none">• Utilize new systems, processes and software in posting positions and evaluate return on investment (ROI)	<ul style="list-style-type: none">• Reduction/stable percentage of budget spent on hiring• Reduction/stable total cost per hire
<ul style="list-style-type: none">• Reduce non-retirement turnover	<ul style="list-style-type: none">• Provide holistic incentives for employee retention• Insure employees perceived risks and issues are assessed by investigation and evaluation• Provide continuing education and management training to staff identified through personnel evaluation	<ul style="list-style-type: none">• Reduction in staff turnover due to non-retirement reasons• Increase in average length of employment
<ul style="list-style-type: none">• Ensure all employees have required trainings to perform job functions	<ul style="list-style-type: none">• Utilize matrix of employee names by job function to identify needed trainings and track documentation in personnel files	<ul style="list-style-type: none">• Percentage of employees who have all required trainings 25% to 90% in 3 years
<ul style="list-style-type: none">• Reduce number of safety incidents	<ul style="list-style-type: none">• Conduct safety committee meetings• Review previous incidents and root causes and report most common type of injury and how to prevent yearly	<ul style="list-style-type: none">• Ultimate goal of 0.45 incidents since 2013, step down to 10, 8, 7, etc.• 0.9% Safety Rating or below
Finance		
<ul style="list-style-type: none">• Reduce the number of phone calls and staff time spent on billing	<ul style="list-style-type: none">• Establish capability for users to view and pay their water/sewer bill online	<ul style="list-style-type: none">• Increase in % of bills paid online• Reduction in phone calls and staff time process bills paid in person
<ul style="list-style-type: none">• Reduce amount of time spent on hand entered documentation/processing	<ul style="list-style-type: none">• Evaluate new finance system for tools to complete transactions electronically	<ul style="list-style-type: none">• Number of transaction types that rely on hand entered steps
Administration		
<ul style="list-style-type: none">• Improve the ability for citizens to learn and be involved about City government	<ul style="list-style-type: none">• Live stream City Council meetings• Establish a Citizens Academy type learning course	<ul style="list-style-type: none">• Number of viewers• Increase in total volunteers across City boards and committees

Goals:**F. Provide transparent and efficient administration of City government.**

Objectives	Strategies	Performance Benchmarks
Administration (continued)		
<ul style="list-style-type: none">• Consolidation of records and consistent recording and maintenance of records per retention schedule	<ul style="list-style-type: none">• Continuous use and update of records retention management software• Monitor uploads to retention software quarterly• Biannual information meetings; reminder emails/newsletter article• Use of retention software auto notification system for files that need to be destroyed/deleted	<ul style="list-style-type: none">• Record retention policies are updated yearly
<ul style="list-style-type: none">• All resolutions, ordinances, agreements, contracts, deeds, easements, leases, and encroachment <u>paper original</u> filed with City Clerk with exception of construction contracts (held by Public Works)	<ul style="list-style-type: none">• Confirm all departments have proper record retention policies that are being followed• Quarterly check on digital records management system• Annual record retention meetings with managers	<ul style="list-style-type: none">• Checks completed all four quarters• 80% manager attendance at annual meeting
<ul style="list-style-type: none">• Maintain modern Website	<ul style="list-style-type: none">• Develop RFP• Facilitate development of website with translation option visible on site• Annual review of department pages and forms• Utilize ever changing technology to engage public	<ul style="list-style-type: none">• Completed website• Checks completed annually• Check analytics quarterly to identify what is working
<ul style="list-style-type: none">• Establish Public Information Officer focused on Economic Recovery Assistance post COVID-19	<ul style="list-style-type: none">• Develop scope of work/office location• Contract consultant/part-time staff• Outreach to Spanish speaking	<ul style="list-style-type: none">• Scope of work complete• Number of businesses contacted• Number of grants assisted in locating available, applications completed, applications awarded• Hire translations services for all press releases and forms• Creation of ongoing Standard Operating Procedures for future outreach
Legal		
<ul style="list-style-type: none">• Complete, finalize, and distribute all contracts and agreements to appropriate parties	<ul style="list-style-type: none">• Maintain a database/tracking sheet of contracts and agreements in process	<ul style="list-style-type: none">• 100% of contracts and agreements finalized, distributed to appropriate parties, and properly documented
<ul style="list-style-type: none">• Reduce ticket delinquency	<ul style="list-style-type: none">• Develop a payment plan for all delinquent accounts• Send out bill reminders	<ul style="list-style-type: none">• 100% of accounts on payment plan• Ratio of paid in full vs. payment plan

Capital Projects

Goals:

- A. Provide City-wide infrastructure to support safe and well maintained streets and reliable utility systems for the citizens of The Dalles.**
- B. Work and partner with governmental agencies and non-profits to improve coordination of services and open communication.**
- C. Promote economic development opportunities which will provide jobs and enhance community livability.**
- D. Maintain a sustainable budget that will support City operations and capital improvements, while assuring an adequate contingency fund.**
- E. Encourage civic responsibility and promote health and public safety through programs, partnerships, plans, and policies.**
- F. Provide transparent and efficient administration of City government.**

Objectives	Strategies	Performance Benchmarks
All Departments		
<ul style="list-style-type: none">• List Capital Projects necessary for the long term sustainability of the City Government and whole community	<ul style="list-style-type: none">• A 5 year Capital Improvement Plan will be continually updated and executed• Every project has an estimated timeline, budget, and safety plan	<ul style="list-style-type: none">• All Projects are completed within 10% of estimated timeline• Projects are completed within 10% of estimated budget• Projects are completed with zero safety incidents

City of The Dalles, Oregon
FISCAL YEAR 2022-23
BUDGET MESSAGE

The format of this budget document follows the pattern of previous years. We acknowledge the work of our Finance Director Angie Wilson, 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:

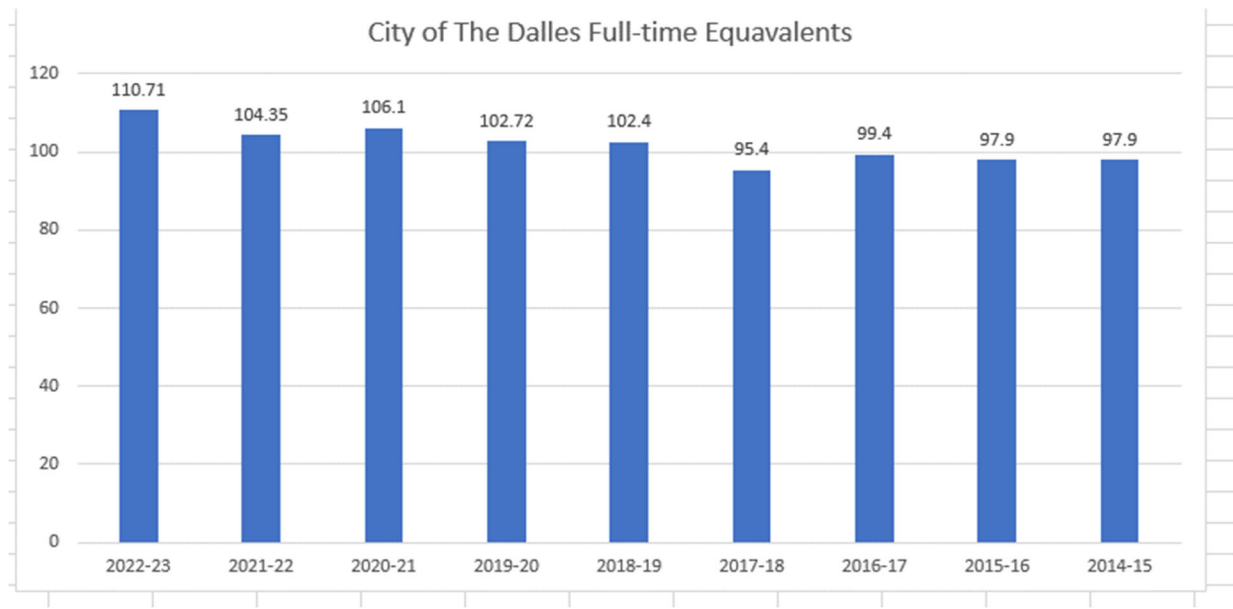
1. Fiscal policies involved in the preparation of the budget
2. The City's Strategic Plan (formerly listed as Council Goals)
3. Personnel issues

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 budget that provide further information. We have also sent the Budget Committee several Budget Issue Papers (BIP) that further clarify specific issues, with the budget. We will reference these papers throughout the budget message.

SECTION 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 proceed. Following is a list of the policies used to prepare the proposed budget.
- Maintain Unappropriated Ending General Fund Balance (BIP 22-004) to equal four months of net operating expenses for the General Operating Fund
 - Maintain General Fund Contingency at least at 10% (BIP 22-004)
 - Five year Capital Improvement Plans in the General, Street, Water and Wastewater/Storm Sewer Funds (BIP 22-008 and 22-009)
 - Emphasis on maintenance and capital improvements that enhance current assets and Public Works infrastructure
 - The Street Department funding will include:
 - a) Revenues restricted by state law to the operation, maintenance and construction of City streets.
 - b) Fees from underground utilities in right of way (water, sewer, natural gas)

- Administrative transfers used only as charges for services provided by receiving fund (BIP 22-007)
 - Public Works capital projects that involve construction contracts are to be budgeted in Public Works Capital Funds (BIP 22-009)
 - Legal Department: At the end of the FY2019/20 the city has selected a Contractor to provide the City Attorney Services and has completed a contract with Campbell Phillips, PC. They will provide all legal work assigned by the City Council and designated City Staff. This FY2022/23, we are budgeting to bring the legal department back into the budget with personal services.
- B. **City's Strategic Plan**: The City's Strategic Plan, also referred to as performance benchmarking, (attached as Appendix VII) has replaced the goal setting process used in the past. The Plan includes the City's Vision, Mission, Goals, Values, Objectives, and Strategies. It allows the City to track performance benchmarks on all of our goals and objectives and provides much broader participation on the behalf of staff to help establish how to meet our goals.
- C. **Personnel Cost**: For compensation purposes, the City has four categories of employees as listed below.
- SEIU Represented General Employees. This union includes Public Works, clerical, and Library positions. The SEIU employees start their third year of a new three year contract July 1, 2020. The budget has proposed to receive a 5% COLA on July 1, 2022. The City's insurance premium payment increase is capped at 7% in FY22/23 for SEIU employees.
 - Police Union Employees. The three year Police Association contract is effective July 1, 2022. A 7% COLA increase on July 1, 2022 is included in the proposed budget, along with a cap of 7% on the maximum amount the City will pay toward insurance premium increases.
 - Exempt Employees. The proposed budget contains a 5% COLA as of July 1, 2022. The cap on the maximum the City will pay towards insurance premium increases at not more than 7% for FY22/23.
 - Contract Employees. The City has two contract employees: the City Manager and the Municipal Court Judge. A 5% COLA has been included in the proposed budget, although salaries will not be set until after annual performance evaluations in May for the Municipal Court Judge and it would be in May of 2023 for the new City Manager.



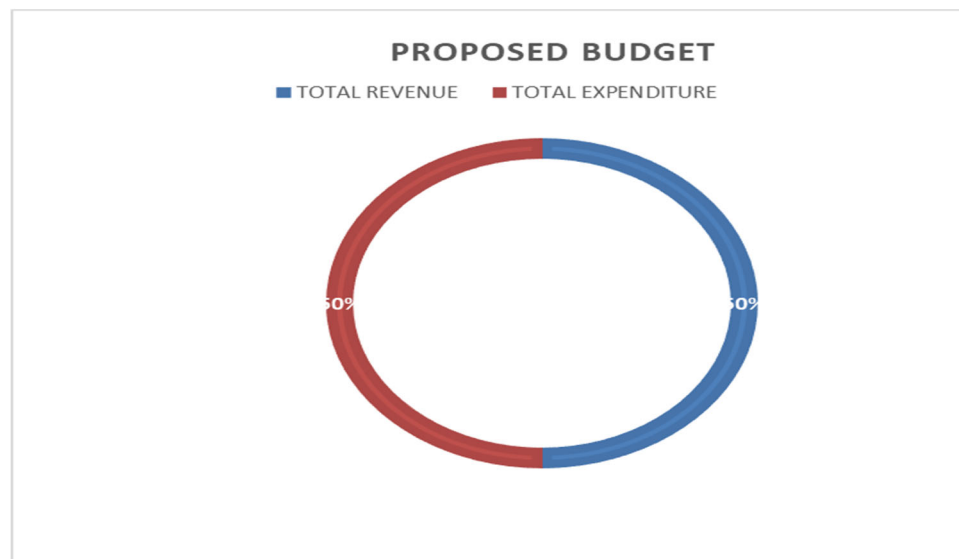
SECTION II.

GENERAL FUND

- A. **General Fund Resources:** General Fund budgeted resources have increased \$881,140 to the level of \$10,187,110. The beginning fund balance of \$4,901,143 reflects a decrease of (\$126,370) over the current year actual. Below is a list of major variances.
1. **Property Taxes:** We have budgeted for an assessed value with a 93% collection rate in FY2022-23. Property taxes are 38% of General Fund Revenues.
 2. **Franchise Fees:** This year PUD fees are estimated to increase of an average 5.4% over last year. State liquor taxes are budgeted to increase 28.46% over last year, and other franchise fees are estimated to increase slightly over last year.
 3. **Transient Room Taxes:** We are estimating that Transient Room Tax collection will be over the amount budgeted from last year, with an estimated 39.77% increase.
 4. **Court Fines:** Court fines have been slowly decreasing due to only having traffic court. This next year we are anticipating to receive \$84,000, which is \$4,000 more than last year, since we will be having in person court.
 5. **Marijuana Revenue:** In 2022/23 we are budgeting to receive an estimated decrease in this next fiscal year, in the amount of \$24,000.
 6. **Financial Services:** We are estimating to receive \$28,550 in the General Fund for providing accounting services. These services are offered to Parks and Recreation District and Mid-Columbia Fire and Rescue.
- B. **Expenditures:** The following chart summarizes the General Fund budget difference by category. BIP 22-002 summarizes the differences by department. The General Fund

operating costs (Personnel and Materials & Services) budget are proposed to increase about 7.4% and new revenue increased 7%.

Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
General Fund Totals	14,506,355	15,088,253	581,898	4.0%
General Fund Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	5,917,562	6,611,216	693,654	11.7%
Materials & Services	2,822,500	2,699,714	(122,786)	-4.4%
Capital Outlay	225,700	219,000	(6,700)	-3.0%
Charges for Services	671,996	880,392	208,396	31.0%
Operating Transfers Out	499,827	515,000	15,173	3.0%
Contingency/Unappropriated	4,368,770	4,162,931	(205,839)	-4.7%
Total	14,506,355	15,088,253	581,898	4.0%



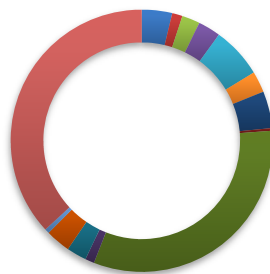
The following is a look at departments that have significant changes for the proposed budget. The following are items that should be highlighted.

1. City Council: This Department's contractual services (where the City budgets several programs where we are involved with other community partners) has been increased by \$142,823. This year, we have budgeted \$25,000 for Fort Dalles Fourth celebration. The Beautification Committee annual projects will be \$10,000 this year. The Dalles Art Center annual contract will be for \$15,000 to include an additional \$25,000 for public art installation. The Beautification Committee will be given \$20,000 for the tree plan which is in BIP (22-010). \$20,000 is budgeted for the LINK transportation system, which is a decrease of \$10,000 from last year. We have

budgeted to give Youth Think \$10,000 this next year. We are budgeting for a one time pass through for a LOO Bathroom in the amount of \$200,000.

2. Economic Development: This Department is requesting \$25,000 for Main Street contribution is proposed to be a \$25,000 amount. This Department is also budgeting for Business Attraction and Retention strategies.
3. Planning Department: The Planning Department is budgeting for housing needs analysis update and Ft. Dalles Museum support.
4. Police: The Police Department has budgeted for two marked patrol vehicles, in the amount of \$102,000 BIP (22-011) and one unmarked all-wheel drive for \$44,000. The Police Department has also budgeted for unmanned aerial vehicle BIP (22-019), in the amount of \$10,000. Police services cost 68% of the General Fund expenditures, and exceed property tax revenue by \$1,072,724. This year Wasco County Communications expenses decreased again for the third year. This is due to building up the budget over the last three years.
5. Transfer to Street Fund: This year we will be transferring \$450,000 to the Street Fund for our Streets Preventive Maintenance Program.
6. Judicial Department: We have budgeted contractual services for \$87,419 to Wasco County to support work load for Municipal Court cases that were transferred over to Wasco County in FY2019/20.

PROPOSED EXPENSE BY DEPARTMENT



SECTION III.

PUBLIC WORKS OPERATIONS

- A. **Public Works Reserve Funds:** For the past few years, we have used the three reserve funds associated with each of the Public Works operating funds to budget all capital projects that are being done by outside contracts and as reserves for future projects. The operating funds and their reserve funds are as follows (BIP 22-009):
1. Street Fund (#05) - Street and Bridge Replacement Fund (#13)
 2. Water Fund (#51) - Water Capital Reserve Fund (#53)
 3. Wastewater Fund (#55) - Sewer Special Reserve Fund (#56) and Sewer Plant Construction Fund (#57)
- B. **Street Fund:** Local Gas Tax is expected to stay the same as State Shared Revenues are expected to increase slightly compared to those budgeted in 2021/22. Local Fuel tax is expected to stay the same as last year's budget and State Shared Revenues are projected be about \$100,467 higher. About \$81,402 from the Northwest Natural franchise fees is being placed in this fund for the ninth year. We will be transferring \$450,000 from the General Fund into the Street Fund again this year. With this funding, a total of \$1,235,435 is proposed to be budgeted for street maintenance projects and another \$150,000 is budgeted for sidewalk ADA ramp upgrades. Some of the street maintenance projects consist of Chip Seal Program, Pavement Preventative Maintenance Program, Overlay Program and ADA sidewalk program. Within Fund 13, the Transportation System Reserve Fund, the proposed FY 2022/23 budget allocates funds for the West 6th St Improvements, Snipes to Hostetler for \$1,000,000. The Fund is banking monies for the future third phase of the Scenic Drive Stabilization project. Fund 13 also identifies \$234,837 in accumulated Transportation SDC funds that can only be used for projects that increase capacity of the transportation systems as identified in the updated Transportation System Plan (TSP).
- C. **Water Fund:** The proposed 2022/23 budget does not include any water rate increases as industrial, commercial and residential water usage is again expected to increase due to new development and increased usage by existing industries.
- D. **Water Capital Reserve Fund:** The proposed FY 2022/23 budget allocates \$12,395,668 for the permitting, design, and construction of the Dog River Pipeline Replacement project. \$400,000 is set aside for the SCADA System upgrade Ph 1, \$600,000 for Sorosis Reservoir Roof Repair and \$1,469,735 for Garrison Res Painting Int/Ext.
- E. **Wastewater/Storm Sewer Fund:** No sewer rate increase is proposed in FY 2022/23 as industrial, commercial and residential wastewater usage is again expected to increase due to new development and increased usage by existing industries. Transfers to reserve funds have continue to be decreased from the prior years. The transfers will fund contracted wastewater treatment plant and wastewater and storm water collection system projects.

- F. **Sewer Special Reserve Fund:** Revenues are transferred to this fund from the Wastewater/Storm Sewer Fund for wastewater and storm water system control and piping capital improvement projects (BIP 22-009). Dedicated storm water system fees are budgeted in this fund. Within the proposed budget, \$648,159 is allocated for the West Second Street Sanitary and Storm Sewer Project Phase 2 project, \$1,018,285 is for Trevitt St. Ph1 to 12th and \$300,000 is for 6th and Snipes with widening. \$780,407 is for storm water collection project on West 2nd St.
- G. **Sewer Treatment Plant Construction:** This fund includes \$810,000 in new money, in addition to \$2,345,113 in reserve money set aside in prior years for Master Plan capital improvements. This year we are budgeting \$2,754,060 to fund water treatment plant improvements. The next phase of improvements is expected to include an upgrade to the aeration blowers, a new boiler, reconfiguration of aeration basin outfalls, a new effluent pump station, and possibly a new Admin Building and outfall pipe.

SECTION IV.

OTHER FUNDS

- A. **Library:** The Library Fund has been totally dependent for operating funds on the Library District for the past nine years. The District will contribute \$1,812,794 in taxes to the City in FY22/23. The District is has budgeted to pay the General Fund \$128,040 for administrative services (BIP 23-007). There is an additional \$19,967 set aside in transfers for legal services if needed.
- B. **Capital Projects Fund:** This fund will be receiving approximately \$105,400 this year from the lease with the State for the State Office Building. The remaining funds will be available for projects at the discretion of the City. This fund also has approximately \$463,715 in the Beginning Fund Balance that is discretionary. We have budgeted the following General projects in this fund;
1. Reserve for future City hall improvements. (\$267,127)
 2. \$27,500 is budgeted for City Hall and Police Building HVAC replacement.
 3. Last year we established a maintenance fund for the dock for future repairs. This year we will continue to hold the amount of \$90,000 for the dock maintenance for any major capital improvements
 4. The Library has a 1963 HVAC system. Library continues to put in \$10,000 and the City matched \$10,000 for future replacement that may cost \$210,000.
- C. **Special Grants Fund:** The Special Grants Fund includes the following projects:
1. CDBG/Mid-Columbia Housing Grant
 - Home Repair Program
 - Coronavirus Relief Grant
 2. SHPO Grant
 3. 1st Street Riverfront Connection Project

4. Corona Virus Relief Funds
5. Integrated Planning Grant-Brownsfield Grant
6. Brownsfield Clean-up Fund Grant

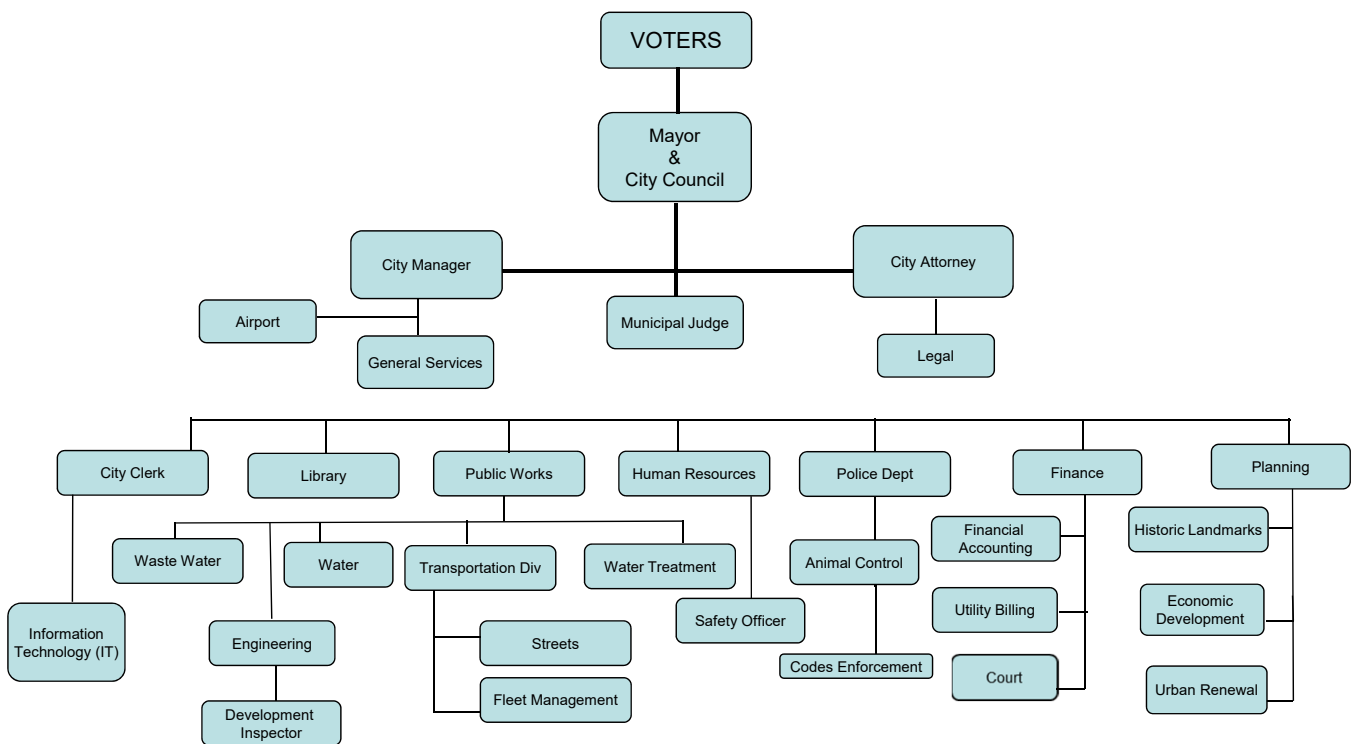
SECTION V.

SUMMARY

Page 1 of this budget is an Overview Summary of all funds. The total City Budget of \$80,476,979 represents a 9% increase over last year's \$73,739,683 (as amended).

Julie Krueger, City Manager/Budget Officer

City of The Dalles – Organizational Flow Chart



City of The Dalles, Oregon

Fiscal Year 2022-23 Proposed Budget

OVERVIEW SUMMARY ALL FUNDS

REVENUE/ COST CENTERS	GENERAL FUND	LIBRARY FUND	PUBLIC WORKS	AIRPORT SERVICES	CAPITAL IMPRV	SPECIAL REVENUE	DEBT SERVICE	FY22/23 BUDGET
BEGINNING BALANCE	4,901,143	1,631,853	14,352,396	721,736	828,348	5,401,885	31,457	27,868,818
REVENUES	8,849,037	1,910,791	15,783,243	3,266,810	148,670	4,879,402	1,134,778	35,972,731
OTHER SOURCES	1,338,073	-	13,151,581	85,000	10,000	918,018	1,132,758	16,635,430
	-	-	-	-	-	-	-	-
TOTAL RESOURCES	15,088,253	3,542,644	43,287,220	4,073,546	987,018	11,199,305	2,298,993	80,476,979
CITY COUNCIL	563,898							563,898
CITY CLERK	191,035							191,035
CITY MANAGER	336,735							336,735
LEGAL AND JUDICIAL	419,030							419,030
FINANCE/UTILITY BILLING	947,940							947,940
HUMAN RESOURCES	392,803							392,803
PLANNING/ECONOMIC DEV	736,602							736,602
POLICE/CODES	5,021,452							5,021,452
TECHNOLOGY	371,939							371,939
CITY HALL/TRANS CNTR	465,768							465,768
ANIMAL CONTROL	82,728							82,728
LIBRARY		2,295,524						2,295,524
STREET			3,156,898					3,156,898
WATER UTILITY SERVICES			4,237,075					4,237,075
WASTE WATER UTILITY SERV			4,171,659					4,171,659
TRANSPORTATION SYS RSRV			2,404,830					2,404,830
PUBLIC WORKS RESERVE			643,517					643,517
WATER DEPT CAP RESERVE			15,415,403					15,415,403
SEWER SPECIAL RESERVE			3,146,851					3,146,851
SEWER PLANT CONST			2,754,060					2,754,060
AIRPORT SERVICES				3,603,735				3,603,735
SPECIAL ASSESSMENTS					289,592			289,592
CAPITAL PROJECTS					571,002			571,002
FAA GRANT IMPROVEMENT FUND								-
UNEMPLOYMENT RESERVE FUND						74,728		74,728
COMMUNITY BENEVOLENCE FUND						6,957		6,957
SPECIAL GRANTS FUND						8,053,177		8,053,177
STATE OFFICE BLDG FUND						426,203		426,203
SPECIAL ENTERPRISE ZONE						2,576,240		2,576,240
DEBT SERVICE			334,695				2,298,993	2,633,688
TOTAL EXPENDITURES	9,529,930	2,295,524	36,264,988	3,603,735	860,594	11,137,305	2,298,993	65,991,069
SPECIAL PAYMENTS	880,392	-	-	-	-	-	-	880,392
TRANSERS OUT	515,000	158,007	6,896,266	-	126,424	2,000	-	7,697,697
CONTINGENCY	950,493	210,000	125,966	360,374	-	60,000	-	1,706,833
UNAPP ENDING FUND BAL	3,212,438	879,113	-	109,437	-	-	-	4,200,988
	-	-	-	-	-	-	-	-
TOTAL OTFER USES	5,558,323	1,247,120	7,022,232	469,811	126,424	62,000	-	14,485,910
	-	-	-	-	-	-	-	-
TOTALS	15,088,253	3,542,644	43,287,220	4,073,546	987,018	11,199,305	2,298,993	80,476,979
	-	-	-	-	-	-	-	-
FUND TOTALS	-	-	-	-	-	-	-	-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

GENERAL FUND SUMMARY

<u>FY19/20</u>	<u>FY20/21</u>	<u>FY21/22</u>	<u>Revenue/Cost Centers</u>	<u>FY22/23</u>
<u>Actual</u>	<u>Actual</u>	<u>Budget</u>		<u>Proposed</u>
				<u>Budget</u>
4,146,620	4,731,056	5,027,513	BEGINNING BALANCE	4,901,143
7,734,197	8,639,841	8,295,612	REVENUES	8,849,037
1,196,611	1,142,313	1,183,230	OTHER SOURCES	1,338,073
13,077,427	14,513,209	14,506,355	TOTAL RESOURCES	15,088,253
195,421	565,150	649,820	CITY COUNCIL	563,898
156,236	160,666	178,489	CITY CLERK	191,035
256,406	212,181	263,433	CITY MANAGER	336,735
530,569	334,248	253,804	LEGAL AND JUDICIAL	419,030
524,791	714,357	867,255	FINANCE & UTILITY BILLING	947,940
231,524	274,796	384,546	HUMAN RESOURCES	392,803
674,686	611,575	692,872	PLANNING/ECONOMIC DEVELOPMENT	736,602
4,094,931	4,187,424	4,761,332	POLICE/CODES ENFORCMENT	4,852,699
263,037	359,722	437,311	TECHNOLOGY DEPARTMENT	371,939
319,871	430,040	395,087	GENERAL SERVICES DEPT	465,768
46,864	66,877	81,813	ANIMAL CONTROL	82,728
7,294,337	7,917,036	8,965,762	TOTAL EXPENDITURES	9,529,930
670,703	688,861	671,996	SPECIAL PAYMENTS	880,392
381,332	432,443	499,827	TRANSFER OUT	515,000
-	-	811,453	CONTINGENCY	950,493
-	-	3,557,317	UNAPPROPRIATED ENDING BAL	3,212,438
1,052,035	1,121,304	5,540,593	TOTAL OTHER USES	5,558,323
8,346,371	9,038,340	14,506,355	TOTAL EXPENDS & OTHER USES	15,088,253
4,731,056	5,474,869	-	FUND TOTAL	-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
GENERAL FUND 001					
REVENUES					
4,146,620	4,731,056	5,027,513	001-0000-300.00-00	BEGINNING BALANCE	4,901,143
3,265,836	3,502,843	3,411,788	001-0000-311.10-00	PROPERTY TAXES-CURR	3,779,975
141,032	26,798	120,000	001-0000-311.15-00	PROPERTY TAXES-PRIOR	75,000
12,272	4,262	15,680	001-0000-311.19-00	UNSEGREGATED TAX INT	7,500
32,754	29,160	34,220	001-0000-318.10-00	SPRINT	25,500
351	405	300	001-0000-318.15-00	ELECTRIC LIGHT WAVE	420
29,996	47,418	32,500	001-0000-318.25-00	LIGHT SPEED NETWORK	34,000
108,816	103,497	104,500	001-0000-318.30-00	CHARTER COMMUNICATIONS	106,500
104,424	104,474	104,000	001-0000-318.40-00	THE DALLES DISPOSAL	109,000
673,223	689,146	742,488	001-0000-319.10-00	TRANSIENT ROOM TAX	971,071
224,408	229,715	296,996	001-0000-319.20-00	TRANSIENT ROOM TAX-PARKS	323,690
3,120	2,920	3,200	001-0000-320.10-00	LOCAL LIQUOR LICENSES	3,200
6,660	7,965	9,250	001-0000-320.20-00	BUILDING PERMITS	7,800
1,225	160	1,200	001-0000-320.30-00	SIGN PERMITS	160
4,636	5,306	6,500	001-0000-320.90-00	OTHER LICENSES	7,800
12,080	-	12,382	001-0000-330.00-00	WASCO CO - PLANNING SHARE	12,382
11,774	35,468	28,000	001-0000-330.20-00	FINANCIAL SERVICES	28,550
363	-	-	001-0000-331.00-00	FEDERAL REVENUES (Police Grant)	-
178,010	196,476	184,695	001-0000-334.10-00	STATE REV SHARING	195,284
11,399	4,258	82,750	001-0000-334.60-00	DUII GRANTS	79,810
-	435,647	-	001-0000-334.70-00	STATE COVID GRANT	-
-	200,000	-	001-0000-334.90-00	STATE GRANT BUSINESS OREGON	-
245,681	264,946	238,000	001-0000-335.50-00	MARIJUANA TAX	214,000
16,131	14,250	11,282	001-0000-335.60-00	STATE CIGARETTE TAX	12,035
261,452	288,761	274,781	001-0000-335.70-00	STATE LIQUOR TAXES	293,660
32,490	104,724	120,000	001-0000-337.10-00	URBAN RENEWAL	120,000
1,478,523	1,552,592	1,775,000	001-0000-337.60-00	PUD INTERGOVT	1,885,000
21,363	24,067	25,000	001-0000-337.80-00	QLIFE ROW FEES	21,500
2,114	3,489	5,000	001-0000-341.80-00	COPIES, PLANS, ORD'S ETC	3,500
20,782	16,350	10,000	001-0000-341.90-00	MISC SALES AND SRVCS	28,600
16,797	22,943	19,500	001-0000-343.01-00	PLANNING FEES	19,500
200,941	109,556	80,000	001-0000-351.10-00	COURT FINES/FORFEITURES	84,000
300	100	600	001-0000-351.15-00	TOWING FINES & FEES	300
82,088	34,772	51,000	001-0000-361.00-00	INTEREST REVENUES	25,500
8,252	8,152	8,000	001-0000-363.50-00	PROPERTY RENTALS	8,300
93,513	95,950	82,000	001-0000-369.00-00	OTHER MISC REVENUES	85,500
431,392	473,271	405,000	001-0000-369.10-00	ENTERPRISE ZONE PAYMENTS	280,000
102,229	91,435	100,580	001-0000-391.04-00	TRNSFR FROM LIBRARY FUND	148,007
224,993	226,100	225,148	001-0000-391.05-00	TRNSFR FROM STREET FUND	260,046
6,255	1,520	-	001-0000-391.18-00	TRNSFR FROM SPECIAL GRANTS FUND	2,000
10,000	10,000	10,000	001-0000-391.36-00	TRNSFR FROM SPCL ASSESSMENTS FUND	10,000
-	-	-	001-0000-391.37-00	TRNSFR FROM CAPITAL PROJECT FUND	-
468,039	442,848	463,192	001-0000-391.51-00	TRNSFR FROM WATER UTILITY FUND	519,947
384,594	368,072	384,310	001-0000-391.55-00	TRNSFR FROM WASTEWATER UTILITY	398,073
501	2,338	-	001-0000-392.00-00	SALE OF FIXED ASSETS	-
13,077,427	14,513,209	14,506,355	TOTAL GENERAL FUND REVENUES		15,088,253

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
REVENUES						
4,146,620	4,731,056	5,027,513	001-0000-300.00-00	BEGINNING BALANCE		4,901,143
3,265,836	3,502,843	3,411,788	001-0000-311.10-00	PROPERTY TAXES-CURR		3,779,975
141,032	26,798	120,000	001-0000-311.15-00	PROPERTY TAXES-PRIOR		75,000
12,272	4,262	15,680	001-0000-311.19-00	UNSEGREGATED TAX INT		7,500
32,754	29,160	34,220	001-0000-318.10-00	SPRINT		25,500
351	405	300	001-0000-318.15-00	ELECTRIC LIGHT WAVE		420
29,996	47,418	32,500	001-0000-318.25-00	LIGHTSPEED NETWORK		34,000
108,816	103,497	104,500	001-0000-318.30-00	CHARTER COMMUNICATIONS		106,500
104,424	104,474	104,000	001-0000-318.40-00	THE DALLES DISPOSAL		109,000
673,223	689,146	742,488	001-0000-319.10-00	TRANSIENT ROOM TAX		971,071
224,408	229,715	296,996	001-0000-319.20-00	TRANSIENT ROOM TAX-PARKS		323,690
3,120	2,920	3,200	001-0000-320.10-00	LOCAL LIQUOR LICENSES		3,200
6,660	7,965	9,250	001-0000-320.20-00	BUILDING PERMITS		7,800
1,225	160	1,200	001-0000-320.30-00	SIGN PERMITS		160
4,636	5,306	6,500	001-0000-320.90-00	OTHER LICENSES		7,800
12,080	-	12,382	001-0000-330.00-00	WASCO CO - PLANNING SHARE		12,382
				1/2 of Senior Planner. 1215 Acres were intial UGA. 973 have been annexed out. 242 available	12,382	
11,774	35,468	28,000	001-0000-330.20-00	FINANCIAL SERVICES		28,550
				New Contracted Services		
				Mid Columbia Fire Department	18,500	
				Wasco County Parks and Recreation	10,050	
363	-	-	001-0000-331.00-00	FEDERAL REVENUES (Police Grant)		-
178,010	196,476	184,695	001-0000-334.10-00	STATE REV SHARING		195,284
				LOC Estimates FY22/23: Liquor Tax Estimate=18.30/20%=91.5X14%=\$12.81 Per Capita. \$12.81x16,047=205562.07 Less unanticipated 4% Collected	195,284	
11,399	4,258	82,750	001-0000-334.60-00	DUII GRANTS		79,810
-	435,647	-	001-0000-334.70-00	STATE COVID GRANT		-
-	200,000	-	001-0000-334.90-00	STATE GRANT BUSINESS OREGON		-
245,681	264,946	238,000	001-0000-335.50-00	MARIJUANA TAX		214,000
				From LOC State Shared Revenue Estimates 2022-1.25x16,047 per capita and 25% is based on number of licensed premises	214,000	
				City's 3% Local Tax		
				Tax revenue will continue to decline due to Measure 110		
16,131	14,250	11,282	001-0000-335.60-00	STATE CIGARETTE TAX		12,035
				From LOC State Shared Revenue Estimates 2022-.75x16,047	12,035	
261,452	288,761	274,781	001-0000-335.70-00	STATE LIQUOR TAXES		293,660
				From LOC State Shared Revenue Estimates 2022-18.30x16,047	293,660	
32,490	104,724	120,000	001-0000-337.10-00	URBAN RENEWAL		120,000
1,478,523	1,552,592	1,775,000	001-0000-337.60-00	PUD INTERGOVT		1,885,000
21,363	24,067	25,000	001-0000-337.80-00	QLIFE ROW FEES		21,500
2,114	3,489	5,000	001-0000-341.80-00	COPIES, PLANS, ORD'S ETC		3,500
20,782	16,350	10,000	001-0000-341.90-00	MISC SALES AND SRVCS		28,600
				This is where docking fees are 178 boats are scheduled. \$135.00 to \$15.00 to water fund, resale licenses, conduits fees		
16,797	22,943	19,500	001-0000-343.01-00	PLANNING FEES		19,500
200,941	109,556	80,000	001-0000-351.10-00	COURT FINES/FORFEITURES		84,000
300	100	600	001-0000-351.15-00	TOWING FINES & FEES		300
82,088	34,772	51,000	001-0000-361.00-00	INTEREST REVENUES		25,500
8,252	8,152	8,000	001-0000-363.50-00	PROPERTY RENTALS		8,300

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20	FY20/21	FY21/22		Account	Line Item	FY22/23
Actual	Actual	Budget	Account Number	Description	Detail	Proposed Budget
93,513	95,950	82,000	001-0000-369.00-00	OTHER MISC REVENUES		85,500
				This where penalties come in for TRT, Saif and Cigna Refund/Dividend		
431,392	473,271	405,000	001-0000-369.10-00	ENTERPRISE ZONE PAYMENTS		280,000
				2005 Agreement is concluded no longer receiving \$125,000		
102,229	91,435	100,580	001-0000-391.04-00	TRNSFR FROM LIBRARY FUND		148,007
224,993	226,100	225,148	001-0000-391.05-00	TRNSFR FROM STREET FUND		260,046
6,255	1,520	-	001-0000-391.18-00	TRNSFR FROM SPECIAL GRANTS FUND		2,000
10,000	10,000	10,000	001-0000-391.36-00	TRNSFR FROM SPCL ASSESSMENTS FUND		10,000
-	-	-	001-0000-391.37-00	TRNSFR FROM CAPITAL PROJECT FUND		-
468,039	442,848	463,192	001-0000-391.51-00	TRNSFR FROM WATER UTILITY FUND		519,947
384,594	368,072	384,310	001-0000-391.55-00	TRNSFR FROM WASTEWATER UTILITY		398,073
501	2,338	-	001-0000-392.00-00	SALE OF FIXED ASSETS		-
13,077,427	14,513,209	14,506,355	TOTAL GENERAL FUND REVENUES			15,088,253

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General (001)
Department:	City Council (0100)
Program:	Administration (000)

Mission

Establishing policies, visions, and goals 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 policies are adopted by 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 elected by the entire electorate of the City. All positions are elected for four-year terms

2022-23 Goals, Projects and Highlights

- The City Council goals are listed in the performance benchmarking document. This year will include a focus on continued economic recovery from the COVID-19 pandemic and improved citizen outreach.
- Complete and implement Vision Plan.
- Hire new City Manager.

2021-22 Accomplishments/Comments

- Economic Recovery grant assistance for small business.
- Partnering to address seasonal shelter needs for homeless.
- Continued safety plan to reduce worker's compensation premiums.
- Provided funding for street maintenance projects.
- Began process for adopting a new Vision Plan.

Major Issues to be resolved in the next 5 years

- Maintaining current General Fund services.
- Complete Dog River Pipeline project (estimated to be completed by end of 2023).

2022-23 Budget Detail

The City Council's travel budget includes funding for the annual League of Oregon Cities (LOC) Conference and travel with the Community Outreach Team to participate in the official lobbying trips to Washington D.C. The Council's membership and dues line item includes LOC, MCEDD, National League of Cities, Oregon Mayors Association, and Chamber of Commerce. The FY 21/22 budget also includes City Council stipends.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			CITY COUNCIL		
-	-	8,400	001-0100-000.11-00	STIPENDS	8,400
-	-	643	001-0100-000.22-00	FICA	643
-	-	9,043	TOTAL PERSONNEL SERVICE		9,043
-	-	-		Total Full-Time Equivalent (FTE)	
78,157	72,122	187,177	001-0100-000.31-10	CONTRACTUAL SERVICES	330,000
8,224	2,804	15,000	001-0100-000.31-60	LABOR NEGOTIATIONS	10,000
32,900	32,600	39,900	001-0100-000.32-10	AUDITING SERVICES	41,790
-	-	-	001-0100-000.39-00	OTHER CONTRACTUAL SVCS	
-	432,047	250,000	001-0100-000.40-10	ECONOMIC RECOVERY	-
17,080	1,423	26,000	001-0100-000.58-10	TRAVEL, FOOD & LODGING	23,000
2,314	699	2,000	001-0100-000.58-50	TRAINING AND CONFERENCES	2,000
-	-	15,000	001-0100-000.58-60	WORKSHOPS	15,000
21,312	22,443	23,000	001-0100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP	28,365
365	341	500	001-0100-000.60-10	OFFICE SUPPLIES	500
32,427	-	70,000	001-0100-000.60-50	SAFETY SUPPLIES/EQUIP	100,000
2,641	672	9,000	001-0100-000.69-50	MISCELLANEOUS EXPENSES	3,000
-	-	3,200	001-0100-000.69-80	ASSETS < \$5000	1,200
195,421	565,150	640,777	TOTAL MATERIALS & SERVICES		554,855
195,421	565,150	649,820	TOTAL CITY COUNCIL DEPARTMENT		563,898

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Adpoted Budget
GENERAL FUND 001						
CITY COUNCIL						
-	-	8,400	001-0100-000.11-00	STIPENDS		8,400
-	-	643	001-0100-000.22-00	FICA		643
-	-	9,043	TOTAL PERSONNEL SERVICE			9,043
-	-	-	Total Full-Time Equivalent (FTE)			
78,157	72,122	187,177	001-0100-000.31-10	CONTRACTUAL SERVICES		330,000
				(SEE BIP)		
				MCEDD - LINK + shelter	20,000	
				Sister City Program Non-Profit	5,000	
				Youth Think	10,000	
				Fort Dalles Displays (fireworks and murals)	25,000	
				Not Designated for LOO Bathroom	200,000	
				Beautification Committee Annual projects	10,000	
				The Dalles Art Center Annual Contract	15,000	
				The Dalles Art Center (Public Art Installation)	25,000	
				Beautification Committee (Tree Plan) (SEE BIP)	20,000	
8,224	2,804	15,000	001-0100-000.31-60	LABOR NEGOTIATIONS		10,000
				1) Police Association Contract expires 06/30/22		
				2) SEIU contract expires 06/30/23	10,000	
32,900	32,600	39,900	001-0100-000.32-10	AUDITING SERVICES		41,790
				Talbot, Korvola & Warwick, LLP	35,440	
				Add \$6,000 per year for Single Audit if needed	6,000	
				Add \$350 per year for filing audits with the Secretary of State	350	
-	-	-	001-0100-000.39-00	OTHER CONTRACTUAL SVCS		-
				Special Services the CC may desire to retain. No need currently identified.		
-	432,047	250,000	001-0100-000.40-10	ECONOMIC RECOVERY		-
				New line item for to help the community for emergency services		
17,080	1,423	26,000	001-0100-000.58-10	TRAVEL, FOOD & LODGING		23,000
				Local events	3,000	
				Council meals & functions	8,000	
				CC attendance at Annual LOC Convention & other official meetings	5,000	
				Community Outreach City members for official trips to Washington, D.C. to lobby	5,000	
				Delegate for official Sister City visit (1)	2,000	
2,314	699	2,000	001-0100-000.58-50	TRAINING AND CONFERENCES		2,000
-	-	15,000	001-0100-000.58-60	WORKSHOPS		15,000
21,312	22,443	23,000	001-0100-000.58-70	MEMBERSHIPS/DUES/SUBSCRIP		28,365
				LOC	12,865	
				MCEDD	11,900	
				OR Mayor's Association	150	
				Chamber of Commerce	600	
				National League of Cities	1,600	
				Miscellaneous	1,250	
365	341	500	001-0100-000.60-10	OFFICE SUPPLIES		500
				Most items covered by CM or City Clerk's office. This line	500	
32,427	-	70,000	001-0100-000.60-50	SAFETY SUPPLIES/EQUIP		100,000
				Safety Door Locks for the Police Department	55,000	
				FY15/16 Council directed all SAIF Dividends & Refunds to be allocated to this line item to use for safety programs and items as approved by the City Council	45,000	
2,641	672	9,000	001-0100-000.69-50	MISCELLANEOUS EXPENSES		3,000
				Dignitary Gifts	2,000	
				Miscellaneous and recruitment expenses	1,000	
-	-	3,200	001-0100-000.69-80	ASSETS < \$5000		1,200
				Council Ipads x2	1,200	
				Mayor Laptop		
195,421	565,150	640,777	TOTAL MATERIALS & SERVICES			554,855
195,421	565,150	649,820	TOTAL CITY COUNCIL DEPARTMENT			563,898

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General (001)	
Department:	City Clerk (0200)	Number of Employees: 1.0
Program:	Administration (000)	

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, Information Officer, Public Records Request Clerk, interpretation of public records and meetings law, Website and Social Media coordination. The City Clerk oversees the Technology Department.

The City Clerk Department will continue to provide support services and any additional services needed to assist with local government functions, while creating a welcoming venue for citizen requests and concerns.

2022-23 Goals, Projects and Highlights

- Continue research of appropriate document work flow system City Clerk's Office.
- Continue work on Standard Operating Procedure Manual for City Clerk's Office.
- Continue uploading of historical documents into ORMS.
- Utilize new website using ORMS for document searches.

2021-22 Accomplishments

- Developed Team for website development; completed go live.
- Standardized all City Meeting Agendas and Minutes.
- Work on succession planning for IT Department.
- Updating Council Chamber to include Traffic Court needs.
- Secured Social Media domain names for future.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			CITY CLERK		
91,455	96,554	104,543	001-0200-000.11-00	REGULAR SALARIES	110,242
-	-	-	001-0200-000.12-00	PART TIME/TEMP SALARIES	-
19,236	19,634	22,852	001-0200-000.21-10	MEDICAL INSURANCE	21,737
564	566	680	001-0200-000.21-20	L-T DISABILITY INSURANCE	717
44	44	53	001-0200-000.21-30	LIFE INSURANCE	50
130	127	184	001-0200-000.21-40	WORKERS COMP INSURANCE	141
6,924	7,311	7,998	001-0200-000.22-00	FICA	8,434
12,444	13,132	14,113	001-0200-000.23-00	RETIREMENT CONTRIBUTIONS	14,883
5,302	5,598	5,881	001-0200-000.28-00	VEBA CONTRIBUTIONS	6,360
-	-	-	001-0200-000.29-00	OTHER EMPLOYEE BENEFITS	551
136,098	142,966	156,304	TOTAL PERSONNEL SERVICE		163,115
1.0	1.0	1.0		Total Full-Time Equivalent (FTE)	1.0
15,059	13,466	18,600	001-0200-000.31-10	CONTRACTUAL SERVICES	18,600
-	-	-	001-0200-000.43-40	OFFICE EQUIPMENT	-
18	4	100	001-0200-000.53-20	POSTAGE	1,000
1,206	1,189	1,285	001-0200-000.53-30	TELEPHONE	1,220
581	-	500	001-0200-000.58-10	TRAVEL, FOOD & LODGING	3,225
500	-	500	001-0200-000.58-50	TRAINING AND CONFERENCES	1,825
255	270	300	001-0200-000.58-70	MEMBERSHIPS/DUES/SUBS	700
276	317	300	001-0200-000.60-10	OFFICE SUPPLIES	500
-	-	100	001-0200-000.64-10	BOOKS AND PERIODICALS	100
300	-	500	001-0200-000.69-50	MISCELLANEOUS EXPENSES	750
1,943	2,454	-	001-0200-000.69-80	ASSETS < \$5000	-
20,138	17,700	22,185	TOTAL MATERIALS AND SERVICES		27,920
156,236	160,666	178,489	TOTAL CITY CLERK DEPARTMENT		191,035

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
CITY CLERK						
91,455	96,554	104,543	001-0200-000.11-00	REGULAR SALARIES		110,242
-			001-0200-000.12-00	PART TIME/TEMP SALARIES		-
19,236	19,634	22,852	001-0200-000.21-10	MEDICAL INSURANCE		21,737
564	566	680	001-0200-000.21-20	L-T DISABILITY INSURANCE		717
44	44	53	001-0200-000.21-30	LIFE INSURANCE		50
130	127	184	001-0200-000.21-40	WORKERS COMP INSURANCE		141
6,924	7,311	7,998	001-0200-000.22-00	FICA		8,434
12,444	13,132	14,113	001-0200-000.23-00	RETIREMENT CONTRIBUTIONS		14,883
5,302	5,598	5,881	001-0200-000.28-00	VEBA CONTRIBUTIONS		6,360
-			001-0200-000.29-00	OTHER EMPLOYEE BENEFITS		551
136,098	142,966	156,304	TOTAL PERSONNEL SERVICE			163,115
1.0	1.0	1.0	Total Full-Time Equivalent (FTE)			1.0
15,059	13,466	18,600	001-0200-000.31-10	CONTRACTUAL SERVICES		18,600
				Internet, codification program/webservice for CODE (annually)	6,000	
				Records Mang. Program/Chaves (annually)	5,000	
				ArchiveSocial *PD/City (annually)might be adding new social media	2,000	
				Open Media (Live Streaming)	3,000	
				AV Service Contract (telcom conference rooms)	2,000	
				Misc.	600	
-	-	-	001-0200-000.43-40	OFFICE EQUIPMENT		-
18	4	100	001-0200-000.53-20	POSTAGE - agendas, notices		1,000
1,206	1,189	1,285	001-0200-000.53-30	TELEPHONE		1,220
				Gorge.Net	500	
				Cell Phone Allowance @ \$60/ month	720	
581	-	500	001-0200-000.58-10	TRAVEL, FOOD & LODGING		3,225
				Both OAMR Conf/Mid year	1,600	
				Professional Dev Lodging and Meals	625	
				Travel reimbursement meals traveling/misc	1,000	
500	-	500	001-0200-000.58-50	TRAINING AND CONFERENCES		1,825
				OAMR Annual Conference,& mid-year Academy	1,100	
				Professional Development	725	
255	270	300	001-0200-000.58-70	MEMBERSHIPS/DUES/SUBS		700
				OAMR, IIMC	300	
				Filing Fees	400	
276	317	300	001-0200-000.60-10	OFFICE SUPPLIES - Acrobat Upgrade		500
-	-	100	001-0200-000.64-10	BOOKS AND PERIODICALS		100
300	-	500	001-0200-000.69-50	MISCELLANEOUS EXPENSES		750
1,943	2,454	-	001-0200-000.69-80	ASSETS < \$5000		-
20,138	17,700	22,185	TOTAL MATERIALS AND SERVICES			27,920
156,236	160,666	178,489	TOTAL CITY CLERK DEPARTMENT			191,035

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General (001)	
Department:	City Manager (0300)	Number of Employees: 2.0
Program:	Administration (000)	

Mission

Provide leadership in implementing Council policies and 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 policies set out by the Council. Often, this is performed by facilitating public processes, hearing and responding to the issues concerning citizens, offering alternative solutions, representing the position of the governing body, and offering education 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.

2022-23 Goals, Projects and Highlights

- Continue to implement programs and projects defined by City Council.
- Continue to partner on homeless issues.
- Work and partner on affordable housing issues.
- Continue building relationships with governmental and other partners.
- Continue to work toward providing underground utilities for the downtown area.

2021-22 Accomplishments

- Continued relations with governmental partners.
- Began City's Vision process.
- Implemented small business economic recovery grant processes.
- Lead and managed pandemic operations of the City, served on Emergency Operations Team.
- Continued improvements in employee safety programs and committees.
- Worked with partners to maintain a seasonal shelter site for homeless population.
- Assisted City Council in beginning the recruitment process for a new City Manager.
- Partnered to develop and award contract for a Downtown Underground Utilities project.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Major Issues to be Resolved in the Next 5 Years

- The issues identified under the Performance Benchmarking Plan.
- Continue information flow to and communication with City Council.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			CITY MANAGER		
164,210	139,774	171,929	001-0300-000.11-00	REGULAR SALARIES	205,344
-	-	-	001-0300-000.12-00	PARTTIME/TEMP SALARIES	-
-	-	-	001-0300-000.13-00	OVERTIME SALARIES	-
29,397	19,599	21,153	001-0300-000.21-10	MEDICAL INSURANCE	58,179
749	584	962	001-0300-000.21-20	L-T DISABILITY INSURANCE	1,314
70	50	50	001-0300-000.21-30	LIFE INSURANCE	100
1,035	227	306	001-0300-000.21-40	WORKERS COMP INSURANCE	366
12,158	10,477	13,153	001-0300-000.22-00	FICA	15,709
26,392	23,762	25,544	001-0300-000.23-00	RETIREMENT CONTRIBUTIONS	20,613
9,792	9,677	10,402	001-0300-000.28-00	VEBA CONTRIBUTIONS	6,929
70	45	-	001-0300-000.29-00	OTHER EMPLOYEE BENEFITS	1,087
243,873	204,194	243,499	TOTAL PERSONNEL SERVICE		309,641
1.0	1.0	1.0		Total Full-Time Equivalent (FTE)	2.0
781	163	714	001-0300-000.31-10	CONTRACTUAL SERVICES	254
3,888	3,323	5,000	001-0300-000.43-40	OFFICE EQUIPMENT	5,000
232	375	200	001-0300-000.53-20	POSTAGE	400
1,622	1,097	1,520	001-0300-000.53-30	TELEPHONE	2,240
556	707	4,000	001-0300-000.58-10	TRAVEL, FOOD & LODGING	3,400
27	110	700	001-0300-000.58-50	TRAINING AND CONFERENCES	1,500
403	115	1,800	001-0300-000.58-70	MEMBERSHIPS/DUES/SUBS	1,700
2,099	2,065	4,500	001-0300-000.60-10	OFFICE SUPPLIES	6,000
835	-	1,500	001-0300-000.69-50	MISCELLANEOUS EXPENSES	1,500
2,089	33	-	001-0300-000.69-80	ASSETS < \$5000	5,100
12,533	7,987	19,934	TOTAL MATERIALS AND SERVICES		27,094
256,406	212,181	263,433	TOTAL CITY MANAGER		336,735

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
CITY MANAGER						
164,210	139,774	171,929	001-0300-000.11-00	REGULAR SALARIES		205,344
29,397	19,599	21,153	001-0300-000.21-10	MEDICAL INSURANCE		58,179
749	584	962	001-0300-000.21-20	L-T DISABILITY INSURANCE		1,314
70	50	50	001-0300-000.21-30	LIFE INSURANCE		100
1,035	227	306	001-0300-000.21-40	WORKERS COMP INSURANCE		366
12,158	10,477	13,153	001-0300-000.22-00	FICA		15,709
26,392	23,762	25,544	001-0300-000.23-00	RETIREMENT CONTRIBUTIONS		20,613
9,792	9,677	10,402	001-0300-000.28-00	VEBA CONTRIBUTIONS		6,929
70	45	-	001-0300-000.29-00	OTHER EMPLOYEE BENEFITS		1,087
243,873	204,194	243,499	TOTAL PERSONNEL SERVICE			309,641
1	1	1	Total Full Time Equivalent (FTE)			2.0
781	163	714	001-0300-000.31-10	CONTRACTUAL SERVICES		254
				Internet connectivity provided by SawNet at \$4.49 per station per month	54	
				Shred it	100	
				Misc	100	
3,888	3,323	5,000	001-0300-000.43-40	OFFICE EQUIPMENT		5,000
				Primary copier at City Hall - use history to budget	5,000	
232	375	200	001-0300-000.53-20	POSTAGE		400
1,622	1,097	1,520	001-0300-000.53-30	TELEPHONE		2,240
				Gorge.Net service for CM phone, Exec Secretary Phone & 1 Fax line.	2,240	
556	707	4,000	001-0300-000.58-10	TRAVEL, FOOD & LODGING		3,400
				League of Oregon Cities	900	
				OCCMA Conference	1,000	
				Misc Luncheons	500	
				Misc	1,000	
27	110	700	001-0300-000.58-50	TRAINING AND CONFERENCES		1,500
				LOC and OCCMA Conference	1,500	
403	115	1,800	001-0300-000.58-70	MEMBERSHIPS/DUES/SUBS		1,700
				ICMA	1,350	
				Oregon City / County Managers	350	
2,099	2,065	4,500	001-0300-000.60-10	OFFICE SUPPLIES		6,000
				All copier supplies for City Hall - bulk buying	6,000	
				Misc Office Supplies _ use history		
835	-	1,500	001-0300-000.69-50	MISCELLANEOUS EXPENSES		1,500
				Drinking water & other misc items	1,500	
2,089	33	-	001-0300-000.69-80	ASSETS < \$5000		5,100
				For durable goods lasting more than one year, but costing less than \$5,000.,CM/Secretary computers; printer	5,100	
12,533	7,987	19,934	TOTAL MATERIALS AND SERVICES			27,094
256,406	212,181	263,433	TOTAL CITY MANAGER			336,735

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General (001)		
Department:	Legal (0700)	Number of Employees:	2
Program:	Legal (000)	Legal:	2 FTE

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.

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, supervising the prosecution of 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.

2022-23 Goals, Projects and Highlights

- Negotiate a new cell tower lease with U.S. Cellular for property owned by the City near the Columbia Gorge Regional Airport.
- Coordinate with Federal Aviation Administration and Dallesport Water District on municipal water right matters and utility infrastructure improvements.
- Work with Klickitat County and Columbia Gorge Community College on establishing a training hangar using Economic Development Agency federal grant monies.
- Continue fostering an excellent working relationship with the Wasco County District Attorney's Office to ensure crimes within city limits are prosecuted to the maximum extent allowable.
- Negotiate two new lease agreements with the State of Oregon for 700 Union Street to continue to provide vital social services to the local and regional population.
- Continue interfacing with City/County Insurance Services and insurer-appointed litigation defense counsel to ensure the City remains defended from all legal actions.
- Negotiate, draft, and then recommend City Council adoption of a new special ordinance for an updated franchise agreement with Waste Connections of Oregon, Inc. (dba The Dalles Disposal).
- Solicit public contracts for the abatement and demolition of the Tony's Building using Oregon and federal grant monies.
- Petition the Circuit Court for the State of Oregon for the County of Wasco to validate Resolution No. 21-021 pursuant to ORS 33.710—33.720.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

- Continue supporting Public Works Department staff by ensuring legal sufficiency of and Public Contracting Code compliance with all solicitations and contracting connected with the Dog River Pipeline Project and other infrastructure projects.
- Work closely with Community Development Department staff to analyze existing Land Use and Development Ordinance provisions, perform legal research, draft comprehensive code updates, and recommend Planning Commission and City Council adoption of revised language.
- Complete Columbia Gorge Urban Renewal Agency performance of Development and Disposition Agreement for The Recreation Building.
- Work with Judicial Department to continue to close out criminal violations and misdemeanors.
- Continue to work with retained legal counsel in representing the City in the litigation filed by Gorge Aviation Services against the City and Klickitat County and Public Records Lawsuit

2021-22 Accomplishments/Comments

- Worked closely with Community Development Department staff to draft and recommend adoption to Planning Commission and City Council of House Bill 2001 Middle Housing Land Use and Development Ordinance revisions.
- Coordinated with Mid-Columbia Economic Development District and various local stakeholders (e.g., The Next Door, Inc.) to site new bus shelters over City-controlled easements and rights-of-way.
- Commenced enforcement of Land Use and Development Ordinance to mitigate against various land use violations within city limits.
- Trained multiple staff and various City Councilors, Commissioners, and Directors on Oregon Public Records and Meetings Laws.
- Negotiated and drafted the Infrastructure Agreement between the City and Design, LLC for a \$28.5 million benefit to the City's water and sanitary sewer infrastructure to add significant resiliency for the benefit of all City water users.
- Renewed and reaffirmed the City's Quiet Zone Rule (TDMC 5.08.020(B)(1)(d)) with the Federal Railroad Administration pursuant to 49 CFR Part 222 for Union Pacific Railroad Company locomotives traveling across city limits.
- Worked closely with Human Resources Department staff to review and revise all City policies.
- Supported The Dalles Police Department and Mid-Columbia Community Action Council with adoption and enforcement of policies developed pursuant to House Bill 3124 and ORS 203.079 to ensure compliance with new and changing Oregon laws concerning camping on City-owned or other public property.

City of The Dalles, Oregon
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- Closely coordinated The Dalles Police Department evidence disposal guidelines with the Wasco County District Attorney's Office pursuant to Senate Bill 751 and recommended the part-time Evidence Technician position be expanded accordingly.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			LEGAL		
132,305	-	-	001-0700-000.11-00	REGULAR SALARIES	186,954
16,741	-	-	001-0700-000.12-00	PARTTIME/TEMP SALARIES	-
1	-	-	001-0700-000.13-00	OVERTIME SALARIES	500
22,472	-	-	001-0700-000.21-10	MEDICAL INSURANCE	40,181
1,158	-	-	001-0700-000.21-20	L-T DISABILITY INSURANCE	1,178
60	-	-	001-0700-000.21-30	LIFE INSURANCE	99
260	-	-	001-0700-000.21-40	WORKERS COMP INSURANCE	360
11,354	-	-	001-0700-000.22-00	FICA	14,302
15,163	-	-	001-0700-000.23-00	RETIREMENT CONTRIBUTIONS	-
-	-	-	001-0700-000.28-00	VEBA CONTRIBUTIONS	3,893
-	-	-	001-0700-000.29-00	OTHER EMPLOYEE BENEFITS	935
199,516	-	-	TOTAL PERSONNEL SERVICE		248,402
2.0				Total Full-Time Equivalent (FTE)	2.00
147,945	334,019	249,054	001-0700-000.31-10	CONTRACTUAL SERVICES	140,108
1,245	224	2,000	001-0700-000.32-20	SPECIAL LEGAL SERVICES	3,000
96	5	300	001-0700-000.53-20	POSTAGE	250
2,150	-	-	001-0700-000.53-30	TELEPHONE	3,120
545	-	1,400	001-0700-000.58-10	TRAVEL, FOOD & LODGING	2,500
409	-	1,050	001-0700-000.58-50	TRAINING AND CONFERENCES	1,150
1,183	-	-	001-0700-000.58-70	MEMBERSHIPS/DUES/SUBS	1,500
767	-	-	001-0700-000.60-10	OFFICE SUPPLIES	5,000
18,114	-	-	001-0700-000.64-10	BOOKS AND PERIODICALS	4,000
2,059	-	-	001-0700-000.69-80	ASSETS < \$5000	10,000
174,514	334,248	253,804	TOTAL MATERIALS AND SERVICES		170,628
374,029	334,248	253,804	SUB-TOTAL LEGAL		419,030

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
LEGAL						
132,305	-	-	001-0700-000.11-00	REGULAR SALARIES		186,954
16,741	-	-	001-0700-000.12-00	PARTTIME/TEMP SALARIES		-
1	-	-	001-0700-000.13-00	OVERTIME SALARIES		500
22,472	-	-	001-0700-000.21-10	MEDICAL INSURANCE		40,181
1,158	-	-	001-0700-000.21-20	L-T DISABILITY INSURANCE		1,178
60	-	-	001-0700-000.21-30	LIFE INSURANCE		99
260	-	-	001-0700-000.21-40	WORKERS COMP INSURANCE		360
11,354	-	-	001-0700-000.22-00	FICA		14,302
15,163	-	-	001-0700-000.23-00	RETIREMENT CONTRIBUTIONS		-
-	-	-	001-0700-000.28-00	VEBA CONTRIBUTIONS		3,893
-	-	-	001-0700-000.29-00	OTHER EMPLOYEE BENEFITS		935
199,516	-	-	TOTAL PERSONNEL SERVICE			248,402
2.0	-	-	Total Full Time Equivalent (FTE)			2.0
147,945	334,019	249,054	001-0700-000.31-10	CONTRACTUAL SERVICES		140,108
				Internet access for one terminal @ \$4.50 per month each	108	
				Outside legal counsel or consultants for Airport Litigation	55,000	
				Public Record lawsuit (This is a reimbursable expense)	75,000	
				Miscellaneous	10,000	
1,245	224	2,000	001-0700-000.32-20	SPECIAL LEGAL SERVICES		3,000
				Deed recordings, publication of legal notices, etc.	3,000	
96	5	300	001-0700-000.53-20	POSTAGE		250
2,150	-	-	001-0700-000.53-30	TELEPHONE		3,120
				Gorge.net Telephone system	2,400	
				Cell Phone Allowance @ \$60/ month	720	
545	-	1,400	001-0700-000.58-10	TRAVEL, FOOD & LODGING		2,500
				Mid-Columbia Bar Association Dinners	100	
				Government Law CLE lodging	600	
				Government Law CLE mileage	300	
				OCAA CLE lodging	600	
				OCAA CLE mileage	300	
				LOC - mileage	200	
				Miscellaneous meals & mileage	400	
409	-	1,050	001-0700-000.58-50	TRAINING AND CONFERENCES		1,150
				LOC Conference	100	
				Government Law Section Mid-Year CLE	150	
				OCAA Annual CLE	150	
				Other CLE seminars	350	
				CJIS conference	400	
1,183	-	-	001-0700-000.58-70	MEMBERSHIPS/DUES/SUBS		1,500
767	-	-	001-0700-000.60-10	OFFICE SUPPLIES		5,000
18,114	-	-	001-0700-000.64-10	BOOKS AND PERIODICALS		4,000
2,059	-	-	001-0700-000.69-80	ASSETS < \$5000		10,000
				Printers, Computers	10,000	
174,514	334,248	253,804	TOTAL MATERIALS AND SERVICES			170,628
374,029	334,248	253,804	SUB-TOTAL LEGAL			419,030

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			JUDICIAL		
21,084	-	-	001-0750-000.11-00	REGULAR SALARIES	-
26,540	-	-	001-0750-000.12-00	PARTTIME/TEMP SALARIES	-
-	-	-	001-0750-000.13-00	OVERTIME SALARIES	-
1,054	-	-	001-0750-000.14-00	BILINGUAL INCENTIVE PAY 5%	-
4,907	-	-	001-0750-000.21-10	MEDICAL INSURANCE	-
142	-	-	001-0750-000.21-20	L-T DISABILITY INSURANCE	-
25	-	-	001-0750-000.21-30	LIFE INSURANCE	-
447	-	-	001-0750-000.21-40	WORKERS COMP INSURANCE	-
3,731	-	-	001-0750-000.22-00	FICA	-
2,261	-	-	001-0750-000.23-00	RETIREMENT CONTRIBUTIONS	-
-	-	-	001-0750-000.28-00	VEBA CONTRIBUTIONS	-
60,191	-	-	TOTAL PERSONNEL SERVICE		-
2.0				Total Full-Time Equivalent (FTE)	
84,819	-	-	001-0750-000.31-10	CONTRACTUAL SERVICES	-
-	-	-	001-0750-000.31-30	PRISONER MEDICAL SVCS	-
120	-	-	001-0750-000.31-85	WITNESS/JURY FEES	-
-	-	-	001-0750-000.31-90	PROSECUTING ATTORNEY	-
8,971	-	-	001-0750-000.32-30	COURT APPT ATTORNEY FEES	-
100	-	-	001-0750-000.33-15	INTERPRETOR FEES	-
874	-	-	001-0750-000.53-20	POSTAGE	-
490	-	-	001-0750-000.53-30	TELEPHONE	-
544	-	-	001-0750-000.58-10	TRAVEL, FOOD & LODGING	-
250	-	-	001-0750-000.58-50	TRAINING AND CONFERENCES	-
-	-	-	001-0750-000.58-70	MEMBERSHIPS/DUES/SUBS	-
180	-	-	001-0750-000.60-10	OFFICE SUPPLIES	-
-	-	-	001-0750-000.64-10	BOOKS AND PERIODICALS	-
-	-	-	001-0750-000.69-50	MISCELLANEOUS EXPENSES	-
-	-	-	001-0750-000.69-70	CASH SHORT/LONG	-
-	-	-	001-0750-000.69-80	ASSETS < \$5000	-
96,349	-	-	TOTAL MATERIALS AND SERVICES		-
156,540	-	-	SUB-TOTAL JUDICIAL		-
530,569	334,248	253,804	TOTAL LEGAL & JUDICIAL DEPARTMENT		419,030

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
JUDICIAL						
21,084	-	-	001-0750-000.11-00	REGULAR SALARIES		-
26,540	-	-	001-0750-000.12-00	PARTTIME/TEMP SALARIES		-
-	-	-	001-0750-000.13-00	OVERTIME SALARIES		-
1,054	-	-	001-0750-000.14-00	BILINGUAL INCENTIVE PAY 5%		-
4,907	-	-	001-0750-000.21-10	MEDICAL INSURANCE		-
142	-	-	001-0750-000.21-20	L-T DISABILITY INSURANCE		-
25	-	-	001-0750-000.21-30	LIFE INSURANCE		-
447	-	-	001-0750-000.21-40	WORKERS COMP INSURANCE		-
3,731	-	-	001-0750-000.22-00	FICA		-
2,261	-	-	001-0750-000.23-00	RETIREMENT CONTRIBUTIONS		-
-	-	-	001-0750-000.28-00	VEBA CONTRIBUTIONS		-
60,191	-	-	TOTAL PERSONNEL SERVICE			-
2.0			Total Full-Time Equivalent (FTE)			
84,819	-	-	001-0750-000.31-10	CONTRACTUAL SERVICES		-
	-	-		Contractual Service		
	-	-		Internet Services for Court Clerk station @		
	-	-		Western Collections for delinquent account		
	-	-		DMV account for registration checks		
-	-	-	001-0750-000.31-30	PRISONER MEDICAL SVCS		-
	-	-		Medical expenses incurred for Muni Court		
120	-	-	001-0750-000.31-85	WITNESS/JURY FEES		-
	-	-		Pmts to witnesses & jurors in muni court		
-	-	-	001-0750-000.31-90	PROSECUTING ATTORNEY		-
	-	-		Part-time prosecutor for muni court,		
8,971	-	-	001-0750-000.32-30	COURT APPT ATTORNEY FEES		-
	-	-		Cost of providing attorneys for criminal		
100	-	-	001-0750-000.33-15	INTERPRETOR FEES		-
	-	-		Cost of providing an interpretor for person		
874	-	-	001-0750-000.53-20	POSTAGE		-
	-	-		Includes costs of quarterly mass mailings to		
490	-	-	001-0750-000.53-30	TELEPHONE		-
544	-	-	001-0750-000.58-10	TRAVEL, FOOD & LODGING		-
	-	-		Attendance at OR Municipal Judges for		
	-	-		OWACA Conference		
250	-	-	001-0750-000.58-50	TRAINING AND CONFERENCES		-
	-	-		Two (2) registrations for the Municipal		
	-	-		Conference sponsored by ODOT & other		
	-	-		OWACA Conference		
-	-	-	001-0750-000.58-70	MEMBERSHIPS/DUES/SUBS		-
	-	-		Two (2) memberships in the Municipal		
	-	-		Court Clerk Membership in Municipal		
180	-	-	001-0750-000.60-10	OFFICE SUPPLIES		-
-	-	-	001-0750-000.64-10	BOOKS AND PERIODICALS		-
-	-	-	001-0750-000.69-50	MISCELLANEOUS EXPENSES		-
-	-	-	001-0750-000.69-70	CASH SHORT/LONG		-
-	-	-		Not budgeted, but used during the year to		
-	-	-	001-0750-000.69-80	ASSETS < \$5000		-
	-	-		Viacom Video conference		
96,349	-	-	TOTAL MATERIALS AND SERVICES			-
156,540	-	-	SUB-TOTAL JUDICIAL			
530,569	334,248	253,804	TOTAL LEGAL & JUDICIAL DEPARTMENT			419,030

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund: General (001)
Department: Finance/Utility Billing/Judicial (0900-0950-0750) Number of Employees: 6.25
Program: Finance/Utility Billing/Judicial (000) Finance: 4 UB: 1.5 Judicial: .75

Mission

To provide accurate and timely financial information, projections and support services to the City Manager and Staff, City Council, and external users in support of their decision making processes; and to aggressively respond to the needs of City Staff in their quest to provide quality services, while using the City's available resources in the best interests of all involved.

Description

The Finance Department is charged with a wide variety of tasks, including coordination of the City's annual budget and audit processes, as well as the general administrative functions, such as payroll, cash receipts, accounts payables, accounts receivables, fixed assets, and general ledger. This Department maintains the primary Financial/Utility/Court computer system software. In 2017, finance started doing the Transient Room Tax and Fuel Tax audits.

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 the various internal and external financial reports for use by City Council and its commissions, City Staff, and other organizations, as well as the general citizenship.

The Department also maintains all accounting functions and ledgers for the Urban Renewal District, Tourism Promotion Funds, Park and Recreation District and Mid- Columbia Fire & Rescue.

In 2019, the Judicial Department transitioned to Finance. Finance provides the services for Municipal Court. The Municipal court provides services to the police department and the citizens of the City of The Dalles. The court prosecutes traffic infractions and misdemeanors, city ordinances, and state laws. The court is staffed with one part-time clerk and an appointed, part-time Judge (0750).

2022-23 Goals, Projects and Highlights

Finance:

- Continue to transition and train into the new software program to allow employees to have complete knowledge on the software components.
- Develop a more up to date system for Fuel Tax and Transient Room Tax audits.
- Continue to improve policies, processes and controls to increase compliance, efficiency, and security.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

- Continue to partner with Parks and Recreation and Mid-Columbia Fire & Rescue.
- Continue to develop all aspects of the software program that allows employees and managers online inquiry.
- Continue to work on developing a system for financial forecasting for the City.
- Continue training and cross-training for all Department employees.
- Continue to develop the budget in the Excel add-in, on the Caselle program.
- Transition the Mid-Columbia Fire Department from Quickbooks, into Caselle.

Judicial:

- Continue to work with the Police department to develop E citations.
- Major focus will be developing a program for Oregon's Measure 110, which removes criminal penalties for individuals caught in unauthorized possession of any schedule I, II, III, or IV controlled substance.
- Continue to work on reducing delinquencies for Municipal Court accounts.
- Continue to work on developing and maintaining a database/tracking system for Court contracts.

2021-22 Accomplishments/Comments

Finance:

- Completed the Business License program in Caselle.
- Completed fuel tax and transient room tax audits.
- Produced various monthly financial reports for City Manager, Department Managers and City Council within five days of each month end.
- Produced quarterly financial reports for City Council.
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the City's 2020 Comprehensive Annual Financial Report (CAFR).
- Worked on creating better internal control processes within our finance department.
- Continued to work on the process of online inquiry for managers and employees in Caselle.
- Set up a new system for tracking and sending out letters and notices for Transient Room Tax. This system shows who is not in compliance for short term rentals.

Judicial:

- Transitioned Court to Two days a month for Traffic Court.
- Helped the City Clerk renovate the City's council chambers to be able to facilitate Court and Council meetings.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			FINANCE		
213,290	252,555	287,337	001-0900-000.11-00	REGULAR SALARIES	303,823
-	-	-	001-0900-000.12-00	PART TIME SALARIES	-
-	-	-	001-0900-000.13-00	OVERTIME SALARIES	-
52,703	60,518	88,343	001-0900-000.21-10	MEDICAL INSURANCE	90,739
1,376	1,714	1,839	001-0900-000.21-20	L-T DISABILITY INSURANCE	1,944
149	179	175	001-0900-000.21-30	LIFE INSURANCE	175
351	322	452	001-0900-000.21-40	WORKERS COMP INSURANCE	433
15,656	19,012	21,981	001-0900-000.22-00	FICA	23,242
28,940	30,381	35,179	001-0900-000.23-00	RETIREMENT CONTRIBUTIONS	41,016
5,754	6,878	7,308	001-0900-000.28-00	VEBA CONTRIBUTIONS	8,259
95	85	180	001-0900-000.29-00	OTHER EMPLOYEE BENEFITS	1,699
318,313	371,643	442,794	TOTAL PERSONNEL SERVICE		471,330
3.0	3.0	4.0		Total Full-Time Equivalent (FTE)	4.0
10,618	6,011	16,105	001-0900-000.31-10	CONTRACTUAL SERVICES	51,678
5,400	2,800	20,250	001-0900-000.31-20	ACCOUNTING/ADVISORY SVCS	20,250
-	-	200	001-0900-000.34-50	SPECIAL STUDIES & REPORTS	200
674	865	1,125	001-0900-000.43-40	OFFICE EQUIPMENT	1,445
3,237	3,228	3,228	001-0900-000.44-20	RENTAL OF EQUIPMENT	3,228
2,007	2,984	2,650	001-0900-000.53-20	POSTAGE	3,050
3,302	4,328	4,400	001-0900-000.53-30	TELEPHONE	3,240
790	992	1,010	001-0900-000.53-40	LEGAL NOTICES	1,550
1,711	2,113	2,640	001-0900-000.55-00	PRINTING & BINDING	2,950
946	158	250	001-0900-000.58-10	TRAVEL, FOOD & LODGING	5,250
740	438	750	001-0900-000.58-50	TRAINING AND CONFERENCES	2,700
1,420	1,420	1,550	001-0900-000.58-70	MEMBERSHIPS/DUES/SUBS	1,680
1,686	2,882	3,500	001-0900-000.60-10	OFFICE SUPPLIES	3,500
791	273	1,800	001-0900-000.69-50	MISCELLANEOUS EXPENSES	1,800
-	-	-	001-0900-000.69-70	CASH SHORT/LONG	-
2,201	5,116	3,200	001-0900-000.69-80	ASSETS < \$5000	3,200
35,524	33,607	62,658	TOTAL MATERIALS AND SERVICES		105,721
353,837	405,251	505,452	SUB-TOTAL FINANCE		577,051

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
FINANCE, JUDICIAL & UTILITY BILLING						
FINANCE						
213,290	252,555	287,337	001-0900-000.11-00	REGULAR SALARIES		303,823
52,703	60,518	88,343	001-0900-000.21-10	MEDICAL INSURANCE		90,739
1,376	1,714	1,839	001-0900-000.21-20	L-T DISABILITY INSURANCE		1,944
149	179	175	001-0900-000.21-30	LIFE INSURANCE		175
351	322	452	001-0900-000.21-40	WORKERS COMP INSURANCE		433
15,656	19,012	21,981	001-0900-000.22-00	FICA		23,242
28,940	30,381	35,179	001-0900-000.23-00	RETIREMENT CONTRIBUTIONS		41,016
5,754	6,878	7,308	001-0900-000.28-00	VEBA CONTRIBUTIONS		8,259
95	85	180	001-0900-000.29-00	OTHER EMPLOYEE BENEFITS		1,699
318,313	371,643	442,794	TOTAL PERSONNEL SERVICE			471,330
3.0	3.0	4.0	FTE			4.0
10,618	6,011	16,105	001-0900-000.31-10	CONTRACTUAL SERVICES		51,678
				Shredding container contract \$30.58 X 12 / 2 (split w/ UB)	367	
				Annual Records Purge	400	
				SawTooth Internet Contract (\$6.73 for 3 users / month	81	
				conduits ELD - split with UB	2,500	
				Copier Lease - share w/ UB (155/mo X 12 mo / 2 = \$930)	930	
				Bank Fees - interest rates down, so rate of coverage requires		
				too high a balance to be maintained to cover all the fees.	12,400	
				Merina & Co. To offer Forecasting for Financials	35,000	
5,400	2,800	20,250	001-0900-000.31-20	ACCOUNTING/ADVISORY SVCS		20,250
				Possible Accounting Assistance		
				Update OPEB analysis for 100 employees - GASB 75		
				OPEB analysis - we have been able each year so far to use		
				the alternative method for entities with 99 or less benefit		
				eligible employees. If we have 100 or more we will have to		
				have the full analysis done, which Milliman rep Brent		
				Langlond told me in June of 2019 "typically cost \$10,000		
				and up." 01/22/19 was given a "ballpark" for 100 or over		
				employees at between \$8,000 and \$15,000.		
-	-	200	001-0900-000.34-50	SPECIAL STUDIES & REPORTS		200
				County reports for budgeting and Audit	200	
674	865	1,125	001-0900-000.43-40	OFFICE EQUIPMENT		1,445
				Copier/Printer/FAX (+ overage copy charges)	685	
				Check Signing Machine/EZ Signer	280	
				Three Calculators	480	
3,237	3,228	3,228	001-0900-000.44-20	RENTAL OF EQUIPMENT		3,228
				Finance pays for full Pitney Bowes Contract at \$3,228 per		
				year (\$807.00 X 4 Quarterly payments. Postage supplies		
				are purchased from the Office Supplies line item.		
2,007	2,984	2,650	001-0900-000.53-20	POSTAGE		3,050
3,302	4,328	4,400	001-0900-000.53-30	TELEPHONE		3,240
				Gorge.net phones: \$200.00 per mo X 12 mo =		
				FD Cell Phone Allowance - \$60 per mo X 12 =		
790	992	1,010	001-0900-000.53-40	LEGAL NOTICES		1,550
1,711	2,113	2,640	001-0900-412.55-00	PRINTING & BINDING		2,950
				Checks for all accounts	1,200	
				City Envelopes - window and plain	550	
				PO Books used by all departments	700	
				Annual budget books	500	
				Note: Some items not purchased every year (treasurer		
				receipts), but ordered in quantities that may cover over a		
				year in order to obtain price breaks. Budget should be		
				maintained as though we were purchasing these each year		
				so that it is there if needed for forms changes.etc.		
946	158	250	001-0900-000.58-10	TRAVEL, FOOD & LODGING		5,250
				Finance Director travel/lodging for OMFOA Fall Institute	1,950	
				Travel / Lodging costs for staff members to attend Software		
				Conferences / Trainings	2,000	
				Various regional or state trainings (LOC, CIS, IRS, etc.)	800	
				Caselle User Conference	500	

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
740	438	750	001-0900-000.58-50	TRAINING AND CONFERENCES		2,700
				FD registration for OGFOA Fall & Spring Conferences	1,400	
				Registrations for various training sessions for staff	1,000	
				Reimburse for college class books when staff have successfully completed work related courses.		
				OACA Conference- Finance Director	300	
1,420	1,420	1,550	001-0900-000.58-70	MEMBERSHIPS/DUES/SUBS		1,680
				OGFOA membership & books (2 - FD & ACCT)	330	
				State Purchasing membership	950	
				GFOA membership & books (must maintain for CAFR award)	400	
1,686	2,882	3,500	001-0900-000.60-10	OFFICE SUPPLIES		3,500
				Printer toner, drums and ribbons, postage machine supplies, binders, storage boxes, receipt and cacluator rolls, and all misc office supplies		
				order to get price breaks for larger volumen, but should maintain budget at the current level to avoid miscalculations.		
791	273	1,800	001-0900-000.69-50	MISCELLANEOUS EXPENSES		1,800
				Advertising , Halloween candy, etc.		
2,201	5,116	3,200	001-0900-000.69-80	ASSETS < \$5000		3,200
				For durable goods lasting more than one year, but costing less than \$5,000, such as chairs, etc.	600	
				Replace Finance Director's Laser Printer	1,000	
				Replace Finance Computers on schedule		
				Desk Scanner (3)	1,000	
				Replace Battery Backups / Replacement Batteries	600	
35,524	33,607	62,658	TOTAL MATERIALS AND SERVICES			105,721
353,837	405,251	505,452	SUB-TOTAL FINANCE			577,051

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			UTILITY BILLING		
63,803	67,024	69,384	001-0950-000.11-00	REGULAR SALARIES	73,614
14,479	-	-	001-0950-000.12-00	PARTTIME SALARIES	-
518	133	6,004	001-0950-000.13-00	OVERTIME SALARIES	6,370
1,054	1,108	1,175	001-0950-000.14-00	BILINGUAL INCENTIVE 5%	1,278
22,601	23,205	26,551	001-0950-000.21-10	MEDICAL INSURANCE	27,282
436	480	437	001-0950-000.21-20	L-T DISABILITY INSURANCE	464
74	74	100	001-0950-000.21-30	LIFE INSURANCE	100
160	37	182	001-0950-000.21-40	WORKERS COMP INSURANCE	178
5,841	5,077	5,857	001-0950-000.22-00	FICA	6,217
8,052	9,295	9,525	001-0950-000.23-00	RETIREMENT CONTRIBUTIONS	10,110
1,565	1,678	1,896	001-0950-000.28-00	VEBA CONTRIBUTIONS	1,970
60	25	60	001-0950-000.29-00	OTHER EMPLOYEE BENEFITS	434
118,642	108,135	121,171	TOTAL PERSONNEL SERVICE		128,017
2.0	1.5	1.5		Total Full-Time Equivalent (FTE)	1.5
43,674	43,624	47,905	001-0950-000.31-10	CONTRACTUAL SERVICES	50,978
676	472	750	001-0950-000.43-40	OFFICE EQUIPMENT	925
-	91	250	001-0950-000.53-20	POSTAGE	250
2,177	2,786	3,000	001-0950-000.53-30	TELEPHONE	2,500
142	308	400	001-0950-000.55-00	PRINTING & BINDING	1,000
-	-	-	001-0950-000.58-10	TRAVEL, FOOD & LODGING	2,000
198	-	-	001-0950-000.58-50	TRAINING AND CONFERENCES	1,500
772	508	3,300	001-0950-000.60-10	OFFICE SUPPLIES	3,300
364	388	920	001-0950-000.69-50	MISCELLANEOUS EXPENSES	920
(92)	-	150	001-0950-000.69-70	CASH SHORT/LONG	150
4,401	-	6,400	001-0950-000.69-80	ASSETS < \$5000	4,900
52,312	48,176	63,075	TOTAL MATERIALS AND SERVICES		68,423
-	-	-	001-0950-000.74-40	OFFICE EQUIPMENT	-
-	-	-	TOTAL CAPITAL OUTLAY		-
170,954	156,311	184,246	SUB-TOTAL UTILITY BILLING		196,440

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
FINANCE, JUDICIAL & UTILITY BILLING						
UTILITY BILLING						
63,803	67,024	69,384	001-0950-000.11-00	REGULAR SALARIES		73,614
14,479	-	-	001-0950-000.12-00	PARTTIME SALARIES		-
518	133	6,004	001-0950-000.13-00	OVERTIME SALARIES		6,370
1,054	1,108	1,175	001-0950-000.14-00	BILINGUAL INCENTIVE 5%		1,278
22,601	23,205	26,551	001-0950-000.21-10	MEDICAL INSURANCE		27,282
436	480	437	001-0950-000.21-20	L-T DISABILITY INSURANCE		464
74	74	100	001-0950-000.21-30	LIFE INSURANCE		100
160	37	182	001-0950-000.21-40	WORKERS COMP INSURANCE		178
5,841	5,077	5,857	001-0950-000.22-00	FICA		6,217
8,052	9,295	9,525	001-0950-000.23-00	RETIREMENT CONTRIBUTIONS		10,110
1,565	1,678	1,896	001-0950-000.28-00	VEBA CONTRIBUTIONS		1,970
60	25	60	001-0950-000.29-00	OTHER EMPLOYEE BENEFITS		434
118,642	108,135	121,171	TOTAL PERSONNEL SERVICE			128,017
2.0	1.5	1.5	FTE			1.5
43,674	43,624	47,905	001-0950-000.31-10	CONTRACTUAL SERVICES		50,978
				Shredding container contract \$27.64 X 12 / 2 (split w/ UB)	367	
				Annual Records Purge	400	
				SawTooth Internet Contract (\$4.49 for 3 users / month	81	
				Conduits ELD - split with UB	2,500	
				Copier Lease - share w/ UB (155/mo X 12 mo / 2 = \$930)	930	
				MCCAC - \$3.000 per application for low income & senior discount programs	1,000	
				Columbia Credit Collections - possible collection fees		
				Xpress Bill Pay		
				Bend Mailing - Outsourcing UB Mailing	45,700	
676	472	750	001-0950-000.43-40	OFFICE EQUIPMENT		925
				Copier Overages	685	
				Calculators	240	
-	91	250	001-0950-000.53-20	POSTAGE		250
2,177	2,786	3,000	001-0950-000.53-30	TELEPHONE		2,500
				Gorge.net phones:		
142	308	400	001-0950-000-55-00	PRINTING & BINDING		1,000
				Printing Treasurer's Receipts & Work Order Books	1,000	
				Door Hangers are paid by Public Works		
-	-	-	001-0950-000.58-10	TRAVEL, FOOD & LODGING		2,000
198	-	-	001-0950-000.58-50	TRAINING AND CONFERENCES		1,500
				Software Regional Conferences / Trainings	1,500	
				Reimburse for college class books when staff have successfully completed work related courses.		
772	508	3,300	001-0950-000.60-10	OFFICE SUPPLIES		3,300
				Printer ribbons and supplies, printer toner cartridges, cash receipt rolls, calendars, etc.	3,300	
364	388	920	001-0950-000.69-50	MISCELLANEOUS EXPENSES		920
				Annual lease of PO Box for UB	420	
				Advertising & misc.	500	
(92)	-	150	001-0950-000.69-70	CASH SHORT/LONG		150
				Not budgeted, used for cash balancing of over/shorts	150	
4,401	-	6,400	001-0950-000.69-80	ASSETS < \$5000		4,900
				For durable goods lasting more than one year, but costing less than \$5,000, such as chairs, calculators, etc.		
				Replace Front Desk & Utility Billing desk printers	1,000	
				Replace Receipt Printer or Check Scanner or Desk Scanner	1,500	
				Replace two front desk windows: tempered glass & adequate transaction openings	2,000	
				Replace 2 desk computers as per schedule		
				Replacement furniture: chairs, etc.	400	
52,312	48,176	63,075	TOTAL MATERIALS AND SERVICES			68,423
-	-	-	001-0950-000.74-40	OFFICE EQUIPMENT		-
-	-	-	TOTAL CAPITAL OUTLAY			-
170,954	156,311	184,246	SUB-TOTAL UTILITY BILLING			196,440

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			JUDICIAL		
-	22,260	23,501	001-0750-000.11-00	REGULAR SALARIES	25,555
-	25,745	31,900	001-0750-000.12-00	PARTTIME/TEMP SALARIES	23,138
-	133	1,017	001-0750-000.13-00	OVERTIME SALARIES	1,106
-	1,108	1,175	001-0750-000.14-00	BILINGUAL INCENTIVE PAY 5%	1,278
-	4,930	5,398	001-0750-000.21-10	MEDICAL INSURANCE	5,546
-	155	150	001-0750-000.21-20	L-T DISABILITY INSURANCE	164
-	25	25	001-0750-000.21-30	LIFE INSURANCE	25
-	14	560	001-0750-000.21-40	WORKERS COMP INSURANCE	422
-	3,786	4,328	001-0750-000.22-00	FICA	3,823
-	3,187	3,331	001-0750-000.23-00	RETIREMENT CONTRIBUTIONS	3,622
-	43	181	001-0750-000.28-00	VEBA CONTRIBUTIONS	197
-	-	-	001-0750-000.29-00	OTHER EMPLOYEE BENEFITS	250
-	61,385	71,566	TOTAL PERSONNEL SERVICE		65,126
	0.50	0.75		Total Full-Time Equivalent (FTE)	0.75
-	87,734	93,526	001-0750-000.31-10	CONTRACTUAL SERVICES	96,573
-	-	-	001-0750-000.31-30	PRISONER MEDICAL SVCS	-
-	-	-	001-0750-000.31-85	WITNESS/JURY FEES	-
-	-	-	001-0750-000.31-90	PROSECUTING ATTORNEY	-
-	2,084	3,000	001-0750-000.32-30	COURT APPT ATTORNEY FEES	2,000
-	-	-	001-0750-000.33-15	INTERPRETOR FEES	-
-	530	1,200	001-0750-000.53-20	POSTAGE	1,200
-	674	765	001-0750-000.53-30	TELEPHONE	700
-	-	1,700	001-0750-000.58-10	TRAVEL, FOOD & LODGING	2,200
-	-	1,200	001-0750-000.58-50	TRAINING AND CONFERENCES	1,450
-	150	250	001-0750-000.58-70	MEMBERSHIPS/DUES/SUBS	500
-	157	350	001-0750-000.60-10	OFFICE SUPPLIES	500
-	-	-	001-0750-000.64-10	BOOKS AND PERIODICALS	-
-	83	-	001-0750-000.69-50	MISCELLANEOUS EXPENSES	-
-	-	-	001-0750-000.69-70	CASH SHORT/LONG	-
-	-	4,000	001-0750-000.69-80	ASSETS < \$5000	4,200
-	91,411	105,991	TOTAL MATERIALS AND SERVICES		109,323
-	152,795	177,557	SUB-TOTAL JUDICIAL		174,449
-	714,357	867,255	TOTAL FINANCE, JUDICIAL & UTILITY BILLING DEPARTMENT		947,940

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
FINANCE, JUDICIAL & UTILITY BILLING						
JUDICIAL						
-	22,260	23,501	001-0750-000.11-00	REGULAR SALARIES		25,555
-	25,745	31,900	001-0750-000.12-00	PARTTIME/TEMP SALARIES		23,138
-	133	1,017	001-0750-000.13-00	OVERTIME SALARIES		1,106
-	1,108	1,175	001-0750-000.14-00	BILINGUAL INCENTIVE PAY 5%		1,278
-	4,930	5,398	001-0750-000.21-10	MEDICAL INSURANCE		5,546
-	155	150	001-0750-000.21-20	L-T DISABILITY INSURANCE		164
-	25	25	001-0750-000.21-30	LIFE INSURANCE		25
-	14	560	001-0750-000.21-40	WORKERS COMP INSURANCE		422
-	3,786	4,328	001-0750-000.22-00	FICA		3,823
-	3,187	3,331	001-0750-000.23-00	RETIREMENT CONTRIBUTIONS		3,622
-	43	181	001-0750-000.28-00	VEBA CONTRIBUTIONS		197
-	61,385	71,566	TOTAL PERSONNEL SERVICE			65,126
-	0.50	0.75	Total Full-Time Equivalent (FTE)			0.75
-	87,734	93,526	001-0750-000.31-10	CONTRACTUAL SERVICES		96,573
				Contractual Service 3% increase annually	87,419	
				Internet Services for Court Clerk station @ \$4.49 / month	54	
				Western Collections for delinquent account services	8,500	
				DMV account for registration checks	600	
-	2,084	3,000	001-0750-000.32-30	COURT APPT ATTORNEY FEES		2,000
				Cost of providing attorneys for criminal defendants who cannot afford to retain their own private legal counsel.		
-	530	1,200	001-0750-000.53-20	POSTAGE		1,200
				Includes costs of quarterly mass mailings to defendants with delinquent accounts		
-	674	765	001-0750-000.53-30	TELEPHONE		700
-	-	1,700	001-0750-000.58-10	TRAVEL, FOOD & LODGING		2,200
				Attendance at OR Municipal Judges for Judges and Court Clerk attendance at conferences	700	
				OACA Conference	1,500	
-	-	1,200	001-0750-000.58-50	TRAINING AND CONFERENCES		1,450
				Two (2) registrations for the Municipal Judges Association	550	
				Conference sponsored by ODOT & other conferences	300	
				OACA Conference	600	
-	150	250	001-0750-000.58-70	MEMBERSHIPS/DUES/SUBS		500
				Two (2) memberships in the Municipal Judges Association	250	
				Court Clerk Membership in Municipal Court Clerks Assn.	250	
-	157	350	001-0750-000.60-10	OFFICE SUPPLIES		500
	83	-	001-0750-000.69-50	MISCELLANEOUS EXPENSES		-
		4,000	001-0750-000.69-80	ASSETS < \$5000		4,200
				Viacom Video conference	2,000	
				Court Clerk Laptop	2,200	
-	91,411	105,991	TOTAL MATERIALS AND SERVICES			109,323
-	152,795	177,557	SUB-TOTAL JUDICIAL			174,449
524,791	714,357	867,255	TOTAL FINANCE, JUDICIAL & UTILITY BILLING DEPARTMENT			947,940

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General (001)	
Department:	Human Resources (1000)	Number of Employees: 2.0
Program:	Personnel (000)	

Mission

Recruit, hire and retain the highest quality people while providing them a safe, professional organization through meaningful low cost benefits and robust safety programs.

Description

The City's Human Resource Department is going into its seventh year after being re-instituted by City Council in FY16/17. The City had been without a dedicated Personnel Department since FY97/98. The City also has a Benefits Agent of Record who manages our benefit plans.

In September 2016, the General Services Department discontinued administration of personnel services. The City has approximately 100 full-time regular employees in seven Departments who will continue to rely on a dedicated Human Resources Department. This was a goal of the City Council in 2016.

In August 2017, the safety component of the Regulatory Compliance Manager position in the Public Works Department was separated from that position and a City-Wide Safety Officer position was created. The Safety Officer position reports to the Human Resources Director. In 2018 the Safety Officer was made a full-time position.

In the spring of 2020 the City contracted out the City Attorney services. As a result, Human Resources now manages the City General Liability, Property and Auto Insurance as well as Urban Renewal General Liability and Property Insurance. The Human Resources office has also moved up stairs to the old City Attorney's office.

This budget includes funding for two full-time employees, materials, services and training.

2022-23 Goals, Projects and Highlights

- Coordinate with all Departments and Implement Insight Risk Management program City wide.
- Continue to evaluate processes, equipment and training to reduce workplace injuries.
- Work with HUB-International to identify medical benefit providers with improved customer service and benefits to those of our current provider.
- Invest in leadership training for all Managers and Supervisors
- Complete the update to the City Continuity of Operations Plan (COOP).
- Complete the Emergency Recovery checklist with CIS.
- Prepare for, recruit and fill vacant positions.
- Continue to review and update personnel policies to reduce City liability.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

- Evaluate methods and implement best practices for Risk Management to reduce general liability exposure to mitigate future premium increases.
- Invest in Safety process and programs that include equipment and training.
- Continue to evaluate recruitment process to ensure the City is able to attract high quality employees while being fiscally responsible with the public's resources.

2021-22 Accomplishments/Comments

- Successfully responded to COVID-19 Pandemic, provided assistance to County Emergency Operations.
- Began the update of processes, equipment and training to reduce workplace injuries.
- Worked with benefit providers to provide employee incentive for preventative care.
- Updated personnel policies to reduce City liability.
- Worked with CIS on a new Risk Management Program "Insight" going into effect FY22-23 that will provide a significant improvement through data and utilizing ISO31000 standards.
- Consulted with HUB-International to identify no-cost or marginal costs benefits for employees and identify weakness in the current plans.
- Continual improvement of Safety process and programs that include equipment and training.
- Continued to evaluate recruitment process to ensure the City is able to attract high quality employees while being fiscally responsible with the public's resources.
- Recruited and filled 11 positions receiving a total of 323 applications

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				HUMAN RESOURCES DEPARTMENT	
151,331	159,767	198,586	001-1000-000.11-00	REGULAR SALARIES	190,179
-	14,279	-	001-1000-000.12-00	PARTTIME/TEMP SALARIES	-
24,929	25,164	39,310	001-1000-000.21-10	MEDICAL INSURANCE	29,267
983	1,017	1,105	001-1000-000.21-20	L-T DISABILITY INSURANCE	1,198
95	94	151	001-1000-000.21-30	LIFE INSURANCE	100
124	394	447	001-1000-000.21-40	WORKERS COMP INSURANCE	375
11,609	13,350	15,192	001-1000-000.22-00	FICA	14,549
18,549	21,763	23,685	001-1000-000.23-00	RETIREMENT CONTRIBUTIONS	25,674
1,238	2,569	4,561	001-1000-000.28-00	VEBA CONTRIBUTIONS	4,915
-	-	-	001-1000-000.29-00	OTHER EMPLOYEE BENEFITS	951
208,858	238,398	283,037	TOTAL PERSONNEL SERVICE		267,208
2.0	2.05	2.0		Total Full-Time Equivalent (FTE)	2.0
-	-	-	001-1000-000.34-50	SPECIAL STUDIES & REPORTS	-
4,356	4,555	4,210	001-1000-000.39-00	OTHER CONTRACTUAL SVCS	6,640
284	2,804	2,000	001-1000-000.39-10	OTHER LEGAL SERVICES	2,500
2,703	10,358	48,500	001-1000-000.39-60	RECRUITMENT / HIRING COSTS	35,000
4,100	6,495	23,000	001-1000-000.50-60	EMPLOYEE RELATIONS	18,000
34	7	300	001-1000-000.53-20	POSTAGE	300
2,248	2,324	3,100	001-1000-000.53-30	TELEPHONE	3,100
2,082	116	3,500	001-1000-000.58-10	TRAVEL, FOOD & LODGING	5,200
1,370	179	2,800	001-1000-000.58-50	TRAINING AND CONFERENCES	36,710
309	894	1,299	001-1000-000.58-70	MEMBERSHIPS/DUES/SUBS	1,120
1,606	185	2,000	001-1000-000.60-10	OFFICE SUPPLIES	2,500
-	5,999	9,700	001-1000-000.60-50	SAFETY SUPPLIES/EQUIPMENT	12,725
85	-	100	001-1000-000.64-10	BOOKS AND PERIODICALS	100
53	-	500	001-1000-000.69-50	MISCELLANEOUS EXPENSES	200
3,436	2,482	500	001-1000-000.69-80	ASSETS <5000	1,500
22,665	36,398	101,509	TOTAL MATERIALS AND SERVICES		125,595
231,524	274,796	384,546	TOTAL HUMAN RESOURCES DEPARTMENT		392,803

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
HUMAN RESOURCES						
151,331	159,767	198,586	001-1000-000.11-00	REGULAR SALARIES		190,179
-	14,279	-	001-1000-000.12-00	PARTTIME/TEMP SALARIES		-
24,929	25,164	39,310	001-1000-000.21-10	MEDICAL INSURANCE		29,267
983	1,017	1,105	001-1000-000.21-20	L-T DISABILITY INSURANCE		1,198
95	94	151	001-1000-000.21-30	LIFE INSURANCE		100
124	394	447	001-1000-000.21-40	WORKERS COMP INSURANCE		375
11,609	13,350	15,192	001-1000-000.22-00	FICA		14,549
18,549	21,763	23,685	001-1000-000.23-00	RETIREMENT CONTRIBUTIONS		25,674
1,238	2,569	4,561	001-1000-000.28-00	VEBA CONTRIBUTIONS		4,915
-	-	-	001-1000-000.29-00	OTHER EMPLOYEE BENEFITS		951
208,858	238,398	283,037	TOTAL PERSONNEL SERVICES			267,208
2.0	2.05	2.0	Total Full Time Equivalent (FTE)			2.0
-	-	-	001-1000-000.34-50	SPECIAL STUDIES & REPORTS		-
4,356	4,555	4,210	001-1000-000.39-00	OTHER CONTRACTUAL SVCS		
				Annual Social Security State Admin Fee	100	6,640
				Caselle HR Module	2,040	
				Plus Point/Verde Services	1,000	
				ApplicantPro	3,500	
284	2,804	2,000	001-1000-000.39-10	OTHER LEGAL SERVICES		2,500
				HR Director access to HR law firm	2,500	
2,703	10,358	48,500	001-1000-000.39-60	RECRUITMENT / HIRING COSTS		35,000
				Recruitment Posting- We are anticipating a City Clerk and IT Manager recruitment as well as other vacancies this budget cycle. (includes costs previously billed to PD)	35,000	
4,100	6,495	23,000	001-1000-000.50-60	EMPLOYEE RELATIONS		
				Employee Wellness Incentive (reimbursement fund)	18,000	18,000
				Employee recognition events such as Holiday gift cards, summer picnic, employee appreciation; wellness, flowers, etc.	-	
34	7	300	001-1000-000.53-20	POSTAGE		300
2,248	2,324	3,100	001-1000-000.53-30	TELEPHONE		3,100
2,082	116	3,500	001-1000-000.58-10	TRAVEL, FOOD & LODGING		5,200
				For Training & Conferences: OCCMA, LOC, CIS, OSHA, & ASSP (bimonthly), Safety ReCert.	4,500	
				Mileage reimbursement for travel time for safety officer	700	
1,370	179	2,800	001-1000-000.58-50	TRAINING AND CONFERENCES		36,710
				CPR Certified Training/Fall Protection/Confined Space Training	3,550	
				Fall Protection Training Competent Person Training	800	
				Competent Person Training & Inspection (PW/GS)	3,900	
				GSP (Safety Certification) through ASSP	160	
				Leadership Lab through Executive Forum for all Department Heads and City Manager	26,000	
				OCCMA, LOC, GOSH Conferences	2,300	
309	894	1,299	001-1000-000.58-70	MEMBERSHIPS/DUES/SUBS		1,120
				National Testing Network	550	
				OR-PRIMA	-	
				OCCMA	100	
				IPMA-HR	120	
				ASSP	350	
1,606	185	2,000	001-1000-000.60-10	OFFICE SUPPLIES		2,500
-	5,999	9,700	001-1000-000.60-50	SAFETY SUPPLIES/EQUIPMENT		12,725
				Hazard Communication Program	4,600	
				Safety Mats for Police Garage	400	
				N95 Respirators for Fire Season	500	
				Industrial Hygiene Sampling, Noise Desimeter	700	
				First Aid Kit renewal (all physical locations)	700	

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
				AED Pad and Battery replacement	1,175	
				Eye wash stations for PD, one each for GS Trucks	1,150	
				Hearing Conservation Assessment/Physician Verification to include Public Works, General Services and the Police Department	3,500	
85	-	100	001-1000-000.64-10	BOOKS AND PERIODICALS		100
53	-	500	001-1000-000.69-50	MISCELLANEOUS EXPENSES		200
3,436	2,482	500	001-1000-000.69-80	Asset <5000		1,500
22,665	36,398	101,509	TOTAL MATERIALS AND SERVICES			125,595
231,524	274,796	384,546	TOTAL PERSONNEL DEPARTMENT			392,803

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General Fund (001)	
Department:	Community Development (1100)	Number of Employees: 5.0
Program:	Planning (000)	

Mission

The Community Development Department serves the public in resolving issues affecting land use, land development and planning for an improved quality of life in The Dalles. Staff in this department support the work of the Planning Commission, Historic Landmark Commission, the Urban Renewal Agency Board, and the City Council.

Description

The Department consists of three divisions, Planning, Historic Preservation and Economic Development, with the following areas of responsibility:

Long-Range Planning. Planners regularly update the City's Comprehensive Plan and Development Code to be consistent with Statewide Planning Goals, City Council goals, and input from residents and business owners. Staff presents options and makes recommendations to the Planning Commission. The Planning Commission then reviews and gives feedback on proposed policy and code changes, making recommendations to the City Council for consideration.

Current Planning. Current planning involves the review of development applications for compliance with the City's Land Use and Development Ordinance (Title 10 of The Dalles Municipal Code). Planners lead the development review process, coordinating with City staff in other departments who also regulate development such as staff in Public Works, Police/Codes Enforcement, Finance, and the Fire District. Staff also serve as the first point of contact with residents and business owners who inquire about development requirements and land use issues. Some development applications require review and approval by the Planning Commission and City Council.

Historic Preservation. The Community Development Department also houses the City's historic preservation program. Staff coordinates with the State Historic Preservation Office to ensure local consistency state and federal guidelines, all while learning about and obtaining grant funding to assist with achieving local preservation goals. The City's Historic Landmarks Commission reviews development modifications to designated historic buildings and provides guidance to the City Council and staff regarding the long-term vision for historic preservation in The Dalles.

Economic Development. The Community Development Department coordinates the City's economic development activities. Community Development staff is responsible for coordinating and implementing the City's economic development strategies and programs.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Urban Renewal Agency. The Community Development Director is the Manager of the Columbia Gateway Urban Renewal Agency. The Community Development department contracts with the Agency to accomplish its goals. The Department also supports the work of the nine-member Urban Renewal Agency Board, including three appointed City Council members.

There are currently five permanent, full-time positions in the Department: Director, Senior Planner, Associate Planner, Assistant Planner, and Administrative Secretary.

2022-23 Goals, Projects and Highlights

- Serve customers with professionalism and efficiency.
- Continue processing development permit applications in a timely manner.
- Maintain Certified Local Government designation by continuing historic preservation programs, special projects and other grant-funded eligible activities.
- Complete the update and adoption of the Housing Needs Analysis.
- Seek final adoption of the Employment Buildable Lands Analysis.
- Update the Land Use and Development Ordinance to be consistent with State law passed in the 2022 legislative session.
- Provide assistance in developing and implementing the City's economic development strategies and activities. Update codes to support economic development and community livability.

2021-22 Accomplishments/Comments

- Assisted the City Manager with updating the Community Vision Action Plan, on behalf of City Council.
- Adopted the Middle Columbia Total Maximum Daily Load Implementation Plan, required by the State Department of Environmental Quality. In an effort to protect salmon habitat, the plan adopts strategies the City will take to protect water temperature and shade in three creek basins inside The Dalles City limits. Adopted Code amendments needed to implement these policy strategies.
- Held policy discussions with Planning Commission, seeking feedback on various Code amendments intended to streamline the development code, improve customer service, and promote commerce.
- Continued Staff support of the Planning Commission, Historic Landmarks Commission, Site Review Team, Urban Renewal Agency, Main Street and other community groups and Ad Hoc Committees.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

- The City annexed 23.29 acres of new territory into the City limits this past year. The six annexation applications resulted from the property owners need to access City water and sewer services on these properties.
- Continued coordination with other City departments, citizens, special interest groups, and County, State and Federal agencies for both current and long range planning efforts.
- Continued to provide planning services to the County Planning Department within the Urban Growth Area, the City Public Works Department, and the Urban Renewal Agency.

Major Issues to be Resolved in the Next 5 Years

- Implement planning projects from the updated Community Vision Action Plan.
- Undertake and complete an update to the 2011 Comprehensive Land Use Plan and Land Use and Development Ordinance
- Support City Council and other regional leaders in promoting new housing development that is livable and attainable for new and existing resident in The Dalles.
- Continue to support the development of a vital commercial and residential neighborhood in the Urban Renewal Plan Area.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				PLANNING DEPARTMENT	
324,461	323,167	351,811	001-1100-000.11-00	REGULAR SALARIES	375,219
-	-	-	001-1100-000.12-00	PARTTIME/TEMP SALARIES	-
1,751	2,597	1,200	001-1100-000.13-00	OVERTIME SALARIES	1,400
73,697	76,556	99,381	001-1100-000.21-10	MEDICAL INSURANCE	112,744
2,101	2,038	2,252	001-1100-000.21-20	L-T DISABILITY INSURANCE	2,401
206	216	250	001-1100-000.21-30	LIFE INSURANCE	250
1,379	1,439	1,718	001-1100-000.21-40	WORKERS COMP INSURANCE	1,689
24,246	24,196	27,005	001-1100-000.22-00	FICA	28,811
43,360	21,410	49,486	001-1100-000.23-00	RETIREMENT CONTRIBUTIONS	50,655
3,799	4,919	4,942	001-1100-000.28-00	VEBA CONTRIBUTIONS	6,312
120	3,630	180	001-1100-000.29-00	OTHER EMPLOYEE BENEFITS	2,056
475,120	460,170	538,225	TOTAL PERSONNEL SERVICE		581,537
5.0	7.40	5.0		Total Full-Time Equivalent (FTE)	5.0
38,108	46,245	67,635	001-1100-000.31-10	CONTRACTUAL SERVICES	67,635
-	-	-	001-1100-000.34-10	ENGINEERING SERVICES	-
-	540	-	001-1100-000.35-40	BASE MAPPING	-
-	-	-	001-1100-000.35-60	FILING FEES	-
5,686	4,850	6,642	001-1100-000.39-00	OTHER CONTRACTUAL SVCS	6,340
1,787	-	2,000	001-1100-000.43-10	BUILDINGS AND GROUNDS	4,000
1,316	1,234	2,700	001-1100-000.43-40	OFFICE EQUIPMENT	2,200
-	691	500	001-1100-000.43-50	VEHICLES	-
-	-	700	001-1100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	-
-	-	400	001-1100-000.43-52	TIRES AND TIRE REPAIRS	-
1,156	4,119	1,500	001-1100-000.53-20	POSTAGE	1,500
3,816	5,562	6,120	001-1100-000.53-30	TELEPHONE	6,920
2,645	3,687	2,500	001-1100-000.53-40	LEGAL NOTICES	2,500
205	-	1,000	001-1100-000.54-00	ADVERTISING	1,000
-	199	350	001-1100-000.55-00	PRINTING AND BINDING	350
1,710	-	2,500	001-1100-000.58-10	TRAVEL, FOOD & LODGING	2,500
1,056	653	2,500	001-1100-000.58-50	TRAINING AND CONFERENCES	2,500
897	2,121	1,780	001-1100-000.58-70	MEMBERSHIPS/DUES/SUBS	2,000
1,701	1,131	2,500	001-1100-000.60-10	OFFICE SUPPLIES	2,500
-	-	-	001-1100-000.60-85	SPECIAL DEPT SUPPLIES	-
-	-	100	001-1100-000.64-10	BOOKS AND PERIODICALS	100
273	952	500	001-1100-000.64-80	COMPUTER SOFTWARE	-
-	-	-	001-1100-000.69-50	MISCELLANEOUS EXPENSES	-
2,285	4,409	3,500	001-1100-000.69-80	ASSETS < \$5000	3,800
62,641	76,394	105,427	TOTAL MATERIALS AND SERVICES		105,845
537,760	536,563	643,652	SUB-TOTAL PLANNING DEPARTMENT		687,382

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
PLANNING DEPARTMENT						
324,461	323,167	351,811	001-1100-000.11-00	REGULAR SALARIES		375,219
-	-	-	001-1100-000.12-00	PARTTIME/TEMP SALARIES		-
1,751	2,597	1,200	001-1100-000.13-00	OVERTIME SALARIES		1,400
73,697	76,556	99,381	001-1100-000.21-10	MEDICAL INSURANCE		112,744
2,101	2,038	2,252	001-1100-000.21-20	L-T DISABILITY INSURANCE		2,401
206	216	250	001-1100-000.21-30	LIFE INSURANCE		250
1,379	1,439	1,718	001-1100-000.21-40	WORKERS COMP INSURANCE		1,689
24,246	24,196	27,005	001-1100-000.22-00	FICA		28,811
43,360	21,410	49,486	001-1100-000.23-00	RETIREMENT CONTRIBUTIONS		50,655
3,799	4,919	4,942	001-1100-000.28-00	VEBA CONTRIBUTIONS		6,312
120	3,630	180	001-1100-000.29-00	OTHER EMPLOYEE BENEFITS		2,056
475,120	460,170	538,225	TOTAL PERSONNEL SERVICE			581,537
5.0	7.4	5.0	Total Full Time Equivalent (FTE)			5.0
38,108	46,245	67,635	001-1100-000.31-10	CONTRACTUAL SERVICES		67,635
				Housing Code Amendments	30,000	
				Wave (ESP email provider) annual fees	135	
				Ft. Dalles Museum Support	22,500	
				Misc consultant services for other state-mandated projects	15,000	
-	540	-	001-1100-000.35-40	BASE MAPPING		-
				Wasco Co. Assessor Map Fees		
5,686	4,850	6,642	001-1100-000.39-00	OTHER CONTRACTUAL SVCS		6,340
				1. Wasco Co. GIS Support - \$12,600 (Updated by Wasco County on		
				1/3 Planning = \$4,200	4,200	
				1/3 PW = \$4,200		
				1/6 UR = \$2,100 Transfer to General Fund		
				1/6 Codes = \$2,100		
				2. ArcGIS Software Planning	1,300	
				3. Adobe Acrobat	180	
				4. Asana Project Tracking Software	660	
1,787	-	2,000	001-1100-000.43-10	BUILDINGS AND GROUNDS		4,000
				Pioneer Cemetery annual Maintenance	4,000	
1,316	1,234	2,700	001-1100-000.43-40	OFFICE EQUIPMENT		2,200
				Copier lease	2,200	
				Maintenance		
-	691	500	001-1100-000.43-50	VEHICLES		-
				PW estimate of projected maint/repairs		
-	-	700	001-1100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		-
				Dept vehicle		
-	-	400	001-1100-000.43-52	TIRES AND TIRE REPAIRS		-
				Dept vehicle		
1,156	4,119	1,500	001-1100-000.53-20	POSTAGE		1,500
				Planning Mailing History		
				HLC		
3,816	5,562	6,120	001-1100-000.53-30	TELEPHONE		6,920
				Gorge.net Services	4,200	
				Alice's Cell Phone Stipend	720	
				Staff Cell Phones	2,000	
2,645	3,687	2,500	001-1100-000.53-40	LEGAL NOTICES		2,500
				PC PH, Notices		
205	-	1,000	001-1100-000.54-00	ADVERTISING		1,000
				Historical Usage, Long Range Planning, Comp Plan		
-	199	350	001-1100-000.55-00	PRINTING AND BINDING		350
1,710	-	2,500	001-1100-000.58-10	TRAVEL, FOOD & LODGING		2,500
1,056	653	2,500	001-1100-000.58-50	TRAINING AND CONFERENCES		2,500
				Planners Conference	1,000	
				Planning Commissioner Training	1,000	
				Historic Landmarks Commissioners Training	500	
897	2,121	1,780	001-1100-000.58-70	MEMBERSHIPS/DUES/SUBS		2,000
				APA membership fees	1,500	
				Nat'l Historic Trust Membership (aids in grant process)	30	
				OR City Planning Director Association	85	
				OR APA membership fees - Planning Commission	385	

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
1,701	1,131	2,500	001-1100-000.60-10	OFFICE SUPPLIES		2,500
-	-	100	001-1100-000.64-10	BOOKS AND PERIODICALS		100
273	952	500	001-1100-000.64-80	COMPUTER SOFTWARE		-
2,285	4,409	3,500	001-1100-000.69-80	ASSETS < \$5000		3,800
				Replace desk chairs and other miscellaneous office equipment	1,000	
				Computer Replacement, based on IT Manager's spreadsheet	2,800	
62,641	76,394	105,427	TOTAL MATERIALS AND SERVICES			105,845
537,760	536,563	643,652	SUB-TOTAL PLANNING DEPARTMENT			687,382

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General (001)
Department:	Community Development (1100)
Program:	Economic Development (1150)

Mission

To improve the community's quality of life through sustainable economic development and job creation.

Description

The Economic Development Division is responsible for coordinating the City's economic development programs and overseeing implementation of the City's overall economic development strategy. The division collaborates with local and regional partners in marketing the community for the growth and development of a diversified business community. To meet these tasks, the division receives support from the City Manager's Office, Planning Division, Columbia Gateway Urban Renewal Agency, Wasco County Economic Development Commission, and regional partners. The division is also involved periodically in the Enterprise Zone, Opportunity Zone, Vertical Housing Zone and the Columbia Gorge Regional Airport which are considered other economic development tools for the community.

The division seeks out funding and partnership opportunities from both public and private sources to assist in furthering the economic development goals of the City Council. Such goals include the creation of a vibrant downtown serving community needs, continued reinvestment of commercial districts, expansion of visitor-serving opportunities and continued growth of the industrial sector.

2022-23 Goals, Projects, and Highlights

- Partner with other City Council, City departments, and the community to implement the updated Community Vision Action Plan.
- Collaborate with MCEDD, and other local and regional partners, on regional economic development issues, programs and strategies.
- Join efforts with the Community Outreach Team, Wasco County Economic Development Commission, and the Port of The Dalles to expand existing businesses or bring new industry to create jobs in the community.
- Work in partnership with the Main Street Program and other local partners, to encourage activities that support more downtown economic vitality.

2021-22 Accomplishments/Comments

- Pursued EPA grant to provide environmental contamination analysis and asbestos mitigation on an Urban-Renewal Agency-owned property. The property will be

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

demolished in FY 2022-23 to make way for a shovel-ready downtown redevelopment site.

- Completed sale of two Urban Renewal Agency-owned properties.
- Explored opportunities to bring more housing to downtown as a way to strengthen foot-traffic to retail businesses and restaurants.
- Sought City Council adoption of the Employment Buildable Land Analysis.

Major Issues to be Resolved in the Next 5 Years

- Continue to use Urban Renewal funds wisely to leverage new investment within the district boundaries.
- Track the inventory of developable industrial land, giving regular updates to City Council and community partners. Plan for opportunities to expand the industrial land supply and expand development potential on existing industrial land inside the city limits.
- Ensure that new industrial and commercial development proposals can efficiently navigate the City's development process.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				ECONOMIC DEVELOPMENT	
59,217	75,000	45,000	001-1150-000.31-10	CONTRACTUAL SERVICES	45,000
1	-	70	001-1150-000.53-20	POSTAGE	70
-	-	100	001-1150-000.54-00	ADVERTISING	100
673	-	2,000	001-1150-000.58-10	TRAVEL, FOOD & LODGING	1,800
252	-	800	001-1150-000.58-50	TRAINING AND CONFERENCES	1,000
-	-	250	001-1150-000.58-70	MEMBERSHIP/DUES/SUBSCRIPTIONS	250
32	12	300	001-1150-000.60-10	OFFICE SUPPLIES	300
-	-	500	001-1150-000.60-85	SPECIAL SUPPLIES	500
-	-	200	001-1150-000.69-50	MISCELLANEOUS EXPENSES	200
60,174	75,012	49,220	TOTAL MATERIALS AND SERVICES		49,220
60,174	75,012	49,220	SUB-TOTAL ECONOMIC DEVELOPMENT		49,220

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
ECONOMIC DEVELOPMENT						
59,217	75,000	45,000	001-1150-000.31-10	CONTRACTUAL SERVICES		45,000
				Main Street Program	25,000	
				EOA - Business Retention Strategies	20,000	
1	-	70	001-1150-000.53-20	POSTAGE		70
-	-	100	001-1150-000.54-00	ADVERTISING		100
673	-	2,000	001-1150-000.58-10	TRAVEL, FOOD & LODGING		1,800
				UR & ED Conference		
252	-	800	001-1150-000.58-50	TRAINING AND CONFERENCES		1,000
				ED Conference fees		
-	-	250	001-1150-000.58-70	MEMBERSHIP/DUES/SUBSCRIPTIONS		250
32	12	300	001-1150-000.60-10	OFFICE SUPPLIES		300
-	-	500	001-1150-000.60-85	SPECIAL SUPPLIES		500
-	-	200	001-1150-000.69-50	MISCELLANEOUS EXPENSES		200
60,174	75,012	49,220	TOTAL MATERIALS AND SERVICES			49,220
60,174	75,012	49,220	SUB-TOTAL ECONOMIC DEVELOPMENT			49,220

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				CODES ENFORCEMENT	
48,450	-	-	001-1175-000.11-00	REGULAR SALARIES	-
9,817	-	-	001-1175-000.21-10	MEDICAL INSURANCE	-
323	-	-	001-1175-000.21-20	L-T DISABILITY INSURANCE	-
44	-	-	001-1175-000.21-30	LIFE INSURANCE	-
526	-	-	001-1175-000.21-40	WORKERS COMP INSURANCE	-
3,665	-	-	001-1175-000.22-00	FICA	-
6,384	-	-	001-1175-000.23-00	RETIREMENT	-
-	-	-	001-1175-000.29-00	OTHER EMPLOYEE BENEFITS	-
69,209	-	-	TOTAL PERSONNEL SERVICE		-
1.0	-	-		Total Full-Time Equivalent (FTE)	-
1,143	-	-	001-1175-000.31-10	CONTRACTUAL SERVICES	-
2,385	-	-	001-1175-000.39-00	OTHER CONTRACTUAL SRVCS	-
217	-	-	001-1175-000.43-50	VEHICLES	-
434	-	-	001-1175-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	-
-	-	-	001-1175-000.43-52	TIRES AND TIRE REPAIRS	-
589	-	-	001-1175-000.53-20	POSTAGE	-
1,121	-	-	001-1175-000.53-30	TELEPHONE	-
592	-	-	001-1175-000.58-10	TRAVEL, FOOD & LODGING	-
200	-	-	001-1175-000.58-50	TRAINING AND CONFERENCES	-
75	-	-	001-1175-000.58-70	MEMBERSHIPS/DUES/SUBS	-
788	-	-	001-1175-000.60-10	OFFICE SUPPLIES	-
-	-	-	001-1175-000.69-50	MISCELLANEOUS EXPENSES	-
-	-	-	001-1175-000.69-80	ASSETS < \$5000	-
7,543	-	-	TOTAL MATERIALS AND SERVICES		-
76,752	-	-	SUB-TOTAL CODES ENFORCEMENT DEPARTMENT		-
674,686	-	-	TOTAL PLANNING AND ECONOMIC DEVELOPMENT		736,602

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
CODES ENFORCEMENT						
48,450	-	-	001-1175-000.11-00	REGULAR SALARIES		-
9,817	-	-	001-1175-000.21-10	MEDICAL INSURANCE		-
323	-	-	001-1175-000.21-20	L-T DISABILITY INSURANCE		-
44	-	-	001-1175-000.21-30	LIFE INSURANCE		-
526	-	-	001-1175-000.21-40	WORKERS COMP INSURANCE		-
3,665	-	-	001-1175-000.22-00	FICA		-
6,384	-	-	001-1175-000.23-00	RETIREMENT		-
-	-	-	001-1175-000.29-00	OTHER EMPLOYEE BENEFITS		-
69,209	-	-	TOTAL PERSONNEL SERVICE			-
1.0	-	-	Total Full-Time Equivalent (FTE)			
1,143	-	-	001-1175-000.31-10	CONTRACTUAL SERVICES		-
	-	-		Nuisance abatements		
	-	-		Neighborhood clean up expenses (2)		
2,385	-	-	001-1175-000.39-00	OTHER CONTRACTUAL SRVCS		-
	-	-		Wasco Co GIS maintenance costs		
	-	-		ArcGIS		
	-	-		Asana project tracking software		
	-	-		Adobe		
217	-	-	001-1175-000.43-50	VEHICLES		-
434	-	-	001-1175-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		-
-	-	-	001-1175-000.43-52	TIRES AND TIRE REPAIRS		-
589	-	-	001-1175-000.53-20	POSTAGE		-
1,121	-	-	001-1175-000.53-30	TELEPHONE		-
592	-	-	001-1175-000.58-10	TRAVEL, FOOD & LODGING		-
200	-	-	001-1175-000.58-50	TRAINING AND CONFERENCES		-
75	-	-	001-1175-000.58-70	MEMBERSHIPS/DUES/SUBS		-
788	-	-	001-1175-000.60-10	OFFICE SUPPLIES		-
-	-	-	001-1175-000.69-50	MISCELLANEOUS EXPENSES		-
-	-	-	001-1175-000.69-80	ASSETS < \$5000		-
7,543	-	-	TOTAL MATERIALS AND SERVICES			-
76,752	-	-	SUB-TOTAL CODES ENFORCEMENT DEPARTMENT			-
674,686	611,575	692,872	TOTAL PLANNING AND ECONOMIC DEVELOPMENT			736,602

City of The Dalles, Oregon
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Fund:	General (001)	
Department:	Police (1300)	Number of Employees: 30 total (3 part time, 1 seasonal)
Program:	Public Safety (000)	27.85 FTE

Mission:

The protection of persons and their property in order to maintain and promote the safety of the public and the livability of The Dalles through community policing and partnerships.

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:

- Professional response to emergencies
- Protection of life, property, and public order
- The detection and apprehension of offenders
- Enforcement of state laws and city ordinances
- Community Policing through partnerships and our diverse workforce
- Creatively solve problems, assist the public and seek positive outcomes

The department is budgeted for 27 full time positions and 3 part-time.

- 1 Chief
- 1 Captain
- 5 Sergeants
- 18 Police Officers
- 1 Administrative Support Position
- 1 Department Support Position
- 1 part-time Evidence Technician

Enforcement programs include:

- Patrol Service, 24 hours a day 7 days a week
- Major Crimes Team/Detectives
- SERT, Special Emergency Response/Rescue Team
- Traffic Safety
- MINT, Mid-Columbia-Interagency Narcotics Team
- Police Reserves
- Watershed Protection and Enforcement
- Evidence and Property Management

Non-enforcement programs include:

- Neighborhood Watch
- Parent/Child Aid Drug Testing
- Neighborhood Enforcement Action Team (NEAT)
- Homeless Identification Assistance Program

City of The Dalles, Oregon
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- Crisis Intervention Team (CIT)
- Community Drug take back
- School Safety Protocol/Plan committee
- Tip411 Platform for the public to report crimes anonymously and receive law enforcement notifications/alerts in real time
- Public Safety Peer Support, Chaplaincy
- Administrative Support Division (Sergeant, Codes Enforcement, Animal Control, NEAT, Evidence Technician)

2022-23 Goals and Projects and Highlights

- Achieve Accreditation for The Dalles Police Department.
- Maintain transparency and the public's trust.
- Collaborate with the Sheriff's Department for Computer Aided Dispatch and Records Management Systems replacement and modernization.
- Attain full staffing through recruitment and retention.
- Successfully field train, mentor and coach new police officers to be fully deployable.
- Work with partners on homelessness and quality of life solutions.
- Support transitioning to the new City Manager.
- Continue work on the Mental Health Crisis by collaborating with partner agencies.

2021-22 Accomplishments/Comments

- Received Federal no-match COPS Grant of \$74,750 to support accreditation effort.
- Received City and County Insurance Grant of \$10,000 to assist with Department security.
- Refreshed interview room camera and audio technology.
- Hired four new police officers.
- Received STOP program (statistical transparency of policing) report affirming bias free policing practices.
- Conducted successful Peer Support responses during critical incidents.
- Worked with Public Works to get the Watershed Patrol re-implemented.

Major Issues to be resolved in the next five years

- Navigate the impacts of Ballot measure 110 which largely legalized possession of small quantities of hard drugs.
- Manage, mentor and train a workforce with greatly reduced tenure and experience.
- Law enforcement's challenges in qualified immunity.
- Continue to work through law enforcement challenges to meet Boise vs Martin 9th Circuit Court homelessness/shelter requirements.
- Continue internal leadership succession plan.
- Ensure the public's trust and positive perception regarding police reform.
- Provide continued training to officers regarding government interest to include; use of force, de-escalation, crisis intervention training, and culturally competent trauma informed care.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			POLICE		
1,884,551	2,017,783	2,129,200	001-1300-000.11-00	REGULAR SALARIES	2,310,321
17,272	17,889	26,767	001-1300-000.12-00	PARTTIME/TEMP SALARIES	52,070
124,755	112,371	126,300	001-1300-000.13-00	OVERTIME SALARIES	129,000
-	-	5,000	001-1300-000.13-10	DUI OVERTIME SALARIES	5,000
12,575	11,750	12,845	001-1300-000.14-00	BI-LINGUAL INCENTIVE 5%	9,703
515,886	539,204	622,773	001-1300-000.21-10	MEDICAL INSURANCE	637,877
11,678	12,368	13,186	001-1300-000.21-20	L-T DISABILITY INSURANCE	14,415
1,242	1,360	1,361	001-1300-000.21-30	LIFE INSURANCE	1,410
36,645	40,281	59,840	001-1300-000.21-40	WORKERS COMP INSURANCE	59,358
152,525	161,829	175,882	001-1300-000.22-00	FICA	191,716
372,823	388,975	430,762	001-1300-000.23-00	RETIREMENT CONTRIBUTIONS	451,911
16,902	22,521	27,665	001-1300-000.28-00	VEBA CONTRIBUTIONS	36,276
282	210	122	001-1300-000.29-00	OTHER EMPLOYEE BENEFITS	12,650
3,147,136	3,326,542	3,631,703	TOTAL PERSONNEL SERVICE		3,911,707
25.25	26.45	27.45		Total Full-Time Equivalent (FTE)	27.85
72,252	79,634	173,395	001-1300-000.31-10	CONTRACTUAL SERVICES	91,052
476,582	364,844	367,428	001-1300-000.31-40	WASCO CO COMMUNICATIONS	284,025
1,389	-	-	001-1300-000.31-70	RECRUITING EXPENSES	-
145	220	600	001-1300-000.33-15	INTERPRETOR FEES	600
17,021	18,595	21,500	001-1300-000.33-40	TOWING SERVICES	5,000
10,845	11,778	17,750	001-1300-000.34-40	SOFTWARE MAINTENANCE	18,250
2,271	2,271	2,500	001-1300-000.41-10	WATER & SEWER	2,500
1,558	1,638	1,600	001-1300-000.41-20	GARBAGE SERVICES	1,700
5,521	5,724	7,600	001-1300-000.41-40	ELECTRICITY	7,600
11,658	11,658	11,658	001-1300-000.42-00	JANITORIAL SERVICES	13,507
3,314	6,087	6,800	001-1300-000.43-10	BUILDINGS AND GROUNDS	24,900
748	386	2,400	001-1300-000.43-30	RADIO EQUIPMENT	2,400
-	990	1,000	001-1300-000.43-40	OFFICE EQUIPMENT	1,000
15,545	22,457	20,000	001-1300-000.43-50	VEHICLES MAINTENANCE	26,400
39,679	41,438	39,000	001-1300-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	42,900
6,481	7,193	7,000	001-1300-000.43-52	TIRES AND TIRE REPAIRS	8,000
2,636	2,833	2,800	001-1300-000.43-75	ELEVATOR MAINTENANCE	2,800
-	46	800	001-1300-000.43-77	HVAC SYSTEMS	800
83	-	200	001-1300-000.50-40	HEPATITIS PROGRAM	200
1,593	1,419	1,700	001-1300-000.53-20	POSTAGE	1,700
18,955	20,890	21,388	001-1300-000.53-30	TELEPHONE	37,382
-	-	500	001-1300-000.54-00	ADVERTISING	500
9,162	12,039	15,230	001-1300-000.56-00	DIGITAL STORAGE	20,527
13,587	5,059	10,000	001-1300-000.58-10	TRAVEL, FOOD & LODGING	10,000
5,590	5,970	9,378	001-1300-000.58-50	TRAINING AND CONFERENCES	13,878
2,343	3,997	3,250	001-1300-000.58-70	MEMBERSHIPS/DUES/SUBS	3,365
1,143	4,801	8,550	001-1300-000.59-10	SERT TEAM	18,850
3,922	648	4,992	001-1300-000.59-15	RESERVES	5,892
-	296	500	001-1300-000.59-25	CRIME PREVENTION	2,000
3,288	4,033	5,000	001-1300-000.60-10	OFFICE SUPPLIES	5,000
4,299	3,594	5,060	001-1300-000.60-20	JANITORIAL SUPPLIES	5,100
8,603	8,170	9,000	001-1300-000.60-65	AMMUNITION	10,000
5,904	525	-	001-1300-000.60-70	DRUG TEAM	-
20,484	26,942	18,160	001-1300-000.60-80	CLOTHING	26,120
18,134	18,609	10,850	001-1300-000.60-85	SPECIAL DEPT SUPPLIES	12,350
15,478	16,635	19,700	001-1300-000.64-80	COMPUTER SOFTWARE	20,772
2,607	3,772	6,800	001-1300-000.69-50	MISCELLANEOUS EXPENSES	6,350
28,357	18,662	28,650	001-1300-000.69-80	ASSETS < \$5000	43,572
831,178	733,851	862,739	TOTAL MATERIALS AND SERVICES		776,992
12,044	-	-	001-1300-000.72-20	BUILDINGS	8,000
92,925	41,319	133,000	001-1300-000.74-20	VEHICLES	146,000
11,647	-	22,700	001-1300-000.74-90	EQUIPMENT, OTHER	10,000
116,617	41,319	155,700	TOTAL CAPITAL OUTLAY		164,000
4,094,931	4,101,712	4,650,142	SUB-TOTAL POLICE DEPARTMENT		4,852,699

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
POLICE						
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-	-	5,000	001-1300-000.13-10	DUI OVERTIME SALARIES		5,000
12,575	11,750	12,845	001-1300-000.14-00	BI-LINGUAL INCENTIVE 5%		9,703
515,886	539,204	622,773	001-1300-000.21-10	MEDICAL INSURANCE		637,877
11,678	12,368	13,186	001-1300-000.21-20	L-T DISABILITY INSURANCE		14,415
1,242	1,360	1,361	001-1300-000.21-30	LIFE INSURANCE		1,410
36,645	40,281	59,840	001-1300-000.21-40	WORKERS COMP INSURANCE		59,358
152,525	161,829	175,882	001-1300-000.22-00	FICA		191,716
372,823	388,975	430,762	001-1300-000.23-00	RETIREMENT CONTRIBUTIONS		451,911
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282	210	122	001-1300-000.29-00	OTHER EMPLOYEE BENEFITS		12,650
3,147,136	3,326,542	3,631,703	TOTAL PERSONNEL SERVICE			3,911,707
25.25	26.45	27.45	Total Full-Time Equivalent (FTE)			27.85
72,252	79,634	173,395	001-1300-000.31-10	CONTRACTUAL SERVICES		91,052
				Range Outhouse	600	
				Wave	575	
				Clear - Law Enforcement data base used by detectives	3,500	
				Copier monthly lease payment + per page cost	1,813	
				Emergency Operatons Center (Couty) - City share	9,000	
				Taser Lease payment (End of term. No cost this year)		
				Justice Connect (Yearly)	9,984	
				Justice Connect Setup and Training (One time fee)	15,000	
				Upgrade did not happen this year 21-22		
				Justice Lite Use Licenses	2,640	
				Leso 1033 program	500	
				Stor More Storage	1,200	
				Charter Internet	3,800	
				TIP 411	2,400	
				Getac Tablet Lease 26 computers quoted. Slight increase from current lease	28,100	
				Speakwrite transcription services	500	
476,582	364,844	367,428	001-1300-000.31-40	WASCO CO COMMUNICATIONS		284,025
				Police Dept share of 911 Dispatch Costs - paid to Wasco County -		
				Police = 91%; PW = 9% each year		
				FY21/22 = Total \$ 91% = 283,275	283,275	
				EIS CAD dispatch system split with Wasco County-psnet		
				EIS STOP data portal (state mandated)	750	
1,389	-	-	001-1300-000.31-70	RECRUITING EXPENSES		-
				Moved to the Human Resource Budget		
145	220	600	001-1300-000.33-15	INTERPRETOR FEES		600
				Language line	600	
17,021	18,595	21,500	001-1300-000.33-40	TOWING SERVICES		5,000
				All tows the Dept is responsible for, including dept vehicles, evidence tows and abandoned tows.	5,000	
				Recreation vehicle tows moved to Codes Enf.		
10,845	11,778	17,750	001-1300-000.34-40	SOFTWARE MAINTENANCE		18,250
				2FA1 Software authentication software (yearly)	2,300	
				1 year maintenance ageement for tablet server (yearly)	2,000	
				Justice Essential yearly fee (RMS) (yearly)	4,950	
				Digital Evidence redaction (Xact Full Service)	6,500	
				Digital Evidence redaction (Veritone in-house) 5 hrs @ \$100 per	500	
				Administration Investigation Management (Annual)	1,500	
				Tailored Solutions. Justice lite LEDS connection	500	
2,271	2,271	2,500	001-1300-000.41-10	WATER & SEWER		2,500
1,558	1,638	1,600	001-1300-000.41-20	GARBAGE SERVICES		1,700

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
5,521	5,724	7,600	001-1300-000.41-40	Garbage service for Police Station & shredder bin	1,700	7,600
				ELECTRICITY		
				Electricity for Police Station	7,600	
11,658	11,658	11,658	001-1300-000.42-00	JANITORIAL SERVICES		13,507
				Contracted janitorial services + \$1,500 for other cleaning jobs not covered by the contract, such as carpet cleaning and floor waxing (3% increase for 22-23)		
3,314	6,087	6,800	001-1300-000.43-10	BUILDINGS AND GROUNDS		24,900
				Exterior window cleaning	400	
				Garage Door repair	3,500	
				Paint for upstairs	15,000	
				Misc expenses (fire extinguisher testing, fire system tests, misc building repairs, ice melt)	6,000	
748	386	2,400	001-1300-000.43-30	RADIO EQUIPMENT		2,400
				Maintenance and repairs, replace microphones, radio battery replacements	2,400	
-	990	1,000	001-1300-000.43-40	OFFICE EQUIPMENT		1,000
15,545	22,457	20,000	001-1300-000.43-50	VEHICLES MAINTENANCE		26,400
				Repair for dept vehicles to include patrol cars, unmarked cars, radar trailer, training trailer, registrations, and cleaning. 10% increase added	22,000	
				Install of vehicle computer docks with lease of new in car computers	4,400	
39,679	41,438	39,000	001-1300-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		42,900
				(10% increase added)		
6,481	7,193	7,000	001-1300-000.43-52	TIRES AND TIRE REPAIRS		8,000
2,636	2,833	2,800	001-1300-000.43-75	ELEVATOR MAINTENANCE		2,800
				Dept elevator maintenance contract & permit	2,800	
-	46	800	001-1300-000.43-77	HVAC		800
				Filters	800	
83	-	200	001-1300-000.50-40	HEPATITIS PROGRAM		200
				Hep vaccinations for Dept personnel		
1,593	1,419	1,700	001-1300-000.53-20	POSTAGE		1,700
18,955	20,890	21,388	001-1300-000.53-30	TELEPHONE		37,382
				AT&T cell phone in each vehicle, monthly plan. One phone added because of added marked patrol vehicle. Slight increase with addition of new vehicle	5,750	
				Gorge Networks	600	-
				Century Link	4,800	
				Century Link Police Switch	780	
				ATT Cell	2,952	
				Globalstar sat phone	1,100	
				Cell Allowances	1,440	
				Secure WIFI for PD	200	
				Gorge Networks Connectivity for Radio Receivers	1,500	
				Sorosis to Dispatch Phone line	360	
				All Stream-Long Distance	2,400	
				Office phone system	15,500	
-	-	500	001-1300-000.54-00	ADVERTISING		500
9,162	12,039	15,230	001-1300-000.56-00	DIGITAL STORAGE		20,527
				In car video storage to the cloud (5 x \$495)—Dept owned cameras	2,475	
				Filming of Dept Records	1,500	
				Three In-car camera leases (3@\$2274 yearly)	6,822	
				Body Camera Digital Storage Cloud (14 x \$695)	9,730	
13,587	5,059	10,000	001-1300-000.58-10	TRAVEL, FOOD & LODGING		10,000
				Mileage, Meals and Lodging	10,000	
5,590	5,970	9,378	001-1300-000.58-50	TRAINING AND CONFERENCES		13,878
				CIT (Crisis intervention team) Training	500	
				Various training tuition	5,000	
				Peer Support	1,500	
				Police One Online training-Practorian Digital (\$82 x 29)	2,378	
				DUI training	1,500	
				IACP leadership training tuition	3,000	

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
2,343	3,997	3,250	001-1300-000.58-70	MEMBERSHIPS/DUES/SUBS		3,365
				For organizational memberships & subscriptions	250	
				Oregon/California Narcotic Enforcement Assc	250	
				Oregon Assc Chiefs of Police (6)	1,500	
				International Assc Chiefs of Police (4)	1,000	
				Notary Public Fees	100	
				Oregon Animal Control Assc	150	
				FBI-NA	115	
1,143	4,801	8,550	001-1300-000.59-10	SERT TEAM		18,850
				Equipment & supplies for SERT Team	2,800	
				Tactical Officers Assc	250	
				MRAP maintenance and paint	4,000	
				Clothing	1,000	
				Tactical headsets (SEE BIP)	7,800	
				SERT Training (Tuition and Travel)	2,500	
				Beanbag gun/Less lethal supplies	500	
3,922	648	4,992	001-1300-000.59-15	RESERVES		5,892
				Equipment, clothing, & misc expenses for the Reserves	2,000	
				Police One Online training-Practorian Digital (\$82 x 6)	492	
				Psych, drug screens (Required by State) (\$500 x 2)	1,000	
				Body Armour (2 x \$1200)	2,400	
-	296	500	001-1300-000.59-25	CRIME PREVENTION		2,000
				Crime Prevention & Neighborhood Watch programs	500	
				Supplies and Anti crime technology, promotional	1,500	
3,288	4,033	5,000	001-1300-000.60-10	OFFICE SUPPLIES		5,000
4,299	3,594	5,060	001-1300-000.60-20	JANITORIAL SUPPLIES		5,100
8,603	8,170	9,000	001-1300-000.60-65	AMMUNITION		10,000
				Duty & practice ammunition, range supplies, sim guns.	10,000	
				10% Increase in ammo costs		
5,904	525	-	001-1300-000.60-70	DRUG TEAM		-
				Operating expenses of the MINT detective	-	
20,484	26,942	18,160	001-1300-000.60-80	CLOTHING		26,120
				Load Bearing Vests (4 x 500)	2,000	
				Soft body armor--For new hires (4X 1200)	4,800	
				Patrol Uniforms to include jackets, boots, repair, and replacements.	12,000	
				Clothing Allowance for Detectives	1,600	
				Cleaning Allowance for Officers	5,400	
				Uniform badges (4 x 80)	320	
18,134	18,609	10,850	001-1300-000.60-85	SPECIAL DEPT SUPPLIES		12,350
				Body Camera Mounts	300	
				Misc items: flares, batteries, citations, etc.	750	
				Narcotic Test Kits	750	
				Replacement flashlights (3)	400	
				Gun cleaning equipment/supplies	500	
				Employee Recognition	1,500	
				Policy update book printing	600	
				Taser supplies(Cartridges, targets, batteries)	2,900	
				Police Note books	300	
				Personal protection kits PPE	450	
				Office computer docks as needed (\$350 each)	1,400	
				Evidence bags/boxes	500	
				Blood and Urine kits for DUII investigations	500	
				NARCAN	1,000	
				Digital Recorders and Cameras	500	
15,478	16,635	19,700	001-1300-000.64-80	COMPUTER SOFTWARE		20,772
				Net motion Mobility Maintenance	3,100	
				Fleet Management Software Marked patrol units only (\$7 per vehicle)	672	
				ATT/First Netmonthly data for MDTs	17,000	
2,607	3,772	6,800	001-1300-000.69-50	MISCELLANEOUS EXPENSES		6,350
				Homeless Assistance Program (ID program)	1,500	
				Medical expenses not covered by LEMLA	3,500	

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
				Radar/LIDAR repairs	500	
				Watchguard Maintenance	500	
				COVANTA Evidence disposal	350	
28,357	18,662	28,650	001-1300-000.69-80	ASSETS < \$5000		43,572
				For items with a durable life of over 1 year, but do not qualify as Capital Assets because they cost less than \$5,000, such as chairs, file cabinets, computer components, calculators, etc.		
				40 cal hand guns and magazines if needed because of hiring	1,200	
				Office computer replacement (3) x \$2,300	6,800	
				Vehicle computer docks as needed (approx \$600 each)	1,200	
				Radar replacement (\$1000 each)	2,000	
				2 portable motorola radios if needed for replacement	4,400	
				Tactical rifle, sling, and optics (7)	14,000	
				10 office docks for new Getac leased computers	3,578	
				9 vehicle docks for new Getac leased computers	7,895	
				Body worn safety lights for Officers (\$100 each)	2,500	
831,178	733,851	862,739	TOTAL MATERIALS AND SERVICES			776,992
12,044	-	-	001-1300-000.72-20	BUILDINGS		8,000
				Update signs for building	8,000	
92,925	41,319	133,000	001-1300-000.74-20	VEHICLES		146,000
				(2) All wheel drive Dodge Chargers marked patrol vehicles to include emergency equipment, prisoner package, moving radar, computer docks. Scheduled rotation (SEE BIP)	102,000	
				(1) All wheel drive, Dodge Charger unmarked patrol vehicle to replace aging training/special assignment vehicle. To include emergency equipment and radio. Scheduled rotation (SEE BIP)	44,000	
11,647	-	22,700	001-1300-000.74-90	EQUIPMENT-OTHER		10,000
				Unmanned aerial vehicle (SEE BIP)	10,000	
116,617	41,319	155,700	TOTAL CAPITAL OUTLAY			164,000
4,094,931	4,101,712	4,650,142	SUB-TOTAL POLICE DEPARTMENT			4,852,699

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General (001)
Department:	Police (1300)
Program:	Codes Enforcement (1175) Public Safety Number of Employees: 1.0

Mission

To enhance the image and livability of the community through compliance with the City's ordinances, particularly addressing nuisance property maintenance and abatement efforts.

Description

The Codes Enforcement Position seeks compliance with The Dalles Municipal Code through public education as well as proactive and complaint-driven response. The position collaborates with community partners to assist in the abatement of nuisance conditions and the protection of public safety. Also, this position coordinates with the City Attorney and City Planning staff in the enforcement of the Land Use Development Ordinance (LUDO). The codes enforcement position works with citizens to solve problems and address issues of neighborhood livability, while protecting property rights.

2022-23 Goals, Projects and Highlights

- Investigate public right-of-way complaints with the assistance of law enforcement
Including:
 - Motorhomes and Recreational Vehicles
 - Trailers
 - Boats
- Partner with lending institutions and property maintenance firms to abate nuisance conditions.
- Continued partnership with Wasco County Youth Services to remove graffiti on residential and commercial properties.
- Increase public education for abatement of puncture vine and general ordinance through public speaking opportunities, press releases and radio public service announcements.
- Enforce burn barrel permit regulations.
- Expand compliance with transient merchant license requirements.
- Work with Mid-Columbia Fire & Rescue in promoting use of Burn-to-Learn Program.
- Increase participation in Annual Community Cleanup by targeting neighborhoods in greater need. (last 2 years this event has been cancelled because of COVID-19)
- Familiarize law enforcement with ASANA property records program.

2021-22 Accomplishments/Highlights

- Obtained a certified arborist to assist with enforcement of ordinance violations concerning hazardous trees on private property.
- Decreased of puncture vine in high traffic areas (estimated decrease of 30% in past year).
- 397 real property inspections were conducted, resulting in 329 code enforcement cases.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

- Familiarization on various law enforcement computer programs.
 - LEDS training and certification
 - JUSTICE in-house records management system
 - Police One training program
- Abated 5 residential properties using local contractors.
- Disposal of 282 (77% increase from previous year) scrapped vehicles.
 - Local companies used
 - At no cost to the City

Major issues to be resolved in the next 5 years

- Work with Land Use Development Ordinance enforcement with Community Development Department planners
- Monitor workload and consider adding seasonal staff as need increases.
- Elimination of puncture vine in high traffic areas.
- Increase community education.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				CODES ENFORCEMENT	
-	48,804	51,908	001-1175-000.11-00	REGULAR SALARIES	54,503
-	-		001-1175-000.13-00	OVERTIME SALARIES	707
-	10,020	10,796	001-1175-000.21-10	MEDICAL INSURANCE	11,091
-	262	327	001-1175-000.21-20	L-T DISABILITY INSURANCE	343
-	44	50	001-1175-000.21-30	LIFE INSURANCE	50
-	25	661	001-1175-000.21-40	WORKERS COMP INSURANCE	620
-	3,646	3,971	001-1175-000.22-00	FICA	4,224
-	6,686	7,008	001-1175-000.23-00	RETIREMENT	7,358
-	60	-	001-1175-000.29-00	OTHER EMPLOYEE BENEFITS	273
-	69,547	74,721	TOTAL PERSONNEL SERVICE		79,169
	1.0	1.0	Total Full-Time Equivalent (FTE)		1.0
-	8,762	15,000	001-1175-000.31-10	CONTRACTUAL SERVICES	15,000
-	2,000	6,117	001-1175-000.39-00	OTHER CONTRACTUAL SRVCS	60,032
-	1,072	2,250	001-1175-000.43-50	VEHICLES	4,100
-	690	1,000	001-1175-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	2,500
-	-	750	001-1175-000.43-52	TIRES AND TIRE REPAIRS	1,200
-	1,000	1,000	001-1175-000.53-20	POSTAGE	1,200
-	1,157	1,520	001-1175-000.53-30	TELEPHONE	1,520
-	-	1,000	001-1175-000.58-10	TRAVEL, FOOD & LODGING	1,000
-	209	582	001-1175-000.58-50	TRAINING AND CONFERENCES	682
-	75	150	001-1175-000.58-70	MEMBERSHIPS/DUES/SUBS	150
-	1,200	1,200	001-1175-000.60-10	OFFICE SUPPLIES	1,200
-	-	1,000	001-1175-000.69-50	MISCELLANEOUS EXPENSES	1,000
-	-	4,900	001-1175-000.69-80	ASSETS < \$5000	-
-	16,164	36,469	TOTAL MATERIALS AND SERVICES		89,584
-	85,711	111,190	SUB-TOTAL CODES ENFORCEMENT DEPARTMENT		168,753
4,094,931	4,187,424	4,761,332	TOTAL CODES AND POLICE DEPARTMENT		5,021,452

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY21/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
CODES ENFORCEMENT						
-	48,804	51,908	001-1175-000.11-00	REGULAR SALARIES		54,503
-	-	-	001-1175-000.13-00	OVERTIME SALARIES		707
-	10,020	10,796	001-1175-000.21-10	MEDICAL INSURANCE		11,091
-	262	327	001-1175-000.21-20	L-T DISABILITY INSURANCE		343
-	44	50	001-1175-000.21-30	LIFE INSURANCE		50
-	25	661	001-1175-000.21-40	WORKERS COMP INSURANCE		620
-	3,646	3,971	001-1175-000.22-00	FICA		4,224
-	6,686	7,008	001-1175-000.23-00	RETIREMENT		7,358
-	60	-	001-1175-000.29-00	OTHER EMPLOYEE BENEFITS		273
-	69,547	74,721	TOTAL PERSONNEL SERVICE			79,169
	1.0	1.0	Total Full-Time Equivalent (FTE)			1.0
-	8,762	15,000	001-1175-000.31-10	CONTRACTUAL SERVICES		15,000
				Nuisance abatements	10,000	
				Neighborhood clean up expenses	5,000	
-	2,000	6,117	001-1175-000.39-00	OTHER CONTRACTUAL SRVCS		60,032
				Wasco Co GIS maintenance costs	2,000	
				ArcGIS	100	
				Asana project tracking software (3 users @ \$144	432	
				Adobe	0	
				LEADS Online (annual) Pawn shop reporting	3,300	
				Towing of RVs (Estimated 6 @ \$2500)	15,000	
				Youth Services Work Crew	13,600	
				Upgrade Filemaker Pro (Codes enforcement data base	600	
				Transient camp cleanup Approx 50 camps per year	25,000	
-	1,072	2,250	001-1175-000.43-50	VEHICLES MAINTENANCE		4,100
				Repairs for Codes Vehicle 2007 Ford expedition	3,500	
				Cargo Raxx for rear end storage	600	
-	690	1,000	001-1175-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		2,500
-	-	750	001-1175-000.43-52	TIRES AND TIRE REPAIRS		1,200
-	1,000	1,000	001-1175-000.53-20	POSTAGE		1,200
-	1,157	1,520	001-1175-000.53-30	TELEPHONE		1,520
-	-	1,000	001-1175-000.58-10	TRAVEL, FOOD & LODGING		1,000
-	209	582	001-1175-000.58-50	TRAINING AND CONFERENCES		682
				Police One	82	
				In-Person trainings and conferences	600	
-	75	150	001-1175-000.58-70	MEMBERSHIPS/DUES/SUBS		150
-	1,200	1,200	001-1175-000.60-10	OFFICE SUPPLIES		1,200
-	-	1,000	001-1175-000.69-50	MISCELLANEOUS EXPENSES		1,000
				Printer cartridges, digital recorder, digital camera	1,000	
-	-	4,900	001-1175-000.69-80	ASSETS < \$5000		-
-	16,164	36,469	TOTAL MATERIALS AND SERVICE			89,584
-	85,711	111,190	SUB-TOTAL CODES ENFORCEMENT DEPARTMENT			168,753
4,094,931	4,187,424	4,761,332	TOTAL CODES AND POLICE DEPARTMENT			5,021,452

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General (001)		
Department:	Dog Control (4500)	Number of Employees:	.75 FTE
Program:	Public Safety (000)		

Mission:

Provide Animal Control, Safety and Education for citizens of the City of The Dalles.

Description

This program is budgeted for one three quarter-time Animal Control Officer under the supervision of the Administration Sergeant. It includes training, equipment, and supplies for the Animal Control Officer to carry out the mission of the program.

2022-23 Goals and Projects

- Transition to new Animal Control Officer, recruit, train and equip employee.
- Promote compliance with dog license requirements.
- Increased presence, community outreach and enforcement to ensure community support and safety.
- Investigate new or improved tools to keep the community and dogs safe during enforcement.

2021-22 Accomplishments

- Attended and graduated Animal Control Officer training.
- Obtained and trained on new equipment to safely catch animals at an increased rate.
- Continued working on updating city ordinances concerning dog control.
- Suggested updates to other identified animal control ordinances.
- Increased catch numbers for stray animals with proactive approach to enforcement.
- Resolved problem house through enforcement, increased livability for neighborhood.
- City contract reviewed with Home at Last to ensure community needs are met and financial accountability is assured.

Major issues to be resolved in next five years

- Update and refine animal control ordinances to meet community expectations.
- Refine reporting processes and communication to ensure that all animal cases are reported and tracked.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			ANIMAL CONTROL		
21,471	31,901	33,916	001-4500-000.12-00	PARTTIME/TEMP SALARIES	35,612
31	-	-	001-4500-000.13-00	OVERTIME SALARIES	-
6,306	7,529	8,097	001-4500-000.21-10	MEDICAL INSURANCE	8,318
288	229	563	001-4500-000.21-20	L-T DISABILITY INSURANCE	591
32	34	38	001-4500-000.21-30	LIFE INSURANCE	38
389	18	423	001-4500-000.21-40	WORKERS COMP INSURANCE	397
1,488	2,264	2,595	001-4500-000.22-00	FICA	2,724
1,927	3,696	4,579	001-4500-000.23-00	RETIREMENT	4,808
-	-	-	001-4500-000.29-00	OTHER EMPLOYEE BENEFITS	178
31,932	45,671	50,211	TOTAL PERSONNEL SERVICE		52,666
0.75	0.75	0.75		Total Full-Time Equivalent (FTE)	0.75
12,484	15,162	13,980	001-4500-000.31-10	CONTRACTUAL SERVICES	13,980
298	2,058	2,000	001-4500-000.31-90	CONTRACTUAL SERVICES - OTHER	3,000
401	199	6,000	001-4500-000.43-50	VEHICLES	2,000
586	1,632	2,000	001-4500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	3,000
-	-	750	001-4500-000.43-52	TIRES AND TIRE REPAIRS	1,000
-	397	2,082	001-4500-000.58-50	TRAINING AND CONFERENCES	2,082
-	-	-	001-4500-000.60-80	CLOTHING	2,500
1,163	1,013	1,000	001-4500-000.60-85	SUPPLIES - SPECIAL DEPT	1,000
-	745	3,790	001-4500-000.69-80	ASSETS < \$5000	1,500
14,932	21,206	31,602	TOTAL MATERIALS AND SERVICES		30,062
46,864	66,877	81,813	TOTAL ANIMAL CONTROL DEPARTMENT		82,728

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
			ANIMAL CONTROL			
21,471	31,901	33,916	001-4500-000.12-00	PARTTIME/TEMP SALARIES		35,612
31	-	-	001-4500-000.13-00	OVERTIME SALARIES		-
6,306	7,529	8,097	001-4500-000.21-10	MEDICAL INSURANCE		8,318
288	229	563	001-4500-000.21-20	L-T DISABILITY INSURANCE		591
32	34	38	001-4500-000.21-30	LIFE INSURANCE		38
389	18	423	001-4500-000.21-40	WORKERS COMP INSURANCE		397
1,488	2,264	2,595	001-4500-000.22-00	FICA		2,724
1,927	3,696	4,579	001-4500-000.23-00	RETIREMENT		4,808
-	-	-	001-4500-000.29-00	OTHER EMPLOYEE BENEFITS		178
31,932	45,671	50,211	TOTAL PERSONNEL SERVICE			52,666
0.75	0.75	0.75	Total Full-Time Equivalent (FTE)			0.75
12,484	15,162	13,980	001-4500-000.31-10	CONTRACTUAL SERVICES		13,980
				Contract with Home at Last (HAL) to accept dogs picked up by Dog Control Officer	13,500	
				Base for 15 dogs per month \$1,125 X 12 months		
				\$65 for each additional dog up to 20 per month		
				\$40 a month for AT&T Cell phone	480	
298	2,058	2,000	001-4500-000.31-90	CONTRACTUAL SERVICES - OTHER		3,000
				Veterinarian services	3,000	
401	199	6,000	001-4500-000.43-50	VEHICLES		2,000
				Maintenance & Repair for Dog Control Truck	2,000	
586	1,632	2,000	001-4500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		3,000
-	-	750	001-4500-000.43-52	TIRES AND TIRE REPAIRS		1,000
-	397	2,082	001-4500-000.58-50	TRAINING AND CONFERENCES		2,082
				Training for Dog Control Officer	1,000	
				Travel, food & lodging	1,000	
				Police One (\$82 yearly)	82	
-	-	-	001-4500-000.60-80	CLOTHING		2,500
1,163	1,013	1,000	001-4500-000.60-85	SUPPLIES - SPECIAL DEPT		1,000
				Misc expenses: flashlight, radio maintenance, radio batteries, citations, clothing, handouts, etc.	1,000	
-	745	3,790	001-4500-000.69-80	ASSETS < \$5000		1,500
				For items with a durable life of over 1 year, but cost less than \$5,000, so do not qualify as Capital Assets		
				Small animal Humane/safe capture netting device	1,500	
14,932	21,206	31,602	TOTAL MATERIALS AND SERVICES			30,062
46,864	66,877	81,813	TOTAL ANIMAL CONTROL DEPARTMENT			82,728

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General (001)	
Department:	Technology (1700)	Number of Employees: 2 FTE
Program:	Other (000)	

Mission

Provide City Departments with needed information technology tools.

Description

The City has one full-time Information Technology Manager position and one full time Technology Specialist. The General Fund Technology Department is where the costs for the City-wide information systems have been consolidated. Some major items that are included in this Department are servers, switches, and general software maintenance contracts. Costs of replacing individual computers, software, or maintenance are funded in individual Departments or Funds, but all computers and components are purchased by the Information Technology manager, who works closely with the Department Managers to plan and maintain replacement schedules.

2022-23 Goals, Projects and Highlights

- Upgrade software security suite to include cloud-based security threat detection and incident response creating efficiency for security related task.
- Upgrade server platforms, eliminating versions going end of support in FY 2023-24.
- Train Technology Specialist in logging forensics and disaster recovery strategies.

2021-22 Accomplishments

- Purchased replacement of primary virtualized server stack and storage system.
- Developed reporting tools for trouble-ticket and asset tracking using database technology for better IT efficiency.
- Trained Technology Specialist in networking topology and configuration.
- Continued implementing succession plan by replacing open-source software with paid solutions that include production support.
- Decommissioned obsolete hardware and upgraded near end-of-life software to long-term release versions.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				TECHNOLOGY DEPARTMENT	
80,508	117,598	156,258	001-1700-000.11-00	REGULAR SALARIES	167,919
21,076	-	-	001-1700-000.12-00	PARTTIME/TEMP SALARIES	-
15,095	18,163	21,592	001-1700-000.21-10	MEDICAL INSURANCE	32,828
699	797	1,000	001-1700-000.21-20	L-T DISABILITY INSURANCE	1,075
77	84	100	001-1700-000.21-30	LIFE INSURANCE	100
899	1,059	1,955	001-1700-000.21-40	WORKERS COMP INSURANCE	1,871
7,668	8,857	11,954	001-1700-000.22-00	FICA	12,846
10,799	14,093	21,095	001-1700-000.23-00	RETIREMENT CONTRIBUTIONS	22,669
648	4,063	3,005	001-1700-000.28-00	VEBA CONTRIBUTIONS	3,229
60	60	60	001-1700-000.29-00	OTHER EMPLOYEE BENEFITS	900
137,528	164,774	217,019	TOTAL PERSONNEL SERVICE		243,437
1.50	1.75	2.00		Total Full-Time Equivalent (FTE)	2.00
65,730	-	50,000	001-1700-000.31-10	CONTRACTUAL SERVICES	6,000
15,668	55,980	55,430	001-1700-000.34-30	COMPUTER SERVICES	56,000
17,145	15,783	16,332	001-1700-000.34-35	WIFI USE FEES	16,332
5,096	12,198	12,700	001-1700-000.34-40	SOFTWARE MAINTENANCE	24,500
1,200	5,334	5,290	001-1700-000.39-00	OTHER CONTRACTUAL SERVICES	4,630
71	1,440	1,440	001-1700-000.53-30	TELEPHONE	1,440
-	8	1,000	001-1700-000.58-10	TRAVEL, FOOD & LODGING	1,000
(25)	-	-	001-1700-000.58-50	TRAINING AND CONFERENCES	1,000
13,835	8	-	001-1700-000.60-10	OFFICE SUPPLIES	500
379	9,904	2,100	001-1700-000.64-80	COMPUTER SOFTWARE	2,100
1,350	68	2,500	001-1700-000.69-50	MISCELLANEOUS EXPENSES	2,500
-	68,204	3,500	001-1700-000.69-80	ASSETS < \$5000	6,500
120,448	168,927	150,292	TOTAL MATERIALS AND SERVICES		122,502
				CAPITAL OUTLAY	
-	-	70,000	001-1700-000.74-50	COMPUTER EQUIPMENT	6,000
5,060	26,020	-	001-1700-000.74-60	NETWORK EQUIPMENT	-
5,060	26,020	70,000	TOTAL CAPITAL OUTLAY		6,000
263,037	359,722	437,311	TOTAL TECHNOLOGY DEPARTMENT		371,939

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
TECHNOLOGY DEPARTMENT						
80,508	117,598	156,258	001-1700-000.11-00	REGULAR SALARIES		167,919
21,076	-	-	001-1700-000.12-00	PARTTIME/TEMP SALARIES		-
15,095	18,163	21,592	001-1700-000.21-10	MEDICAL INSURANCE		32,828
699	797	1,000	001-1700-000.21-20	L-T DISABILITY INSURANCE		1,075
77	84	100	001-1700-000.21-30	LIFE INSURANCE		100
899	1,059	1,955	001-1700-000.21-40	WORKERS COMP INSURANCE		1,871
7,668	8,857	11,954	001-1700-000.22-00	FICA		12,846
10,799	14,093	21,095	001-1700-000.23-00	RETIREMENT CONTRIBUTIONS		22,669
648	4,063	3,005	001-1700-000.28-00	VEBA CONTRIBUTIONS		3,229
60	60	60	001-1700-000.29-00	OTHER EMPLOYEE BENEFITS		900
137,528	164,774	217,019	TOTAL PERSONNEL SERVICE			243,437
1.50	1.75	2.00	FTE			2.00
65,730	-	50,000	001-1700-000.31-10	CONTRACTUAL SERVICES		6,000
				Website redesign and hosting contract \$6000 annually	6,000	
15,668	55,980	55,430	001-1700-000.34-30	COMPUTER SERVICES		56,000
				Caselle software maintenance fees		
				Superior Court System old Software		
17,145	15,783	16,332	001-1700-000.34-35	WIFI USE FEES		16,332
				PUD 350x12	4,200	
				Gorge.net 1011 x12	12,132	
5,096	12,198	12,700	001-1700-000.34-40	SOFTWARE MAINTENANCE		24,500
				1 yr Trendmicro (virus/spam prevention)	6,300	
				1yr Veritas Backup Exec (Backup software)	1,500	
				Log/Intrusion Analysis Software for Security Compliance	5,000	
				1-3yr Cisco networking Software** see list below due for renewal	11,700	
				Cisco firewall, C3650 (City Hall Basement)		
				Cisco 2960x DMZ (City Hall Basement)		
				The City needs to cover all critical computer equipment with a maintenance contract, specifically any data servers and switches to reduce downtime in the event of hardware failure. When these essential sytem devices become End-of-Support they will be replaced with newer models		
1,200	5,334	5,290	001-1700-000.39-00	OTHER CONTRACTUAL SERVICES		4,630
				WAVE broadband contract for City- \$365 a month	4,380	
				Renewal of City Domain names	250	
				Charter Dark Fiber; Police to County & Planning GIS=\$361/mo paid by Police Dept; library cost in Library Fund		
71	1,440	1,440	001-1700-000.53-30	TELEPHONE		1,440
				Cell phone allowance-\$60 x12 months x2	1,440	
-	8	1,000	001-1700-000.58-10	TRAVEL, FOOD & LODGING		1,000
				Mileage in town and for training travel	1,000	
(25)	-	-	001-1700-000.58-50	TRAINING AND CONFERENCES		1,000
13,835	8	-	001-1700-000.60-10	OFFICE SUPPLIES		500
379	9,904	2,100	001-1700-000.64-80	COMPUTER SOFTWARE		2,100
				Misc	2,100	
1,350	68	2,500	001-1700-000.69-50	MISCELLANEOUS EXPENSES		2,500
				to cover unanticipated expenses	2,500	
-	68,204	3,500	001-1700-000.69-80	ASSETS < \$5000		6,500
				Items costing less than \$5,000 with a life of over one year that		
				police poe switch	4,500	
				End-Of-Support replacements		
				Misc	2,000	
120,448	168,927	150,292	TOTAL MATERIALS AND SERVICES			122,502

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
CAPITAL OUTLAY						
-	-	70,000	001-1700-000.74-50	COMPUTER EQUIPMENT		6,000
				Network Attached Storage PW 2nd Fl replacement	6,000	
				This line should only be used for purchases of items that qualify as fixed assets (cost over \$5,000 and life longer than one year). Other items should be budgeted as Assets<\$5,000.		
				All capital technology items over \$5,000, including departmental servers, will be budgeted in the Technology Department. Printers and individual PC's will be budgeted within the other Departments and Funds.		
				The transfers for the Public Works funds will be adjusted annually to accommodate capital technological purchases		
5,060	26,020	-	001-1700-000.74-60	NETWORK EQUIPMENT		-
				Nothing for FY22/23		
5,060	26,020	70,000	TOTAL CAPITAL OUTLAY			6,000
263,037	359,722	437,311	TOTAL TECHNOLOGY DEPARTMENT			371,939

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General (001)	
Department:	General Services (2300)	
Program:	Other (000)	Number of Employees: .8

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 staffing for the General Services Department includes the Dock and Festival Park, Arco Parking lot, Police Department, Library and State Office Building properties.

The General Services Department accounts for annual repairs and maintenance to preserve the appearance and integrity of our structures. Expenditures from this department include normal repairs and maintenance line items for City Hall and other City owned buildings and properties. All insurance costs related to general government services are recorded in this department.

Annually, we adjust the distribution of the time of the Maintenance Workers to reflect the prior year's actual costs. Maintenance provided to the Airport is billed on a per request basis. After reviewing the current year, we are distributing the 2020-21 expenses the same as last year:

City Hall:	40%
Police Facility	5%
Library	15%
State Office Building	40%

2022-23 Goals, Projects and Highlights

- Continue maintenance and minor repairs to City Hall and other City owned facilities.
- Restoration work on Lewis and Clark Festival Park water sculpture.
- Replacement of handrail at commercial dock.

2021-22 Accomplishments/Comments

- Provided supervision for Wasco County and juvenile work crews for maintenance projects.
- Continued maintenance and minor repairs to City Hall and other City owned facilities.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			GENERAL SERVICES DEPARTMENT		
			BUILDINGS & GROUNDS		
42,556	43,620	44,710	001-2300-000.11-00	REGULAR SALARIES	45,828
687	836	1,200	001-2300-000.13-00	OVERTIME SALARIES	1,760
14,253	14,546	19,788	001-2300-000.21-10	MEDICAL INSURANCE	20,330
299	353	291	001-2300-000.21-20	L-T DISABILITY INSURANCE	298
40	40	40	001-2300-000.21-30	LIFE INSURANCE	40
1,093	840	1,230	001-2300-000.21-40	WORKERS COMP INSURANCE	1,127
3,283	3,375	3,512	001-2300-000.22-00	FICA	3,640
5,823	5,966	6,036	001-2300-000.23-00	RETIREMENT	6,187
-	-	-	001-2300-000.28-00	VEBA CONTRIBUTIONS	1,498
1,326	1,007	1,462	001-2300-000.29-00	OTHER EMPLOYEE BENEFITS	110
69,360	70,583	78,269	TOTAL PERSONNEL SERVICES		80,818
0.80	0.80	0.80		Total Full-Time Equivalent (FTE)	0.80
10,813	11,280	11,200	001-2300-000.31-10	CONTRACTUAL SERVICES	11,200
3,398	3,611	4,500	001-2300-000.41-10	WATER & SEWER	4,800
2,354	2,490	2,300	001-2300-000.41-20	GARBAGE SERVICES	2,600
1,293	1,424	1,000	001-2300-000.41-30	NATURAL GAS	1,500
20,748	20,507	21,000	001-2300-000.41-40	ELECTRICITY	22,000
17,010	17,010	17,010	001-2300-000.42-00	JANITORIAL SERVICES	17,010
11,526	11,614	17,000	001-2300-000.43-10	BUILDINGS AND GROUNDS	17,000
45,406	93,643	63,944	001-2300-000.43-11	PARK & DOCK MAINTENANCE	50,984
233	451	500	001-2300-000.43-12	ARCO LOT	500
-	43	1,000	001-2300-000.43-14	TRANSPORTATION BUILDING	1,000
705	1,911	2,000	001-2300-000.43-50	VEHICLES	2,000
3,033	3,630	3,200	001-2300-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	4,000
-	-	1,000	001-2300-000.43-52	TIRES AND TIRE REPAIRS	1,000
531	1,062	1,000	001-2300-000.43-70	GENERAL EQUIPMENT	2,000
291	368	1,000	001-2300-000.43-72	ELECTRICAL SYSTEMS	5,000
235	15	1,000	001-2300-000.43-73	PLUMBING	1,200
3,621	3,753	4,000	001-2300-000.43-75	ELEVATORS	4,000
422	2,853	9,500	001-2300-000.43-77	HVAC SYSTEMS	10,000
-	474	1,000	001-2300-000.43-80	SHOP EQUIPMENT	1,000
-	650	5,000	001-2300-000.50-20	PEST CONTROL	5,000
83,241	83,250	93,163	001-2300-000.52-10	LIABILITY INSURANCE	108,310
18,383	21,071	24,416	001-2300-000.52-30	PROPERTY INSURANCE	25,035
15,872	19,644	17,085	001-2300-000.52-50	AUTOMOTIVE INSURANCE	20,111
6,040	6,167	6,500	001-2300-000.53-30	TELEPHONE	6,500
31	247	300	001-2300-000.60-10	OFFICE SUPPLIES	300
4,100	3,331	4,500	001-2300-000.60-20	JANITORIAL SUPPLIES	4,500
1,151	1,335	1,200	001-2300-000.60-80	CLOTHING	1,200
74	1,591	1,000	001-2300-000.69-50	MISCELLANEOUS EXPENSES	1,000
-	1,985	-	001-2300-000.69-80	ASSETS < \$5000	4,700
250,511	315,410	316,818	TOTAL MATERIALS AND SERVICES		335,950
-	44,047	-	001-2300-000.74-20	VEHICLES	49,000
-	44,047	-	TOTAL CAPITAL OUTLAY		49,000
319,871	430,040	395,087	SUB-TOTAL GENERAL SERVICES		465,768
319,871	430,040	395,087	TOTAL GENERAL SERVICES DEPT		465,768

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL SERVICES DEPARTMENT						
BUILDINGS & GROUNDS						
42,556	43,620	44,710	001-2300-000.11-00	REGULAR SALARIES		45,828
687	836	1,200	001-2300-000.13-00	OVERTIME SALARIES		1,760
14,253	14,546	19,788	001-2300-000.21-10	MEDICAL INSURANCE		20,330
299	353	291	001-2300-000.21-20	L-T DISABILITY INSURANCE		298
40	40	40	001-2300-000.21-30	LIFE INSURANCE		40
1,093	840	1,230	001-2300-000.21-40	WORKERS COMP INSURANCE		1,127
3,283	3,375	3,512	001-2300-000.22-00	FICA		3,640
5,823	5,966	6,036	001-2300-000.23-00	RETIREMENT		6,187
-	-	-	001-2300-000.28-00	VEBA CONTRIBUTIONS		1,498
1,326	1,007	1,462	001-2300-000.29-00	OTHER EMPLOYEE BENEFITS		110
69,360	70,583	78,269	TOTAL PERSONNEL SERVICES			80,818
0.80	0.80	0.80	Total Full Time Equivalent (FTE)			0.80
10,813	11,280	11,200	001-2300-000.31-10	CONTRACTUAL SERVICES		11,200
				Contract with Parks & Rec. for Riverfront Trail	11,200	
3,398	3,611	4,500	001-2300-000.41-10	WATER & SEWER		4,800
2,354	2,490	2,300	001-2300-000.41-20	GARBAGE SERVICES		2,600
1,293	1,424	1,000	001-2300-000.41-30	NATURAL GAS		1,500
20,748	20,507	21,000	001-2300-000.41-40	ELECTRICITY		22,000
17,010	17,010	17,010	001-2300-000.42-00	JANITORIAL SERVICES		17,010
11,526	11,614	17,000	001-2300-000.43-10	BUILDINGS AND GROUNDS		17,000
				general maint., tree replacement, misc.	17,000	
45,406	93,643	63,944	001-2300-000.43-11	PARK & DOCK MAINTENANCE		50,984
				Fish Net	900	
				park janitorial supplies	1,200	
				crane inspection	800	
				EV charging station	800	
				water and sewer	25,000	
				electricity	3,600	
				dock phone	684	
				replace pond liner	8,000	
				general maintenance plus vandalism repairs	10,000	
233	451	500	001-2300-000.43-12	ARCO LOT		500
-	43	1,000	001-2300-000.43-14	TRANSPORTATION BUILDING		1,000
-	-	500	001-2300-000.43-45	JOINT USE OF LABOR/EQUIP		500
705	1,911	2,000	001-2300-000.43-50	VEHICLES		2,000
3,033	3,630	3,200	001-2300-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		4,000
-	-	1,000	001-2300-000.43-52	TIRES AND TIRE REPAIRS		1,000
531	1,062	1,000	001-2300-000.43-70	GENERAL EQUIPMENT includes mower repair		2,000
291	368	1,000	001-2300-000.43-72	ELECTRICAL SYSTEMS requires licensed electrician		5,000
235	15	1,000	001-2300-000.43-73	PLUMBING		1,200
3,621	3,753	4,000	001-2300-000.43-75	ELEVATORS		4,000
422	2,853	9,500	001-2300-000.43-77	HVAC SYSTEMS (HVAC cleaning and filters)		10,000
-	474	1,000	001-2300-000.43-80	SHOP EQUIPMENT		1,000
-	650	5,000	001-2300-000.50-20	PEST CONTROL		5,000
83,241	83,250	93,163	001-2300-000.52-10	LIABILITY INSURANCE		108,310
18,383	21,071	24,416	001-2300-000.52-30	PROPERTY INSURANCE		25,035
15,872	19,644	17,085	001-2300-000.52-50	AUTOMOTIVE INSURANCE		20,111
6,040	6,167	6,500	001-2300-000.53-30	TELEPHONE		6,500
				cell phone allowance \$60 x 2 employees	720	
				City Hall phone lines	1,450	
				State Office building phone	230	
				alarm lines	4,100	
31	247	300	001-2300-000.60-10	OFFICE SUPPLIES		300
				Water Cooler	300	
4,100	3,331	4,500	001-2300-000.60-20	JANITORIAL SUPPLIES		4,500
1,151	1,335	1,200	001-2300-000.60-80	CLOTHING		1,200
74	1,591	1,000	001-2300-000.69-50	MISCELLANEOUS EXPENSES		1,000
-	1,985	-	001-2300-000.69-80	ASSETS < \$5000 (Terry/Jerry laptops)		4,700
250,511	315,410	316,818	TOTAL MATERIALS AND SERVICES			335,950
-	44,047	-	001-2300-000.74-20	VEHICLES (replace bobcat)		49,000
-	44,047	-	TOTAL CAPITAL OUTLAY			49,000
319,871	430,040	395,087	SUB-TOTAL GENERAL SERVICES			465,768
319,871	430,040	395,087	TOTAL GENERAL SERVICES DEPT			465,768

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	General (001)
Department:	Other Financing Uses (9500)
Program:	Other (000)

Description

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

- Charges for Services or Special Payments are funding operations needed by the City to be paid to outside agencies. We have also budgeted a Special Payment to the Fire District in accordance with an intergovernmental agreement that requires that \$90,000 per year from the City's portion of the Enterprise Zone #2 revenues be passed to the Fire District to be applied to debt they incur to improve Fire Station #2. This will continue for up to 12 years, or when the debt is paid off, whichever comes first.
- Operating Transfers Out is funding other operating funds of the City. This year we are making the following transfers:
 - \$65,000 to the Airport Fund for operations.
 - Due to Unemployment Fund not being used to cover expenses for the future unemployment expenses, we will not be requesting any additional revenue from the general funds this year.
 - \$450,000 to the Street Fund to cover the shortfall of capital projects and repairs to the streets.
- The third group called "contributions to other agencies" is where the City is contributing tax dollars it collects to a public agency to provide products and service to the people of the City. By Ordinance, we provide 2.0% of the 8.0% transient room taxes paid to the City to the Northern Wasco County Parks & Recreation District. Main Street Tourism
- The General Fund Contingency and the General Fund Unappropriated Ending Fund balance are the fourth piece of the other financing uses.
- FY2019-20 we established a Reserve for Future Expenditure line item. This amount is set aside and saved for future spending.

2022-23 Goals, Projects, and Highlights

- To maintain all revenue resources to cover all four groups above with sufficient funding to meet the needs of the City and other entities.

2021-22 Accomplishments/Comments

- Successfully completed all payments and transfers budgeted.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Major Issues to be resolved in the next 5 years

- A reduction in the transfers out to the Airport as it is able to meet its operating costs as a regional airport with an industrial park.
- Maintain the General Fund contingency at 10%.
- Recover and 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 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			OTHER USES		
40,000	20,000	40,000	001-9500-000.80-06	MAIN STREET TOURISM	40,000
316,557	179,996	245,000	001-9500-000.80-10	TOURISM	426,702
90,000	90,000	90,000	001-9500-000.80-15	MID-COLUMBIA FIRE & RESCUE	90,000
-	171,326	-	001-9500-000.81-15	STATE OF OREGON GRANT REPAYMENT	-
224,146	227,539	296,996	001-9500-000.82-05	NW COUNTY PARKS & REC	323,690
670,703	688,861	671,996	TOTAL SPECIAL PAYMENTS		880,392
300,000	300,000	300,000	001-9500-000.81-05	STREET FUND	450,000
16,332	17,443	-	001-9500-000.81-10	UNEMPLOYMENT FUND	-
-	-	75,000	001-9500-000.81-37	CAPITAL PROJECTS FUND	-
65,000	115,000	124,827	001-9500-000.81-61	TO AIRPORT FUND	65,000
381,332	432,443	499,827	TOTAL OPERATING TRANSFERS OUT		515,000
-	-	811,453	001-9500-000.88-00	CONTINGENCY	950,493
-	-	811,453	TOTAL CONTINGENCY		950,493
-	-	2,585,912	001-9500-000.88-01	RESERVE FOR FUTURE EXPENDITURES	2,287,711
-	-	971,405	001-9500-000.89-00	UNAPPROPRIATED ENDING BAL	924,727
-	-	3,557,317	TOTAL UNAPPROPRIATED ENDING BAL		3,212,438
1,052,035	1,121,304	5,540,593	TOTAL OTHER DEPARTMENT		5,558,323
8,346,371	9,038,340	14,506,355	TOTAL EXPENSES		15,088,253
4,731,056	5,474,869	-	GENERAL FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
GENERAL FUND 001						
OTHER USES						
40,000	20,000	40,000	001-9500-000.80-06	MAIN STREET TOURISM		40,000
316,557	179,996	245,000	001-9500-000.80-10	TOURISM		426,702
				CofC presents budget & scope of work for Council approval By State Law, must keep 50.2% for Marketing and Conference Center.		
90,000	90,000	90,000	001-9500-000.80-15	MID-COLUMBIA FIRE & RESCUE		90,000
				Pmt of \$56,000 per year start in FY16/17 & continue for 15 yrs or until debt is paid		
				Pmt of \$68,000 in FY14/15 from Entrprise Zone, was in advance and will push back further EZ pmts to Fire Dept an additional 2 years. \$34,000 per year starting in FY17/18 & continue for 13 years or until debt is paid.		
-	171,326	-	001-9500-000.81-15	STATE OF OREGON GRANT REPAYMENT		-
224,146	227,539	296,996	001-9500-000.82-05	NW COUNTY PARKS & REC		323,690
				Parks & Rec gets 25% of TRT received each month Add 10% to both revenue & expenditure estimates so will not exceed estimates		
670,703	688,861	671,996	TOTAL CHARGES FOR SERVICES			880,392
300,000	300,000	300,000	001-9500-000.81-05	STREET FUND		450,000
				CC Goal to provide additional funds to Street Fund		
16,332	17,443	-	001-9500-000.81-10	UNEMPLOYMENT FUND		-
				.5% of proposed wages (FT & PT)		
-	-	-	001-9500-000.81-18	SPECIAL GRANTS FUND		-
-	-	75,000	001-9500-000.81-37	CAPITAL PROJECTS FUND		-
				To transfer funds to help with bigger projects		
65,000	115,000	124,827	001-9500-000.81-61	TO AIRPORT FUND		65,000
				City's 50% share of support for airport fund. Klickitat Co pays the same amount. Maintain for one more year.	65,000	
				A additional \$59,827 for fuel tank at the airport	-	
381,332	432,443	499,827	TOTAL OPERATING TRANSFERS OUT			515,000
-	-	811,453	001-9500-000.88-00	CONTINGENCY		950,493
				General Fund Total (excluding Other Dept) Less Main Street and/or Economic Recovery Less Council Contributions to Others Adjusted General Fund Total Expenses X 10%		
-	-	811,453	TOTAL CONTINGENCY			950,493
-	-	971,405	001-9500-000.89-00	UNAPPROPRIATED ENDING BAL		924,727
				To ensure that the City has adequate cash on hand at the beginning of the fiscal year to cover normal operating expenses until Nov, when taxes start coming in. Use first 4 months expenses for last five years to average.		
			FY22/23	1,032,011 See calc below		
			FY21/22	973,958		
			FY20/21	955,552		
			FY19/20	816,621	Amount below should be used for Budget	
			FY18/19	845,493	755,628.40	
-	-	2,585,912	001-9500-000.88-01	RESERVE FOR FUTURE EXPENDITURES		2,287,711
-	-	3,557,317	TOTAL UNAPPROPRIATED ENDING BAL			3,212,438
1,052,035	1,121,304	5,540,593	TOTAL OTHER DEPARTMENT			5,558,323

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	Library Fund (004)		
Department:	Library (021)	Number of Employees:	13 (12.8 FTE)
Program:	Library Services (000)		

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 the Wasco County Library Service District as well as the residents of surrounding areas who pay an annual fee or are included in reciprocal borrowing agreements. The Library Service District provides the library's operating funds through an intergovernmental agreement with the City and Wasco County Commissioners. The agreement also includes funding for support services provided to other County libraries and stations. The library is a member of Sage, an automated library system shared by seventy-seven libraries in a fifteen county area.

Services provided by the library each year include more than 260,000 loans of books, magazines, books on tape, compact discs, Wi-Fi hotspots, DVDs, maps, and other various media; reference assistance and instruction in library use; interlibrary loans and reserve requests; public access to computers and the Internet including Wi-Fi access; mobile app access; downloadable audiobooks, videos and e-books; outreach services; public programs; ESL (English as a second language) and literacy services; and children's story hours and programs.

2022-23 Goals, Projects and Highlights

- Purchase an outreach/bookmobile van for The Wasco County Library Service District.
- Incorporate the outreach van into the Wasco County Library District service model with new employee.
- Boost patron base.
- Continue "Take & Make" kits and other Zoom events.
- Partner with schools, park district, Head Start and The Dalles Art Center.
- Purchase more Library2Go digital and audiobook content for patrons.
- Update 11 District computers: ten public and staff workstations at The Dalles Library and one at Maupin.
- Continually evaluate the library's book and non-book collection and consider materials for withdrawal based on criteria such as use, currency, and condition.
- Update and replace furniture.
- Upgrade security cameras.
- Carry on with landscape improvements.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

- Boost in-person programming.
- Continued development of website and Library District brand.
- Create more “hybrid events” combining Zoom and in-person programming.

2021-22 Accomplishments/Comments

- Sustained curbside service during COVID restrictions.
- Interior and exterior windows washed.
- Created fresh displays for newly purchased library materials and older items.
- Continued enhancement of library landscaping.
- New book shelving realized.
- Print management system was updated.
- Security system upgraded.
- Zoom programming expanded for all age levels.
- “Take and Make” programming was continued as it proved very popular.
- Kanopy, a free video streaming service providing independent films, documentaries, Great Course educational videos, and children’s programming, continued to set circulation records.
- Back office flooring was cleaned and waxed.
- Library2Go digital eBooks and audiobooks purchased only for Wasco County residents in the Advantage account became high-demand items.

Major Issues to be resolved in the next five years

- Creating a more unified Library District.
- Replacing the HVAC system at the Dalles-Wasco County Library.
- Allocation of resources among libraries as economic conditions change.
- Establishing a reserve fund to sustain Library District service plan, build capital reserves, and fund libraries until tax monies are received each year, and to weather adverse economic conditions.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

LIBRARY SUMMARY

FY19/20	FY20/21	FY21/22		FY22/23
<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Account Description</u>	<u>Proposed Budget</u>
1,718,703	1,917,328	1,447,081	BEGINNING BALANCE	1,631,853
1,439,680	1,420,700	1,485,640	REVENUES	1,910,791
-	-	-	OTHER SOURCES	-
3,158,383	3,338,028	2,932,721	TOTAL RESOURCES	3,542,644
1,136,212	1,129,930	1,856,704	LIBRARY	2,295,524
1,136,212	1,129,930	1,856,704	TOTAL EXPENDITURES	2,295,524
-	-	-	CHARGES FOR SERVICES	-
104,842	104,196	110,580	TRANSFER OUT	158,007
-	-	128,000	CONTINGENCY	210,000
-	-	837,437	UNAPPROPRIATED ENDING BAL	879,113
104,842	104,196	1,076,017	TOTAL OTHER USES	1,247,120
1,241,054	1,234,126	2,932,721	TOTAL EXPENDS & OTHER USES	3,542,644
1,917,328	2,103,902	-	FUND TOTAL	-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY 19/20	FY 20/21	FY 21/22	Account		FY22/23
Actual	Actual	Budget			Proposed
			LIBRARY FUND 004		
			REVENUES		
1,718,703	1,917,328	1,447,081	004-0000-300.00-00	BEGINNING BALANCE	1,631,853
3,612	3,634	3,634	004-0000-334.20-00	STATE FOR LIBRARY	9,161
77,755	-	25,000	004-0000-336.10-00	PRIVATE SECTOR GRANTS	-
1,308,423	1,397,676	1,439,606	004-0000-337.20-00	LIBRARY DISTRICT TAXES FROM CO	1,887,794
14,489	3,454	2,000	004-0000-351.50-00	LIBRARY FINES	5,000
33,545	13,604	15,100	004-0000-361.00-00	INTEREST REVENUES	8,736
-	-	100	004-0000-365.00-00	GIFTS AND DONATIONS	100
1,855	2,331	200	004-0000-369.00-00	OTHER MISC REVENUES	-
3,158,383	3,338,028	2,932,721	TOTAL LIBRARY FUND REVENUES		3,542,644
			EXPENDITURES		
483,429	489,151	527,043.00	004-2100-000.11-00	REGULAR SALARIES	577,254
26,243	22,278	43,532.00	004-2100-000.12-00	PARTTIME/TEMP SALARIES	33,488
548	344	11,000.00	004-2100-000.13-00	OVERTIME SALARIES	10,660
149,827	133,166	178,667.00	004-2100-000.21-10	MEDICAL INSURANCE	219,973
3,240	3,230	3,468.00	004-2100-000.21-20	L-T DISABILITY INSURANCE	3,849
505	440	533.00	004-2100-000.21-30	LIFE INSURANCE	533
1,499	1,290	1,699.00	004-2100-000.21-40	WORKERS COMP INSURANCE	1,642
38,093	38,994	44,293.00	004-2100-000.22-00	FICA	47,163
45,316	64,689	67,925.00	004-2100-000.23-00	RETIREMENT CONTRIBUTIONS	65,321
3,064	4,387	8,714.00	004-2100-000.28-00	VEBA CONTRIBUTIONS	8,715
225	225	240.00	004-2100-000.29-00	OTHER EMPLOYEE BENEFITS	3,334
751,989	758,193	887,114	TOTAL PERSONNEL SERVICE		971,932
11.0	11.3	11.3	Total Full-Time Equivalent (FTE)		12.8
94,030	103,005	193,460	004-2100-000.31-10	CONTRACTUAL SERVICES	246,383
-	-	750	004-2100-000.32-20	SPECIAL LEGAL SERVICES	750
2,184	2,199	5,580	004-2100-000.41-10	WATER & SEWER	5,580
1,152	1,196	1,798	004-2100-000.41-20	GARBAGE SERVICES	1,798
21,476	19,348	31,132	004-2100-000.41-40	ELECTRICITY	31,132
13,798	14,697	47,150	004-2100-000.43-10	BUILDINGS AND GROUNDS	47,900
-	170	30,230	004-2100-000.43-40	OFFICE EQUIPMENT	55,820
-	-	250	004-2100-000.43-45	JOINT USE OF LABOR/EQUIP	250
14	-	-	004-2100-000.43-51	GAS/OIL/LUBRICANTS	-
377	1,073	8,250	004-2100-000.43-52	LIBRARY VEHICLE-GAS/OIL/TIRES	20,500
844	4,149	10,775	004-2100-000.43-77	HVAC SYSTEMS	11,000
3,945	4,630	5,495	004-2100-000.52-10	LIABILITY INSURANCE	6,319
5,483	8,356	9,513	004-2100-000.52-30	PROPERTY INSURANCE	10,940
428	693	800	004-2100-000.52-50	AUTOMOTIVE INSURANCE	4,000
134	421	2,300	004-2100-000.53-20	POSTAGE	2,300
7,670	7,523	12,955	004-2100-000.53-30	TELEPHONE	13,455
622	-	16,550	004-2100-000.58-10	TRAVEL, FOOD & LODGING	13,990
195	494	17,485	004-2100-000.58-50	TRAINING AND CONFERENCES	17,285
878	1,313	7,361	004-2100-000.58-70	MEMBERSHIPS/DUES/SUBS	7,611
7,046	6,445	38,555	004-2100-000.60-10	OFFICE SUPPLIES	38,555
4,155	2,798	8,050	004-2100-000.60-20	JANITORIAL SUPPLIES	8,050
38,319	58,217	141,475	004-2100-000.60-85	SPECIAL DEPT SUPPLIES	147,475
102,447	86,921	134,500	004-2100-000.64-20	LIBRARY BOOKS AND BIND	140,500
2,340	2,632	5,800	004-2100-000.64-30	LIBRARY PERIODICALS	5,800
22,902	16,509	61,350	004-2100-000.64-40	AUDIO/VISUAL MATERIALS	62,350
7,389	4,556	59,476	004-2100-000.64-80	COMPUTER SOFTWARE	64,849
-	-	500	004-2100-000.69-50	MISCELLANEOUS EXPENSES	-
34,840	18,399	65,950	004-2100-000.69-80	ASSETS < \$5000	64,200
372,667	365,746	917,490	TOTAL MATERIALS AND SERVICES		1,028,792

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY 19/20	FY 20/21	FY 21/22	Account		FY22/23
Actual	Actual	Budget			Proposed
11,556	5,991	52,100	004-2100-000.72-20	BUILDINGS	54,800
-	-	-	004-2100-000.74-20	VEHICLES	240,000
-	-	-	004-2100-000.74-30	FURNITURE AND FIXTURES	-
-	-	-	004-2100-000.74-40	OFFICE EQUIPMENT	-
-	-	-	004-2100-000.74-50	COMPUTER EQUIPMENT	-
11,556	5,991	52,100	TOTAL CAPITAL OUTLAY		294,800
1,136,212	1,129,930	1,856,704	TOTAL LIBRARY OPERATING DEPARTMENT		2,295,524
			OTHER USES		
102,229	91,435	100,580	004-9500-000.81-01	TO GENERAL FUND	148,007
2,613	2,761	-	004-9500-000.81-10	TO UNEMPLOYMENT FUND	-
0	10000	10,000	004-9500-000.81-37	TO CAPITAL PROJECT FUND	10,000
104,842	104,196	110,580	TOTAL INTERFUND TRANSFERS		158,007
-	-	128,000	004-9500-000.88-00	CONTINGENCY	210,000
-	-	186,718	TOTAL CONTINGENCY		210,000
-	-	52,437	004-9500-000.88-01	RESERVE FOR FUTURE EXPENDITURES	60,120
-	-	785,000	004-9500-000.89-00	UNAPPROPRIATED ENDING BAL	818,993
-	-	837,437	TOTAL UNAPPROPRIATED		879,113
104,842	104,196	1,076,017	TOTAL OTHER USES DEPARTMENT		1,247,120
1,241,054	1,234,126	2,932,721	GRAND TOTAL LIBRARY FUND		3,542,644
1,917,328	2,103,902	-	LIBRARY FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
LIBRARY FUND 004						
REVENUES						
1,718,703	1,917,328	1,447,081	004-0000-300.00-00	BEGINNING BALANCE		1,631,853
				Current Year Beginning Balance	2,103,902	
				Current Year Projected Revenue	1,460,440	
				Current Year Projected Expenditures	(1,932,489)	
3,612	3,634	3,634	004-0000-334.20-00	STATE FOR LIBRARY		9,161
				Ready to Read Grant - District Wide Summer Reading	1,684	
				Ready to Read Grant - TD Library Summer Reading	2,477	
				LSTS ARPA Teen Grant	5,000	
77,755	-	25,000	004-0000-336.10-00	PRIVATE SECTOR GRANTS		-
1,308,423	1,397,676	1,439,606	004-0000-337.20-00	LIBRARY DISTRICT TAXES FROM CO		1,887,794
				Use formula used by County		
14,489	3,454	2,000	004-0000-351.50-00	LIBRARY FINES		5,000
33,545	13,604	15,100	004-0000-361.00-00	INTEREST REVENUES		8,736
-	-	100	004-0000-365.00-00	GIFTS AND DONATIONS		100
		200		From Foundation for Expansion Project		
1,855	2,331		004-0000-369.00-00	OTHER MISC REVENUES		-
3,158,383	3,338,028	2,932,721	TOTAL LIBRARY FUND REVENUES			3,542,644
EXPENDITURES						
483,429	489,151	527,043	004-2100-000.11-00	REGULAR SALARIES		577,254
26,243	22,278	43,532	004-2100-000.12-00	PARTTIME/TEMP SALARIES		33,488
548	344	11,000	004-2100-000.13-00	OVERTIME SALARIES		10,660
149,827	133,166	178,667	004-2100-000.21-10	MEDICAL INSURANCE		219,973
3,240	3,230	3,468	004-2100-000.21-20	L-T DISABILITY INSURANCE		3,849
505	440	533	004-2100-000.21-30	LIFE INSURANCE		533
1,499	1,290	1,699	004-2100-000.21-40	WORKERS COMP INSURANCE		1,642
38,093	38,994	44,293	004-2100-000.22-00	FICA		47,163
45,316	64,689	67,925	004-2100-000.23-00	RETIREMENT CONTRIBUTIONS		65,321
3,064	4,387	8,714	004-2100-000.28-00	VEBA CONTRIBUTIONS		8,715
225	225	240	004-2100-000.29-00	OTHER EMPLOYEE BENEFITS		3,334
751,989	758,193	887,114	TOTAL PERSONNEL SERVICE			971,932
11.0	11.3	11.3	Total Full Time Equivalent (FTE)			12.8
94,030	103,005	193,460	004-2100-000.31-10	CONTRACTUAL SERVICES		246,383
				Sage Automated System	47,100	
				Oregon Digital Library Consortium membership	9,800	
				Databases purchased w/ Libraries of Eastern Oregon	6,398	
				Reference Database	1,058	
				Cooperative programming LEO	5,000	
				Sawnet internet	925	
				Gorgenet	4,832	
				Dark Fiber @ \$675/mo	8,100	
				Ready to Read & performers	23,500	
				T&L - Fire Alarm & Sprinkler	850	
				Monthly alarm & fire monitoring	1,050	
				Grant Writing contract	6,500	
				Janitorial services (\$1593 per month)	19,800	
				Wifi hotspots	55,500	
				Other (social archiving, etc.)	5,970	
				Website	50,000	
-	-	750	004-2100-000.32-20	SPECIAL LEGAL SERVICES		750
				Cost of sending 3 overdue accounts to Small Claims Court. Rare.		
2,184	2,199	5,580	004-2100-000.41-10	WATER & SEWER		5,580
1,152	1,196	1,798	004-2100-000.41-20	GARBAGE SERVICES		1,798
				Weekly dumpser services		
21,476	19,348	31,132	004-2100-000.41-40	ELECTRICITY		31,132
13,798	14,697	47,150	004-2100-000.43-10	BUILDINGS AND GROUNDS		47,900
				Yard maintenance (weed control, pruning Big Tree - \$4500) Plant maintenance, spraying, mowing	5,500	
				Misc ground maintenance (sprinklers, vandalism, etc.)	1,500	

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
				Building maint: elevator permit, washing windows(\$7800) fire extinguisher inspection (\$325), painting, UV lights (\$600), etc.	17,250	
				Shovel snow and de-ice walks	850	
				Courtyard landscaping	11,000	
				Carpet cleaning (children's room quarterly & main as needed)	3,900	
				Shaniko Station propane	2,300	
				Floors cleaned and waxed	2,600	
				Misc.	3,000	
-	170	30,230	004-2100-000.43-40	OFFICE EQUIPMENT		55,820
				Bibliotheca maint agreement for self check out syst & security gates (\$300 for unlocking device)	6,675	
				Microfilm reader scanner maintenance agreement	1,950	
				Staff copy/fax machine maint agreement	1,845	
				Public copy machine maint agreement	850	
				Maintenance / replacement of computers, printers, & other office equipment	4,200	
				(2) receipt printers (2 X \$475)	950	
				Copy machine lease - less current annual maintenance contract	7,200	
				Antenna Pad	4,300	
				Dymo label makers	750	
				Phone headset	2,100	
				Short Story Dispenser	25,000	
-	-	250	004-2100-000.43-45	JOINT USE OF LABOR/EQUIP		250
				Having PW staff assist with building & grounds maintenance as needed.		
14	-	-	004-2100-000.43-51	GAS/OIL/LUBRICANTS		-
377	1,073	8,250	004-2100-000.43-52	LIBRARY VEHICLE-GAS/OIL/TIRES		20,500
				Van repairs & maintenance	5,500	
				Van gas & oil	15,000	
844	4,149	10,775	004-2100-000.43-77	HVAC SYSTEMS		11,000
				Replacement filters	800	
				Routine Maintenance Calls (2 per year)	4,600	
				Misc repairs	5,300	
				Boiler Pressure Permit	300	
3,945	4,630	5,495	004-2100-000.52-10	LIABILITY INSURANCE		6,319
5,483	8,356	9,513	004-2100-000.52-30	PROPERTY INSURANCE		10,940
428	693	800	004-2100-000.52-50	AUTOMOTIVE INSURANCE		4,000
134	421	2,300	004-2100-000.53-20	POSTAGE		2,300
7,670	7,523	12,955	004-2100-000.53-30	TELEPHONE		13,455
				Gorge.net services	4,500	
				Emergency mgmt sys: elevator & back up lines	2,500	
				Maupin & Shaniko phones & internet service	5,675	
				Cell phones (\$40 + \$25 = \$65/mo) prorated maint staff cell phone costs	780	
622	-	16,550	004-2100-000.58-10	TRAVEL, FOOD & LODGING		13,990
				OLA mileage, food, lodging for Library Board & 4 District Staff members	3,200	
				Meals not included in conference registration	2,500	
				TD Staff attendance at 4 Oregon Public Library Directors' meetings and 4 miscellaneous meetings for seminars.	4,790	
				Sage Courier costs	3,500	
195	494	17,485	004-2100-000.58-50	TRAINING AND CONFERENCES		17,285
				OLA registration for Library Board & 4 District Staff members	3,450	
				District staff attendance at other conferences & workshops	1,700	
				WebJunction self-paced online classes for district staff	1,550	
				Misc online classes/cataloging	4,800	
				CGCC anticipated tuition reimbursement	4,000	
				OLA nondistrict staff attendance	1,785	
878	1,313	7,361	004-2100-000.58-70	MEMBERSHIPS/DUES/SUBS		7,611
				Oregon Library Association membership	786	
				American Library Association	595	
				Libraries of Eastern Oregon membership	2,100	
				TD Chamber of Commerce membership	295	
				Assn of Bookmobile & Outreach Services memberhsip	135	
				Service club memberships	500	
				Misc	3,200	

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
7,046	6,445	38,555	004-2100-000.60-10	OFFICE SUPPLIES		38,555
				TD Library	20,750	
				Library District	17,805	
4,155	2,798	8,050	004-2100-000.60-20	JANITORIAL SUPPLIES		8,050
				Cintas	4,100	
				Misc	3,950	
38,319	58,217	141,475	004-2100-000.60-85	SPECIAL DEPT SUPPLIES		147,475
				TD Library: reading incentives; story hour craft & activity supplies; children's activity programming	26,500	
				District: programs at child care sites & the Dufur & Maupin libraries; adult programming at Mill Creek, Canyon Rim, Veterans Home, etc.	9,600	
				Library programming, supplies, equipment & fees	108,875	
				Advertisements for Library position recruitments	2,500	
102,447	86,921	134,500	004-2100-000.64-20	LIBRARY BOOKS AND BIND		140,500
				Library collection budget includes \$192,150 (based on feasibility study level) for the collection with \$8,500 budgeted for the Digital Library Consortium through Sage. The remaining funds have been divided between the book, periodical and audiovisual budgets. \$18,000 going to Library2Go Advantage program.	140,500	
2,340	2,632	5,800	004-2100-000.64-30	LIBRARY PERIODICALS		5,800
				The Dalles Library		
22,902	16,509	61,350	004-2100-000.64-40	AUDIO/VISUAL MATERIALS		62,350
				The Dalles Library		
7,389	4,556	59,476	004-2100-000.64-80	COMPUTER SOFTWARE		64,849
				TD Library Ingram database subscription	535	
				TD Library Gale database subscription	1,500	
				TD Library Online reference services	495	
				TD Library Cat Express database subscription	5,879	
				TD Library Envisionware PC reservation	5,305	
				TD Library Filters for workstations (12 X \$55 = \$660)	720	
				TD Library Misc Software & website	15,555	
				TD Library OCLC interlibrary loan & access subscription	3,450	
				TD Library Workstation recovery software	1,200	
				Envisionware/Bibliotheca	12,300	
				District Ingram One-Page	400	
				District Cat Express cataloging software	3,350	
				District Tumblebooks subscription	925	
				Deep Freeze virus protection	800	
				laptops software licensing	3,885	
				Integra	1,800	
				Awe Learning Centers	6,750	
-	-	500	004-2100-000.69-50	MISCELLANEOUS EXPENSES		-
				Advertising, Legal Notices, etc.	-	
34,840	18,399	65,950	004-2100-000.69-80	ASSETS < \$5000		64,200
				For durable goods lasting more than one year, but costing less than \$5,000, such as chairs, calculators, etc.	-	
				Paperback rack, magazine rack	4,500	
				11 PCs @ \$2,150 each (\$1,800 PC + \$350 software); 9 public PCs & 2 staff PCs (computers on a 5 year replacement schedule)	24,200	
				Printer	3,900	
				3D printer	4,800	
				Book & DVD shelving units	7,200	
				Print management hardware	4,600	
				Interactive educational equipment	15,000	
372,667	365,746	917,490	TOTAL MATERIALS AND SERVICES			1,028,792
11,556	5,991	52,100	004-2100-000.72-20	BUILDINGS		54,800
				Security camera update	12,800	
				carpet	15,000	
				Ventilation	17,000	
				paint	10,000	

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
-	-	-	004-2100-000.74-20	VEHICLES		240,000
				Outreach Van (SEE BIP)	240,000	
11,556	5,991	52,100		TOTAL CAPITAL OUTLAY		294,800
1,136,212	1,129,930	1,856,704		TOTAL LIBRARY OPERATING DEPARTMENT		2,295,524
				<u>OTHER USES</u>		
102,229	91,435	100,580	004-9500-000.81-01	TO GENERAL FUND		148,007
				From Admin Transfers Worksheet Prepared by Finance	128,040	
				Budgeting for Legal Services. If not needed will not be charged	19,967	
2,613	2,761	-	004-9500-000.81-10	TO UNEMPLOYMENT FUND		-
				.5% of regular and part-time salaries, not including overtime		
	10,000	10,000	004-9500-000.81-36	TO CAPITAL PROJECTS FUND		10,000
				To start saving for replacement of 1963 HVAC system that will cost \$210,000		
104,842	104,196	110,580		TOTAL INTERFUND TRANSFERS		158,007
-	-	128,000	004-9500-000.88-00	CONTINGENCY		210,000
				Goal is 10% or greater of operating budget		
-	-	128,000		TOTAL CONTINGENCY		210,000
-	-	52,437	004-9500-000.88-01	RESERVE FOR FUTURE EXPENDITURES		60,120
				For expenses not expected to be incurred in the current budget year. However, if such expenses are incurred during the current budget year, these funds can be accessed via a supplemental budget allocating them to the appropriate category as necessary.		
-	-	785,000	004-9500-000.89-00	UNAPPROPRIATED ENDING BAL		818,993
				Provides funds for operations during the next fiscal year before the first tax revenues are received in late November. These funds cannot be accessed during the current budget year except under very specific and rare circumstances, such as natural disasters.		
-	-	837,437		TOTAL UNAPPROPRIATED		879,113
104,842	104,196	1,076,017		TOTAL OTHER USES DEPARTMENT		1,247,120
1,241,054	1,234,126	2,932,721		GRAND TOTAL LIBRARY FUND		3,542,644
1,917,328	2,103,902	-		LIBRARY FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Department:	Public Works	Number of Employees:	46
Program:	Enterprise and Dedicated Fund Activities		

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 six separate divisions with three different dedicated funds: Street Fund, Water Fund and Wastewater Fund. Revenues from individual dedicated funds cannot be co-mingled, and joint services between funds must be tracked and charged for appropriate reimbursement. Within the Department, administrative and engineering support services are split proportionally among the funds.

2022-23 Goals, Projects, and Highlights

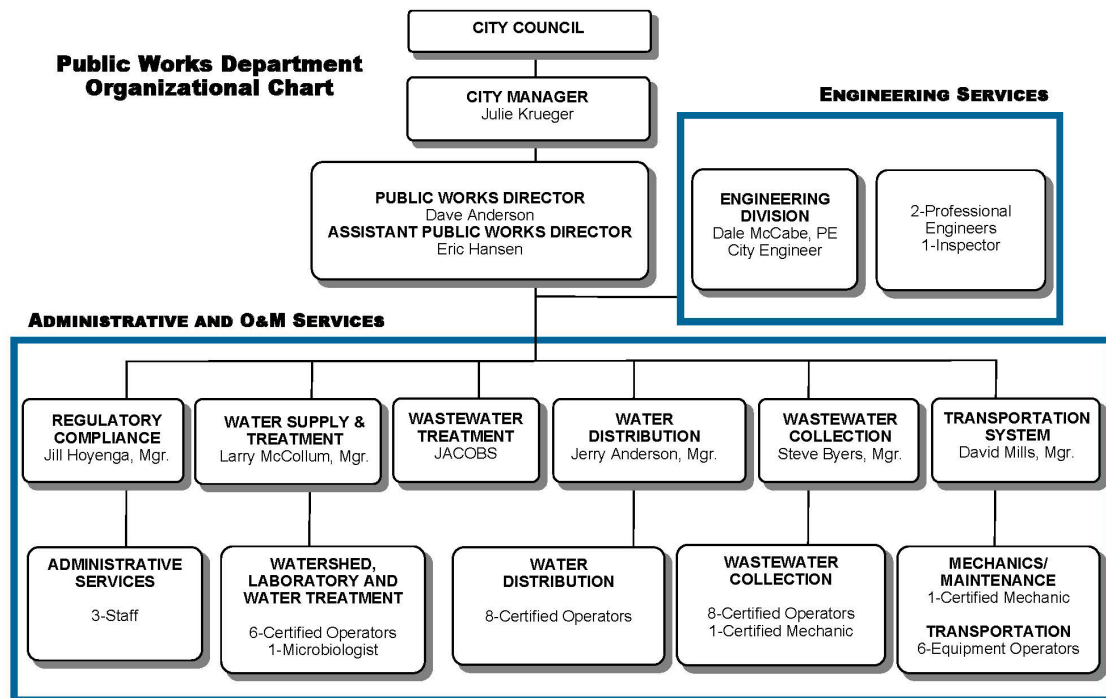
- Continue to reinforce a safety culture within our workplace to avoid injury to employees and the public and prevent damage to equipment and property.
- Continue a street preventive maintenance program that focuses on improving surfaces and integrity of streets using the most cost-effective methods available in compliance with the Americans with Disabilities Act (ADA).
- Achieve 80% completion for the Dog River Pipeline Replacement project.
- Update the City's Water Master Plan.
- Undertake work on the SCADA Upgrade Phase 1 project.
- Complete the 2022 ADA sidewalk ramp improvement projects.
- Complete the Scenic Drive Stabilization Phase 3 project.
- Complete structural repairs to the Sorosis Reservoir roof.

2021-22 Accomplishments

- Continued the emphasis on safety for all Public Works tasks and projects.
- Continued to provide essential services to the public during the pandemic and through associated office shutdowns.
- Completed the design, permitting and pipe procurement for the Dog River Diversion Pipeline Replacement; began timber removal activities and awarded a contract for its construction.
- Awarded a contract to update the City's Water Master Plan.
- Completed construction of Westside Interceptor Phase I sanitary sewer main upgrade project in West 1st Street.
- Completed a temporary repair of the outfall pipe from the Wastewater Treatment Plant and completed a design for a longer-term solution.
- Completed the ADA sidewalk ramp improvement projects.
- Continued and refined a 50/50 Sidewalk Rehabilitation Cost Share Pilot Program.

City of The Dalles, Oregon

Fiscal Year 2022-23 Proposed Budget



ENGINEERING SERVICES

Description

The Engineering Services Division provides professional engineering services and support for contracts, design, plan reviews, project management, construction quality control, and acceptance of public improvements inside the Urban Growth Boundary. Division engineers assist in developing City ordinances and standards associated with the City's built environment and manage the City's infrastructure archives.

2022-23 Goals, Projects and Highlights

Perform survey and design, and prepare contract documents for:

- Americans with Disabilities Act (ADA) compliant sidewalk ramps for connecting/continuing ADA accessible pedestrian corridors.
- 50/50 Sidewalk Rehabilitation Cost Share Program.
- W. 6th Street street/sidewalk upgrade project, Snipes Street to Hostetler Street.
- W. 6th Street and Snipes Street Sanitary Sewer Upgrade.
- Westside Sewer Interceptor Project, Phase II.

Provide design oversight and/or construction inspection for:

- City of The Dalles – U.S. EPA Brownfield Coalition Assessment Grant.
- Update of Water Master Plan.
- Continue to assist with Dog River Diversion Pipeline design and construction oversight.
- Continue feasibility analysis for undergrounding of utilities for downtown redevelopment

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

projects.

- Continue 310' Pressure Zone – Water System Improvements.
- Scenic Drive Stabilization Phase 3.
- Trevitt Street Sanitary Sewer Phase 1.
- W. 2nd Street Joint Utility Project – Phase 2.

Prepare plans and/or contract documents, provide design oversight and/or construction inspection for:

- Cure In Place Pipe (CIPP) Sewer Slipline Contract.
- Sorosis Reservoir Roof Structural Repairs.

2021-22 Accomplishments¹

Performed survey and design, and prepared contract documents as well as provided design oversight and/or construction inspection for:

- Sanitary Sewer Main Project under I-84 for Westside Sewer Interceptor Project, Phase I.
- W. 15th Street reconstruction – Garrison Street to Liberty Way.
- W. 2nd Street Joint Utility Project – Phase 2.
- ADA compliant sidewalk ramps installed at the intersections of Union Street and 7th, 8th and 9th Streets.
- 50/50 Sidewalk Rehabilitation Cost Share Pilot Program.
- Scenic Drive Stabilization Project, Phase 3.
- Trevitt Street Sanitary Sewer Project, Phase 1.
- Cure in Place Pipe (CIPP) Sewer Slipline Contract.
- Crack Seal Pavement Preservation Contract.
- E. 17th Street Sanitary Sewer Extension Project.
- Liberty Way Storm Sewer Installation Project.
- W. 16th Street and Pentland Street Water Main Replacement Project.
- E. 9th Street and Quinton Street Utilities Upgrade Project, which included removal of a house built in the City's Right-of-Way.
- E. 14th Street and Quinton Street Storm Sewer Replacement Project. The planned project timeline was accelerated due to a water main break that damaged the pavement structure in the area. The storm sewer replacement was completed before pavement restoration to save time and materials.

Provided design oversight and/or construction inspection for:

- City of The Dalles – U.S. EPA Brownfield Revitalization Coalition Assessment Grant.
- Cliff Street Fill Site.
- Safe Routes to School Project Identification Program Grant.
- Assist with Dog River Diversion Pipeline design and construction oversight.

¹ Projects listed are accurate from June 2021 to February 2022 then planned unless otherwise noted.

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- Feasibility analysis for undergrounding of utilities for downtown redevelopment projects.
- 310' Pressure Zone – Water System Improvements.

Looking forward to the next 5 years

- Work toward getting utilities extended into the eastern and western portions of the City.
- Continue working on completing capital improvement projects as outlined in the City's Master Plans.
- Work toward getting street grades and storm sewer trunk lines designed so that as development projects occur, infrastructure improvements can occur when infill development is initiated.
- Continue working toward creating ADA accessible pedestrian corridors as outlined in the ADA Transition Plan. Create safe routes for pedestrian access around town, in particular safe routes to schools. Address ADA concerns/grievances submitted by private citizens.
- Continue working with the North Wasco County School District No. 21 to apply for and be successful in receiving a Safe Routes to School Construction Grant in the Chenoweth Elementary/Wahtonka Campus area.

REGULATORY COMPLIANCE SERVICES

Description

Provides supervision for Administrative Services, and ensures that the Public Works Department adheres to all relevant regulatory guidelines to avoid litigation and fines. This is achieved in a timely and cost-effective manner by staying informed of existing regulations, interpreting application in consultation with regulators, creating and implementing plans to meet requirements, providing enforcement and documentation, meeting the timelines set by regulatory agencies, and performing ongoing program updates.

2022-23 Goals, Projects, and Highlights

- Continue to increase coordination of community outreach and public education.
- Implement updated wastewater local limits.
- Implement the Mercury Minimization Plan.
- Implement the America's Water Infrastructure Act Water Emergency Response Plan.
- Complete the transition of the Public Works Department library of webpages to the new website platform. Leverage new website features to improve customer service.
- Transition Industrial Pretreatment Program administration to Lucity software.
- Refresh the Federal Emergency Management Agency Incident Command System 3-year training program for all Divisions.
- Serve as point of contact for renewal of the City's NPDES discharge permit for the wastewater treatment plant.

2021-22 Accomplishments

Community Outreach – sharing our story with those that we serve

- Published annual Water Quality Report to all water customers as required by U.S. Environmental Protection Agency.

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- Updated a Department communication plan to focus education efforts on organizational needs. The purpose of the plan is to provide public information that is consistent and supportive of City and Public Works Department goals with the objective of highlighting the public role in achieving each goal. The plan also serves to facilitate development of key messages and coordinate distribution of messages. Successful communication projects include:
 - Tree trimming outreach and education efforts ahead of chip seal projects was coordinated by the Public Works Department. In 2021, the City continued to reduce the need for enforcement action compared to previous years. These efforts made passage of City equipment safer for crews performing work as well as safer for school buses, large delivery trucks and garbage trucks.
 - Leaf pick-up outreach continues to minimize the number of leaf pile enforcement actions.
 - All press releases are now translated to Spanish.
 - Most flyers are now translated to Spanish.
- The Public Works Department library of webpages continues to be on a seasonal update schedule.

Drinking Water Compliance – protects public health, ensures fire protection, supports a vibrant economy

- Completed and certified the America's Water Infrastructure Act Risk & Resilience Assessment and Emergency Response Plan.
- Tracked rule changes regarding the new Lead and Copper Rule. Work with other managers to plan local implementation of rule changes.
- Tracked rule changes regarding new America's Water Infrastructure Act requirements as well as changes in Federal legislation regarding emergency preparedness requirements and consumer confidence report requirements for water utilities.

Hazardous Materials, Emergency Preparedness & Safety Compliance

- FEMA documentation support is initiated at the onset of any incident to practice ICS procedures. The documentation will help develop future tabletop exercises.
- Continued a cyberthreat awareness campaign for City employees.
- Manage hazardous substance and material recovery reporting to State agencies.

Storm Water Compliance – protect public health and the environment, prevent property damage

- Assisted with planning and enforcement activities to comply with stormwater quality requirements.

Transportation Compliance – enhance public safety and mobility

- Updated the Winter Weather Response Plan as new equipment was purchased and new procedures implemented.
- Updated all press releases ahead of the winter weather season.

Wastewater compliance – protects public health and the environment

- Worked with Oregon Department of Environmental Quality (DEQ) to comply with the renewed NPDES discharge permit for the City's Wastewater Treatment Plant.
 - The final Mercury Minimization Plan was approved by DEQ in November 2021. The purpose of the plan is to comply with DEQ requirements and ensure that the levels of mercury in the Wastewater Treatment Plant's effluent to the Columbia River are

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- minimized.
- Managed a process to re-evaluate local limits. Provisional approval of the new local limits was granted in January 2022. The public comment period closes in the first quarter 2022. After public comments are resolved and approved by DEQ, the City Council will consider adoption.
- Managed compliance correspondence with DEQ.
- Coordinated the City's Industrial Pretreatment Program (IPP).
 - Reissued two wastewater discharge permits in 2021.
 - Served as City liaison during the Oregon DEQ (IPP) program compliance audit in August 2021.
 - Three of four corrective actions were returned to compliance by December 2021.
 - Transitioned fats, oils and grease interceptor enforcement management to Lucity software.

Looking forward to the next 5 years

- Assist with implementing Public Works Department action items resulting from 2018 Natural Hazard Mitigation Plan update. Prepare for 5-year update of the plan in 2023.
- Assist with Lead and Copper Rule compliance due by October 2024.
- Assist with development of an updated Water Management and Conservation Plan due in November 2024.
- Maintain files to streamline the 5-year update cycle for the America's Water Infrastructure Act Risk & Resilience Assessment and Emergency Response Plan. The next certifications are due in 2026.

ADMINISTRATIVE SERVICES

Description

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

2022-23 Goals, Projects, and Highlights

- Continue to provide a high level of skilled customer service and professionalism, both internally and externally by cross training of personnel and maintaining forms and office Standard Operating Procedures.
- Maintain an accessible library of Public Works Department policies and plans.
- Review/update Department webpages to reduce call volume and the need for walk-in services. For example, transition to using the webform and the online service request applications provided on the City's new website.

2021-22 Accomplishments²

By the Numbers

² Statistics are accurate from July 2021 to December 2021 then estimated by using January 2021 – June 2021 actual data. This estimation method is consistent with past Administrative Services Budget Narratives.

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- Used the Internet Ticket Processing (ITIC) One Call locate system to track 933 utility locate requests.
- Permits, applications and plans review correspondence between Public Works and Planning Departments has transitioned away from Administrative Services support and moved largely to direct email to the engineers.
- Issued 27 Right-of-Way Construction Permits, 70 Street/Sidewalk Closure permits and 11 Banner permits.
- Helped 244 people with the visitor log-in procedure at the Public Works Department front office. This significant reduction in walk-in traffic is largely due to a transition in how the Public Works Department provides services in the time of COVID-19.

At Your Service

- Maintained a welcoming front office presence and base radio monitoring.
- Provided administrative, bid proposal support and budget tracking within the Department.
- Served as department purchasing agent and processed invoices for payment by the Finance Department.
- Provided departmental personnel functions. Tracked crew license and certification requirements. Facilitated enrollment for conferences and other training necessary to maintain operator certifications.
- Provided clerical support for the monthly City of The Dalles Traffic Safety Committee, Public Works Safety Committee and back-up support for the Wasco County Utility Coordinating Council.
- Provided liaison services for the Department with the phone and alarm companies, and computer IT service.
- Proactively maintained sanitation supply inventory during the COVID-19 state of emergency. Duties included reordering, restocking and setting out sanitation supplies for all employees at Public Works.
- Maintained sanitation standards in Public Works common areas during the COVID-19 state of emergency. Duties included wiping down counters and contact areas between customer and crew interactions and before leaving at the end of shift.
- Completed the Public Works Department transition to the Oregon Records Management Solution method for records retention

Extraordinary Effort

- Provided feedback and rigorous testing of the Public Works library of webpages and webforms as the City transitions to a new website platform.

Looking forward to the next 5 years

- Streamline and develop efficient work practices through training and the review/update of forms and office Standard Operating Procedures.
- Leverage the enhanced customer service capabilities of the City's new website.

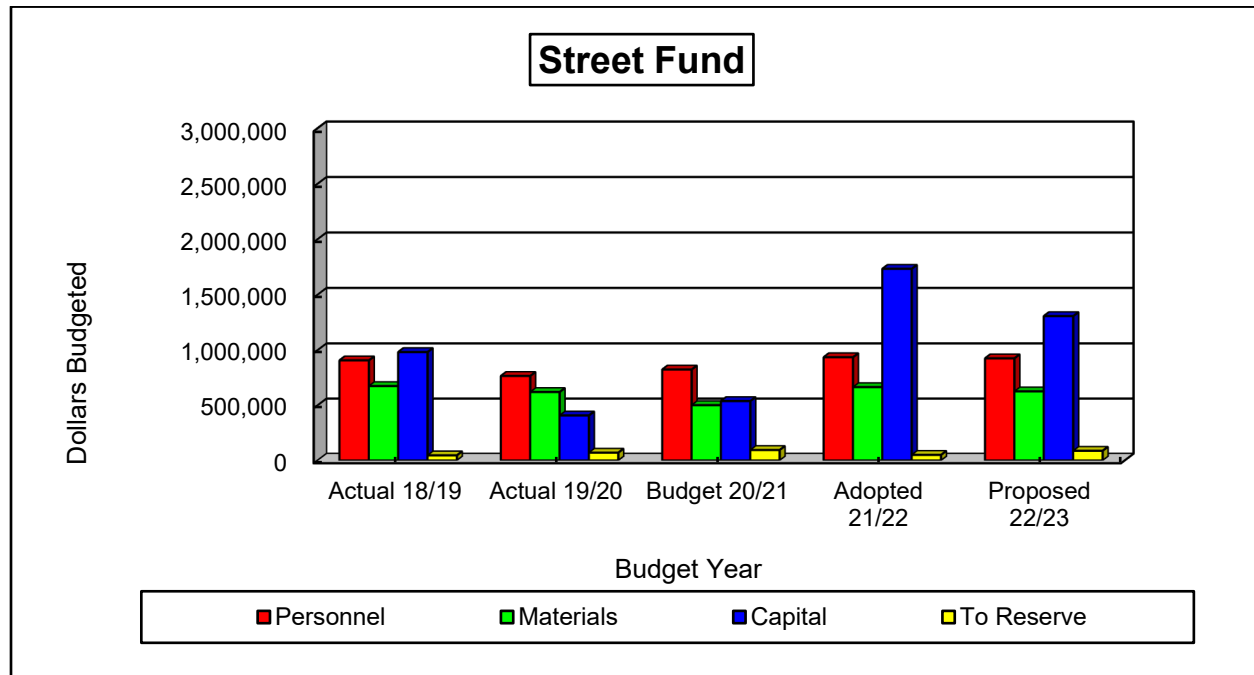
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PUBLIC WORKS SUMMARY

FY19/20	FY20/21	FY21/22		FY22/23
<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Revenue/Cost Centers</u>	<u>Proposed Budget</u>
12,994,193	14,353,311	17,608,184	BEGINNING BALANCE	14,352,396
15,410,742	15,461,017	14,512,784	REVENUES	15,783,243
5,771,330	4,920,893	10,851,408	OTHER SOURCES	13,151,581
34,176,265	34,735,221	42,972,376	TOTAL RESOURCES	43,287,220
1,792,932	1,862,394	3,332,295	STREET OPERATIONS	3,156,898
111,123	582,110	602,071	PUBLIC WORKS RESERVE FUND	643,517
666,055	64,548	1,645,728	STREET/BRIDGE REPLACEMENT FUND	2,404,830
1,380,089	1,463,181	1,674,713	WATER TREATMENT	1,871,086
1,929,081	1,932,499	2,298,412	WATER DISTRIBUTION	2,365,989
1,125,180	237,310	12,998,878	WATER DEPT CAPITAL RESERVE FUND	15,415,403
3,144,921	3,262,151	4,146,324	WASTE WATER FUND	4,171,659
430,098	722,709	5,179,767	SEWER SPECIAL RESERVE FUND	3,146,851
786,690	-	2,437,956	SEWER PLANT CONST	2,754,060
11,366,169	10,126,903	34,316,144	TOTAL EXPENDITURES	35,930,293
335,610	335,311	335,008	DEBT SERVICE	334,695
9,295,504	7,040,490	8,182,920	TRANSFER OUT	6,896,266
-	-	138,304	CONTINGENCY	125,966
9,631,114	7,375,801	8,656,232	TOTAL OTHER USES	7,356,927
20,997,284	17,502,704	42,972,376	TOTAL EXPENDS & OTHER USES	43,287,220
13,178,982	17,232,516	-	FUND TOTAL	-

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Fund:	Street (005)	Number of Employees:	8 dedicated
Department:	Public Works		
Program:	Street		11 shared / 9.68 FTE



The Street Fund (Fund 005-0500) is a dedicated fund used for the operation and maintenance of the City transportation systems. The fund's primary sources of revenue are the Oregon State Motor Vehicle Fund, a local 3-cent gas tax, impact fees from the City's Water and Sewer Funds, and the City's General Fund.

Description

The Street Division manages the operation and maintenance of over 99 miles of paved City streets, alleys, and gravel and oil shot roads, as well as additional rights-of-way, pedestrian access ways, bicycle paths, lighting, various triangle parks, and sidewalks. The Division also shares the responsibility of Public Works fleet management and the maintenance of City-owned buildings and grounds. The Street Division hosts monthly Traffic Safety Commission meetings.

2022-23 Goals and Projects

- Complete pavement preservation projects on 22.8 miles of paved City streets.
- Upgrade sidewalk ramps at eight intersections to be Americans with Disabilities Act (ADA) compliant.
- Grind and fill old sunken patches throughout town.

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2021-22 Accomplishments³

By the Numbers

- The Transportation Division continued a preventive maintenance program that focuses on crack sealing, chip sealing, asphalt overlays and inlays in an effort to extend the life of the City's pavement structures.
 - Performed 82 pavement patches for the water and sewer divisions.
 - Crack sealed 11.2 miles of City streets.
 - Chip sealed 5.6 miles of City streets.
 - Completed 3.3 lane miles of asphalt inlay and reconstruction projects.
 - Completed 100% (8.3 miles) of the grading and maintenance of the gravel streets and alleyways using, in part, processed and recycled asphalt grindings that were generated from paving projects.
- Completed 110,880 linear feet of our annual center line striping program.
- Assisted with traffic control plans and equipment for 9 community functions including: parades, events, street festivals, and COVID-19 testing/vaccination events.
- Assisted in the review and approval of 37 Right-of-Way Construction Permits that were issued for work within the City's Right-of-Way and 46 Sidewalk Street Closure Permits. Installed 10 permitted banners.
- Responded to 87 customer calls for service.

At Your Service

- Provided snow plowing and sanding services during the winter storm season of 2021/22.
- Maintained street lighting.
- Completed an evaluation of retro-reflectivity of street signs, replaced damaged signs, and installed signage in numerous locations with attention to safe passage for motorists, bicycles and pedestrians.
- Other provisions for pedestrian safety include:
 - Installation of eight, new solar powered flashing Light Emitting Diode (LED) stop signs. Four at the intersection of E. 4th Street and Washington Street. Two at the intersection of E. 10th Street and Kelly Avenue and two at the intersection of E. 10th Street and Dry Hollow.
 - Completed a study to examine pedestrian access and determine the appropriate location and design for a mid-block crossing of W. 6th Street between Cherry Heights and Webber Street.

Looking forward to the next 5 years

- Improve efficiencies and Best Management Practices through measurements and accountability.
- Utilize our pavement management database to evaluate different investment strategies to maximize the cost-effectiveness of a transportation system maintenance and rehabilitation plan at available funding levels.

³ Statistics are accurate from July 2021 to January 2022 then estimated unless otherwise noted.

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STREET FUND SUMMARY

FY19/20	FY20/21	FY21/22		FY22/23
<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Revenue/Cost Centers</u>	<u>Proposed Budget</u>
2,552,504	2,669,173	2,683,650	BEGINNING BALANCE	2,308,332
2,118,819	1,825,312	2,359,201	REVENUES	2,978,055
925,841	1,076,277	918,364	OTHER SOURCES	1,361,481
5,597,164	5,570,763	5,961,215	TOTAL RESOURCES	6,647,868
1,792,932	1,862,394	3,332,295	STREET OPERATIONS	3,156,898
111,123	582,110	602,071	PUBLIC WORKS RESERVE FUND	643,517
666,055	64,548	1,645,728	TRANSPORTATION SYS RESERVE FUND	2,404,830
2,570,111	2,509,053	5,580,094	TOTAL EXPENDITURES	6,205,245
-	-	-	CHARGES FOR SERVICES	-
357,880	382,838	334,922	TRANSFER OUT	406,515
-	-	46,199	CONTINGENCY	36,108
-	-	-	UNAPPROPRIATED ENDING BAL	-
357,880	382,838	381,121	TOTAL OTHER USES	442,623
2,927,991	2,891,891	5,961,215	TOTAL EXPENDS & OTHER USES	6,647,868
2,669,173	2,678,872	-	FUND TOTAL	-

City of The Dalles, Oregon
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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			STREET FUND 005		
			REVENUES		
1,166,460	1,244,901	1,338,291	005-0000-300.00-00	BEGINNING BALANCE	961,985
81,897	83,512	81,402	005-0000-318.20-00	NORTHWEST NATURAL	81,402
-	-	5,000	005-0000-318.30-00	ZAYO GROUP	5,000
475,432	479,619	480,000	005-0000-319.40-00	LOCAL 3 CENT FUEL TAX	475,000
-	-	-	005-0000-331.90-00	FEDERAL GRANTS-MISC	-
1,011,161	1,102,984	1,125,844	005-0000-335.40-00	STATE MOTOR VEH FND	1,226,311
-	-	9,465	005-0000-337.10-00	URBAN RENEWAL	11,242
549	5,327	350	005-0000-341.90-00	MISC SALES AND SRVCE	400
10,454	36,786	24,500	005-0000-348.00-00	INTERDEPARTMENTAL REVENUE	24,500
19,943	9,383	10,000	005-0000-361.00-00	INTEREST REVENUES	7,000
3,976	1,252	200	005-0000-369.00-00	OTHER MISC REVENUES	200
300,000	300,000	300,000	005-0000-391.01-00	FROM GENERAL FUND	450,000
170,933	171,258	181,471	005-0000-391.51-00	WATER UTILITY FUND	197,976
154,803	155,241	156,393	005-0000-391.55-00	WASTEWATER UTILITY	158,005
105	5,778	500	005-0000-392.00-00	SALE OF FIXED ASSETS	500
3,395,713	3,596,042	3,713,416	TOTAL STREET FUND REVENUES		3,599,521
			EXPENDITURES		
498,666	526,101	561,861	005-0500-000.11-00	REGULAR SALARIES	629,366
21,470	24,374	38,480	005-0500-000.12-00	PARTTIME/TEMP SALARIES	17,680
7,755	12,306	28,000	005-0500-000.13-00	OVERTIME SALARIES	22,000
122,581	120,239	137,210	005-0500-000.21-10	MEDICAL INSURANCE	160,135
3,137	3,551	3,558	005-0500-000.21-20	L-T DISABILITY INSURANCE	3,990
415	472	426	005-0500-000.21-30	LIFE INSURANCE	459
21,057	23,167	31,828	005-0500-000.21-40	WORKERS COMP INSURANCE	31,530
39,885	42,686	48,068	005-0500-000.22-00	FICA	53,232
46,217	64,340	74,929	005-0500-000.23-00	RETIREMENT CONTRIBUTIONS	78,193
4,123	6,489	11,001	005-0500-000.28-00	VEBA CONTRIBUTIONS	12,333
101	75	56	005-0500-000.29-00	OTHER EMPLOYEE BENEFITS	3,515
765,408	823,801	935,417	TOTAL PERSONNEL SERVICE		1,012,433
8.50	9.00	8.84		Total Full-Time Equivalent (FTE)	9.68
97,076	36,287	86,544	005-0500-000.31-10	CONTRACTUAL SERVICES	63,589
15,712	11,989	11,989	005-0500-000.31-40	WASCO CO COMMUNICATIONS	9,339
-	-	3,500	005-0500-000.34-10	ENGINEERING SERVICES	1,000
6,245	10,347	9,833	005-0500-000.34-30	COMPUTER SERVICES	11,683
2,979	3,438	4,500	005-0500-000.41-10	WATER & SEWER	7,000
6,631	5,954	12,000	005-0500-000.41-20	GARBAGE SERVICES	15,060
3,650	3,796	5,635	005-0500-000.41-30	NATURAL GAS	5,755
4,333	4,433	5,542	005-0500-000.41-40	ELECTRICITY	5,542
161,410	161,155	186,880	005-0500-000.41-50	STREET & TRAFFIC LIGHTING	151,880
7,980	7,980	7,980	005-0500-000.42-00	JANITORIAL SERVICES	8,300
11,440	7,566	10,883	005-0500-000.43-10	BUILDINGS AND GROUNDS	12,733
115	7	1,200	005-0500-000.43-20	COMPUTERS	1,200
2,540	2,998	1,600	005-0500-000.43-30	RADIO EQUIPMENT	1,300
180	-	500	005-0500-000.43-40	OFFICE EQUIPMENT	500
59	952	3,000	005-0500-000.43-45	JOINT USE OF LABOR/EQUIP	1,200
34,958	35,528	44,040	005-0500-000.43-50	VEHICLES	42,710
20,180	20,625	20,313	005-0500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	31,645
9,728	10,022	6,600	005-0500-000.43-52	TIRES AND TIRE REPAIRS	6,600
3,349	3,558	7,585	005-0500-000.43-70	GENERAL EQUIPMENT	9,435
602	1,699	2,950	005-0500-000.43-71	SPCL UTILITY EQUIPMENT	2,950
6,813	8,314	8,122	005-0500-000.43-80	SHOP EQUIPMENT	6,972
182	1,806	800	005-0500-000.43-81	SERVICE PICKUP TOOLS	800
167	167	996	005-0500-000.43-87	UTILITIES LOCATES	996
313	-	2,000	005-0500-000.44-20	RENTAL OF EQUIPMENT	2,000
8,732	9,309	10,240	005-0500-000.52-10	LIABILITY INSURANCE	11,539
6,918	7,688	8,457	005-0500-000.52-30	PROPERTY INSURANCE	9,134
9,279	8,901	9,792	005-0500-000.52-50	AUTOMOTIVE INSURANCE	10,573
1,202	4,738	4,500	005-0500-000.52-60	INSURANCE DEDUCTIBLES	4,500
393	464	720	005-0500-000.53-20	POSTAGE	720
7,203	8,123	11,140	005-0500-000.53-30	TELEPHONE	10,286

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
184	-	260	005-0500-000.53-40	LEGAL NOTICES	260
526	85	1,420	005-0500-000.53-60	PUBLIC EDUCATION/INFO	1,420
74	115	1,000	005-0500-000.55-00	PRINTING AND BINDING	1,000
188	188	500	005-0500-000.57-00	PERMITS	493
523	159	1,350	005-0500-000.58-10	TRAVEL, FOOD & LODGING	1,050
3,347	2,195	15,323	005-0500-000.58-50	TRAINING AND CONFERENCES	13,463
1,754	1,262	1,675	005-0500-000.58-70	MEMBERSHIPS/DUES/SUBS	1,810
2,286	2,532	3,480	005-0500-000.60-10	OFFICE SUPPLIES	3,480
3,392	2,841	4,280	005-0500-000.60-20	JANITORIAL SUPPLIES	4,280
2,939	2,786	2,450	005-0500-000.60-80	CLOTHING	2,450
6,109	4,231	7,150	005-0500-000.60-85	SPECIAL DEPT SUPPLIES	8,518
2,441	1,497	4,250	005-0500-000.60-86	CHEMICAL/LAB SUPPLIES	4,250
154,277	95,986	117,965	005-0500-000.60-87	STREET CONST SUPPLIES	117,686
76	-	1,024	005-0500-000.64-10	BOOKS AND PERIODICALS	1,024
3,387	2,710	2,468	005-0500-000.64-80	COMPUTER SOFTWARE	3,869
-	-	-	005-0500-000.69-50	MISCELLANEOUS EXPENSES	10
8,105	6,428	9,980	005-0500-000.69-80	ASSETS < \$5000	13,626
619,977	500,856	664,416	TOTAL MATERIALS AND SERVICES		625,630
33,268	40,019	41,000	005-0500-000.72-20	BUILDINGS	108,000
-	-	33,000	005-0500-000.73-30	IMPRVMTS OTHER THAN BLDGS	-
-	2,964	-	005-0500-000.74-10	MACHINERY	22,000
-	-	10,875	005-0500-000.74-20	VEHICLES	-
-	7,080	-	005-0500-000.74-90	EQUIPMENT, OTHER	3,400
374,280	487,674	1,647,587	005-0500-000.75-10	CAPITAL PROJECTS	1,385,435
407,548	537,737	1,732,462	TOTAL CAPITAL OUTLAY		1,518,835
1,792,932	1,862,394	3,332,295	TOTAL STREET OPERATIONS		3,156,898
			OTHER USES		
224,993	226,100	225,148	005-9500-000.81-01	TO GENERAL FUND	260,046
70,000	94,000	50,000	005-9500-000.81-09	TO PUBLIC WKS RESV FUND	87,000
2,877	2,806	-	005-9500-000.81-10	TO UNEMPLOYMENT FUND	-
60,010	59,932	59,774	005-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND	59,469
357,880	382,838	334,922	TOTAL OPERATING TRANSFERS OUT		406,515
-	-	46,199	005-9500-000.88-00	CONTINGENCY	36,108
-	-	46,199	TOTAL CONTINGENCY		36,108
357,880	382,838	381,121	TOTAL OTHER USES		442,623
2,150,812	2,245,232	3,713,416	GRAND TOTAL STREET FUND EXPENSES		3,599,521
1,244,901	1,350,810	-	STREET FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget	
STREET FUND 005							
REVENUES							
1,166,460	1,244,901	1,338,291	005-0000-300.00-00	BEGINNING BALANCE		961,985	
81,897	83,512	81,402	005-0000-318.20-00	NORTHWEST NATURAL		81,402	
-	-	5,000	005-0000-318.30-00	ZAYO GROUP		5,000	
475,432	479,619	480,000	005-0000-319.40-00	LOCAL 3 CENT FUEL TAX		475,000	
-	-	-	005-0000-331.90-00	FEDERAL GRANTS-MISC		-	
1,011,161	1,102,984	1,125,844	005-0000-335.40-00	STATE MOTOR VEH FND		1,226,311	
-	-	9,465	005-0000-337.10-00	URBAN RENEWAL		11,242	
-	-	-	005-0000-337.70-00	CHENOWITH PUD		-	
-	-	-	005-0000-341.80-00	COPIES, PLANS, ORD'S		-	
549	5,327	350	005-0000-341.90-00	MISC SALES AND SRVCE		400	
10,454	36,786	24,500	005-0000-348.00-00	INTERDEPARTMENTAL REVENUE		24,500	
19,943	9,383	10,000	005-0000-361.00-00	INTEREST REVENUES		7,000	
3,976	1,252	200	005-0000-369.00-00	OTHER MISC REVENUES		200	
300,000	300,000	300,000	005-0000-391.01-00	FROM GENERAL FUND		450,000	
170,933	171,258	181,471	005-0000-391.51-00	WATER UTILITY FUND		197,976	
154,803	155,241	156,393	005-0000-391.55-00	WASTEWATER UTILITY		158,005	
105	5,778	500	005-0000-392.00-00	SALE OF FIXED ASSETS		500	
3,395,713	3,596,042	3,713,416	TOTAL STREET FUND REVENUES				3,599,521
EXPENDITURES							
498,666	526,101	561,861	005-0500-000.11-00	REGULAR SALARIES		629,366	
21,470	24,374	38,480	005-0500-000.12-00	PARTTIME/TEMP SALARIES		17,680	
7,755	12,306	28,000	005-0500-000.13-00	OVERTIME SALARIES		22,000	
122,581	120,239	137,210	005-0500-000.21-10	MEDICAL INSURANCE		160,135	
3,137	3,551	3,558	005-0500-000.21-20	L-T DISABILITY INSURANCE		3,990	
415	472	426	005-0500-000.21-30	LIFE INSURANCE		459	
21,057	23,167	31,828	005-0500-000.21-40	WORKERS COMP INSURANCE		31,530	
39,885	42,686	48,068	005-0500-000.22-00	FICA		53,232	
46,217	64,340	74,929	005-0500-000.23-00	RETIREMENT CONTRIBUTIONS		78,193	
				PFMLI		3,479	
4,123	6,489	11,001	005-0500-000.28-00	VEBA CONTRIBUTIONS		12,333	
101	75	56	005-0500-000.29-00	OTHER EMPLOYEE BENEFITS		36	
765,408	823,801	935,417	TOTAL PERSONNEL SERVICE				1,012,433
8.50	9.00	8.84	Total Full-Time Equivalent (FTE)				9.68
97,076	36,287	86,544	005-0500-000.31-10	CONTRACTUAL SERVICES		63,589	
				Arboculturist Services	1,000		
				Weed Spray	15,000		
				Soils/Material Testing	2,000		
				Tree Trimming	3,000		
				Alarm testing/Monitoring/Fire Extinguisher Service	1,144		
				Internet Provider	350		
				Drug/Alcohol Testing/DMV Records	880		
				Solvent Service	186		
				Copier services	1,529		
				Generator Service Agreement (bi-annual 22/23)	500		
				ODOT Signal Maintenance	18,000		
				Oil Water Separators Cleaning (every 4 years 25/26)	-		
				County Street Striping	20,000		
15,712	11,989	11,989	005-0500-000.31-40	WASCO CO COMMUNICATIONS		9,339	
-	-	3,500	005-0500-000.34-10	ENGINEERING SERVICES		1,000	
				Engineering ROW	1,000		
6,245	10,347	9,833	005-0500-000.34-30	COMPUTER SERVICES		11,683	
				Computer Program Support services	4,450		
				GIS software, engineering software,Q-life fiber line cost, CAT software	7,233		
-	-	-	005-0500-000.34-50	SPECIAL STUDIES & REPORTS		-	
2,979	3,438	4,500	005-0500-000.41-10	WATER & SEWER		7,000	
6,631	5,954	12,000	005-0500-000.41-20	GARBAGE SERVICES		15,060	
3,650	3,796	5,635	005-0500-000.41-30	NATURAL GAS		5,755	
4,333	4,433	5,542	005-0500-000.41-40	ELECTRICITY		5,542	
161,410	161,155	186,880	005-0500-000.41-50	STREET & TRAFFIC LIGHTING		151,880	

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
7,980	7,980	7,980	005-0500-000.42-00	JANITORIAL SERVICES		8,300
11,440	7,566	10,883	005-0500-000.43-10	BUILDINGS AND GROUNDS		12,733
				Shop Door Repair	1,500	
				Building Roof Repair	500	
				A/C Heat Electrical Systems	2,500	
				Int & Ext Maint	6,058	
				Irrigation/ Landscaping/Island Maint	1,225	
				Shop Fence/Yard Maint	950	
115	7	1,200	005-0500-000.43-20	COMPUTERS		1,200
				Computer Maintenance	1,200	
2,540	2,998	1,600	005-0500-000.43-30	RADIO EQUIPMENT		1,300
				Handheld/Vehicle/Base Radio Maint	1,300	
180	-	500	005-0500-000.43-40	OFFICE EQUIPMENT		500
				Phones, Faxes, & office equipment	500	
59	952	3,000	005-0500-000.43-45	JOINT USE OF LABOR/EQUIP		1,200
				To Wastewater Fund	200	
				To Water Fund	1,000	
34,958	35,528	44,040	005-0500-000.43-50	VEHICLES		42,710
				Vehicle Maint	42,710	
20,180	20,625	20,313	005-0500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		31,645
9,728	10,022	6,600	005-0500-000.43-52	TIRES AND TIRE REPAIRS		6,600
3,349	3,558	7,585	005-0500-000.43-70	GENERAL EQUIPMENT		9,435
				Jack Hammer/Large Saw Maint	3,050	
				Street Construction Equipment	3,925	
				Street Survey Equipment	1,000	
				Landscape Equipment	910	
				Generator Maint	550	
602	1,699	2,950	005-0500-000.43-71	SPCL UTILITY EQUIPMENT		2,950
				Lifting devices certification	1,350	
				Aqua Tech Parts and Tools (1/2)	1,600	
6,813	8,314	8,122	005-0500-000.43-80	SHOP EQUIPMENT		6,972
				Shop Tools	1,550	
				Fasteners/Sealants	2,200	
				Shop Equipment Maintenance	765	
				Hand tools	2,357	
				Welding supplies	100	
182	1,806	800	005-0500-000.43-81	SERVICE PICKUP TOOLS		800
167	167	996	005-0500-000.43-87	UTILITIES LOCATES		996
				Utility Notification Center	166	
				Locate supplies	830	
313	-	2,000	005-0500-000.44-20	RENTAL OF EQUIPMENT		2,000
8,732	9,309	10,240	005-0500-000.52-10	LIABILITY INSURANCE		11,539
6,918	7,688	8,457	005-0500-000.52-30	PROPERTY INSURANCE		9,134
9,279	8,901	9,792	005-0500-000.52-50	AUTOMOTIVE INSURANCE		10,573
1,202	4,738	4,500	005-0500-000.52-60	INSURANCE DEDUCTIBLES		4,500
393	464	720	005-0500-000.53-20	POSTAGE		720
				Direct Mailings	300	
				Shipping for parts/Core returns	420	
7,203	8,123	11,140	005-0500-000.53-30	TELEPHONE		10,286
				Phone system	2,880	
				Cell phone/Field Laptop services	5,266	
				Traffic Signal	2,140	
184	-	260	005-0500-000.53-40	LEGAL NOTICES		260
				Capital Improvement notice	260	
526	85	1,420	005-0500-000.53-60	PUBLIC EDUCATION/INFO		1,420
				Brochures/Written Translations	300	
				Community Clean-Up	150	
				Parade Booth	70	
				Bill Insert for Snow Event Information	900	
74	115	1,000	005-0500-000.55-00	PRINTING AND BINDING		1,000
				Vehicle Logos and decals	400	
				Construction Plans	500	
				Business Cards/Envelopes	100	
188	188	500	005-0500-000.57-00	PERMITS		493
				Shop compressor License 2023/24	-	
				Business Radio License (1/4) (Due 2023)	200	
				Propane Hazardous Substance fee	150	

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
523	159	1,350	005-0500-000.58-10	Acetylene Hazardous Substance fee	143	1,050
				TRAVEL, FOOD & LODGING		
				Traffic Safety Meeting	-	
				NSPE/ASCE Meeting	150	
				Employee Meetings/Room Rentals	900	
3,347	2,195	15,323	005-0500-000.58-50	TRAINING AND CONFERENCES		13,463
				APWA Conference	650	
				Oregon Impact Conference	-	
				Employee/Eng/Safety Officer/Office Training	12,533	
				Flagging	280	
				First Aid/CPR Training JAN EVEN YRS		
1,754	1,262	1,675	005-0500-000.58-70	MEMBERSHIPS/DUES/SUBS		1,810
				APWA Membership Dues	205	
				ASCE	200	
				CDL Medical Exams	600	
				National Society for PE	100	
				Oregon Impact	200	
				OSBEELS	65	
				Columbia Gorge News	20	
				PE Licenses	400	
				Local OUCC Dues	20	
2,286	2,532	3,480	005-0500-000.60-10	OFFICE SUPPLIES		3,480
				Office Supplies/toner	2,680	
				Copy Paper	800	
3,392	2,841	4,280	005-0500-000.60-20	JANITORIAL SUPPLIES		4,280
				Cintas	3,500	
				Cleaning supplies	780	
2,939	2,786	2,450	005-0500-000.60-80	CLOTHING		2,450
				Clothing Allowance	1,750	
				Rubber Boots Steel Toe	300	
				Rain Gear	400	
6,109	4,231	7,150	005-0500-000.60-85	SPECIAL DEPT SUPPLIES		8,518
				First Aid/Safety Supplies	1,675	
				Personal Protection Equipment	3,625	
				Safety Toe Boots	2,418	
				Safety Vests	650	
				Hearing/Respirator tests/ HBV Vaccine	150	
2,441	1,497	4,250	005-0500-000.60-86	CHEMICAL/LAB SUPPLIES		4,250
				Vector Control	50	
				Absorbants for spills	1,100	
				Hazmat Testing	500	
				Rhoma-Sol Cleaner	2,600	
154,277	95,986	117,965	005-0500-000.60-87	STREET CONST SUPPLIES		117,686
				Construction Signs/Cones/Barricades	3,500	
				Traffic Control Signs	16,500	
				Asphalt Hot Mix/Cold Mix	19,800	
				Rock	11,250	
				Concrete	3,913	
				Sanding Material	3,875	
				Bituminous Emul	11,200	
				Magnesium Chloride	2,500	
				Manhole/Catch Basin/Paving Risers	16,785	
				Traffic control Paint/Striping Material	28,163	
				6th Street Bridge bulbs and globes	200	
76	-	1,024	005-0500-000.64-10	BOOKS AND PERIODICALS		1,024
				Manuals	934	
				City Directory	90	
3,387	2,710	2,468	005-0500-000.64-80	COMPUTER SOFTWARE		3,869
				MS Office for computers listed in 6080	1,619	
				Lucity Bundle	1,250	
				Engineering Software	1,000	
-	-	-	005-0500-000.69-50	MISCELLANEOUS EXPENSES		10
8,105	6,428	9,980	005-0500-000.69-80	ASSETS < \$5000		13,626
				Survey equipment	2,000	
				Computers/Printers	5,742	
				Furniture/Map files	1,684	
				Concrete Mixer (1/3)	1,500	

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
619,977	500,856	664,416	TOTAL MATERIALS AND SERVICES	Outhouses (1/3)	2,700	625,630
33,268	40,019	41,000	005-0500-000.72-20	BUILDINGS		108,000
				Front entry elevator and safety upgrade (1/3)	41,000	
				Office Partition (1/3)	8,000	
				Equipment Covers	59,000	
-	-	33,000	005-0500-000.73-30	IMPROVEMENTS OTHER THAN BLDGS		-
				Personnel-gate crash bars (1/3)	-	
-	2,964	10,875	005-0500-000.74-10	MACHINERY		22,000
				2022 CAT snow push	22,000	
-	-	-	005-0500-000.74-20	VEHICLES		-
-	7,080	-	005-0500-000.74-90	EQUIPMENT, OTHER		3,400
				New Miller Welder (1/3)	3,400	
374,280	487,674	1,647,587	005-0500-000.75-10	CAPITAL PROJECTS		1,385,435
				2023 Chip Seal Program	458,318	
				2023 Pavement Preventative Maintenance Program (crack & surface seals)	315,367	
				2023 ADA - Sidewalk Program	150,000	
				2023 Overlay Program (2" grind w 3" overlay)	311,750	
				Liberty Way (\$15k)		
				ADA upgrades from paving projects	150,000	
				Future St Maintenance Projects	-	
407,548	537,737	1,732,462	TOTAL CAPITAL OUTLAY			1,518,835
1,792,932	1,862,394	3,332,295	TOTAL STREET OPERATIONS			3,156,898
			OTHER USES			
224,993	226,100	225,148	005-9500-000.81-01	TO GENERAL FUND		260,046
70,000	94,000	50,000	005-9500-000.81-09	TO PUBLIC WKS RESV FUND		87,000
2,877	2,806	-	005-9500-000.81-10	TO UNEMPLOYMENT FUND		-
60,010	59,932	59,774	005-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND		59,469
357,880	382,838	334,922	TOTAL OPERATING TRANSFERS OUT			406,515
-	-	46,199	005-9500-000.88-00	CONTINGENCY		36,108
-	-	46,199	TOTAL CONTINGENCY			36,108
357,880	382,838	381,121	TOTAL OTHER USES			442,623
2,150,812	2,245,232	3,713,416	GRAND TOTAL STREET FUND EXPENSES			3,599,521
1,244,901	1,350,810	-	STREET FUND - REVENUES LESS EXPENSES			-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

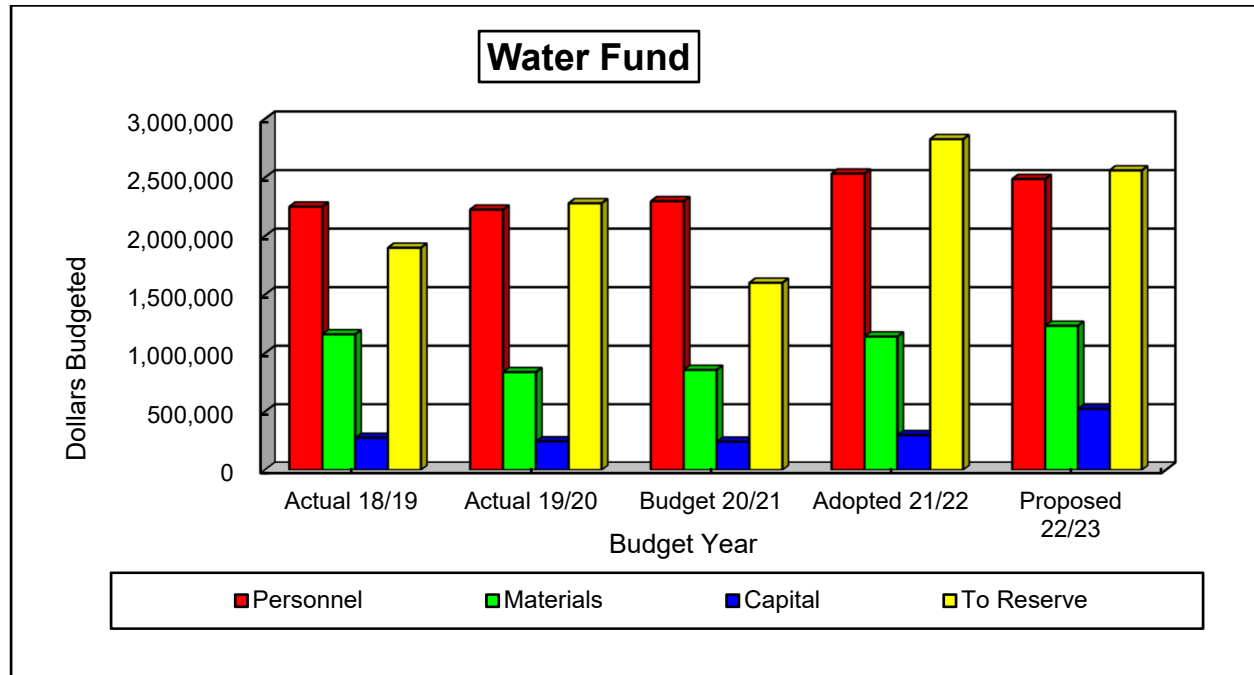
FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			PUBLIC WORKS RESERVE FUND 009		
			REVENUES		
238,995	435,416	318,071	009-0000-300.00-00	BEGINNING BALANCE	87,517
7,545	3,467	4,000	009-0000-361.00-00	INTEREST REVENUES	1,000
70,000	94,000	50,000	009-0000-391.05-00	STREET FUND	87,000
30,000	100,000	30,000	009-0000-391.51-00	WATER UTILITY FUND	181,000
200,000	250,000	200,000	009-0000-391.55-00	WASTEWATER FUND	287,000
546,540	882,884	602,071	TOTAL PUBLIC WORKS RESERVE FUND REVENUES		643,517
			EXPENDITURES		
-	234,326	-	009-9000-000.74-10	MACHINERY	228,000
111,123	347,785	602,071	009-9000-000.74-20	VEHICLES	415,517
111,123	582,110	602,071	TOTAL CAPITAL OUTLAY		643,517
111,123	582,110	602,071	GRAND TOTAL PUBLIC WORKS RESERVE EXPENSES		643,517
435,416	300,773	-	PUBLIC WORKS RESERVE FUND - REVENUES LESS EXPENSES		-
			TRANSPORTATION SYSTEM RESERVE FUND 013		
			REVENUES		
1,147,050	988,856	1,027,288	013-0000-300.00-00	BEGINNING BALANCE	1,258,830
404,305	-	564,940	013-0000-331.11-00	FAU EXCHANGE FUNDS	174,800
-	-	-	013-0000-331.90-00	FEDERAL GRANTS - MISC	922,200
79,764	95,504	45,000	013-0000-344.20-10	CONNECT CHRGS/ TRANS SDC	45,000
23,792	7,477	8,500	013-0000-361.00-00	INTEREST REVENUES	4,000
1,654,911	1,091,837	1,645,728	TOTAL TRANSPORT SYS RSRV FUND REVENUES		2,404,830
			EXPENDITURES		
666,055	64,548	1,645,728	013-1400-000.75-10	CAPITAL PROJECTS	2,404,830
666,055	64,548	1,645,728	TOTAL CAPITAL OUTLAY		2,404,830
			INTERFUND TRANSFERS		
-	-	-	013-9500-000.18-00	TO SPECIAL GRANTS FUND	
-	-	-	013-9500-000.37-00	TO CAPITAL PROJECT FUND	
-	-	-	TOTAL INTERFUND TRANSFERS		
666,055	64,548	1,645,728	GRAND TOTAL TRANSPORT SYS RSRV FUND EXPENSES		2,404,830
988,856	1,027,289	-	TRANSPORT SYS RSRV FUND - REVENUE LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget	
PUBLIC WORKS RESERVE FUND 009							
REVENUES							
238,995	435,416	318,071	009-0000-300.00-00	BEGINNING BALANCE		87,517	
7,545	3,467	4,000	009-0000-361.00-00	INTEREST REVENUES		1,000	
70,000	94,000	50,000	009-0000-391.05-00	STREET FUND		87,000	
30,000	100,000	30,000	009-0000-391.51-00	WATER UTILITY FUND		181,000	
200,000	250,000	200,000	009-0000-391.55-00	WASTEWATER FUND		287,000	
546,540	882,884	602,071	TOTAL PUBLIC WORKS RESERVE FUND REVENUES				643,517
EXPENDITURES							
-	234,326	-	009-9000-000.74-10	MACHINERY		228,000	
				2022 CAT Backhoe (1/3) \$162,000	162,000		
				Mini-excavator - (WW&ST) \$66,000	66,000		
111,123	347,786	602,071	009-9000-000.74-20	VEHICLES		415,517	
				5-yd Dump Truck-replace #24 (ST) (\$75,000) (23/24)	75,000		
				WT Vehicle repl'ts(Patrol-\$65k)	65,000		
				Service pickup, replace #45 - WW (\$70K)(23/24)	35,517		
				Service pickup, replace #87 - WD (\$80K)(23/24)	40,000		
				10-yd truck/pup (WW) \$300,000 23/24	200,000		
111,123	582,111	602,071	TOTAL CAPITAL OUTLAY				643,517
111,123	582,111	602,071	GRAND TOTAL PUBLIC WORKS RESERVE EXPENSES				643,517
435,416	300,773	-	PUBLIC WORKS RESERVE FUND - REVENUES LESS EXPENSES				-
TRANSPORTATION SYSTEM RESERVE FUND 013							
REVENUES							
1,147,050	988,856	1,027,288	013-0000-300.00-00	BEGINNING BALANCE		1,258,830	
404,305	-	564,940	013-0000-331.11-00	FAU EXCHANGE FUNDS		174,800	
-	-	-	013-0000-331.90-00	FEDERAL GRANTS - MISC		922,200	
79,764	95,504	45,000	013-0000-344.20-10	CONNECT CHRGS/ TRANS SDC		45,000	
23,792	7,477	8,500	013-0000-361.00-00	INTEREST REVENUES		4,000	
1,654,911	1,091,837	1,645,728	TOTAL TRANSPORT SYS RSRV FUND REVENUES				2,404,830
EXPENDITURES							
666,055	64,548	1,645,728	013-1400-000.75-10	CAPITAL PROJECTS		2,404,830	
				Scenic Dr Stabilization Ph 3 (\$625,213)	60,273		
				Future SDC eligible projects	386,146		
				Future STP eligible projects	234,837		
				Reserve for Opp-driven projects	723,574		
				W 6th St Impvmnts, Snipes to Hostetler (\$420K)	1,000,000		
666,055	64,548	1,645,728	TOTAL CAPITAL OUTLAY				2,404,830
INTERFUND TRANSFERS							
-	-	-	013-9500-000.18-00	TO SPECIAL GRANTS FUND		-	
-	-	-	013-9500-000.37-00	TO CAPITAL PROJECT FUND		-	
-	-	-	TOTAL INTERFUND TRANSFERS				-
666,055	64,548	1,645,728	GRAND TOTAL TRANSPORT SYS RSRV FUND EXPENSES				2,404,830
988,856	1,027,289	-	TRANSPORT SYS RSRV FUND - REVENUE LESS EXPENSES				-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	Water (050)	Number of Employees: 17 dedicated
Department:	Public Works	12 shared / 22.15 FTE
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 for daily operations and maintenance required to ensure the continuous operation of the Wicks Water Treatment Plant which normally provides about 85 - 90% of the City's annual water supply and is staffed around the clock. The Water Treatment Division also includes operation and maintenance of the water quality laboratories, and management of The Dalles Municipal Watershed for the protection of water quality and quantity.

The Wicks Water Treatment Plant Division works closely with the Water Distribution Division and the City's Utility Billing Department to provide quality customer service on a daily basis.

In conjunction with Regulatory Compliance Services, the Wicks Water Treatment Plant Division monitors Federal and State drinking water regulation changes and makes necessary adjustments and/or improvements required to keep the water system in compliance.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

2022-23 Goals, Projects and Highlights

- Continue development of the new work and asset management system as part of the effort to develop an electronic operations “manual” for the treatment plant’s various processes.
- Replace the plant’s mechanical raw water flow meter with a more reliable magnetic flow meter as part of a broader rehabilitation of the treatment plant’s headworks.
- Update several aging plant systems: SCADA system upgrade, electrical panel upgrades, filter media replacement.

2021-22 Accomplishments

By The Numbers

- Achieved recognition for 22 years of uninterrupted voluntary compliance with the Partnership for Safe Water – Directors Award.

At your Service

- Provided uninterrupted supply of treated surface water sourced from the City’s watershed around the clock, seven day a week, to supply the needs of City residences, businesses and industry with plentiful and safe drinking water.
- The Dalles Water Quality Laboratory maintains state certifications in both Oregon and Washington providing critical support to the City water system, regional water systems, private well owners, and agricultural interests in meeting their regulatory water quality responsibilities.

Extraordinary Effort

- Successfully conducted the system’s triennial Lead and Copper sampling with compliance results, once again, well below the regulatory limits.
- Maintained uninterrupted water supply to our customers while working closely with suppliers and regulators to navigate the severe impact to our disinfectant supply when regional chlorine production disruption occurred in 2021.

Looking forward to the next 5 years

- Replace or rehabilitate the 60-year-old Washwater Reservoir at the Wicks Water Treatment Plant.
- Facilitate development of forest health improvement and fire fuels reduction programs on federally-owned lands in The Dalles Municipal Watershed including the Mill Creek Buttes and the Dog River drainage.
- Identify and implement appropriate upgrades for the treatment plant within the context of an updated Water Master Plan; including, but not limited to: seismic resiliency, sludge handling, and treatment chemical options.

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WATER DISTRIBUTION

Description

The Water Distribution Division is responsible for the infrastructure that provides an uninterrupted supply of clean, safe drinking water for the citizens and businesses of the City of The Dalles. The Division also is responsible for maintaining adequate water volume and pressure for city-wide firefighting efforts.

The drinking water distribution system includes 3 deep wells (which normally provide about 10 - 15% of the City's annual water supply), 5 storage reservoirs, 3 booster pumping stations, 100 miles of water mains, 16 separate service/pressure zones (incorporating 62 pressure reducing valves), more than 700 fire hydrants, about 5,042 water meters and 5 ground water (dewatering) well systems. Operations, maintenance, monitoring and most upgrading projects are performed by the Water Distribution Division crew. The City's Cross Connection Control (backflow prevention) program is also operated within this Division.

The Water Distribution Division works closely with the Wicks Water Treatment Plant Division and the City's Utility Billing Department to provide quality customer service on a daily basis.

In conjunction with the Wastewater Collection Division, the Water Distribution Division maintains a 24-hour per day, 365-day per year emergency response program. This "On-Call" program provides nearly immediate response to any City utility after-hours emergency.

The Water Distribution Division also works closely with Regulatory Compliance Services to monitor Federal and State drinking water regulation changes and make necessary adjustments and/or improvements required to keep the water system in compliance.

2022-23 Goals, Projects and Highlights

- Upgrades: Convert Jordan Well to sodium hypochlorite disinfection systems.
- Support implementation of an Aquifer Storage & Recovery (ASR) program.
- Continue to meet benchmarks set for: our meter replacement program, meter lid replacement program, pressure reducing valve (PRV) upgrade and maintenance program and cross connection control program.

2021-22 Accomplishments⁴

By The Numbers

- Continued the annual residential water meter replacement program, replacing 8% (approximately 400) old residential water meters with new meters each year to maintain the accuracy of meter reads and sustain revenue.
- Replaced 480 ft. of existing old galvanized mainline pipe with new on W. 6th Street and Garrison Street.
- Installed 13 new water service connections as requested by property owners.

⁴ Statistics are accurate from July 2021 to February 2022 then estimated unless otherwise noted.

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- Installed a liquid sodium hypochlorite disinfection system at Marks Well and removed the previously used chlorine tablet disinfection system.

At your Service

- Completed scheduled maintenance/rebuild of pressure reducing stations including upgrading underground vaults.
- Addressed most emergency water problems including main breaks, service line leaks and customer turn offs within 24-hours and with minimal customer impact.
- Ensured protection of public health through water quality monitoring, water quality investigations, backflow protection, system maintenance, and assurance of adequate fire flow.
- Administered our Cross Connection Control Program in a manner that ensures that our drinking water remains safe throughout the distribution system. Cross Connection Control Program elements include:
 - Track and record the testing of existing backflow assemblies.
 - Track and record the installation and testing of new backflow assemblies.
 - Complete surveys and inspections to assess cross connection control needs.

Additional Effort

The City, through an agreement with Wasco County, operates and maintains the water system that serves the Discovery Center Museum. The Water Distribution Division continues to operate and maintain the Discovery Center Water System as an “Outstanding Performer” as designated by the Oregon State Health Authority.

Catastrophic equipment failure caused an extensive main break and a boil water notice was issued in June 2021. Operators quickly isolated the point of failure to restore water service within 24 hours. The boil water notice was lifted as soon as the Oregon Health Authority allowed (4 days). Repair was delayed due to COVID-19 related supply chain problems. Restoration, including pavement replacement, was completed in October 2021.

Looking forward to the next 5 years

- Design and implement a uni-directional main line flushing program.
- Design and implement a valve exercising program.
- Transition into work and asset management through Lucity.
- Implement a systematic “In House” distribution system leak detection program.
- Replacement of 7.61 miles of transmission main from Wicks Water Treatment Plant to the distribution system.
- Apply new coatings (interior and exterior), upgrade seismic connections and install influent water meter at the 6 million-gallon Garrison Reservoir.

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WATER UTILITY FUND SUMMARY

FY19/20	FY20/21	FY21/22		FY22/23
<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Revenue/Cost Centers</u>	<u>Proposed Budget</u>
7,150,896	6,095,501	7,245,537	BEGINNING BALANCE	6,606,769
6,061,418	6,405,200	6,268,763	REVENUES	6,830,244
2,250,958	1,511,517	7,797,544	OTHER SOURCES	10,390,100
15,463,273	14,012,218	21,311,844	TOTAL RESOURCES	23,827,113
1,380,089	1,463,181	1,674,713	WATER TREATMENT	1,871,086
1,929,081	1,932,499	2,298,412	WATER DISTRIBUTION	2,365,989
1,125,180	237,310	12,998,878	WATER DEPT CAPITAL RESERVE FUND	15,415,403
4,434,349	3,632,991	16,972,003	TOTAL EXPENDITURES	19,652,478
238,378	238,378	238,380	DEBT SERVICE	238,379
4,695,044	2,818,248	4,068,500	TRANSFER OUT	3,875,304
-	-	32,961	CONTINGENCY	60,952
-	-	-	UNAPPROPRIATED ENDING BAL	-
4,933,422	3,056,626	4,339,841	TOTAL OTHER USES	4,174,635
9,367,771	6,689,617	21,311,844	TOTAL EXPENDS & OTHER USES	23,827,113
6,095,501	7,322,601	-	FUND TOTAL	-

City of The Dalles, Oregon
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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			WATER FUND 051		
			REVENUES		
1,264,706	850,409	1,383,314	051-0000-300.00-00	BEGINNING BALANCE	900,585
-	-	3,002	051-0000-337.10-00	URBAN RENEWAL	35,653
162,971	116,144	90,000	051-0000-341.90-00	MISC SALES AND SERVICES	90,000
5,688,303	6,146,266	6,049,023	051-0000-344.10-00	UTILITY SERVICE CHARGES	6,599,203
6,121	7,172	50,000	051-0000-344.90-00	DELINQUENT ACCT INT	4,500
4	(2,205)	(4,500)	051-0000-345.20-00	UNCOLLECTIBLE ACCTS	(4,500)
150	170	-	051-0000-345.50-00	WATERSHED UTILIZATION FEE	-
138	-	4,000	051-0000-348.00-00	INTERDEPARTMENTAL REV	4,000
8,354	3,286	2,850	051-0000-361.00-00	INTEREST REVENUES	2,000
4,428	4,797	4,428	051-0000-363.50-00	PROPERTY RENTALS	4,428
9,724	1,583	450	051-0000-369.00-00	OTHER MISC REVENUE	450
958	10,740	250	051-0000-392.00-00	SALE OF FIXED ASSETS	100
7,145,857	7,138,362	7,537,817	TOTAL WATER UTILITY FUND REVENUES		7,636,419
			EXPENSES		
571,512	597,270	656,183	051-5000-000.11-00	REGULAR SALARIES	655,434
5,738	1,710	44,640	051-5000-000.12-00	PARTTIME/TEMP SALARIES	44,640
19,555	21,357	20,000	051-5000-000.13-00	OVERTIME SALARIES	20,000
159,525	163,999	178,102	051-5000-000.21-10	MEDICAL INSURANCE	182,974
3,717	3,987	3,970	051-5000-000.21-20	L-T DISABILITY INSURANCE	4,129
448	435	492	051-5000-000.21-30	LIFE INSURANCE	492
12,698	13,450	14,483	051-5000-000.21-40	WORKERS COMP INSURANCE	13,889
44,373	46,208	55,143	051-5000-000.22-00	FICA	59,010
65,386	72,786	82,281	051-5000-000.23-00	RETIREMENT CONTRIBUTIONS	100,077
7,536	7,990	9,084	051-5000-000.28-00	VEBA CONTRIBUTIONS	9,600
149	114	149	051-5000-000.29-00	OTHER EMPLOYEE BENEFITS	4,006
890,636	929,305	1,064,527	TOTAL PERSONNEL SERVICE		1,094,251
9.20	9.44	10.02		Total Full-Time Equivalent (FTE)	10.44
63,640	67,039	45,640	051-5000-000.31-10	CONTRACTUAL SERVICES	45,840
20,856	20,802	21,842	051-5000-000.33-30	FIRE PATROL	23,000
13,424	5,328	15,000	051-5000-000.34-30	COMPUTER SERVICES	15,000
860	-	900	051-5000-000.41-10	WATER & SEWER	900
1,246	1,426	1,760	051-5000-000.41-20	GARBAGE SERVICES	1,760
6,861	7,297	9,100	051-5000-000.41-30	NATURAL GAS	9,100
28,287	27,111	26,464	051-5000-000.41-40	ELECTRICITY	26,464
-	-	300	051-5000-000.42-00	JANITORIAL SERVICES	300
3,896	5,312	7,715	051-5000-000.43-10	BUILDINGS AND GROUNDS	7,715
110	252	600	051-5000-000.43-20	COMPUTERS	600
495	188	1,680	051-5000-000.43-30	RADIO EQUIPMENT	1,680
268	-	550	051-5000-000.43-40	OFFICE EQUIPMENT	550
1,507	6,391	7,000	051-5000-000.43-45	JOINT USE OF LABOR/EQUIP	7,000
3,973	4,345	7,725	051-5000-000.43-50	VEHICLES	7,725
3,048	3,432	9,350	051-5000-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	9,350
1,134	2,403	3,525	051-5000-000.43-52	TIRES AND TIRE REPAIRS	3,525
346	102	2,150	051-5000-000.43-70	GENERAL EQUIPMENT	2,150
9,191	12,228	14,300	051-5000-000.43-71	SPECIAL UTILITY EQUIPMENT	80,650
2,781	550	3,000	051-5000-000.43-72	ELECTRICAL SYSTEMS	3,000
1,116	450	2,700	051-5000-000.43-73	PLUMBING	2,700
73	150	800	051-5000-000.43-77	HVAC SYSTEMS	800
1,342	1,394	1,110	051-5000-000.43-80	SHOP EQUIPMENT	1,190
94	28	150	051-5000-000.43-85	NUISANCE ABATEMENT	400
351	996	700	051-5000-000.43-86	LINES MNTNCE & SUPPLIES	700
-	1,988	6,300	051-5000-000.43-88	WATERSHED ROAD CONST/MAINT	6,300
90	-	400	051-5000-000.44-20	RENTAL OF EQUIPMENT	400
-	-	670	051-5000-000.50-50	TIMBER MANAGEMENT	670
10,676	11,381	12,564	051-5000-000.52-10	LIABILITY INSURANCE	14,106
20,454	22,727	25,000	051-5000-000.52-30	PROPERTY INSURANCE	27,003
4,527	4,401	4,842	051-5000-000.52-50	AUTOMOTIVE INSURANCE	5,158
-	-	500	051-5000-000.52-60	INSURANCE DEDUCTIBLES	500
1,178	719	2,040	051-5000-000.53-20	POSTAGE	2,040

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
11,603	11,171	12,500	051-5000-000.53-30	TELEPHONE	12,500
455	-	500	051-5000-000.53-40	LEGAL NOTICES	500
1,499	1,368	4,720	051-5000-000.53-60	PUBLIC EDUCATION/INFO	4,720
186	133	500	051-5000-000.55-00	PRINTING AND BINDING	500
2,240	7,195	20,370	051-5000-000.57-00	PERMITS	20,270
78	-	820	051-5000-000.58-10	TRAVEL, FOOD & LODGING	820
3,615	1,357	6,325	051-5000-000.58-50	TRAINING AND CONFERENCES	4,925
2,349	1,982	2,759	051-5000-000.58-70	MEMBERSHIPS/DUES/SUBS	1,919
1,690	1,815	1,860	051-5000-000.60-10	OFFICE SUPPLIES	2,000
953	721	1,300	051-5000-000.60-20	JANITORIAL SUPPLIES	1,300
2,727	2,741	2,620	051-5000-000.60-80	CLOTHING	2,620
1,776	2,741	5,935	051-5000-000.60-85	SPECIAL DEPT SUPPLIES	5,935
136,994	152,467	182,250	051-5000-000.60-86	CHEMICAL/LAB SUPPLIES	198,750
121	215	2,300	051-5000-000.64-10	BOOKS AND PERIODICALS	2,300
1,887	14,067	6,650	051-5000-000.64-80	COMPUTER SOFTWARE	7,400
8,961	16,099	6,200	051-5000-000.69-80	ASSETS < \$5000	26,100
378,958	422,510	493,986	TOTAL MATERIALS AND SERVICES		600,835
72,255	12,475	75,000	051-5000-000.72-20	BUILDINGS	14,000
-	66,236	6,200	051-5000-000.73-30	IMPRVMTS OTHER THAN BLDGS	25,000
-	-	10,000	051-5000-000.74-10	MACHINERY	97,000
7,494	-	-	051-5000-000.74-50	COMPUTER EQUIPMENT	-
30,745	32,655	25,000	051-5000-000.74-90	EQUIPMENT, OTHER	40,000
110,494	111,365	116,200	TOTAL CAPITAL OUTLAY		176,000
1,380,089	1,463,181	1,674,713	TOTAL WATER TREATMENT EXPENSES		1,871,086
837,183	870,863	904,749	051-5100-000.11-00	REGULAR SALARIES	859,904
13,838	16,694	18,720	051-5100-000.12-00	PARTTIME/TEMP SALARIES	18,720
22,724	16,217	17,000	051-5100-000.13-00	OVERTIME SALARIES	17,000
255,550	259,465	294,785	051-5100-000.21-10	MEDICAL INSURANCE	271,498
5,433	5,734	5,752	051-5100-000.21-20	L-T DISABILITY INSURANCE	5,465
615	595	652	051-5100-000.21-30	LIFE INSURANCE	586
17,685	10,058	19,952	051-5100-000.21-40	WORKERS COMP INSURANCE	15,856
64,484	67,096	71,946	051-5100-000.22-00	FICA	68,515
109,947	112,370	121,246	051-5100-000.23-00	RETIREMENT CONTRIBUTIONS	116,087
7,505	8,484	13,562	051-5100-000.28-00	VEBA CONTRIBUTIONS	14,834
331	286	286	051-5100-000.29-00	OTHER EMPLOYEE BENEFITS	4,684
1,335,295	1,367,861	1,468,650	TOTAL PERSONNEL SERVICE		1,393,149
12.80	12.20	12.61	Total Full-Time Equivalent (FTE)		11.71
5,105	5,925	42,434	051-5100-000.31-10	CONTRACTUAL SERVICES	36,219
15,712	11,989	11,989	051-5100-000.31-40	WASCO CO COMMUNICATIONS	9,339
21,000	21,000	21,000	051-5100-000.34-10	ENGINEERING SERVICES	21,000
25,789	19,629	26,358	051-5100-000.34-30	COMPUTER SERVICES	28,558
-	-	-	051-5100-000.34-50	SPECIAL STUDIES & REPORTS	30,000
2,195	2,362	3,000	051-5100-000.41-10	WATER & SEWER	3,000
2,848	2,462	2,500	051-5100-000.41-20	GARBAGE SERVICES	2,575
2,634	2,705	4,495	051-5100-000.41-30	NATURAL GAS	3,803
88,554	101,425	108,554	051-5100-000.41-40	ELECTRICITY	119,954
7,980	7,980	7,980	051-5100-000.42-00	JANITORIAL SERVICES	8,300
12,358	12,010	13,648	051-5100-000.43-10	BUILDINGS AND GROUNDS	12,548
114	7	1,200	051-5100-000.43-20	COMPUTERS	1,200
3,454	40	2,450	051-5100-000.43-30	RADIO EQUIPMENT	2,450
229	-	500	051-5100-000.43-40	OFFICE EQUIPMENT	500
3,277	28,404	8,000	051-5100-000.43-45	JOINT USE OF LABOR/EQUIP	8,200
10,378	7,598	18,515	051-5100-000.43-50	VEHICLES	16,190
14,412	13,404	16,055	051-5100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	21,845
3,630	1,436	5,000	051-5100-000.43-52	TIRES AND TIRE REPAIRS	4,200
1,278	1,269	6,930	051-5100-000.43-70	GENERAL EQUIPMENT	8,130
11,297	24,481	41,215	051-5100-000.43-71	SPECIAL UTILITY EQUIPMENT	35,515
9,972	11,242	8,150	051-5100-000.43-80	SHOP EQUIPMENT	8,200
737	416	2,700	051-5100-000.43-81	SERVICE PICKUP TOOLS	2,500

City of The Dalles, Oregon
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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
84,640	8,148	92,450	051-5100-000.43-86	LINES MAINT & SUPPLIES	97,450
1,060	884	1,817	051-5100-000.43-87	UTILITIES LOCATES	1,337
110	1,082	2,400	051-5100-000.44-20	RENTAL OF EQUIPMENT	2,400
14,088	15,018	16,520	051-5100-000.52-10	LIABILITY INSURANCE	18,615
18,152	20,170	22,189	051-5100-000.52-30	PROPERTY INSURANCE	23,965
5,504	5,578	6,137	051-5100-000.52-50	AUTOMOTIVE INSURANCE	6,556
246	771	2,500	051-5100-000.52-60	INSURANCE DEDUCTIBLES	2,500
463	791	1,820	051-5100-000.53-20	POSTAGE	1,820
12,484	12,949	13,512	051-5100-000.53-30	TELEPHONE	13,512
58	-	260	051-5100-000.53-40	LEGAL NOTICES	260
2,779	2,234	4,740	051-5100-000.53-60	PUBLIC EDUCATION/INFO	4,740
300	186	1,395	051-5100-000.55-00	PRINTING AND BINDING	2,955
2,934	5,857	5,850	051-5100-000.57-00	PERMITS	5,215
294	17	980	051-5100-000.58-10	TRAVEL, FOOD & LODGING	980
5,238	7,061	15,933	051-5100-000.58-50	TRAINING AND CONFERENCES	12,093
4,158	6,086	7,033	051-5100-000.58-70	MEMBERSHIPS/DUES/SUBS	7,168
2,046	2,006	3,480	051-5100-000.60-10	OFFICE SUPPLIES	3,480
3,421	2,841	4,280	051-5100-000.60-20	JANITORIAL SUPPLIES	4,280
3,553	3,735	4,380	051-5100-000.60-80	CLOTHING	4,380
4,930	5,255	9,420	051-5100-000.60-85	SPECIAL DEPT SUPPLIES	8,920
11,179	17,427	14,875	051-5100-000.60-86	CHEMICAL/LAB SUPPLIES	18,475
19,093	35,823	32,100	051-5100-000.60-87	STREET CONST SUPPLIES	37,325
180	99	2,623	051-5100-000.64-10	BOOKS AND PERIODICALS	2,023
4,887	-	14,843	051-5100-000.64-80	COMPUTER SOFTWARE	21,357
14,413	4,322	13,102	051-5100-000.69-80	ASSETS < \$5000	26,208
459,162	434,125	647,312	TOTAL MATERIALS AND SERVICES		712,240
33,268	40,019	41,000	051-5100-000.72-20	BUILDINGS	108,400
-	7,079	3,000	051-5100-000.73-30	IMPRVMTS OTHER THAN BLDGS	-
-	8,008	3,000	051-5100-000.74-10	MACHINERY	5,500
83,460	68,024	67,200	051-5100-000.74-90	EQUIPMENT, OTHER	86,700
17,896	7,383	20,000	051-5100-000.75-10	CAPITAL PROJECTS	20,000
-	-	48,250	051-5100-000.76-20	WATER LINES	40,000
134,623	130,513	182,450	TOTAL CAPITAL OUTLAY		260,600
1,929,081	1,932,499	2,298,412	TOTAL WATER DISTRIBUTION EXPENSES		2,365,989
3,309,169	3,395,680	3,973,125	TOTAL WATER UTILITY OPERATIONS		4,237,075
468,039	442,848	463,192	051-9500-000.81-01	TO GENERAL FUND	519,947
170,933	171,258	181,471	051-9500-000.81-05	TO STREET FUND	197,976
30,000	100,000	30,000	051-9500-000.81-09	TO PUBLIC WKS RESRV FUND	181,000
7,297	7,489	-	051-9500-000.81-10	TO UNEMPLOYMENT FUND	-
60,010	59,932	59,774	051-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND	59,469
2,250,000	1,500,777	2,797,294	051-9500-000.81-53	WTR DEPT CAP RESRV FUND	2,380,000
2,986,279	2,282,304	3,531,731	TOTAL OPERATING TRANSFERS OUT		3,338,392
-	-	32,961	051-9500-000.88-00	CONTINGENCY	60,952
-	-	32,961	TOTAL CONTINGENCY		60,952
2,986,279	2,282,304	3,564,692	TOTAL OTHER USES		3,399,344
6,295,448	5,677,984	7,537,817	GRAND TOTAL WATER UTILITY FUND EXPENSES		7,636,419
850,409	1,460,378	-	WATER UTILITY FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget	
WATER FUND 051							
REVENUES							
1,264,706	850,409	1,383,314	051-0000-300.00-00	BEGINNING BALANCE		900,585	
-	-	3,002	051-0000-337.10-00	URBAN RENEWAL		35,653	
162,971	116,144	90,000	051-0000-341.90-00	MISC SALES AND SERVICES		90,000	
5,688,303	6,146,266	6,049,023	051-0000-344.10-00	UTILITY SERVICE CHARGES		6,599,203	
6,121	7,172	5,000	051-0000-344.90-00	DELINQUENT ACCT INT		4,500	
4	(2,205)	(4,500)	051-0000-345.20-00	UNCOLLECTIBLE ACCTS		(4,500)	
150	170	-	051-0000-345.50-00	WATERSHED UTILIZATION FEE		-	
138	-	4,000	051-0000-348.00-00	INTERDEPARTMENTAL REV		4,000	
8,354	3,286	2,850	051-0000-361.00-00	INTEREST REVENUES		2,000	
4,428	4,797	4,428	051-0000-363.50-00	PROPERTY RENTALS		4,428	
-	1,583	450	051-0000-368.00-00	TIMBER RECEIPTS		450	
9,724	10,740	250	051-0000-369.00-00	OTHER MISC REVENUE		100	
958			051-0000-392.00-00	SALE OF FIXED ASSETS			
7,145,857	7,138,362	7,537,817	TOTAL WATER UTILITY FUND REVENUES				7,636,419
EXPENSES							
571,512	597,270	656,183	051-5000-000.11-00	REGULAR SALARIES		655,434	
5,738	1,710	44,640	051-5000-000.12-00	PARTTIME/TEMP SALARIES		44,640	
19,555	21,357	20,000	051-5000-000.13-00	OVERTIME SALARIES		20,000	
159,525	163,999	178,102	051-5000-000.21-10	MEDICAL INSURANCE		182,974	
3,717	3,987	3,970	051-5000-000.21-20	L-T DISABILITY INSURANCE		4,129	
448	435	492	051-5000-000.21-30	LIFE INSURANCE		492	
12,698	13,450	14,483	051-5000-000.21-40	WORKERS COMP INSURANCE		13,889	
44,373	46,208	55,143	051-5000-000.22-00	FICA		59,010	
65,386	72,786	82,281	051-5000-000.23-00	RETIREMENT CONTRIBUTIONS		100,077	
7,536	7,990	9,084	051-5000-000.28-00	VEBA CONTRIBUTIONS		9,600	
149	114	149	051-5000-000.29-00	OTHER EMPLOYEE BENEFITS		4,006	
890,636	929,305	1,064,527	TOTAL PERSONNEL SERVICE				1,094,251
9.20	9.44	10.02	Total Full-Time Equivalent (FTE)				10.44
63,640	67,039	45,640	051-5000-000.31-10	CONTRACTUAL SERVICES		45,840	
				Internet Provider	500		
				Copier services	1,200		
				Drug/Alcohol Testing/DMV Records	740		
				Fire Extinguisher Service	400		
				Sludge Lagoon Cleaning	36,000		
				Drying basin cleaning	4,500		
				Generator Service and Maintenance	2,500		
20,856	20,802	21,842	051-5000-000.33-30	FIRE PATROL		23,000	
				ODF assessment	23,000		
13,424	5,328	15,000	051-5000-000.34-30	COMPUTER SERVICES		15,000	
				Allmax Software	1,600		
				CH2M Hill Scada	6,250		
				Rockwell	2,600		
				Wonderware PW	3,050		
				Lucity (1/4 PW Support)	1,500		
860	-	900	051-5000-000.41-10	WATER & SEWER		900	
1,246	1,426	1,760	051-5000-000.41-20	GARBAGE SERVICES		1,760	
6,861	7,297	9,100	051-5000-000.41-30	NATURAL GAS		9,100	
28,287	27,111	26,464	051-5000-000.41-40	ELECTRICITY		26,464	
-	-	300	051-5000-000.42-00	JANITORIAL SERVICES		300	
3,896	5,312	7,715	051-5000-000.43-10	BUILDINGS AND GROUNDS		7,715	
				Building Maintenace	575		
				Grounds Maintenance	140		
				Tree Removal/Trimming	7,000		
110	252	600	051-5000-000.43-20	COMPUTERS		600	
				Computer Maintenance	600		
495	188	1,680	051-5000-000.43-30	RADIO EQUIPMENT		1,680	
				Handheld/Vehicle/Base Radio Maint	1,680		
268	-	550	051-5000-000.43-40	OFFICE EQUIPMENT		550	
				Phones, Faxes, & office equipment	550		
1,507	6,391	7,000	051-5000-000.43-45	JOINT USE OF LABOR/EQUIP		7,000	
				To Street Fund Watershed Rd Maint	4,000		
				Wicks Maintenance	3,000		

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
3,973	4,345	7,725	051-5000-000.43-50	VEHICLES		7,725
				Vehicle Maint	7,725	
3,048	3,432	9,350	051-5000-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		9,350
1,134	2,403	3,525	051-5000-000.43-52	TIRES AND TIRE REPAIRS		3,525
346	102	2,150	051-5000-000.43-70	GENERAL EQUIPMENT		2,150
				Generator Maint	1,500	
				Laundry Equip. Repair	100	
				Basin Skimmer Head (2)	50	
				Machine Shop Service	500	
9,191	12,228	14,300	051-5000-000.43-71	SPECIAL UTILITY EQUIPMENT		80,650
				Chem feeder pump parts (ACH, NaOCl, Polymer, Corrosion Chems)	1,800	
				CCD radio/solar equip.	2,500	
				Pressure Pump Repair	350	
				Booster Pump Repair	400	
				Phosphate Analyzer Supplies	1,200	
				Trak/Vac Parts	1,000	
				Instrumentation Service Agreement	550	
				Particle Counter Maint.	500	
				UPS Units	3,500	
				SCADA Parts	2,000	
				Aerial and other Lift Device Certifications	700	
				Confined Space Extraction Winch Service	550	
				Filter Media Replacement	65,000	
				Replacement probes for online chlorine (2)	600	
2,781	550	3,000	051-5000-000.43-72	ELECTRICAL SYSTEMS		3,000
1,116	450	2,700	051-5000-000.43-73	PLUMBING		2,700
				Backflow Device Repairs	1,500	
				PRV Valve Maint.	200	
				Domestic Plumbing	1,000	
73	150	800	051-5000-000.43-77	HVAC SYSTEMS		800
1,342	1,394	1,110	051-5000-000.43-80	SHOP EQUIPMENT		1,190
				Shop Tools	530	
				Shop Tool Fasteners/Sealants	150	
				Hand tools/supplies	510	
94	28	150	051-5000-000.43-85	NUISANCE ABATEMENT		400
				Vector Control	400	
351	996	700	051-5000-000.43-86	LINES MNTNCE & SUPPLIES		700
-	1,988	6,300	051-5000-000.43-88	WATERSHED ROAD CONST/MAINT		6,300
				Rock/asphalt for Wicks bridge approaches	1,500	
				Brushing Watershed Roads	4,000	
				Gate repair	800	
90	-	400	051-5000-000.44-20	RENTAL OF EQUIPMENT		400
-	-	670	051-5000-000.50-50	TIMBER MANAGEMENT		670
				Flagging Supplies	120	
				Lock/Chain for gates	400	
				Grass Seed	150	
10,676	11,381	12,564	051-5000-000.52-10	LIABILITY INSURANCE		14,106
20,454	22,727	25,000	051-5000-000.52-30	PROPERTY INSURANCE		27,003
4,527	4,401	4,842	051-5000-000.52-50	AUTOMOTIVE INSURANCE		5,158
-	-	500	051-5000-000.52-60	INSURANCE DEDUCTIBLES		500
1,178	719	2,040	051-5000-000.53-20	POSTAGE		2,040
				Samples/Parts	850	
				Direct/Bulk mailings	1,190	
11,603	11,171	12,500	051-5000-000.53-30	TELEPHONE		12,500
				Phone system	11,600	
				Cell phone	900	
455	-	500	051-5000-000.53-40	LEGAL NOTICES		500
				Public Notices	500	
1,499	1,368	4,720	051-5000-000.53-60	PUBLIC EDUCATION/INFO		4,720
				Brochures/Written Translations	170	
				Water Quality Report	4,500	
				Parade Booth	50	
186	133	500	051-5000-000.55-00	PRINTING AND BINDING		500
				Plant/Lab forms	350	
				Binding	100	

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
2,240	7,195	20,370	051-5000-000.57-00	Business Cards	50	20,270
				PERMITS		
				Wicks-NPDES 0200-J	14,000	
				Annual Water System Fee (\$7500,1/2 WT/WD)	3,750	
				OR/WA Lab Certifications	1,550	
				Crow Creek Reservoir High Hazard	670	
				Haz. Substance Storage	300	
				Air compressor: trak vac (due 2022)		
78	-	820	051-5000-000.58-10	TRAVEL, FOOD & LODGING		820
				Employee meetings/Room Rentals	190	
				OWUC/LOC	50	
				Regulatory meetings	580	
3,615	1,357	6,325	051-5000-000.58-50	TRAINING AND CONFERENCES		4,925
				Employee/Eng/Safety Officer/Office Training	2,925	
				AWWA Conference	1,600	
				First Aid/CPR Training	400	
2,349	1,982	2,759	051-5000-000.58-70	MEMBERSHIPS/DUES/SUBS		1,919
				AWWA Membership Dues	894	
				Water Certifications/Renewals	490	
				OWUC Dues	250	
				Columbia Gorge News	10	
				Water ISAC	275	
1,690	1,815	1,860	051-5000-000.60-10	OFFICE SUPPLIES		2,000
				Office Supplies/toner	1,800	
				Copy Paper	200	
953	721	1,300	051-5000-000.60-20	JANITORIAL SUPPLIES		1,300
				Disposables/cleaning supplies	1,300	
2,727	2,741	2,620	# 051-5000-000.60-80	CLOTHING		2,620
				Clothing Allowance	2,000	
				Rubber Boots Steel Toe	340	
				Rain Gear	280	
1,776	2,741	5,935	# 051-5000-000.60-85	SPECIAL DEPT SUPPLIES		5,935
				First Aid/Safety Supplies	590	
				Personal Protection Equipment	3,715	
				Safety Toe Boots	1,530	
				Hearing/Respirator tests/ HBV Vaccine	100	
136,994	152,467	182,250	# 051-5000-000.60-86	CHEMICAL/LAB SUPPLIES		198,750
				Combined Lab Materials and Supplies	23,000	
				Reg-Outside Lab Testing	18,250	
				Wtr Trtmt. Chemical	157,000	
				Haz Waste Testing	500	
121	215	2,300	# 051-5000-000.64-10	BOOKS AND PERIODICALS		2,300
				Manuals	175	
				City Directory	90	
				Certification Study Material	250	
				Standards methods	1,735	
				Safety videos	50	
1,887	14,067	6,650	# 051-5000-000.64-80	COMPUTER SOFTWARE		7,400
				MS Office for computers in 6980	1,000	
				Lucity (supports 2 iPads and on Desktop)	6,400	
8,961	16,099	6,200	# 051-5000-000.69-80	ASSETS < \$5000		26,100
				Replacement - Propane Radiant Heater	2,000	
				Replacement Chem Feed Pumps (4)	14,500	
				Computers/Printers	9,600	
378,958	422,510	493,986	TOTAL MATERIALS AND SERVICES			600,835
72,255	12,475	75,000	051-5000-000.72-20	BUILDINGS		14,000
				Filter Room Heat Pump to Replace Window AC		
				Units	14,000	
-	66,236	6,200	051-5000-000.73-30	IMPRVMTS OTHER THAN BLDGS		25,000
				Turbidimeter Replacement	25,000	
-	-	10,000	051-5000-000.74-10	MACHINERY		97,000
				Replacement Switch Gear - Lwr Campus	15,000	
				Replacement Generator/Switch Gear - Upr		
-				Campus	75,000	
-				Replacement TracVac Compressor	7,000	

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
7,494	-	-	051-5000-000.74-50	COMPUTER EQUIPMENT		-
30,745	32,655	25,000	051-5000-000.74-90	EQUIPMENT, OTHER		40,000
				Headworks magnetic flow meter, 24 inch (building funds)	40,000	
110,494	111,365	116,200	TOTAL CAPITAL OUTLAY			176,000
1,380,089	1,463,180	1,674,713	TOTAL WATER TREATMENT EXPENSES			1,871,086
837,183	870,863	904,749	051-5100-000.11-00	REGULAR SALARIES		859,904
13,838	16,694	18,720	051-5100-000.12-00	PARTTIME/TEMP SALARIES		18,720
22,724	16,217	17,000	051-5100-000.13-00	OVERTIME SALARIES		17,000
255,550	259,465	294,785	051-5100-000.21-10	MEDICAL INSURANCE		271,498
5,433	5,734	5,752	051-5100-000.21-20	L-T DISABILITY INSURANCE		5,465
615	595	652	051-5100-000.21-30	LIFE INSURANCE		586
17,685	10,058	19,952	051-5100-000.21-40	WORKERS COMP INSURANCE		15,856
64,484	67,096	71,946	051-5100-000.22-00	FICA		68,515
109,947	112,370	121,246	051-5100-000.23-00	RETIREMENT CONTRIBUTIONS		116,087
-	-	-		PFMLI		4,478
7,505	8,484	13,562	051-5100-000.28-00	VEBA CONTRIBUTIONS		14,834
331	286	286	051-5100-000.29-00	OTHER EMPLOYEE BENEFITS		206
1,335,295	1,367,861	1,468,650	TOTAL PERSONNEL SERVICE			1,393,149
12.80	12.20	12.61	Total Full-Time Equivalent (FTE)			11.71
5,105	5,925	42,434	051-5100-000.31-10	CONTRACTUAL SERVICES		36,219
				Large Commercial Meter Testing	-	
				Weed Spray	1,500	
				Soils/Material Testing	2,000	
				Alarm testing/Monitoring/Fire Extinguisher Service	1,144	
				Internet Provider	350	
				Drug/Alcohol Testing/DMV Records	770	
				Solvent Service	186	
				Copier services	1,529	
				Porta Potty service	240	
				Licensed Plumber Services	2,500	
				Generator Service Agreement (bi-annual)	1,000	
				ASR Due Diligence	10,000	
				Express Bill Pay	15,000	
15,712	11,989	11,989	051-5100-000.31-40	WASCO CO COMMUNICATIONS		9,339
21,000	21,000	21,000	051-5100-000.34-10	ENGINEERING SERVICES		21,000
				Kelly Ave. Hydro/Geo Evaluation	21,000	
25,789	19,629	26,358	051-5100-000.34-30	COMPUTER SERVICES		28,558
				ARC View Maintenance Agreement (1/3) (ESRI)	600	
				Auto Desk- Auto CAD(1/3) (DLT Solutions)	1,300	
				CH2M Hill SCADA Maint. Serv.	5,000	
				Itron Service Agreement	7,150	
				MWH Software H2O/Sewer Pro (Innovyze)	2,000	
				Q Life (1/3)	1,600	
				Rockwell Support License (1/3) (North Coast Elect	2,000	
				Tokay agreement	530	
				WC GIS Base Map (1/3)	1,333	
				Win-911 Software	495	
				Wonderware Support License (1/3)	2,350	
				CAT ET program (1/3)	500	
				Lucity/Central Square (1/4) (Tritech Software)	2,000	
				H2Omap (SWMM & Water)	1,500	
				Cummins Insite	200	
-	-	-	051-5100-000.34-50	SPECIAL STUDIES & REPORTS		30,000
				ASR Monitoring	30,000	
2,195	2,362	3,000	051-5100-000.41-10	WATER & SEWER		3,000
2,848	2,462	2,500	051-5100-000.41-20	GARBAGE SERVICES		2,575
2,634	2,705	4,495	051-5100-000.41-30	NATURAL GAS		3,803
88,554	101,425	108,554	051-5100-000.41-40	ELECTRICITY		119,954
7,980	7,980	7,980	051-5100-000.42-00	JANITORIAL SERVICES		8,300
12,358	12,010	13,648	051-5100-000.43-10	BUILDINGS AND GROUNDS		12,548
				Shop Door Repair	1,500	

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
				Building Roof Repair	500	
				A/C Heat Electrical Systems	2,500	
				Int & Ext Maint	5,073	
				Reservoir Fences	500	
				Irrigation/ Landscaping/Island Maint	1,525	
				Shop Fence/Yard Maint	950	
114	7	1,200	051-5100-000.43-20	COMPUTERS		1,200
				Computer Maintenance	1,200	
3,454	40	2,450	051-5100-000.43-30	RADIO EQUIPMENT		2,450
				Handheld/Vehicle/Base Radio Maint	650	
				Scada Radio Repairs	1,800	
229	-	500	051-5100-000.43-40	OFFICE EQUIPMENT		500
				Phones, Faxes, & office equipment	500	
3,277	28,404	8,000	051-5100-000.43-45	JOINT USE OF LABOR/EQUIP		8,200
				To Street Fund	5,500	
				To Wastewater Fund	2,700	
10,378	7,598	18,515	051-5100-000.43-50	VEHICLES		16,190
				Vehicle Maint	16,190	
14,412	13,404	16,055	051-5100-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		21,845
3,630	1,436	5,000	051-5100-000.43-52	TIRES AND TIRE REPAIRS		4,200
1,278	1,269	6,930	051-5100-000.43-70	GENERAL EQUIPMENT		8,130
				Jack Hammer/Large Saw Maint	3,055	
				Street Construction Equipment	2,775	
				Street Survey Equipment	1,000	
				Generator Maint	1,300	
11,297	24,481	41,215	051-5100-000.43-71	SPECIAL UTILITY EQUIPMENT		35,515
				DeWater Well Maintenance	7,500	
				Pump Station Maintenance	7,500	
				Well Maintenance	6,500	
				Hydrants/Hydrant Meter Maintenance	4,190	
				Lifting devices certification	2,050	
				Gas Monitor Supplies	950	
				Metro Tech Locator repair/maint	1,525	
				SCADA UPS Units	1,200	
				Chlorine System	2,500	
				#66 Aqua Tech Parts and Tools (1/2) 96766A	1,600	
9,972	11,242	8,150	051-5100-000.43-80	SHOP EQUIPMENT		8,200
				Shop Tools	1,765	
				Shop Tool Fasteners/Sealants	2,425	
				Shop Equipment Maintenance	675	
				Hand tools/supplies	3,335	
737	416	2,700	051-5100-000.43-81	SERVICE PICKUP TOOLS		2,500
84,640	8,148	92,450	051-5100-000.43-86	LINES MAINT & SUPPLIES		97,450
				Pipe & Fittings	33,100	
				Meters/ERTs	22,500	
				Meter/Gate Valve/Curb Stop boxes	11,800	
				PRV maintenance/repair	12,600	
				Fire Hydrant maintenance	17,450	
1,060	884	1,817	051-5100-000.43-87	UTILITIES LOCATES		1,337
				Utility Notification Center	167	
				Locate supplies	1,170	
110	1,082	2,400	051-5100-000.44-20	RENTAL OF EQUIPMENT		2,400
14,088	15,018	16,520	051-5100-000.52-10	LIABILITY INSURANCE		18,615
18,152	20,170	22,189	051-5100-000.52-30	PROPERTY INSURANCE		23,965
5,504	5,578	6,137	051-5100-000.52-50	AUTOMOTIVE INSURANCE		6,556
246	771	2,500	051-5100-000.52-60	INSURANCE DEDUCTIBLES		2,500
463	791	1,820	051-5100-000.53-20	POSTAGE		1,820
				Direct Mailings	1,600	
				Shipping for parts/Core returns	220	
12,484	12,949	13,512	051-5100-000.53-30	TELEPHONE		13,512
				Phone system	6,000	
				Cell phone	6,312	
				Scada T-1	1,200	
58	-	260	051-5100-000.53-40	LEGAL NOTICES		260
				Capital Improvement notice	260	
2,779	2,234	4,740	051-5100-000.53-60	PUBLIC EDUCATION/INFO		4,740

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
				Brochures/Written Translations	690	
				Water Quality Report	4,000	
				Parade Booth	50	
300	186	1,395	051-5100-000.55-00	PRINTING AND BINDING		2,955
				Vehicle Logos and decals	400	
				Construction Plans	500	
				Business Cards/Envelopes	195	
				Water Doorhangers	200	
				Bill Inserts	1,560	
				CCC forms	100	
2,934	5,857	5,850	051-5100-000.57-00	PERMITS		5,215
				Hazardous Substance Fee	465	
				Kuck NPDES Permit	600	
				Water System Fee	3,750	
				Cross Connection Program Fee	400	
				Shop compressor license 2023/24 (1/3)	-	
294	17	980	051-5100-000.58-10	TRAVEL, FOOD & LODGING		980
				OUC	30	
				NSPE/ASCE Meeting	150	
				Employee Meetings/Room Rentals	800	
5,238	7,061	15,933	051-5100-000.58-50	TRAINING AND CONFERENCES		12,093
				Employee/Eng/Safety Officer/Office Training	9,473	
				Flagging	420	
				First Aid/CPR Training JAN EVEN YRS	-	
				AWWA/ABPA Conference	2,200	
4,158	6,086	7,033	051-5100-000.58-70	MEMBERSHIPS/DUES/SUBS		7,168
				APWA Membership Dues	553	
				ASCE	200	
				AWWA	494	
				CDL Medical Exams	566	
				Cert Renewals	3,060	
				Local OUC Dues	20	
				Nat. Soc. for PE's	100	
				PE License	400	
				OAWU- Associate Member	475	
				OSBEELS	65	
				OWUC	250	
				Columbia Gorge News	10	
				USC FCCHR - Water Purveyor member	450	
				ABPA membership	250	
				Water ISAC	275	
2,046	2,006	3,480	051-5100-000.60-10	OFFICE SUPPLIES		3,480
				Office Supplies/toner	2,680	
				Copy Paper	800	
3,421	2,841	4,280	051-5100-000.60-20	JANITORIAL SUPPLIES		4,280
				Cintas	3,500	
				Cleaning supplies	780	
3,553	3,735	4,380	051-5100-000.60-80	CLOTHING		4,380
				Clothing Allowance	3,000	
				Rubber Boots Steel Toe	500	
				Rain Gear	880	
4,930	5,255	9,420	051-5100-000.60-85	SPECIAL DEPT SUPPLIES		8,920
				First Aid/Safety Supplies	1,675	
				Personal Protection Equipment	3,855	
				Safety Toe Boots	2,100	
				Safety Vests	1,130	
				Hearing/Respirator tests/ HBV Vaccine	160	
11,179	17,427	14,875	051-5100-000.60-86	CHEMICAL/LAB SUPPLIES		18,475
				Vector Control	75	
				Chemicals/Reagents	17,900	
				Hazmat Testing	500	
19,093	35,823	32,100	051-5100-000.60-87	STREET CONST SUPPLIES		37,325
				Construction Signs/Cones/Barricades	3,500	
				Asphalt Hot Mix/Cold Mix	4,800	
				Rock/Concrete	29,025	
180	99	2,623	051-5100-000.64-10	BOOKS AND PERIODICALS		2,023

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
4,887	-	14,843	051-5100-000.64-80	Manuals	883	21,357
				City Directory	90	
				Standards methods	1,050	
				COMPUTER SOFTWARE		
				MS Office for computers listed in 6080	1,107	
14,413	4,322	13,102	051-5100-000.69-80	Lucity	19,250	26,208
				Engineering Software	1,000	
				ASSETS < \$5000		
				Survey equipment	1,000	
				Computers/Printers	4,225	
				Furniture/Map files	1,683	
				Lone Pine Well Wall Replace	2,500	
				Well Sites heater replacements (5)	500	
				Concrete Mixer (1/3)	1,500	
				Outhouses (1/3)	2,700	
				Pipe Lifting clamps 10"/12"	2,900	
				Fall protection ladder rail Columbia View	2,000	
				Mueller B101 Tap Machine	3,600	
				Rigid Pipe Freeze electric	3,600	
459,162	434,125	647,312	TOTAL MATERIALS AND SERVICES			712,240
33,268	40,019	41,000	051-5100-000.72-20	BUILDINGS		108,400
				Front entry elevator and safety upgrade (1/3)	41,000	
				Office Partition (1/3)	8,000	
-	7,079	3,000	051-5100-000.73-30	Equipment Covers	59,400	-
				IMPRVMTS OTHER THAN BLDGS		
-	8,008	3,000	051-5100-000.74-10	Personnel-gate crash bars (1/3)		5,500
				MACHINERY		
83,460	68,024	67,200	051-5100-000.74-90	Boss Plow (1/2) WD/WWC	5,500	86,700
				EQUIPMENT, OTHER		
				Meter lid replacement program (8%/year)	19,200	
				Residential Meter Replace 400@\$120	48,000	
				Sodium hpochlorite system Jordan well	10,000	
				Jordan Chlorine Analyzer	6,100	
				New Shop Welder(1/3)	3,400	
17,896	7,383	20,000	051-5100-000.75-10	CAPITAL PROJECTS		
				PRV Vault Replacement	20,000	
-	-	48,250	051-5100-000.76-20	WATER LINES		40,000
				16th & Pentland replace 2" gal.	30,000	
				Alley b/t 10th/11th Mt Hood to Trevitt 2" galv		
				720' 6" DI	10,000	
134,623	130,513	182,450	TOTAL CAPITAL OUTLAY			260,600
1,929,081	1,932,499	2,298,412	TOTAL WATER DISTRIBUTION EXPENSES			2,365,989
3,309,169	3,395,679	3,973,125	TOTAL WATER UTILITY OPERATIONS			4,237,075
468,039	442,848	463,192	051-9500-000.81-01	TO GENERAL FUND		519,947
170,933	171,258	181,471	051-9500-000.81-05	TO STREET FUND		197,976
30,000	100,000	30,000	051-9500-000.81-09	TO PUBLIC WKS RESRV FUND		181,000
7,297	7,489	-	051-9500-000.81-10	TO UNEMPLOYMENT FUND		-
60,010	59,932	59,774	051-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND		59,469
2,250,000	1,500,777	2,797,294	051-9500-000.81-53	WTR DEPT CAP RESRV FUND		2,380,000
2,986,279	2,282,304	3,531,731	TOTAL OPERATING TRANSFERS OUT			3,338,392
-	-	32,961	051-9500-000.88-00	CONTINGENCY		60,952
-	-	32,961	TOTAL CONTINGENCY			60,952
2,986,279	2,282,304	3,564,692	TOTAL OTHER USES			3,399,344
6,295,448	5,677,983	7,537,817	GRAND TOTAL WATER UTILITY FUND EXPENSES			7,636,419
850,409	1,460,379	-	WATER UTILITY FUND - REVENUES LESS EXPENSES			-

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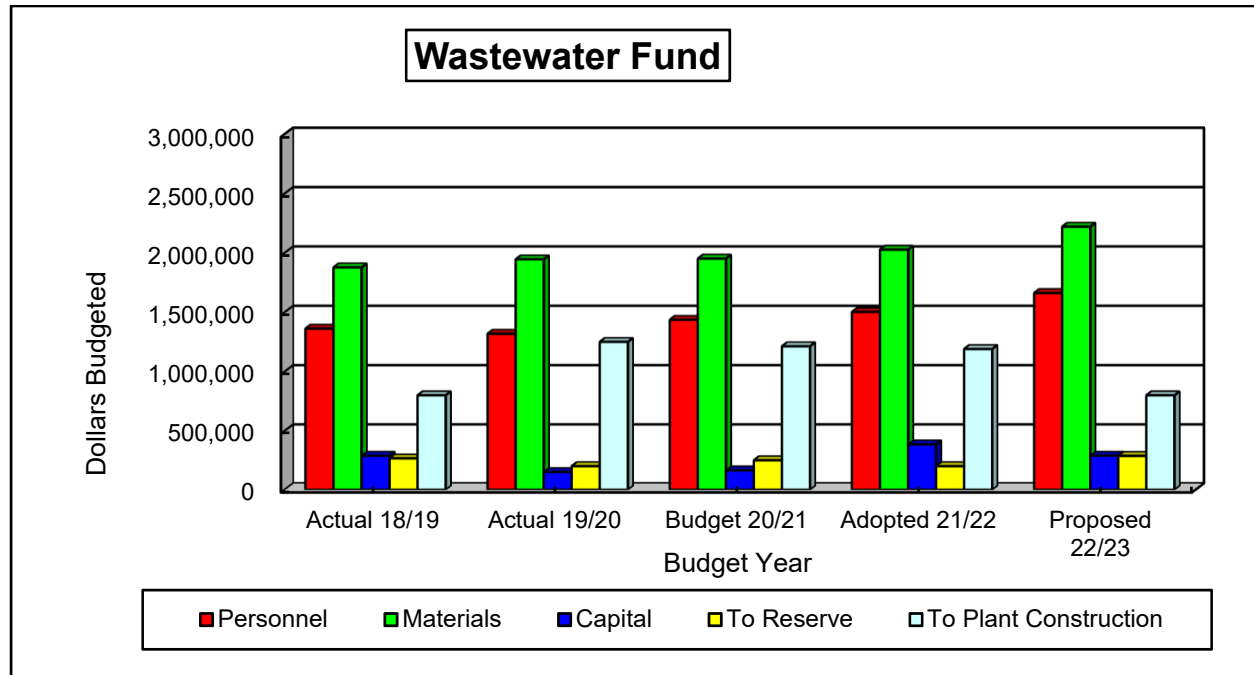
FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				WATER CAPITAL RESERVE FUND 053	
				REVENUES	
5,886,191	5,245,092	5,862,223	053-0000-300.00-00	BEGINNING BALANCE	5,706,184
-	-	4,000,000	053-0000-331.00-00	FEDERAL REVENUE - Dog River Pipeline	7,730,000
-	-	1,000,000	053-0000-335.53-00	OWRD STATE GRANT - Dog River Pipeline	280,000
64,648	85,171	69,510	053-0000-344.20-00	CONNECT CHRGS/ WA SDC	69,510
116,577	42,815	45,000	053-0000-361.00-00	INTEREST REVENUES	25,000
-	-	-	053-0000-365.20-00	GIFTS AND DONATIONS	-
2,250,000	1,500,777	2,797,294	053-0000-391.51-00	WATER UTILITY FUND	2,380,000
8,317,415	6,873,856	13,774,027	TOTAL WATER DEPT CAP RESERVE FUND REVENUES		16,190,694
				EXPENDITURES	
-	-	490,000	053-5300-000.34-10	ENGINEERING SERVICES	550,000
-	-	490,000	TOTAL MATERIALS AND SERVICES		550,000
902,055	55,149	1,089,132	053-5300-000.75-10	CAPITAL PROJECTS	2,469,735
223,125	17,395	-	053-5300-000.76-10	SOURCE OF SUPPLY	-
-	164,766	11,419,746	053-5300-000.76-20	WATER LINES	12,395,668
1,125,180	237,310	12,508,878	TOTAL CAPITAL OUTLAY		14,865,403
1,125,180	237,310	12,998,878	TOTAL WATER CAPITAL RESERVE OPERATIONS		15,415,403
				DEBT SERVICE	
153,006	157,596	162,325	053-5300-000.79-30	SDWRL (ARRA LOAN) PRINCIPAL	167,194
85,372	80,782	76,055	053-5300-000.79-40	SDWRL (ARRA LOAN) INTEREST	71,185
238,378	238,378	238,380	TOTAL DEBT SERVICE		238,379
32,650	32,970	33,245	053-9500-000.81-44	TO 2009 FFCO DEBT SVC FUND	33,475
1,174,329	-	-	053-9500-000.81-56	TO SEWER SPECIAL RESERVES	-
501,786	502,974	503,524	053-9500-000.81-59	TO UTILITY REVENUE BOND	503,437
1,708,765	535,944	536,769	TOTAL OPERATING TRANSFERS OUT		536,912
3,072,323	1,011,633	13,774,027	GRAND TOTAL WATER CAPITAL RESERVE EXPENSES		16,190,694
5,245,092	5,862,223	-	TOTAL WATER CAPITAL RESERVE - REVENUE LESS EXPENSES		-

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
WATER CAPITAL RESERVE FUND 053						
REVENUES						
5,886,191	5,245,092	5,862,223	053-0000-300.00-00	BEGINNING BALANCE		5,706,184
-	-	4,000,000	053-0000-331.00-00	FEDERAL REVENUE - Dog River Pipeline		7,730,000
				Drinking Water State Revolving Fund grant	Not defined	
				Drinking Water State Revolving Fund loan	Not defined	
64,648	-	1,000,000	053-0000-335.53-00	OWRD STATE GRANT - Dog River Pipeline		280,000
116,577	85,171	69,510	053-0000-344.20-00	CONNECT CHRGS/ WA SDC		69,510
-	42,815	45,000	053-0000-361.00-00	INTEREST REVENUES		25,000
				Private funding for development of ASR system	-	
2,250,000	1,500,777	2,797,294	053-0000-391.51-00	WATER UTILITY FUND		2,380,000
8,317,415	6,873,856	13,774,027	TOTAL WATER DEPT CAP RESERVE FUND REVENUES			16,190,694
EXPENDITURES						
-	-	490,000	053-5300-000.34-10	ENGINEERING SERVICES		550,000
				Water Master Plan Update/Resiliency Assessment	550,000	
-	-	490,000	TOTAL MATERIALS AND SERVICES			550,000
902,055	55,149	1,089,132	053-5300-000.75-10	CAPITAL PROJECTS		2,469,735
				SCADA System upgrade Ph 1	400,000	
				Sorosis Reservoir Roof Repair	600,000	
				Garrison Res Painting Int/Ext \$1.4M	1,469,735	
223,125	17,395	-	053-5300-000.76-10	SOURCE OF SUPPLY		-
-	164,766	11,419,746	053-5300-000.76-20	WATER LINES		12,395,668
				Design and construction of Dog River Pipeline	12,395,668	
				E 9th, Quinton east galvanized repl't		
1,125,180	237,310	12,508,878	TOTAL CAPITAL OUTLAY			14,865,403
1,125,180	237,310	12,998,878	TOTAL WATER CAPITAL RESERVE OPERATIONS			15,415,403
DEBT SERVICE						
153,006	157,596	162,325	053-5300-000.79-30	SDWRL (ARRA LOAN) PRINCIPAL		167,194
85,372	80,782	76,055	053-5300-000.79-40	SDWRL (ARRA LOAN) INTEREST		71,185
238,378	238,378	238,380	TOTAL DEBT SERVICE			238,379
32,650	32,970	33,245	053-9500-000.81-44	TO 2009 FFCO DEBT SVC FUND		33,475
1,174,329	-	-	053-9500-000.81-56	TO SEWER SPECIAL RESERVES		-
501,786	502,974	503,524	053-9500-000.81-59	TO UTILITY REVENUE BOND		503,437
				To 2018 Utility Revenue Bond Debt Fund	-	
1,708,765	535,944	536,769	TOTAL OPERATING TRANSFERS OUT			536,912
3,072,323	1,011,633	13,774,027	GRAND TOTAL WATER CAPITAL RESERVE EXPENSES			16,190,694
5,245,092	5,862,223	-	TOTAL WATER CAPITAL RESERVE - REVENUE LESS EXPENSES			-

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Fund:	Wastewater (055)	Number of Employees:	9 dedicated
Department:	Public Works	12 shared / 14.63 FTE	
Program:	Wastewater Collection, Wastewater Treatment and Storm Water		



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 Storm Water functions are combined as Fund 055-5500.

WASTEWATER COLLECTION

Description

The Wastewater Collection Division is responsible for the infrastructure that provides reliable sewage and industrial wastewater disposal for the citizens and businesses of the City of The Dalles. The Division manages the operation and maintenance of an intricate sanitary sewer system consisting of more than 101 miles of sanitary sewer lines, interceptors, and 8 sanitary sewer lift stations. Reliable sanitary sewer service is achieved 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 collection system replacements.

In conjunction with the Water Distribution Division, the Wastewater Collection Division maintains a 24-hour per day, 365-day per year emergency response program. This "On-Call" program provides nearly immediate response to any City utility after-hours emergency.

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The Wastewater Collection Division also works closely with Regulatory Compliance Services to monitor Federal and State wastewater and storm water regulation changes and make necessary adjustments and/or improvements required to keep the wastewater system in compliance.

2022-23 Goals, Projects, and Highlights

- Trevitt Street Sanitary Sewer Phase I, W. 9th Street to W. 12th Street and the alley between W. 10th Street and W. 11th Street between Liberty Way to Trevitt Street.
- W. 6th Street and Snipes Street Sanitary Sewer Upgrade.
- Cure In Place Pipe (CIPP) Sewer Slipline Contract.
- The recently purchased Sewer Line Rapid Assessment Tool (SL-RAT) will help the city crews check more sewer lines each year using acoustic technology to provide real-time blockage assessments. We expect use of SL-RAT will reduce the number of main issues in the system.
- The worker hours freed-up by use of SL-RAT is expected to allow crews to spend more time on maintenance of the sanitary sewer mains and camera inspection in more stormwater mains each year.

2021-22 Accomplishments⁵

By The Numbers

- Sewer mains replaced or added, in house, with contractors and developers: 5,025 feet.
- Project Goals, listed by percent desired (and percent accomplished in FY 2021-22) are:

Desired	Project Goals	Done in 2021-22
100%	Response to emergencies/sewer breaks	100%
100%	Response to new sewer service requests	100%
100%	Weekly preventative cleaning/maintenance of all 8 lift stations	100%
100%	Cutting of roots on lines identified as flow-impaired	100% (8,700 ft.)
15%	Video inspection of sewer lines – Whole system in 7 years	About 12%
1%	Replacement of old and/or poor-condition sewer laterals	Less than 1% (25)
5%	Replacement of sewer lines – 20-year replacement plan	Less than 1%

At Your Service

- Continued to implement the goals of the U.S. EPA's Guide for Evaluating Capacity, Management, Operations and Maintenance Programs by improving the Lucy work order system. The City's Information Technology staff have helped make the system easier to use by linking Lucy software to Geographic Information System mapping with sewer maintenance work, video camera assessments, sanitary sewer overflow events, and customer

⁵ Statistics are accurate from January 1, 2021 to December 31, 2021 unless otherwise noted.

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complaints.

- Continued identification and correction of inflow and infiltration within the system.

Looking forward to the next 5 years

- Improve documentation of maintenance work and integration of information into an asset management system.

STORM WATER

Description

The Wastewater Collection Division is responsible for the infrastructure that provides reliable storm water conveyance for the citizens and businesses of the City of The Dalles. The Division manages the operation and maintenance of the storm water conveyance systems within the City Limits for the protection of property and the enhancement of stream water quality.

2022-23 Goals, Projects, and Highlights

- Improve base maps and as-built records of the storm water conveyance system.
- Reconfigure the storm water conveyance system on E. 4th Street east and west of Washington Street to prepare for an upgrade in the adjacent alley between E. 4th Street and E. 5th Street.
- Replace catch basin grates with bike-friendly devices along routes with a high level of bicycle traffic stress as identified in the Transportation System Plan.

2021-22 Accomplishments⁶

- Worked with owners to remove catch basins and roof drains from the sanitary sewer system to the storm system.
- Constructed 982 feet of new or replacement stormwater collection mains.
- Continued a comprehensive street sweeping program consisting of a monthly regular schedule, a curb-to-curb sweep a few times a year and Operation Clean Sweep to sweep up autumn leaves in November of each year.

By The Numbers

- Installed 10 new catch basins and replaced or modified grates as needed.
- Project Goals, listed by percent desired (and percent accomplished in FY 2021-22) are:

Desired	Project Goals	Done in 2020-21
100%	Response to emergencies/storm water backups and overflows	100%
100%	Annual cleaning of all catch basins and repair of broken ones	100%
100%	Cutting of roots on storm lines identified as flow-impaired	About 50%
15%	Video inspection of storm lines - Whole system in 7 years	About 1%
15%	Replacement of old and/or poor-condition sewer laterals	Less than 1%

⁶ Statistics are accurate from January 1, 2021 to December 31, 2021 unless otherwise noted.

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At Your Service

- Responded to complaints about illicit discharges to the storm water system.
- Worked with Planning Department, Wasco County, State Building Codes and Oregon Department of Environmental Quality to track installation of oil-water separators when required.
- Separated the combined sanitary/storm water systems and removed catch basins and roof drains from the sanitary sewer system as possible when discovered or as development occurs.

Looking forward to the next 5 years

- Continue implementation of Storm Water Master Plan, including public education and involvement, elimination of illicit discharges, construction controls, and good housekeeping measures.
- Upgrade of storm water line at W. 6th Street and Hostetler Street.
- Upgrade storm water conveyance system in the downtown core area and remove roof drains from sanitary sewer system.

WASTEWATER TREATMENT

Description

Wastewater treatment functions are primarily performed under contract with Operations Management International (now owned by Jacobs) with administrative oversight by Public Works Department staff. As holder of the discharge permit, the City retains responsibility for compliance with all permit limits and other requirements.

2022-23 Goals, Projects, and Highlights

- Assist the City with the wastewater treatment plant's NPDES Permit renewal process by collecting additional samples required by the Oregon Department of Environmental Quality.
- Implement FY 2022-23 portions of the Wastewater Treatment Plant Capital Improvements Plan:
 - Construct Americans with Disabilities Act (ADA) compliant ramp to make the current administration building accessible.
 - Install an automatically controlled waste activated sludge valve on the gravity belt thickener feed line.
 - Install weather protection for the Co-Gen system.
 - Complete influent-based flow pacing of the return activated sludge flow.

2021-22 Accomplishments

By the Numbers

- Total wastewater influent 827.7 million gallons in calendar year 2021. Average influent 2.3 million gallons per day.
- Hauled 720 loads of biosolids. In total, 2,334,750 gallons of biosolids were hauled in calendar year 2021.

At Your Service

- Jacobs staff has continued a predictive maintenance program to assess current condition of

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equipment. As part of the preventative maintenance initiative, the staff began an oil analysis program to save on replacement oil costs from unnecessary oil changes.

- The Jacobs team coordinated the repair of the main airline feeding the aeration basins. This allowed for significant energy savings as the blowers' output turned down significantly following the elimination of the leak.
- Worked with City staff to implement a temporary repair of the plant's outfall pipe in the Columbia River.
- Completed numerous wastewater treatment plant and fleet maintenance activities including but not limited to:
 - Troubleshooted and calibrated the return activated sludge flow meters.
 - Replaced the gravity belt thickener variable frequency drive.
 - Replaced E. coli incubator and pH probe for permit required sampling.
 - Repaired effluent pump #3.
 - Replaced aeration basin air valves.
- Supported the City's Industrial Pretreatment Program (IPP).

Safety First

- The Dalles project continues to surpass safety standards and is now beyond the 21-year mark for no lost time incidents.

Looking forward to the next 5 years

- Implement remaining Phase 2 portions of Wastewater Treatment Plant Capital Improvement Plan:
 - Gravity Belt Thickener Addition, install 3rd primary filter, replace and upsize boiler.
 - Consider Laboratory, Office, Shop and storage facility construction.
 - Utilize the predictive maintenance program to assist with project planning and increase wastewater treatment plant resilience.
 - Optimize operation of plant processes.

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WASTEWATER UTILITY FUND SUMMARY

FY19/20	FY20/21	FY21/22		FY22/23
<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Revenue/Cost Centers</u>	<u>Proposed Budget</u>
3,290,793	5,588,636	7,678,997	BEGINNING BALANCE	5,437,295
7,230,505	7,704,322	5,884,820	REVENUES	5,974,944
2,594,531	2,333,099	2,135,500	OTHER SOURCES	1,400,000
13,115,828	15,626,057	15,699,317	TOTAL RESOURCES	12,812,239
3,144,921	3,262,151	4,146,324	WASTE WATER FUND	4,171,659
430,098	722,709	5,179,767	SEWER SPECIAL RESERVE FUND	3,146,851
786,690	-	2,437,956	SEWER PLANT CONST/DEBT SERV	2,754,060
4,361,709	3,984,860	11,764,047	TOTAL EXPENDITURES	10,072,570
97,232	96,933	96,628	DEBT SERVICE	96,316
4,242,580	3,839,404	3,779,498	TRANSFER OUT	2,614,447
-	-	59,144	CONTINGENCY	28,906
-	-	-	UNAPPROPRIATED ENDING BAL	-
4,339,812	3,936,337	3,935,270	TOTAL OTHER USES	2,739,669
8,701,521	7,921,197	15,699,317	TOTAL EXPENDS & OTHER USES	12,812,239
4,414,307	7,704,860	-	FUND TOTAL	-

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FY19/20	FY20/21	FY21/22		Account	FY22/23
Actual	Actual	Budget	Account Number	Description	Proposed Budget
			WASTEWATER FUND 055		
			REVENUES		
1,212,800	430,644	669,056	055-0000-300.00-00	BEGINNING BALANCE	627,098
-	-	22,736	055-0000-337.10-00	URBAN RENEWAL	27,482
361,892	444,503	315,000	055-0000-341.90-00	MISC SALES AND SRVCE	340,000
247,314	249,288	245,000	055-0000-344.05-00	STORMWATER DRAINAGE CHARGES	250,000
5,124,458	5,145,575	5,213,104	055-0000-344.10-00	UTILITY SERVICE CHARGES	5,266,832
-	-	5,000	055-0000-344.80-00	DELINQUENT SEWER ASSMTS	5,000
8,323	(335)	500	055-0000-344.90-00	DELINQUENT ACCT INT	500
(26,754)	(30,923)	(35,000)	055-0000-345.20-00	UNCOLLECTIBLE ACCTS	(20,000)
3,558	11,964	5,000	055-0000-348.00-00	INTERDEPARTMENTAL REV	5,900
2,074	157	50	055-0000-361.00-00	INTEREST REVENUES	300
38,151	1,245	-	055-0000-369.00-00	OTHER MISC REVENUES	-
926	1,627	500	055-0000-392.00-00	SALE OF FIXED ASSETS	-
6,972,743	6,253,745	6,440,946	TOTAL WASTE WATER FUND REVENUES		6,503,112
			EXPENSES		
806,074	851,508	899,283	055-5500-000.11-00	REGULAR SALARIES	991,564
9,937	4,378	18,720	055-5500-000.12-00	PARTTIME/TEMP SALARIES	37,440
12,836	9,378	25,140	055-5500-000.13-00	OVERTIME SALARIES	29,040
281,652	284,169	325,036	055-5500-000.21-10	MEDICAL INSURANCE	346,055
5,309	5,735	5,665	055-5500-000.21-20	L-T DISABILITY INSURANCE	6,247
651	651	675	055-5500-000.21-30	LIFE INSURANCE	708
14,443	12,347	18,068	055-5500-000.21-40	WORKERS COMP INSURANCE	18,933
60,908	63,930	72,150	055-5500-000.22-00	FICA	79,210
97,197	109,775	120,508	055-5500-000.23-00	RETIREMENT CONTRIBUTIONS	131,011
11,333	12,994	15,510	055-5500-000.28-00	VEBA CONTRIBUTIONS	16,605
264	130	169	055-5500-000.29-00	OTHER EMPLOYEE BENEFITS	5,386
1,300,604	1,354,995	1,500,924	TOTAL PERSONNEL SERVICE		1,662,199
13.12	13.49	13.53		Total Full-Time Equivalent (FTE)	14.63
1,117,820	1,230,830	1,269,103	055-5500-000.31-10	CONTRACTUAL SERVICES	1,335,021
15,712	11,989	11,989	055-5500-000.31-40	WASCO CO COMMUNICATIONS	9,339
-	6,961	4,500	055-5500-000.34-10	ENGINEERING SERVICES	4,500
33,194	36,207	26,003	055-5500-000.34-30	COMPUTER SERVICES	26,403
17,096	11,835	-	055-5500-000.34-50	SPECIAL STUDIES & REPORTS	-
9,138	8,637	12,915	055-5500-000.41-10	WATER & SEWER	12,915
13,687	12,934	18,600	055-5500-000.41-20	GARBAGE SERVICES	19,014
2,834	3,735	4,715	055-5500-000.41-30	NATURAL GAS	4,805
13,337	14,213	16,403	055-5500-000.41-40	ELECTRICITY	16,403
7,980	7,980	7,980	055-5500-000.42-00	JANITORIAL SERVICES	8,300
13,549	3,586	9,983	055-5500-000.43-10	BUILDINGS AND GROUNDS	11,883
263	7	1,200	055-5500-000.43-20	COMPUTERS	1,200
3,544	75	2,250	055-5500-000.43-30	RADIO EQUIPMENT	2,250
180	200	500	055-5500-000.43-40	OFFICE EQUIPMENT	500
9,307	9,670	18,000	055-5500-000.43-45	JOINT USE OF LABOR/EQUIP	18,000
57,305	65,390	59,550	055-5500-000.43-50	VEHICLES	64,150
23,526	22,636	30,905	055-5500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS	42,845
6,454	7,704	7,000	055-5500-000.43-52	TIRES AND TIRE REPAIRS	9,000
2,414	1,460	12,125	055-5500-000.43-70	GENERAL EQUIPMENT	11,225
62,097	60,309	113,860	055-5500-000.43-71	SPECIAL UTILITY EQUIPMENT	84,460
11,023	11,349	9,335	055-5500-000.43-80	SHOP EQUIPMENT	9,455
2,554	2,931	2,500	055-5500-000.43-81	SERVICE PICKUP TOOLS	2,500
49,242	11,191	92,600	055-5500-000.43-86	LINES MAINT & SUPPLIES	103,750
1,375	1,353	1,816	055-5500-000.43-87	UTILITIES LOCATES	1,336
9,997	2,484	16,500	055-5500-000.44-20	RENTAL OF EQUIPMENT	15,000
68,788	72,211	83,923	055-5500-000.52-10	LIABILITY INSURANCE	86,536
21,506	18,760	20,638	055-5500-000.52-30	PROPERTY INSURANCE	22,290
11,003	9,610	10,571	055-5500-000.52-50	AUTOMOTIVE INSURANCE	11,415
-	6,477	20,500	055-5500-000.52-60	INSURANCE DEDUCTIBLES	20,500
3,531	2,865	3,470	055-5500-000.53-20	POSTAGE	5,030
13,127	15,111	15,960	055-5500-000.53-30	TELEPHONE	15,960
333	788	400	055-5500-000.53-40	LEGAL NOTICES	400

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20	FY20/21	FY21/22		Account	FY22/23
Actual	Actual	Budget	Account Number	Description	Proposed Budget
2,453	3,258	5,440	055-5500-000.53-60	PUBLIC EDUCATION/INFO	5,440
67	142	1,095	055-5500-000.55-00	PRINTING AND BINDING	1,095
20,850	24,251	23,250	055-5500-000.57-00	PERMITS	26,500
1,062	507	1,980	055-5500-000.58-10	TRAVEL, FOOD & LODGING	1,980
9,941	1,892	14,993	055-5500-000.58-50	TRAINING AND CONFERENCES	13,203
3,923	3,847	5,466	055-5500-000.58-70	MEMBERSHIPS/DUES/SUBS	5,601
2,387	2,723	3,480	055-5500-000.60-10	OFFICE SUPPLIES	3,480
3,354	2,857	4,280	055-5500-000.60-20	JANITORIAL SUPPLIES	4,280
3,824	3,900	4,028	055-5500-000.60-80	CLOTHING	4,028
6,468	7,957	10,578	055-5500-000.60-85	SPECIAL DEPT SUPPLIES	9,853
6,577	1,394	10,100	055-5500-000.60-86	CHEMICAL/LAB SUPPLIES	9,200
105,416	54,163	93,830	055-5500-000.60-87	STREET CONST SUPPLIES	98,030
165	135	1,223	055-5500-000.64-10	BOOKS AND PERIODICALS	1,223
5,175	17,017	26,293	055-5500-000.64-80	COMPUTER SOFTWARE	37,243
-	-	-	055-5500-000.69-50	MISCELLANEOUS EXPENSES	-
12,825	2,927	19,802	055-5500-000.69-80	ASSETS < \$5000	23,019
1,786,399	1,798,458	2,131,632	TOTAL MATERIALS AND SERVICES		2,220,560
-	40,019	68,500	055-5500-000.72-20	BUILDINGS	128,000
33,268	7,080	3,000	055-5500-000.73-30	IMPRVMTS OTHER THAN BLDGS	-
-	10,854	3,000	055-5500-000.74-10	MACHINERY	5,500
-	8,247	-	055-5500-000.74-20	VEHICLES	-
24,650	42,498	55,000	055-5500-000.74-90	EQUIPMENT, OTHER	30,400
-	-	284,268	055-5500-000.76-30	SEWER LINES	80,000
-	-	100,000	055-5500-000.76-40	STORMWATER COLL IMPROVMTS	45,000
57,918	108,698	513,768	TOTAL CAPITAL OUTLAY		288,900
3,144,921	3,262,151	4,146,324	TOTAL WASTEWATER OPERATIONS		4,171,659
			OTHER USES		
384,594	368,072	384,310	055-9500-000.81-01	TO GENERAL FUND	398,073
154,803	155,241	156,393	055-9500-000.81-05	TO STREET FUND	158,005
200,000	250,000	200,000	055-9500-000.81-09	TO PUBLIC WKS RESRV FUND	287,000
4,166	4,306	-	055-9500-000.81-10	TO UNEMPLOYMENT FUND	-
60,010	59,932	59,775	055-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND	59,469
1,343,605	245,000	245,000	055-9500-000.81-56	TO SEWER SPCL RESRV FUND	600,000
1,250,000	1,211,472	1,190,000	055-9500-000.81-57	PLANT CONSTRUCTION.DEBT	800,000
3,397,178	2,294,023	2,235,478	TOTAL OPERATING TRANSFERS OUT		2,302,547
-	-	59,144	055-9500-000.88-00	CONTINGENCY	28,906
-	-	59,144	TOTAL CONTINGENCY		28,906
3,397,178	2,294,023	2,294,622	TOTAL OTHER USES		2,331,453
6,542,099	5,556,174	6,440,946	GRAND TOTAL WASTEWATER FUND EXPENSES		6,503,112
430,644	697,571	-	TOTAL WASTEWATER FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
WASTEWATER FUND 055						
REVENUES						
1,212,800	430,644	669,056	055-0000-300.00-00	BEGINNING BALANCE		627,098
-	-	22,736	055-0000-337.10-00	URBAN RENEWAL		27,482
-	-	-	055-0000-341.80-00	COPIES, PLANS, ORD'S		-
361,892	444,503	315,000	055-0000-341.90-00	MISC SALES AND SRVCE		340,000
247,314	249,288	245,000	055-0000-344.05-00	STORMWATER DRAINAGE CHARGES		250,000
5,124,458	5,145,575	5,213,104	055-0000-344.10-00	UTILITY SERVICE CHARGES		5,266,832
-	-	5,000	055-0000-344.80-00	DELINQUENT SEWER ASSMTS		5,000
8,323	(335)	500	055-0000-344.90-00	DELINQUENT ACCT INT		500
(26,754)	(30,923)	(35,000)	055-0000-345.20-00	UNCOLLECTIBLE ACCTS		(20,000)
3,558	11,964	5,000	055-0000-348.00-00	INTERDEPARTMENTAL REV		5,900
2,074	157	50	055-0000-361.00-00	INTEREST REVENUES		300
38,151	1,245	-	055-0000-369.00-00	OTHER MISC REVENUES		-
926	1,627	500	055-0000-392.00-00	SALE OF FIXED ASSETS		-
6,972,743	6,253,745	6,440,946	TOTAL WASTE WATER FUND REVENUES			6,503,112
EXPENSES						
806,074	851,508	899,283	055-5500-000.11-00	REGULAR SALARIES		991,564
9,937	4,378	18,720	055-5500-000.12-00	PARTTIME/TEMP SALARIES		37,440
12,836	9,378	25,140	055-5500-000.13-00	OVERTIME SALARIES		29,040
281,652	284,169	325,036	055-5500-000.21-10	MEDICAL INSURANCE		346,055
5,309	5,735	5,665	055-5500-000.21-20	L-T DISABILITY INSURANCE		6,247
651	651	675	055-5500-000.21-30	LIFE INSURANCE		708
14,443	12,347	18,068	055-5500-000.21-40	WORKERS COMP INSURANCE		18,933
60,908	63,930	72,150	055-5500-000.22-00	FICA		79,210
97,197	109,775	120,508	055-5500-000.23-00	RETIREMENT CONTRIBUTIONS		131,011
11,333	12,994	15,510	055-5500-000.28-00	VEBA CONTRIBUTIONS		16,605
264	130	169	055-5500-000.29-00	OTHER EMPLOYEE BENEFITS		5,386
1,300,604	1,354,995	1,500,924	TOTAL PERSONNEL SERVICE			1,662,199
13.12	13.49	13.53	Total Full-Time Equivalent (FTE)			14.63
1,117,820	1,230,830	1,269,103	055-5500-000.31-10	CONTRACTUAL SERVICES		1,335,021
				WWTP Contract Operation	1,289,912	
				Bio Solids hauling	20,000	
				Weed Spray	700	
				Soils/Material Testing	1,500	
				Alarm testing/Monitoring/Fire Extinguisher Servic	1,144	
				Internet Provider	350	
				Drug/Alcohol Testing/DMV Records	960	
				Solvent Service	186	
				Copier services	1,529	
				Porta Potty service	240	
				Licenced Plummer Services	2,500	
				Easement/Filing Fee	1,000	
				Express Bill Pay	15,000	
				Generator Service Agreement (bi-annual 21/22)	-	
15,712	11,989	11,989	055-5500-000.31-40	WASCO CO COMMUNICATIONS		9,339
-	6,961	4,500	055-5500-000.34-10	ENGINEERING SERVICES		4,500
				Easement Surveys	4,500	
33,194	36,207	26,003	055-5500-000.34-30	COMPUTER SERVICES		26,403
				Arcview (ESRI)(1/3)	600	
				AutoDeskAutoCad (DLT Solutions)(1/3)	1,300	
				Cat ET program (1/3)	500	
				Lucity/Central Square (1/4) (Tritech Software)	1,500	
				Lucity/Central Square Ipads (10) (Tritech Software)		
				Cummins Insite Service Plan (1/3)	200	
				Q Life (1/3)	1,600	
				WC GIS Base Map (1/3)	1,333	
				MWH Software H2O/Sewer Pro (Innovyze) (1/2 WD, WW)	2,200	
				Win-911 Software (1/2 WD, WW)	495	
				JACOBS SCADA Maint. Serv.(1/3 WT, WD, WW)	5,000	
				Rockwell Support License (WT, WD, WW) (North Coast Electric)	2,000	
				Wonderware PW (September)(1/3 WT, WD, WW)	2,350	
				Wonderware WWTP (March)	4,825	
				Cues Support	2,500	

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
17,096	11,835	-	055-5500-000.34-50	SPECIAL STUDIES & REPORTS		-
9,138	8,637	12,915	055-5500-000.41-10	WATER & SEWER		12,915
13,687	12,934	18,600	055-5500-000.41-20	GARBAGE SERVICES		19,014
2,834	3,735	4,715	055-5500-000.41-30	NATURAL GAS		4,805
13,337	14,213	16,403	055-5500-000.41-40	ELECTRICITY		16,403
7,980	7,980	7,980	055-5500-000.42-00	JANITORIAL SERVICES		8,300
13,549	3,586	9,983	055-5500-000.43-10	BUILDINGS AND GROUNDS		11,883
				Shop Door Repair	1,500	
				Building Roof Repair	500	
				A/C Heat Electrical Systems	2,500	
				Int & Ext Maint	5,108	
				Irrigation/ Landscaping/Island Maint	1,125	
				Lift Station Maintenance	200	
				Shop Fence/Yard Maint	950	
263	7	1,200	055-5500-000.43-20	COMPUTERS		1,200
				Computer Maintenance	1,200	
3,544	75	2,250	055-5500-000.43-30	RADIO EQUIPMENT		2,250
				Handheld/Vehicle/Base Radio Maint	450	
				Scada Radio Repairs	1,800	
180	200	500	055-5500-000.43-40	OFFICE EQUIPMENT		500
				Phones, Faxes, & office equipment	500	
9,307	9,670	18,000	055-5500-000.43-45	JOINT USE OF LABOR/EQUIP		18,000
				To Street Fund	15,000	
				To Water Fund	3,000	
57,305	65,390	59,550	055-5500-000.43-50	VEHICLES		64,150
				Vehicle Maint	64,150	
23,526	22,636	30,905	055-5500-000.43-51	GAS/OIL/DIESEL/LUBRICANTS		42,845
6,454	7,704	7,000	055-5500-000.43-52	TIRES AND TIRE REPAIRS		9,000
2,414	1,460	12,125	055-5500-000.43-70	GENERAL EQUIPMENT		11,225
				Jack Hammer/Large Saw Maint	4,350	
				Street Construction Equipment	2,625	
				Street Survey Equipment	1,000	
				Generator Maint	3,250	
62,097	60,309	113,860	055-5500-000.43-71	SPECIAL UTILITY EQUIPMENT		84,460
				Lift Station Maintenance	16,260	
				Camera Van Equip maint	8,500	
				Aqua Tech/Rodder parts maint	12,375	
				Sweeper brooms/wires	20,100	
				Lifting devices certification	2,050	
				Gas Monitor Supplies	950	
				Metro Tech Locator repair/maint	1,525	
				SCADA UPS Units	1,200	
				Inserta Tee Drill Bits	1,500	
				WWTP Maintenance Parts	20,000	
11,023	11,349	9,335	055-5500-000.43-80	SHOP EQUIPMENT		9,455
				Shop Tools	765	
				Shop Tool Fasteners/Sealants	4,550	
				Shop Equipment Maintenance	1,500	
				Hand tools/supplies	2,640	
2,554	2,931	2,500	055-5500-000.43-81	SERVICE PICKUP TOOLS		2,500
49,242	11,191	92,600	055-5500-000.43-86	LINES MAINT & SUPPLIES		103,750
				PVC Pipe & Fittings	24,000	
				Manhole/Catch Basin/Paving Risers	38,750	
				Spot Repair Parts	40,000	
				Tracer Wire	1,000	
1,375	1,353	1,816	055-5500-000.43-87	UTILITIES LOCATES		1,336
				Utility Notification Center	166	
				Locate supplies	1,170	
9,997	2,484	16,500	055-5500-000.44-20	RENTAL OF EQUIPMENT		15,000
68,788	72,211	83,923	055-5500-000.52-10	LIABILITY INSURANCE		86,536
21,506	18,760	20,638	055-5500-000.52-30	PROPERTY INSURANCE		22,290
11,003	9,610	10,571	055-5500-000.52-50	AUTOMOTIVE INSURANCE		11,415
-	6,477	20,500	055-5500-000.52-60	INSURANCE DEDUCTIBLES		20,500
3,531	2,865	3,470	055-5500-000.53-20	POSTAGE		5,030
				Direct Mailings	4,660	
				Shipping for parts/core returns	370	
13,127	15,111	15,960	055-5500-000.53-30	TELEPHONE		15,960

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
				Phone system	9,680	
				Cell phone/Field Laptop services	5,080	
				Scada T-1	1,200	
333	788	400	055-5500-000.53-40	LEGAL NOTICES		400
				Public Notices and Permits	400	
2,453	3,258	5,440	055-5500-000.53-60	PUBLIC EDUCATION/INFO		5,440
				Brochures/Written Translations	640	
				WWC CMOM Flyer	3,500	
				Parade Booth	1,100	
				Stormwater Stencil	200	
67	142	1,095	055-5500-000.55-00	PRINTING AND BINDING		1,095
				Vehicle Logos and decals	400	
				Construction Plans	500	
				Vehicle Inspection Reports		
				Business Cards/Envelopes	195	
20,850	24,251	23,250	055-5500-000.57-00	PERMITS		26,500
				Annual WQ Fee NPDES permit	25,000	
				WW Oper. Cert. Support Fee (State of OR)	900	
				Haz substance fee	600	
1,062	507	1,980	055-5500-000.58-10	TRAVEL, FOOD & LODGING		1,980
				OUCC/ Aqua meetings	530	
				NSPE/ASCE Meeting	150	
				Employee Meetings/Room Rentals	1,300	
9,941	1,892	14,993	055-5500-000.58-50	TRAINING AND CONFERENCES		13,203
				Employee/Eng/Safety Officer/Office Training	8,733	
				Flagging	420	
				First Aid/CPR Training JAN EVEN YRS	-	
				Crane Training	4,050	
3,923	3,847	5,466	055-5500-000.58-70	MEMBERSHIPS/DUES/SUBS		5,601
				APWA Membership Dues	203	
				ASCE	200	
				CDL Medical Exams	818	
				Water Certifications/Renewals	2,400	
				Local OUCC Dues	20	
				Nat. Soc. for PE's	100	
				OAWU- Associate Member	475	
				OR-ACWA Dues	700	
				OSBELLS	65	
				Columbia Gorge News	20	
				PE License (1/3)	400	
				Water Env. Federation	200	
2,387	2,723	3,480	055-5500-000.60-10	OFFICE SUPPLIES		3,480
				Office Supplies/toner	2,680	
				Copy Paper	800	
3,354	2,857	4,280	055-5500-000.60-20	JANITORIAL SUPPLIES		4,280
				Cintas	3,500	
				Cleaning supplies	780	
3,824	3,900	4,028	055-5500-000.60-80	CLOTHING		4,028
				Clothing Allowance	2,643	
				Rubber Boots Steel Toe	685	
				Rain Gear	700	
6,468	7,957	10,578	055-5500-000.60-85	SPECIAL DEPT SUPPLIES		9,853
				First Aid/Safety Supplies	1,675	
				Personal Protection Equipment	4,410	
				Safety Toe Boots	2,918	
				Safety Vests	650	
				Respirator tests/ HBV Vaccine	200	
6,577	1,394	10,100	055-5500-000.60-86	CHEMICAL/LAB SUPPLIES		9,200
				Vector Control	500	
				Sanitary/Storm Monitoring/Dye	200	
				Absorbants for spills	200	
				Bioassy/Hazmat Testing	8,100	
				H2S reagents	200	
105,416	54,163	93,830	055-5500-000.60-87	STREET CONST SUPPLIES		98,030
				Construction Signs/Cones/Barricades	3,500	
				Asphalt Hot Mix/Cold Mix	26,800	
				Rock/Concrete	67,730	

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
165	135	1,223	055-5500-000.64-10	BOOKS AND PERIODICALS		1,223
				Manuals	933	
				City Directory	90	
				Certification Study Material	200	
5,175	17,017	26,293	055-5500-000.64-80	COMPUTER SOFTWARE		37,243
				WWC	3,200	
				Lucity	32,000	
				MS Office for computers in 6980	1,043	
				Engineering Software	1,000	
-	-	-	055-5500-000.69-50	MISCELLANEOUS EXPENSES		-
12,825	2,927	19,802	055-5500-000.69-80	ASSETS < \$5000		23,019
				Survey equipment	2,000	
				Computers/Printers	7,135	
				Furniture/Map files	6,184	
				Compactor	3,500	
				Concrete Mixer (1/3)	1,500	
				Outhouses (1/3)	2,700	
1,786,399	1,798,458	2,131,632	TOTAL MATERIALS AND SERVICES			2,220,560
-	40,019	68,500	055-5500-000.72-20	BUILDINGS		128,000
				Front entry elevator and safety upgrade (1/3)	41,000	
				Office Partition (1/3)	8,000	
				Equipment Covers	59,000	
				Weather prot'n for microturbine WWTP	20,000	
33,268	7,080	3,000	055-5500-000.73-30	IMPROVMTS OTHER THAN BLDGS		-
-	10,854	3,000	055-5500-000.74-10	Personnel-gate crash bars (1/3)	-	5,500
				MACHINERY		
				Boss Plow (1/2) WD/WWC	5,500	
-	8,247	-	055-5500-000.74-20	VEHICLES		-
24,650	42,498	55,000	055-5500-000.74-90	EQUIPMENT, OTHER		30,400
				New Miller Welder (1/3)	3,400	
				Program RAS to influent flow WWTP	12,000	
				Auto-valve for GBT Install'n WWTP	15,000	
-	-	284,268	055-5500-000.76-30	SEWER LINES		80,000
				9TH St 464 feet East	45,000	
				Washington St	35,000	
-	-	100,000	055-5500-000.76-40	STORMWATER COLL IMPROVMTS		45,000
				Washington St	16,000	
				ADA Project/ Catch basins	9,000	
				W 2nd St at Mill Creek tunnel Engineering	20,000	
				10TH & Walnut		
57,918	108,698	513,768	TOTAL CAPITAL OUTLAY			288,900
3,144,921	3,262,151	4,146,324	TOTAL WASTEWATER OPERATIONS			4,171,659
			OTHER USES			
384,594	368,072	384,310	055-9500-000.81-01	TO GENERAL FUND		398,073
154,803	155,241	156,393	055-9500-000.81-05	TO STREET FUND		158,005
200,000	250,000	200,000	055-9500-000.81-09	TO PUBLIC WKS RESRV FUND		287,000
4,166	4,306	-	055-9500.550.81-10	TO UNEMPLOYMENT FUND		-
60,010	59,932	59,775	055-9500-000.81-43	TO FFCO 2008 DEBT SVC FUND		59,469
1,343,605	245,000	245,000	055-9500-000.81-56	TO SEWER SPCL RESRV FUND		600,000
				For Stormwater Master Plan projects	600,000	
1,250,000	1,211,472	1,190,000	055-9500-000.81-57	PLANT CONSTRUCTION.DEBT		800,000
3,397,178	2,294,023	2,235,478	TOTAL OPERATING TRANSFERS OUT			2,302,547
-	-	59,144	055-9500-000.88-00	CONTINGENCY		28,906
-	-	59,144	TOTAL CONTINGENCY			28,906
3,397,178	2,294,023	2,294,622	TOTAL OTHER USES			2,331,453
6,542,099	5,556,174	6,440,946	GRAND TOTAL WASTEWATER FUND EXPENSES			6,503,112
430,644	697,571	-	TOTAL WASTEWATER FUND - REVENUES LESS EXPENSES			-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				SEWER SPECIAL RESERVE FUND 056	
				REVENUES	
1,303,706	4,841,305	5,532,951	056-0000-300.00-00	BEGINNING BALANCE	2,465,084
-	1,811,021	53,670	056-0000-344.20-00	CONNECT CHRGS/ SW SDC	53,670
1,354,056	21,246	10,260	056-0000-344.20-10	CONNECT CHRGS/ STORM WA SDC	10,260
21,734	-	-	056-0000-344.20-20	REIMBURSEMENT DISTRICT PMTS	-
80,959	44,144	45,000	056-0000-361.00-00	INTEREST REVENUES	25,000
1,174,329	-	-	056-0000-391.53-00	WATER CAPITAL RESERVE FUND	-
1,343,605	245,000	245,000	056-0000-391.55-00	WASTEWATER UTILITY FUND	600,000
5,278,389	6,962,715	5,886,881		TOTAL SEWER SPECIAL RESERVE FUND REVENUES	3,154,014
-	-	200,000	056-5600-000.75-10	CAPITAL PROJECTS	400,000
430,098	722,709	3,746,767	056-5600-000.76-30	SEWER LINES	1,966,444
-	-	1,233,000	056-5600-000.76-40	STORM WATER IMPROVEMENTS	780,407
430,098	722,709	5,179,767		TOTAL CAPITAL OUTLAY	3,146,851
430,098	722,709	5,179,767		TOTAL SEWER SPECIAL RESERVE FUND OPERATIONS	3,146,851
				OTHER USES	
6,986	7,055	7,114	056-9500-000.81-44	TO 2009 FFCO DEBT SVC FUND	7,163
-	700,000	700,000	056-9500-000.81-57	TO SW PLANT CONSTC FUND	-
6,986	707,055	707,114		TOTAL OPERATING TRANSFERS OUT	7,163
6,986	707,055	707,114		TOTAL OTHER USES	7,163
437,084	1,429,764	5,886,881		GRAND TOTAL SEWER SPECIAL RESERVE FUND EXPENSES	3,154,014
4,841,305	5,532,952	-		SEWER SPECIAL RESERVE FUND - REVENUE LESS EXPENSES	-

City of The Dalles, Oregon
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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
SEWER SPECIAL RESERVE FUND 056						
REVENUES						
1,303,706	4,841,305	5,532,951	056-0000-300.00-00	BEGINNING BALANCE		2,465,084
-		-	056-0000-330.00-00	INTERGOVERNMENTAL REVENUE		-
-	1,811,021	53,670	056-0000-344.20-00	CONNECT CHRGS/ SW SDC		53,670
1,354,056	21,246	10,260	056-0000-344.20-10	CONNECT CHRGS/ STORM WA SDC		10,260
21,734	-	-	056-0000-344.20-20	REIMBURSEMENT DISTRICT PMTS		-
80,959	44,144	45,000	056-0000-361.00-00	INTEREST REVENUES		25,000
-	-	-	056-0000-369.00-00	OTHER MISC REVENUES		-
1,174,329	-	-	056-0000-391.53-00	WATER CAPITAL RESERVE FUND		-
1,343,605	245,000	245,000	056-0000-391.55-00	WASTEWATER UTILITY FUND		600,000
5,278,389	6,962,715	5,886,881	TOTAL SEWER SPECIAL RESERVE FUND REVENUES			3,154,014
EXPENDITURES						
-	-	-	056-5600-000.31-10	CONTRACTUAL SERVICES		-
-	-	-	056-5600-000.34-10	ENGINEERING SERVICES		-
-	-	-	056-5600-000.53-40	LEGAL NOTICES		-
-	-	-	056-5600-000.71-10	LAND-SEWER SPECIAL RESERVE		-
-	-	-	TOTAL MATERIALS & SERVICES			-
-	-	200,000	056-5600-000.75-10	CAPITAL PROJECTS		400,000
430,098	722,709	3,746,767	056-5600-000.76-30	SEWER LINES		1,966,444
				6TH and Snipes with Widening (\$250k 21/22)22/23	300,000	
				Trevitt St Ph 1 to 12TH	1,018,285	
				W 2nd St Sanitary (SDCs) Ph. 2 (\$1007,239)	648,159	
-	-	1,233,000	056-5600-000.76-40	STORM WATER IMPROVEMENTS		780,407
				W 2nd St Stormwater (SW fees + SDCs)Ph.2 (\$1,040,543)	780,407	
-	-	-	056-5600-000.78-99	FUTURE CAPITAL PROJECTS		-
430,098	722,709	5,179,767	TOTAL CAPITAL OUTLAY			3,146,851
430,098	722,709	5,179,767	TOTAL SEWER SPECIAL RESERVE FUND OPERATIONS			3,146,851
OTHER USES						
6,986	7,055	7,114	056-9500-000.81-44	TO 2009 FFCO DEBT SVC FUND		7,163
	700,000	700,000	056-9500-000.81-57	TO SW PLANT CONSTC FUND		-
6,986	707,055	707,114	TOTAL OPERATING TRANSFERS OUT			7,163
6,986	707,055	707,114	TOTAL OTHER USES			7,163
437,084	1,429,764	5,886,881	GRAND TOTAL SEWER SPECIAL RESERVE FUND EXPENSES			3,154,014
4,841,305	5,532,952	-	SEWER SPECIAL RESERVE FUND - REVENUE LESS EXPENSES			-

City of The Dalles, Oregon
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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			SEWER PLANT CONSTRUCTION / DEBT SERVICE FUND 057		
			REVENUES		
774,287	316,687	1,476,990	057-0000-300.00-00	BEGINNING BALANCE	2,345,113
-	175,000	-	057-0000-335.57-00	STATE GRANT REVENUE - Renewal Power Generation Grants	-
14,739	6,437	4,500	057-0000-361.00-00	INTEREST REVENUES	10,000
1,250,000	1,211,472	1,190,000	057-0000-391.55-00	WASTEWATER UTILITY FUND	800,000
-	700,000	700,000	057-0000-391.56-00	WASTEWATER CAPITAL FUND	-
2,039,025	2,409,597	3,371,490	TOTAL SEWER PLANT CONTS/DEBT SVC REVENUES		3,155,113
229,805	-	-	057-5700-000.74-90	EQUIPMENT, OTHER	-
556,885	-	2,437,956	057-5700-000.75-10	CAPITAL PROJECTS	2,754,060
786,690	-	2,437,956	TOTAL CAPITAL OUTLAY		2,754,060
786,690	-	2,437,956	TOTAL SEWER PLANT CONST/DEBT SVC OPERATIONS		2,754,060
			DEBT SERVICE		
59,798	61,085	62,399	057-5700-000.79-30	To 2017 CWSRF(CLEAN WATER LOAN) PRINCIPAL	63,741
37,434	35,848	34,229	057-5700-000.79-40	To 2017 CWSRF (CLEAN WATER LOAN) INTEREST	32,575
97,232	96,933	96,628	TOTAL DEBT SERVICE		96,316
838,416	838,326	836,906	057-9500-000.81-59	TO UTILITY REVENUE BOND	304,737
838,416	838,326	836,906	TOTAL OPERATING TRANSFERS OUT		304,737
838,416	838,326	836,906	TOTAL OTHER USES		401,053
1,722,338	935,259	3,371,490	GRAND TOTAL SEWER PLANT CONSTRUCTION EXPENSES		3,155,113
316,687	1,474,338	-	SEWER PLANT CONSTRUCTION FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget	
SEWER PLANT CONSTRUCTION FUND 057							
REVENUES							
774,287	316,687	1,476,990	057-0000-300.00-00	BEGINNING BALANCE			2,345,113
-	175,000	-	057-0000-335.57-00	STATE GRANT REVENUE - Renewal Power Generation Grants			-
14,739	6,437	4,500	057-0000-361.00-00	INTEREST REVENUES			10,000
1,250,000	1,211,472	1,190,000	057-0000-391.55-00	WASTEWATER UTILITY FUND			800,000
-	700,000	700,000	057-0000-391.56-00	WASTEWATER CAPITAL FUND			-
2,039,025	2,409,597	3,371,490	TOTAL SEWER PLANT CONTS/DEBT SVC REVENUES				3,155,113
229,805	-	-	057-5700-000.74-90	EQUIPMENT, OTHER			-
556,885	-	2,437,956	057-5700-000.75-10	CAPITAL PROJECTS			2,754,060
				Wastewater Treatment Plant improvements. The next phase of improvements is expected to include an upgrade to the aeration blowers, a new boiler, reconfiguration of aeration basin outfalls, a new effluent pump station, and possibly a new Admin Building and outfall pipe.	2,754,060		
786,690	-	2,437,956	TOTAL CAPITAL OUTLAY				2,754,060
786,690	-	2,437,956	TOTAL SEWER PLANT CONST/DEBT SVC OPERATIONS				2,754,060
DEBT SERVICE							
59,798	61,085	62,399	057-5700-000.79-30	To 2017 CWSRF(CLEAN WATER LOAN) PRINCIPAL			63,741
37,434	35,848	34,229	057-5700-000.79-40	To 2017 CWSRF (CLEAN WATER LOAN) INTEREST			32,575
97,232	96,933	96,628	TOTAL DEBT SERVICE				96,316
-	-	-	057-9500-000.81-58	DEBT SERVICE FUND			-
838,416	838,326	836,906	057-9500-000.81-59	TO UTILITY REVENUE DEBT SVC FUND			304,737
				2003 WW Revenue Bond refund	Not broken down		
				2018 WW Revenue Bond new monies	Not broken down		
838,416	838,326	836,906	TOTAL OPERATING TRANSFERS OUT			304,737	
838,416	838,326	836,906	TOTAL OTHER USES			401,053	
1,722,338	935,259	3,371,490	GRAND TOTAL SEWER PLANT CONSTRUCTION EXPENSES			3,155,113	
316,687	1,474,338	-	SEWER PLANT CONSTRUCTION FUND - REVENUES LESS EXPENSES			-	

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Fund:	Airport (061)
Department:	Airport (061)
Program:	Airport Operations (610)

Mission

Columbia Gorge Regional Airport's Mission is to operate and develop the Airport and Business Park in a safe and efficient manner to encourage the availability of high-quality aviation and non-aviation products, services and facilities. Striving to meet the aviation transportation needs of the twenty-first century, and create educational and economic development opportunities.

Description

Since 2002 the City has been involved in a partnership with Klickitat County in operating the Columbia Gorge Regional Airport and planning its future. We have signed an agreement creating a long-term management structure for the airport that includes cost sharing with Klickitat County. A regional airport board has been established, and public meetings are normally held the third Friday of each month. Aviation Management Services (AMS) has been hired to operate the airport under the general oversight of the Airport Board. Tac Aero is the fixed-base operator at the airport and provides a number of aviation services, including handling transient and resident aircraft, fuel and related sales, flight training, contractual support to the fire base and aircraft maintenance. The Columbia Gorge Community College in conjunction with Klickitat County is the process of applying for a Federal EDA grant to construct a \$2.5-million hangar to accommodate their Aviation Maintenance professional degree program. We also now have other commercial operating agreements at the airport. (Cherry Packers and Flight instruction as well as a Mobile A&P.

2022-23 Goals, Projects and Highlight

- South Apron Rehabilitation Design Engineering Project with FAA Grant for \$275,000
- Secure funding for construction of \$2.5 million training hangar for Columbia Gorge Community College aviation technician training program
- Develop strategy to build additional 11-unit T hangars
- Coordinate with Washington State Legislature to remove annual \$13,000 property taxes
- Upgrade airport fencing and improve airfield security around business park
- Replace roofs on Quonset Hangar and Mobile Home
- Install emergency generator for runway lights, fuel island and terminal building

2021-22 Accomplishments/Comments

- North Apron Rehabilitation and Taxiway Improvement construction completed with \$1.8 million FAA grant along with \$150,000 Oregon COAR grant
- Developed and implemented airport marketing strategy including new website www.flycgra.com
- Completed conversion of secondary 12,000 gal Jet A fuel tank
- Construction of hydro-cooling and cold storage facility in partnership with Pacific Coast Cherry Packers in business park
- Installation of two additional 12,000 gal JetA fuel tanks and pump system

City of The Dalles, Oregon
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- Created and implemented a lease tracker and update reminder program for all tenants
- Acquired 100Kw emergency generator

Major Issues to be resolved in the next five years

- Financial sustainability of airport operations
- Design and construction of south apron rehabilitation and taxiway improvement
- Airport master plan update and AGIS study
- Construction of larger capacity and more efficient above ground fuel farm
- Design and construct terminal complex water system upgrade
- Charter or taxi air services
- Construct new airport terminal with small conference space
- Obtain FAA approval for rehabilitation of Runway 7/25

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AIRPORT FUND SUMMARY

FY19/20	FY20/21	FY21/22		FY22/23
<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Account Description</u>	<u>Proposed Budget</u>
318,689	641,150	687,011	BEGINNING BALANCE	721,736
481,859	2,074,847	3,130,957	REVENUES	3,266,810
76,481	135,992	141,627	OTHER SOURCES	85,000
877,029	2,851,989	3,959,595	TOTAL RESOURCES	4,073,546
235,879	2,105,424	3,316,542	AIRPORT	3,603,735
235,879	2,105,424	3,316,542	TOTAL EXPENDITURES	3,603,735
-	-	-	CHARGES FOR SERVICES	-
-	3,974	-	TRANSFER OUT	-
-	-	366,856	CONTINGENCY	360,374
-	-	276,197	UNAPPROPRIATED ENDING BAL	109,437
-	3,974	643,053	TOTAL OTHER USES	469,811
235,879	2,109,398	3,959,595	TOTAL EXPENDS & OTHER USES	4,073,546
641,150	742,591	-	FUND TOTAL	-

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			AIRPORT FUND 061 REVENUES		
318,689	641,150	687,011	061-0000-300.00-00	BEGINNING BALANCE	721,736
65,000	65,000	65,000	061-0000-330.00-00	INTERGOVERNMENTAL REV	65,000
11,144	-	-	061-0000-330.10-00	OTHER WA	-
214,726	1,617,813	275,000	061-0000-331.20-00	FEDERAL GRANTS-FAA	302,780
-	30,000	2,530,000	061-0000-331.90-00	FEDERAL GRANTS-MISC	2,691,000
-	150,000	27,780	061-0000-334.90-00	STATE GRANTS, OTHER	-
-	-	2,500	061-0000-341.90-00	MISC SALES & SVCS	2,500
10,892	19,418	15,000	061-0000-347.00-00	AVIATION FUEL SALES	17,000
5,397	2,116	8,450	061-0000-361.00-00	INTEREST REVENUES	8,450
174,699	190,501	207,227	061-0000-363.50-00	PROPERTY RENTALS	180,080
11,481	20,992	16,800	061-0000-369.00-00	OTHER MISC REVENUES	20,000
65,000	115,000	124,827	061-0000-391.01-00	GENERAL FUND	65,000
877,029	2,851,989	3,959,595	TOTAL AIRPORT FUND REVENUES		4,073,546
			EXPENSES		
1,129	1,279	1,350	061-6100-000.31-10	CONTRACTUAL SERVICES	1,350
117,540	121,080	154,935	061-6100-000.31-90	CONTRACTUAL SVC - OTHER	180,000
6,750	5,400	5,500	061-6100-000.32.10	AUDITING SERVICES	6,430
2,500	-	1,000	061-6100-000.34-10	ENGINEERING SVC	1,000
4,526	5,402	9,700	061-6100-000.41-10	WATER & SEWER	9,700
-	-	250	061-6100-000.41-20	GARBAGE SERVICES	250
9,775	13,190	10,000	061-6100-000.41-40	ELECTRICITY	10,000
17,352	18,641	25,000	061-6100-000.43-10	BUILDINGS AND GROUNDS	50,000
284	42	1,000	061-6100-000.43-45	JOINT USE OF LABOR	5,000
836	4,033	24,100	061-6100-000.43-50	VEHICLES - REPAIR/MAINT	40,000
2,461	2,997	2,700	061-6100-000.43-51	GAS/OIL/DIESEL	3,500
12,936	6,954	14,300	061-6100-000.46-10	PROPERTY TAXES	15,000
9,684	11,110	9,800	061-6100-000.52-10	LIABILITY INSURANCE	9,800
11,256	9,798	14,800	061-6100-000.52-30	PROPERTY INSURANCE	14,800
306	296	300	061-6100-000.53-20	POSTAGE	325
3,704	2,484	1,800	061-6100-000.53-30	TELEPHONE	2,000
-	-	250	061-6100-000.53-40	LEGAL NOTICES	250
556	885	10,000	061-6100-000.54-00	ADVERTISING	10,000
-	-	1,000	061-6100-000.57-00	PERMITS	1,000
373	305	2,000	061-6100-000.58-10	TRAVEL, FOOD & LODGING	2,500
132	350	1,800	061-6100-000.58-50	TRAINING AND CONFERENCES	2,000
291	401	550	061-6100-000.58-70	MEMBERSHIPS/DUES	750
425	1,104	800	061-6100-000.60-10	OFFICE SUPPLIES	800
-	-	1,000	061-6100-000.69-50	MISCELLANEOUS EXP	1,500
4,500	-	-	061-6100-000.69-80	ASSETS < \$5000	-
207,316	205,751	293,935	TOTAL MATERIALS AND SERVICES		367,955
-	-	45,000	061-6100-000.72-20	BUILDINGS	45,000
28,563	1,899,673	2,972,607	061-6100-000.73-30	IMPROVEMENTS OTHER	3,155,780
-	-	5,000	061-6100-000.74-10	MACHINERY	35,000
28,563	1,899,673	3,022,607	TOTAL CAPITAL OUTLAY		3,235,780
235,879	2,105,424	3,316,542	TOTAL AIRPORT OPERATIONS EXPENSES		
-	3,974	-	061-9500-000.81-62	TO AIRPORT DEBT SERVICE	-
-	3,974	-	TOTAL OPERATING TRANSFERS OUT		-
-	-	366,856	061-9500-000.88-00	CONTINGENCY	360,374
-	-	366,856	TOTAL CONTINGENCY		360,374
-	-	276,197	061-9500-000.89-00	UNAPPROPRIATED ENDING BAL	109,437
-	-	276,197	TOTAL UNAPPROPRIATED ENDING BAL		109,437
-	3,974	643,053	TOTAL OTHER USES		469,811
235,879	2,109,398	3,959,595	GRAND TOTAL AIRPORT FUND EXPENSES		4,073,546
641,150	742,591	-	TOTAL AIRPORT FUND - REVENUES LESS EXPENSES		-

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
AIRPORT FUND 061						
REVENUES						
			061-0000-300.00-00	BEGINNING BALANCE		
318,689	641,150	687,011		Current Year Beginning Balance	693,956	
				Current Year Revenues	704,327	
				Current Year Expenditures	752,962	
65,000	65,000	65,000	061-0000-330.00-00	INTERGOVERNMENTAL REV		
				Klicitat County share of Airport Funding	65,000	
11,144	-	-	061-0000-330.10-00	OTHER WA		
				Klicitat County contribution (not a loan)	-	
214,726	1,617,813	275,000	061-0000-331.20-00	FEDERAL GRANTS-FAA		
				S. Apron Design Engineering	302,780	
-	30,000	2,530,000	061-0000-331.90-00	FEDERAL GRANTS-MISC		
				CGCC Grant	2,500,000	
				Bipartisan Infrastructure Bill/Grant	159,000	
				ARPA Grant	32,000	
-	150,000	27,780	061-0000-334.90-00	STATE GRANTS, OTHER		
-	-	2,500	061-0000-341.90-00	MISC SALES & SVCS		
				Average of potential lease income from forest fighting equipment temporarily based at the airport or other unusual airport activities that generate revenues.	2,500	
10,892	19,418	15,000	061-0000-347.00-00	AVIATION FUEL SALES		
				Fuel sales from FBO flowage fee sliding scale based on total annual gallons sold	17,000	
5,397	2,116	8,450	061-0000-361.00-00	INTEREST REVENUES		
174,699	190,501	207,227	061-0000-363.50-00	PROPERTY RENTALS		
				Total Property Rental Revenue minus debt service (FY 22/23 Project Revenue 385219.90 FY 21/22 \$205,140. debt service)	180,080	
11,481	20,992	16,800	061-0000-369.00-00	OTHER MISC REVENUES		
				FY21/22 Revenue is primarily from the rent of the closed runway such as Team Oregon for mortorcycle training and other activities on the runway and payment from TacAero for Utility reimbursement	20,000	
65,000	115,000	124,827	061-0000-391.01-00	GENERAL FUND		
				City's share of the match with Klickitat County to fund airport		
				additional funding for purchase of fuel tank	65,000	
877,029	2,851,989	3,959,595	TOTAL AIRPORT FUND REVENUES			
EXPENSES						
1,129	1,279	1,350	061-6100-000.31-10	CONTRACTUAL SERVICES		
				Internet Services	1,350	
117,540	121,080	154,935	061-6100-000.31-90	CONTRACTUAL SVC - OTHER		
				20/21 \$121,179.00, Contract stipulate increase based on CPI. 12 month CPI in 2018 was 3.1		
				Airport management base amount	150,000	
				Grounds Maintenance Contract	30,000	
6,750	5,400	5,500	061-6100-000.32-10	AUDITING SERVICES		
2,500	-	1,000	061-6100-000.34-10	ENGINEERING SVC		
4,526	5,402	9,700	061-6100-000.41-10	WATER & SEWER		
-	-	250	061-6100-000.41-20	GARBAGE SERVICES		
9,775	13,190	10,000	061-6100-000.41-40	ELECTRICITY		
17,352	18,641	25,000	061-6100-000.43-10	BUILDINGS AND GROUNDS		
				Additional 35 acres to maintain in the Business Park; maintenance of all hangars and grounds, including the fuel storage and dispencing island.	25,000	
				Hangar Door repair and Upgrade	25,000	
284	42	1,000	061-6100-000.43-45	JOINT USE OF LABOR		
				Assistance from Public Works	5,000	
836	4033	24,100	061-6100-000.43-50	VEHICLES - REPAIR/MAINT		
				Equipment in use:		
				Kubota Tractor	15,000	
				Ford Tractor/Weed Sprayer	1,000	
				Flail Mower	7,000	
				Road Grader	1,000	

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
				Lawn Mower	500	
				Harlan Tug	1,000	
				Dump Truck/Snow Plow	4,000	
				Manlift	500	
				Equipment Replacement Fund	10,000	
2,461	2,997	2,700	061-6100-000.43-51	GAS/OIL/DIESEL		3,500
				35 acres in Business Park & increase in snow removal expenses for Life Flight & other tenants	3,500	
12,936	6,954	14,300	061-6100-000.46-10	PROPERTY TAXES		15,000
				One-half of the property taxes	15,000	
9,684	11,110	9,800	061-6100-000.52-10	LIABILITY INSURANCE		9,800
11,256	9,798	14,800	061-6100-000.52-30	PROPERTY INSURANCE		14,800
				Will increase with new hangars & AOA	14,800	
306	296	300	061-6100-000.53-20	POSTAGE		325
3,704	2,484	1,800	061-6100-000.53-30	TELEPHONE		2,000
-	-	250	061-6100-000.53-40	LEGAL NOTICES		250
556	885	10,000	061-6100-000.54-00	ADVERTISING		10,000
				Increase website traffic and business park promotion	10,000	
-	-	1,000	061-6100-000.57-00	PERMITS		1,000
				Business Park	1,000	
373	305	2,000	061-6100-000.58-10	TRAVEL, FOOD & LODGING		2,500
				Trade Shows and WA/OR Airport Manager Associations	2,500	
132	350	1,800	061-6100-000.58-50	TRAINING AND CONFERENCES		2,000
				Registrations for FAA, WA/OR Dept of Aviation Conferences and WA/OR Aviation Industry conferences	2,000	
291	401	550	061-6100-000.58-70	MEMBERSHIPS/DUES		750
				Airport associations	750	
425	1104	800	061-6100-000.60-10	OFFICE SUPPLIES		800
-	-	1,000	061-6100-000.69-50	MISCELLANEOUS EXP		1,500
4,500	-		061-6100-000.69-80	ASSETS < \$5000		-
				For items costing less than \$5,000 but having a life over 1 year that do not add value to a capital asset		
207,316	205,751	293,935	TOTAL MATERIALS AND SERVICES			367,955
-	-	45,000	061-6100-000.72-20	BUILDINGS		45,000
				Mobil Home and Quonset Roof Repl	45,000	
28,563	1,899,673	2,972,607	061-6100-000.73-30	IMPROVEMENTS OTHER		3,155,780
				CGCC Hangar Construction	2,500,000	
				ARPA Grant- Not dedicated yet	32,000	
				Bipartisan Infrastructure Bill/Grant- not dedicated yet	159,000	
				S Apron Design Engineering	302,780	
				Construction of Drainage Ditch	25,000	
				Security Fencing	25,000	
				Special Project: 100 LL Tank Acquisition	12,000	
				Fuel Tank Concrete Pad	100,000	
-	-	5,000	061-6100-000.74-10	MACHINERY		35,000
				Building Switch Plate	35,000	
28,563	1,899,673	3,022,607	TOTAL CAPITAL OUTLAY			3,235,780
235,879	2,105,424	3,316,542	TOTAL AIRPORT OPERATIONS EXPENSES			3,603,735
-	3,974	-	061-9500-000.81-62	TO AIRPORT DEBT SERVICE		-
-	3,974	-	TOTAL OPERATING TRANSFERS OUT			-
-	-	366,856	061-9500-000.88-00	CONTINGENCY		360,374
-	-	366,856	TOTAL CONTINGENCY			360,374
-	-	276,197	061-9500-000.89-00	UNAPPROPRIATED ENDING BAL		109,437
-	-	276,197	TOTAL UNAPPROPRIATED ENDING BAL			109,437
-	3,974	643,053	TOTAL OTHER USES			469,811
235,879	2,109,398	3,959,595	GRAND TOTAL AIRPORT FUND EXPENSES			4,073,546
641,150	742,591	-	TOTAL AIRPORT FUND - REVENUES LESS EXPENSES			-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

CAPITAL IMPROVEMENTS FUND SUMMARY

FY19/20	FY20/21	FY21/22		FY22/23
<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Revenue/Cost Centers</u>	<u>Proposed Budget</u>
877,105	913,425	897,101	BEGINNING BALANCE	828,348
290,768	173,649	166,222	REVENUES	148,670
-	-	85,000	OTHER SOURCES	10,000
1,167,873	1,087,074	1,148,323	TOTAL RESOURCES	987,018
102,493	-	374,689	SPECIAL ASSESSMENTS FUND	289,592
30,288	40,798	648,633	CAPITAL PROJECTS FUND	571,002
132,781	40,798	1,023,322	TOTAL EXPENDITURES	860,594
121,667	123,774	125,001	TRANSFER OUT	126,424
-	-	-	CONTINGENCY	-
-	-	-	UNAPPROPRIATED ENDING BAL	-
121,667	123,774	125,001	TOTAL OTHER USES	126,424
254,448	164,572	1,148,323	TOTAL EXPENDS & OTHER USES	987,018
913,425	922,502	-	FUND TOTAL	-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	Capital Improvements Fund Group
Department:	Special Assessments (036)
Program:	Other (000)

Description

The Special Assessments fund is used to fund Local Improvement Districts of the City and Code Enforcement nuisance abatements that are assessed to property owners. 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.

2022-23 Goals, Projects, and Highlights

- No LIDs are currently planned for 2022-23.
- Pursue payment of nuisance abatements.
- Continue the 50/50 Sidewalk Program in 2022-23 for \$50,000.

2021-22 Accomplishments/Comments

- Foreclosed on long term delinquent abatement assessments.
- 50/50 Sidewalk Program was a success in 2021-22.

Major Issues to be resolved in the next five years.

- 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 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				SPECIAL ASSESSMENT FUND 036	
				REVENUES	
574,631	521,905	432,555	036-0000-300.00-00	BEGINNING BALANCE	364,633
25,721	26,228	26,500	036-0000-318.20-00	NW NATURAL GAS FRANCHISE FEES	26,800
13,291	3,885	7,500	036-0000-361.00-00	INTEREST REVENUES	2,450
117,138	28,067	20,105	036-0000-370.10-00	PRINCIPAL-NONBONDED	3,037
6,556	3,084	2,845	036-0000-370.20-00	INTEREST-NONBONDED	
737,337	583,169	489,505	TOTAL SPECIAL ASSESSMENTS FUND REVENUES		405,131
				EXPENDITURES	
-	-	1,000	036-3600-000.31-25	ABATEMENTS	1,000
2,493	-	26,500	036-3600-000.31-80	CORNER LOT RELIEF	26,800
-	-	600	036-3600-000.53-20	POSTAGE	600
-	-	200	036-3600-000.53-40	LEGAL NOTICES	200
2,493	-	28,300	TOTAL MATERIALS AND SERVICES		28,600
100,000	-	346,389	036-3600-000.75-10	CAPITAL PROJECTS LIDS	260,992
100,000	-	346,389	TOTAL CAPITAL OUTLAY		260,992
102,493	-	374,689	TOTAL SPECIAL ASSESSMENTS OPERATIONS		289,592
10,000	10,000	10,000	036-9500-000.81-01	TO GENERAL FUND	10,000
102,939	103,950	104,816	036-9500-000.81-44	TO 2009 FFCO BOND DEBT SVC FUND	105,539
112,939	113,950	114,816	TOTAL OPERATING TRANSFERS OUT		115,539
112,939	113,950	114,816	TOTAL OTHER USES		115,539
215,432	113,950	489,505	TOTAL SPECIAL ASSESSMENTS FUND EXPENSES		405,131
521,905	469,219	-	SPECIAL ASSESSMENTS FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
SPECIAL ASSESSMENT FUND 036						
REVENUES						
574,631	521,905	432,555	036-0000-300.00-00	BEGINNING BALANCE		364,633
25,721	26,228	26,500	036-0000-318.20-00	NW NATURAL GAS FRANCHISE FEES		26,800
				23.53% of total franchise fees collected for Corner Lot Relief		
13,291	3,885	7,500	036-0000-361.00-00	INTEREST REVENUES		2,450
117,138	28,067	20,105	036-0000-370.10-00	PRINCIPAL-NONBONDED		8,211
				Use 10% of Outstanding debt principal for each year + any known upcoming LIDS. As of 01/31/22 \$33,744.99 x 10%		
6,556	3,084	2,845	036-0000-370.20-00	INTEREST-NONBONDED		3,037
				Historic interest paid equaling 9% of principal to not include payments that have not been made regularly	-	
737,337	583,169	489,505	TOTAL SPECIAL ASSESSMENTS FUND REVENUES			405,131
EXPENDITURES						
-	-	1,000	036-3600-000.31-25	ABATEMENTS		1,000
				Used for abatements & then billed to the property owners		
2,493	-	26,500	036-3600-000.31-80	CORNER LOT RELIEF		26,800
				For multi-front relief from improvement assessment as required by LUDO & LID ordinances. Match Natural Gas Franchise Revenue above		
-	-	600	036-3600-000.53-20	POSTAGE		600
				For mailing LID notices and assessments		
-	-	200	036-3600-000.53-40	LEGAL NOTICES		200
				For publishing notices for LID's		
2,493	-	28,300	TOTAL MATERIALS AND SERVICES			28,600
100,000	-	346,389	036-3600-000.75-10	CAPITAL PROJECTS LIDS		260,992
				50/50 Sidewalk Program (SEE BIP)	50,000	
				Only projects with sole funding from this Fund will be budgeted here. Projects with multiple funding sources will be budgeted in the Capital Projects Fund, and money from this fund will be transferred to the Capital Projects Fund. OR if the project funding includes grants, the project will be budgeted in the Special Grants Fund and money from this fund will be transferred for the project.	210,992	
100,000	-	346,389	TOTAL CAPITAL OUTLAY			260,992
102,493	-	374,689	TOTAL SPECIAL ASSESSMENTS OPERATIONS			289,592
10,000	10,000	10,000	036-9500-000.81-01	TO GENERAL FUND		10,000
				Paying for labor & admin services provided by the General Fund for collection of LID's, Nuisance Abatements, etc.		
102,939	103,950	104,816	036-9500-000.81-44	TO 2009 FFCO BOND DEBT SVC FUND		105,539
				To 2009 FFCO Debt Svc - portion of payments for the East Port Phase I LID. Transfers are made when each payment is made (Prin = May; Interest = November & May. Table shown at right		
112,939	113,950	114,816	TOTAL OPERATING TRANSFERS OUT			115,539
112,939	113,950	114,816	TOTAL OTHER USES			115,539
215,432	113,950	489,505	TOTAL SPECIAL ASSESSMENTS FUND EXPENSES			405,131
521,905	469,219	-	SPECIAL ASSESSMENTS FUND - REVENUES LESS EXPENSES			-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	Capital Improvements Fund Group
Department:	Capital Projects (037)
Program:	Other (000)

Description

The Capital Projects Fund is used to fund renovations and maintenance of City facilities and purchase equipment for those facilities (BIP 22-008). These facilities are City Hall, Transportation (Veterans) Center, Police Station, Dock and the Lewis and Clark Festival Park. All these facilities are General Fund facilities and the operating monies for these facilities and operating departments is from General Fund financial resources. In recent years we have used this fund to purchase General Fund equipment. We also fund the actual construction of LIDs in this fund when the monies come from more than one source. The revenue is primarily from transfers in and a portion of the State Office Building lease.

2022-23 Goals, Projects, and Highlights

- Replace HVAC units at City Hall and Police Department as needed (\$27,500)
- Reserve for future City Hall improvements (\$267,127)
- Dock Maintenance- Continue maintenance fund for the dock for future repairs. (\$90,000)
- ADA sidewalk/public restroom(\$10,000)
- Replace dock handrail system (\$57,875)

2021-22 Accomplishments/Comments

- We are continuing to build future reserves for future projects
- Continuing to maintain a fund for the dock repair (\$90,000)
- Completed the remodel of the Council Chambers in City Hall
- Paid off the loan to the Port of The Dalles for the Airport Well.
- Replaced the lighting for Union Street Tunnel.

Major Issues to be resolved in the next five years

- Completion of City Hall renovation of City Hall 2nd Floor
- Continue to build and maintain a reserve fund for Dock Repair.
- Help build a reserve for the Library to help replace the 1963 HVAC replacement for \$210,000.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			CAPITAL PROJECTS FUND 037		
			REVENUES		
302,474	391,520	464,546	037-0000-300.00-00	BEGINNING BALANCE	463,715
6,501	3,058	4,200	037-0000-361.00-00	INTEREST REVENUES	3,100
121,560	109,327	105,072	037-0000-363.80-00	STATE OFFICE BLDG INC	105,072
-	-	75,000	037-0000-391.01-00	GENERAL FUND	-
-	10,000	10,000	037-0000-391.04-00	LIBRARY FUND	10,000
430,535	513,905	658,818	TOTAL CAPITAL PROJECTS FUND REVENUES		581,887
			EXPENDITURES		
			*** GENERAL FUND BUILDINGS		
-	-	3,500	037-3700-000.43-10	BUILDINGS & GROUNDS	3,500
-	-	5,000	037-3700-000.69-80	ASSETS < \$5000	5,000
-	-	8,500	TOTAL MATERIALS AND SERVICES		8,500
9,055	22,160	278,720	037-3700-000.72-20	BUILDINGS	294,627
6,083	3,488	272,000	037-3700-000.73-30	IMPRV OTHER THAN BLDG	267,875
15,138	25,648	550,720	TOTAL CAPITAL OUTLAY		562,502
15,138	25,648	559,220	TOTAL GENERAL FUND BUILDINGS		571,002
			*** PORT LOAN - AIRPORT WELL		
10,556	10,978	89,102	037-3775-000.79-50	PRINCIPAL PAYMENT	-
4,594	4,172	311	037-3775-000.79-60	INTEREST PAYMENT	-
15,150	15,150	89,413	TOTAL DEBT SERVICE		-
15,150	15,150	89,413	TOTAL PORT LOAN - AIRPORT WELL		-
30,288	40,798	648,633	TOTAL CAPITAL PROJECTS FUND OPERATIONS		571,002
8,728	9,824	10,185	037-9500-000.81-21	TO STATE OFFICE BLDG FUND	10,885
8,728	9,824	10,185	TOTAL OPERATING TRANSFERS OUT		10,885
39,016	50,622	658,818	TOTAL CAPITAL PROJECTS FUND EXPENSES		581,887
391,520	463,283	-	CAPITAL PROJECTS FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
CAPITAL PROJECTS FUND 037						
REVENUES						
302,474	391,520	464,546	037-0000-300.00-00	BEGINNING BALANCE		463,715
6,501	3,058	4,200	037-0000-361.00-00	INTEREST REVENUES		3,100
121,560	109,327	105,072	037-0000-363.80-00	STATE OFFICE BLDG INC		105,072
-	-	75,000	037-0000-391.01-00	GENERAL FUND		-
-	10,000	10,000	037-0000-391.04-00	LIBRARY FUND		10,000
430,535	513,905	658,818	TOTAL CAPITAL PROJECTS FUND REVENUES			581,887
EXPENDITURES						
*** GENERAL FUND BUILDINGS						
-	-	3,500	037-3700-000.43-10	BUILDINGS & GROUNDS		3,500
				Misc Items in building that need repaired	3,500	
-	-	5,000	037-3700-000.69-80	ASSETS < \$5000		5,000
-	-	8,500	TOTAL MATERIALS AND SERVICES			8,500
9,055	22,160	278,720	037-3700-000.72-20	BUILDINGS		294,627
				Replace HVAC Unit at City Hall	11,000	
				Replace HVAC Unit at Police Dept	16,500	
				Reserve for further City Hall Improvements	267,127	
6,083	3,488	272,000	037-3700-000.73-30	IMPRV OTHER THAN BLDG		267,875
				ADA Sidewalk/public restroom	10,000	
				Replace dock handrail system	57,875	
				Welcome Signs	50,000	
				1963 HVAC replacement for \$210,000 for the		
				Library funding part of it FY22/23-\$10,000=\$30,000	60,000	
				2020-21 and 22021-22 there was 20,000 put in the line item		
				Dock Maintenance	90,000	
15,138	25,648	550,720	TOTAL CAPITAL OUTLAY			562,502
15,138	25,648	559,220	TOTAL GENERAL FUND BUILDINGS			571,002
*** PORT LOAN - AIRPORT WELL						
10,556	10,978	89,102	037-3775-000.79-50	PRINCIPAL PAYMENT		-
				Loan Payed off in 2021/22 Budget Year		
4,594	4,172	311	037-3775-000.79-60	INTEREST PAYMENT	4% Interest	-
15,150	15,150	89,413	TOTAL DEBT SERVICE			-
15,150	15,150	89,413	TOTAL PORT LOAN - AIRPORT WELL			-
30,288	40,798	648,633	TOTAL CAPITAL PROJECTS FUND OPERATIONS			571,002
8,728	9,824	10,185	037-9500-000.81-21	TO STATE OFFICE BLDG FUND		10,885
				Items City pays for SOB Fund - From net rent this fund		
				Phone	585	
				Insurance	8,000	
				Security Monitoring	300	
				Misc/Contingency	2,000	
8,728	9,824	10,185	TOTAL OPERATING TRANSFERS OUT			10,885
39,016	50,622	658,818	TOTAL CAPITAL PROJECTS FUND EXPENSES			581,887
391,520	463,283	-	CAPITAL PROJECTS FUND - REVENUES LESS EXPENSES			-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

SPECIAL REVENUE FUNDS GROUP

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.

- The Unemployment Fund (010) provides for the accumulation of financial resources of the City to pay claims of unemployment. Contributions are received from the operating funds of the General Fund, Library Fund, Street Fund, Water Utility Fund, and Wastewater Utility Fund.
- The Community Benevolence Fund (011) provides for the accumulation of financial resources to pay for expenses related to the memorials to Veterans of the community.
- The Special Projects Fund (018) 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.
- The State Office Building Fund (021) is used to operate one of the City's facilities to be used by the State of Oregon to provide services to the local community.
- The Special Enterprise Zone Fund (022) is used to project fees to be paid pursuant to the Enterprise Zone Tax Abatement Agreement.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

SPECIAL REVENUE FUND SUMMARY

FY19/20	FY20/21	FY21/22		FY22/23
<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Revenue/Cost Centers</u>	<u>Proposed Budget</u>
3,608,502	4,201,413	5,406,528	BEGINNING BALANCE	5,401,885
671,544	364,821	4,837,932	REVENUES	4,879,402
587,586	1,238,589	917,318	OTHER SOURCES	918,018
4,867,633	5,804,823	11,161,778	TOTAL RESOURCES	11,199,305
21,270	17,857	76,522	UNEMPLOYMENT RESERVE FUND	74,728
3,229	714	5,938	COMMUNITY BENEVOLENCE FUND	6,957
424,949	207,939	7,951,550	SPECIAL GRANTS FUND	8,053,177
210,517	184,467	407,069	STATE OFFICE BUILDING FUND	426,203
-	-	2,661,021	SPECIAL ENTERPRIZE ZONE	2,576,240
659,965	410,977	11,102,100	TOTAL EXPENDITURES	11,137,305
6,255	1,520	-	TRANSFER OUT	2,000
-	-	59,678	CONTINGENCY	60,000
-	-	-	UNAPPROPRIATED ENDING BAL	-
6,255	1,520	59,678	TOTAL OTHER USES	62,000
666,220	412,497	11,161,778	TOTAL EXPENDS & OTHER USES	11,199,305
4,201,412	5,392,326	-	FUND TOTAL	-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				UNEMPLOYMENT RESERVE FUND 010	
				REVENUES	
52,500	65,867	76,122	010-0000-300.00-00	BEGINNING BALANCE	74,179
1,353	593	400	010-0000-361.00-00	INTEREST REVENUES	549
16,332	17,443	-	010-0000-391.01-00	GENERAL FUND	-
2,613	2,761	-	010-0000-391.04-00	LIBRARY FUND	-
2,877	2,806	-	010-0000-391.05-00	STREET FUND	-
7,297	7,489	-	010-0000-391.51-00	WATER UTILITY FUND	-
4,166	4,306	-	010-0000-391.55-00	WASTEWATER UTILITY	-
87,138	101,265	76,522	TOTAL UNEMPLOYMENT RESERVE FUND REVENUES		74,728
				EXPENDITURES	
21,270	17,857	76,522	010-1000-000.25-00	UNEMPLOYMENT EXPENSES	74,728
21,270	17,857	76,522	TOTAL PERSONNEL SERVICE		74,728
21,270	17,857	76,522	TOTAL UNEMPLOYMENT RESERVE FUND EXPENSES		74,728
65,867	83,408	-	UNEMPLOYMENT FUND - REVENUES LESS EXPENSES		-

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				COMMUNITY BENEVOLENCE FUND 011	
				REVENUES	
11,234	8,190	5,788	011-0000-300.00-00	BEGINNING BALANCE	6,897
185	61	150	011-0000-361.00-00	INTEREST REVENUES	60
11,419	8,250	5,938	TOTAL COMMUNITY BENEVOLENCE FUND REVENUES		6,957
3,229	714	5,938	011-1500-000.60-85	SPECIAL DEPT SUPPLIES	6,957
3,229	714	5,938	TOTAL MATERIALS AND SERVICES		6,957
3,229	714	5,938	TOTAL COMMUNITY BENEVOLENT FUND EXPENSES		6,957
8,190	7,536	-	COMMUNITY BENEVOLENT FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	Special Revenue Fund Group
Department:	Special Grants (018)
Program:	Other (415)

Description

The Special Projects Fund provides for the accumulation of financial resources for the purpose of expending those funds on a multitude of capital projects.

2022-23 Goals, Projects, and Highlights

- For the First Street/Riverfront Connection project, complete the design, right-of-way/easement acquisition, bidding, and construction phases. Project completion is slated for late 2023/early 2024.
- The Business Oregon/CDBG Home Repair Program for Wasco and Hood River Counties in the amount of \$500,000 will continue to provide loans and grants to income-eligible homeowners. This will be the second year of this program's grant cycle.
- The City and Columbia-Cascade Housing will continue to draw down the \$400,000 Business Oregon/CDBG Coronavirus Rent Relief grant to assist families earning at or below 80% Area Median Income who are also economically impacted by COVID-19 through rent, mortgage and emergency utility payments. This will be the second year of the program's grant cycle.
- DEQ/EPA Brownfield Grant for properties identified by 2018/19 Integrated Planning Grant.
- COVID Relief Grant. Estimated amount of Grant that will be received for the American Rescue Plan.
- The City will receive a OPIOID Grant in the amount of \$303,000 in the FY2021/22 budget year and will plan on using these funds for dedicated projects for FY2022/23.
- City staff will apply for the State Historic Preservation Grant in the amount of \$10,500 to support the enhancement of a cell phone/tablet "app" launched in 2021, offering tourists and residents walking tour options to visit and learn more about historic landmarks and murals throughout the community. The enhanced app will include locations and descriptions of the new community murals, slated to be painted in downtown in Summer 2022.
- In Spring or Summer 2022, The City expects to be awarded a grant of \$250,000 or more from the Oregon Brownfields Cleanup Fund. This grant will be used to pay for asbestos abatement in the Urban Renewal Agency-owned property called the "Tony's Building" located at 401-407 E. Second Street.

2021-22 Accomplishments/Comments

- Continued engineering design, environmental analysis, and began right-of-way/easement acquisition required to complete bid documents and begin construction for the First Street/Riverfront Connection project.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

- The U.S. Environmental Protection Agency recently provided a \$600,000 grant to spur economic development and revitalize underdeveloped parcels in and around The Dalles. The grant went to Wasco County, the City of The Dalles and the Port of The Dalles, and last year those entities formed the Brownfields Revitalization Committee to identify and prioritize parcels for funding. To date, the coalition has awarded funding aimed at meeting identified community needs and has approved seven project sites, with two under consideration.
- Through a partnership with Columbia Cascade Housing Corporation, awarded CDBG rent relief and home repair funds to residents needing this assistance from Wasco, Hood River, and Sherman counties.

Major Issues to be resolved in the next five years

- 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.
- Continued use of the Urban Renewal Agency's financial resources in the most efficient manner to meet the goals of the community.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			SPECIAL GRANTS FUND 018		
			REVENUES		
3,453,356	3,475,237	3,495,237	018-0000-300.00-00	BEGINNING BALANCE	3,569,677
257,734	142,266	500,000	018-0000-331.15-00	FED GRANTS - CDBG HOUSING 2007	370,000
69,677	-	1,200,000	018-0000-331.90-00	FEDERAL GRANTS-MISC	-
12,403	21,556	1,080,000	018-0000-334.90-00	STATE GRANTS, OTHER	910,500
-	-	1,606,313	018-0000-334.90-10	STATE OF OREGON-COVID RELIEF GRANT	2,100,000
59,356	-	-	018-0000-336.10-00	PRIVATE SECTOR GRANTS	-
-	-	-	018-0000-335.90-00	OPIOD SETTLEMENT FUNDING	-
-	-	50,000	018-0000-337.10-00	URBAN RENEWAL	1,100,000
53,914	19,177	20,000	018-0000-361.00-00	INTEREST REVENUES	5,000
3,906,441	3,658,236	7,951,550	TOTAL SPECIAL GRANTS FUND REVENUES		8,055,177
			EXPENDITURES		
			*** CDBG/ MID COLUMBIA HOUSING		
257,734	142,266	900,000	018-2500-000.39-00	OTHER CONTRACTUAL SVCS	620,000
257,734	142,266	900,000	TOTAL MATERIALS & SERVICES		620,000
257,734	142,266	900,000	TOTAL CDBG/ MID COLUMBIA HOUSING		620,000
			*** STATE OF OREGON-COVID RELIEF GRANT		
-	-	1,606,313	0018-2600-000.39-10	COVID RELIEF EXPENSES	2,100,000
-	-	1,606,313	TOTAL MATERIALS & SERVICES		2,100,000
-	-	1,606,313	TOTAL STATE OF OREGON-COVID RELIEF GRANT		2,100,000
			*** SHPO/CERT LOC GOVT		
1,775	3,550	-	018-2700-000.31-10	CONTRACTUAL SERVICES	8,500
1,775	3,550	-	TOTAL MATERIALS AND SERVICES		8,500
1,775	3,550	-	TOTAL SHPO/CERT LOC GOVT		8,500
			*** INTEGRATED PLANNING GRANT		
-	11,556	680,000	018-2800-000.31-10	CONTRACTUAL SERVICES	400,000
-	11,556	680,000	TOTAL MATERIALS AND SERVICES		400,000
-	11,556	680,000	TOTAL INTEGRATED PLANNING GRANT		400,000
			*** 1ST STREET RIVERFRONT CONNECTION		
106,632	50,567	4,765,237	018-2900-000.75-10	CAPITAL PROJECTS	4,371,677
106,632	50,567	4,765,237	TOTAL CAPITAL OUTLAY		4,371,677
106,632	50,567	4,765,237	TOTAL 1ST STREET RIVERFRONT CONNECTION		4,371,677
			*** FORT DALLES MUSEUM		
16,628	-	-	018-4100-000.75-10	CAPITAL PROJECTS	-
16,628	-	-	TOTAL CAPITAL OUTLAY		-
16,628	-	-	TOTAL FORT DALLES MUSEUM		-
			*** GOOGLE GRANT		
42,180	-	-	018-4750-000.75-10	CAPITAL PROJECTS	-
42,180	-	-	TOTAL CAPITAL OUTLAY		-
42,180	-	-	TOTAL GOOGLE GRANT		-
			*** OREGON BROWNFIELDS CLEAN-UP FUND GRANT		
-	-	-	018-4800-000.75-10	CAPITAL PROJECTS	250,000
-	-	-	TOTAL CAPITAL OUTLAY		250,000
-	-	-	TOTAL FEDERAL STREET PUBLIC PLAZA		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			*** OPIOID SETTLEMENT EXPENSE		
-	-	-	018-3000-0100.39-10	CONTRACTUAL SERVICES	303,000
-	-	-	TOTAL OPIOID SETTLEMENT EXPENSE		303,000
424,949	207,939	7,951,550	TOTAL SPECIAL GRANTS FUND OPERATIONS		8,053,177
6,255	1,520	-	018-9500-000.81-01	TO GENERAL FUND	2,000
6,255	1,520	-	TOTAL OPERATING TRANSFERS OUT		2,000
431,204	209,459	7,951,550	TOTAL SPECIAL GRANTS FUND EXPENSES		8,055,177
3,475,237	3,448,777	-	SPECIAL GRANTS FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget	
SPECIAL GRANTS FUND 018							
REVENUES							
3,453,356	3,475,237	3,495,237	018-0000-300.00-00	BEGINNING BALANCE		3,569,677	
257,734	142,266	500,000	018-0000-331.15-00	FED GRANTS - CDBG HOUSING 2007		370,000	
				CDBG Home Repair Program	370,000		
69,677	-	1,200,000	018-0000-331.90-00	FEDERAL GRANTS-MISC		-	
				FY15/16 \$1,800,000 for First St Project total project/ ODOT reports amount left			
12,403	21,556	1,080,000	018-0000-334.90-00	STATE GRANTS, OTHER		910,500	
				Both SHPO Grant are budget to Transfer out to			
				General Fund for Services	10,500		
				CDBG-Coronavirus Relief Grant	250,000		
				Oregon Brownfields Cleanup Fund	250,000		
				Brownsfield Grant	400,000		
-	-	1,606,313	018-0000-334.90-10	STATE OF OREGON-COVID RELIEF GRANT		2,100,000	
59,356	-	-	018-0000-336.10-00	PRIVATE SECTOR GRANTS (GOOGLE)		-	
-	-	50,000	018-0000-337.10-00	URBAN RENEWAL		1,100,000	
53,914	19,177	20,000	018-0000-361.00-00	INTEREST REVENUES		5,000	
3,906,441	3,658,236	7,951,550	TOTAL SPECIAL GRANTS FUND REVENUES				8,055,177
EXPENDITURES							
*** CDBG/ MID COLUMBIA HOUSING							
257,734	142,266	900,000	018-2500-000.39-00	OTHER CONTRACTUAL SVCS		620,000	
				CDBG Home Repair Program	370,000		
				CDBG-Coronavirus Relief Grant	250,000		
257,734	142,266	900,000	TOTAL MATERIALS & SERVICES				620,000
257,734	142,266	900,000	TOTAL CDBG/ MID COLUMBIA HOUSING				620,000
*** STATE OF OREGON-COVID RELIEF GRANT							
-	-	1,606,313	018-2600-000.39-10	COVID RELIEF EXPENSES		2,100,000	
				CORONA VIRUS RELIEF FUNDS	2,100,000		
				3,212,626 AWARDED IN 2020-21.			
				BUDGETING TO RECEIVE HALF			
-	-	1,606,313	TOTAL STATE OF OREGON COVID RELIEF GRANT				2,100,000
*** SHPO/CERT LOC GOVT							
1,775	3,550	-	018-2700-000.31-10	CONTRACTUAL SERVICES		8,500	
				SHPO GRANT	11,713		
				consultants			
1,775	3,550	-	TOTAL MATERIALS AND SERVICES				8,500
1,775	3,550	-	TOTAL SHPO/CERT LOC GOVT				8,500
*** INTEGRATED PLANNING GRANT*****							
-	11,556	680,000	018-2800-000.31-10	CONTRACTUAL SERVICES		400,000	
				EPA Grant project- possible 3 year project	400,000		
-	11,556	680,000	TOTAL MATERIALS AND SERVICES				400,000
-	11,556	680,000	TOTAL INTEGRATED PLANNING GRANT				400,000
*** 1ST STREET RIVERFRONT CONNECTION							
106,632	50,567	4,765,237	018-2900-000.75-10	CAPITAL PROJECTS		4,371,677	
				In Beginning Balance - ALL Remaining 2009 FFCO Funds	3,266,677		
				In Beginning Balance - Not UR Funds	1,100,000		
				Interest Revenues	5,000		
				Remaining ODOT Grant for this project	-		
106,632	50,567	4,765,237	TOTAL CAPITAL OUTLAY				4,371,677
106,632	50,567	4,765,237	TOTAL 1ST RIVERFRONT CONNECTION PROJECT				4,371,677

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
			*** FORT DALLES MUSEUM			
16,628	-	-	018-4100-000.75-10	CAPITAL PROJECTS		
16,628	-	-	TOTAL CAPITAL OUTLAY			-
16,628	-	-	TOTAL FORT DALLES MUSEUM			
			*** GOOGLE GRANT			
42,180	-	-	018-4750-000.75-10	CAPITAL PROJECTS		-
42,180	-	-	TOTAL CAPITAL OUTLAY			-
42,180	-	-	TOTAL GOOGLE GRANT			
			*** OREGON BROWNFIELDS CLEAN-UP FUND GRANT			
-	-	-	018-4800-000.75-10	CAPITAL PROJECTS		250,000
					250,000	
-	-	-	TOTAL CAPITAL OUTLAY			250,000
-	-	-	TOTAL OREGON BROWNFIELDS CLEAN-UP			250,000
			*** OPIOID SETTLEMENT EXPENSE			303,000
-	-	-	018-3000-0100.39-10	Contractual Services	303,000	
-	-	-	TOTAL OPIOID SETTLEMENT EXPENSE			303,000
424,949	207,939	7,951,550	TOTAL SPECIAL GRANTS FUND OPERATIONS			8,053,177
6,255	1,520	-	018-9500-000.81-01	TO GENERAL FUND		2,000
				Staff time general fund SHPO Grant	2,000	
6,255	1,520	-	TOTAL OPERATING TRANSFERS OUT			2,000
431,204	209,459	7,951,550	TOTAL SPECIAL GRANTS FUND EXPENSES			8,055,177
3,475,237	3,448,777	-	SPECIAL GRANTS FUND - REVENUES LESS EXPENSES			-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	State Office Building (021)	
Department:	State Office Building (2200)	
Program:	Other (000)	Number of Employees: .8

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 Street. Resources to the fund consist primarily of lease payments from the State of Oregon, supplemented by interest earnings. Expenditures relate to operational expenses such as utilities and insurance, and maintenance of the facility and grounds. All operating expenses are reimbursed through the lease payments from the State. A report is provided to the State at the end of each lease year outlining all operating and maintenance costs for that year.

2022-23 Goals, Projects and Highlights

- HVAC replacement of Two (2) units.
- Interior painting – second floor.
- Complete installation of Emergency Generator.
- Remodel 2 employee bathrooms.

2021-22 Accomplishments/Comments

- Two (2) new HVAC systems were replaced with new ones.
- Updated maintenance agreement for boiler.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				STATE OFFICE BUILDING FUND 021	
				REVENUES	
91,412	101,691	78,993	021-0000-300.00-00	BEGINNING BALANCE	87,325
1,555	758	1,200	021-0000-361.01-00	INTEREST	1,000
70,800	70,800	70,800	021-0000-363.80-01	OPERATIONS	77,760
139,712	102,540	305,569	021-0000-363.80-02	MAINTENANCE	309,233
8728	9824	10,185	021-0000-391.37-00	FROM CAPITAL PROJECTS FUND	10,885
312,208	285,614	466,747	TOTAL STATE OFFICE BUILDING FUND REVENUES		486,203
				EXPENDITURES	
42,556	43,620	44,710	021-2200-000.11-00	REGULAR SALARIES	45,828
-	-	-	021-2200-000.12-00	PARTTIME/TEMP SALARIES	1,760
687	836	1,200	021-2200-000.13-00	OVERTIME SALARIES	20,330
14,065	14,356	19,788	021-2200-000.21-10	MEDICAL INSURANCE	298
295	298	291	021-2200-000.21-20	L-T DISABILITY INSURANCE	40
40	40	40	021-2200-000.21-30	LIFE INSURANCE	1,127
1,004	17	1,230	021-2200-000.21-40	WORKERS COMP INSURANCE	3,628
3,239	3,330	3,512	021-2200-000.22-00	FICA	6,187
5,822	5,966	6,036	021-2200-000.23-00	RETIREMENT	1,498
-	84	-	021-2200-000.28-00	VEBA	237
1,326	923	1,462	021-2200-000.29-00	OTHER EMPLOYEE BENEFITS	-
69,034	69,469	78,269	TOTAL PERSONNEL SERVICE		80,933
0.8	0.8	0.8		Total Full-Time Equivalent (FTE)	0.8
6,579	7,175	8,000	021-2200-000.41-10	WATER & SEWER	8,000
3,877	4,049	4,000	021-2200-000.41-20	GARBAGE SERVICES	4,200
2,025	2,982	3,000	021-2200-000.41-30	NATURAL GAS	3,100
12,465	12,897	15,500	021-2200-000.41-40	ELECTRICITY	15,500
55,665	55,665	55,665	021-2200-000.42-00	JANITORIAL SERVICES	55,665
5,703	6,593	28,500	021-2200-000.43-10	BUILDINGS AND GROUNDS	47,500
-	-	500	021-2200-000.43-45	JOINT USE OF LABOR/EQUIP	500
-	200	300	021-2200-000.43-70	GENERAL EQUIPMENT	300
110	1,263	1,500	021-2200-000.43-72	ELECTRICAL SYSTEMS	1,500
987	475	1,000	021-2200-000.43-73	PLUMBING	1,000
3,820	3,952	4,000	021-2200-000.43-75	ELEVATORS	4,000
3,762	6,859	18,500	021-2200-000.43-77	HVAC SYSTEMS	24,500
6,232	7,164	7,300	021-2200-000.52-30	PROPERTY INSURANCE	9,053
576	576	585	021-2200-000.53-30	TELEPHONE	585
6,820	5,148	7,450	021-2200-000.60-20	JANITORIAL SUPPLIES	6,500
108,622	114,997	155,800	TOTAL MATERIALS AND SERVICES		181,903
32,861	-	173,000	021-2200-000.73-30	IMPROVEMENTS OTHER	163,367
32,861	-	173,000	TOTAL CAPITAL OUTLAY		163,367
-	-	59,678	021-9500-000.88-00	CONTINGENCY	60,000
-	-	59,678	TOTAL CONTINGENCY		60,000
210,517	184,467	466,747	TOTAL STATE OFFICE BUILDING EXPENSES		486,203
101,691	101,147	-	STATE OFFICE BUILDING FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
STATE OFFICE BUILDING FUND 021						
REVENUES						
91,412	101,691	78,993	021-0000-300.00-00	BEGINNING BALANCE		87,325
					Current Year Beginning Balance	101,147
					Current Year Projected Revenues	246,985
					Current Year Projected Expenditures	254,807
					New Year Beginning Balance	93,325
1,555	758	1,200	021-0000-361.00-00	OPERATIONS INTEREST		1,000
70,800	70,800	70,800	021-0000-363.80-01	OPERATIONS		77,760
FY17/18: The New DHS contract expires 02/2021; the Employment contract expires 01/2021.						
Base Operating Expenses Rent:						
				Dept of Human Services	4,734 x 12 mo =	56,808
				Employment Dept	1,746 x 12 mo =	<u>20,952</u>
						\$ 77,760
Proposed Budget Items covered:						
Water & Sewer		8,000	Janitorial Scv		55,665	
Garbage Svc		4,000	<u>Janitorial Supplies</u>		<u>7,500</u>	
Natural Gas		3,000				
<u>Electricity</u>		<u>16,000</u>	TOTAL		\$ 94,165	
139,712	102,540	305,569	021-0000-363.80-02	MAINTENANCE		309,233
For budget estimate, add the total amounts estimated for the new year for the following line items:						<u>FY20/21</u>
<u>Estimates</u>						
Buildings & Grounds		47,500				
Joint use of Labor/Equip		500				
General Equipment		300				
Electrical Systems		1,500				
Plumbing		1,000				
Elevators		4,000				
HVAC Systems		24,500				
Improvements other than Buildings		149,000				
Labor (include all Personnel category items)		<u>80,233</u>				
Total		309,233				
<u>Projection:</u> When the annual report is completed in February of each year, the projected amount should be adjusted according to the "Actual Expenses over (under) Base Maintenance/Repair Expense Rent Component for each agency.						
-	-	-	021-0000-363.80-03	DISCRETIONARY RENT		-
If needed due to cash flow issues, rent can be diverted						
8,728	9,824	10,185	021-0000-391.37-00	FROM CAPITAL PROJECTS FUND		10,885
Every Year: We are transferring a portion of the State Office Building rent (\$6,000) that goes to the Capital Projects back to the State Office Bldg Fund for the City's costs for that building (telephone and property insurance).						
Property Insurance		8000				
Telephone		585				
Security Monitoring		300				
Misc./Contingency		2,000				
Total		\$ 10,885				
312,208	285,614	466,747	TOTAL STATE OFFICE BUILDING FUND REVENUES			486,203
EXPENDITURES						
42,556	43,620	44,710	021-2200-000.11-00	REGULAR SALARIES		45,828
-	-	-	021-2200-000.12-00	PARTTIME/TEMP SALARIES		1,760
687	836	1,200	021-2200-000.13-00	OVERTIME SALARIES		20,330
14,065	14,356	19,788	021-2200-000.21-10	MEDICAL INSURANCE		298
295	298	291	021-2200-000.21-20	L-T DISABILITY INSURANCE		40
40	40	40	021-2200-000.21-30	LIFE INSURANCE		1,127
1,004	17	1,230	021-2200-000.21-40	WORKERS COMP INSURANCE		3,628
3,239	3,330	3,512	021-2200-000.22-00	FICA		6,187
5,822	5,966	6,036	021-2200-000.23-00	RETIREMENT		1,498
	84	-	021-2200-000.28-00	VEBA CONTRIBUTIONS		237
1,326	922.72	1,462	021-2200-000.29-00	OTHER EMPLOYEE BENEFITS		-
69,034	69,469	78,269	TOTAL PERSONNEL SERVICE			80,933
0.8	0.8	0.8	Total Full Time Equivalent (FTE)			0.8

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
6,579	7,175	8,000	021-2200-000.41-10	WATER & SEWER		8,000
3,877	4,049	4,000	021-2200-000.41-20	GARBAGE SERVICES		4,200
2,025	2,982	3,000	021-2200-000.41-30	NATURAL GAS		3,100
12,465	12,897	15,500	021-2200-000.41-40	ELECTRICITY		15,500
55,665	55,665	55,665	021-2200-000.42-00	JANITORIAL SERVICES		55,665
5,703	6,593	28,500	021-2200-000.43-10	BUILDINGS AND GROUNDS		47,500
				2 bathroom remodels	24,000	
				Misc items unknown	23,500	
-	-	500	021-2200-000.43-45	JOINT USE OF LABOR/EQUIP		500
-	200	300	021-2200-000.43-70	GENERAL EQUIPMENT		300
				Fire Extinguisher services & maintenance		
110	1,263	1,500	021-2200-000.43-72	ELECTRICAL SYSTEMS		1,500
987	475	1,000	021-2200-000.43-73	PLUMBING		1,000
3,820	3,952	4,000	021-2200-000.43-75	ELEVATORS		4,000
				Includes cost for monthly elevator service		
				Annual Permit		
3,762	6,859	18,500	021-2200-000.43-77	HVAC SYSTEMS		24,500
				Cleaning	14,000	
				Maintenance	4,500	
				License	6,000	
6,232	7,164	7,300	021-2200-000.52-30	PROPERTY INSURANCE		9,053
576	576	585	021-2200-000.53-30	TELEPHONE		585
				Modem costs for HVAC system		
				Elevator Phone		
6,820	5,148	7,450	021-2200-000.60-20	JANITORIAL SUPPLIES		6,500
108,622	114,997	155,800	TOTAL MATERIALS AND SERVICES			181,903
32,861	-	173,000	021-2200-000.73-30	IMPROVEMENTS OTHER		163,367
				Replacement of 2 HVAC units	24,000	
				Emergency generator	125,000	
				Other Improvments not identified	14,367	
32,861	-	173,000	TOTAL CAPITAL OUTLAY			163,367
-	-	59,678	021-9500-000.88-00	CONTINGENCY		60,000
				To help with cash flow for Capital Projects done prior to		
-	-	59,678	TOTAL CONTINGENCY			60,000
210,517	184,467	466,747	TOTAL STATE OFFICE BUILDING EXPENSES			486,203
101,691	101,147	-	STATE OFFICE BUILDING FUND - REVENUES LESS EXPENSES			-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Fund:	Special Revenue Fund Group
Department:	Special Enterprise Zone Fund (022)
Program:	Other (000)

Description

The “Enterprise Zone Tax Abatement Proceeds Special Reserve Fund” was established to receive funds associated with the Enterprise Zone Tax Abatement agreement between the City of The Dalles, Wasco County, and Design LLC dated August 17, 2015. These funds shall be used for financing costs of services, projects, property and equipment as identified.

2022-23 Goals, Projects and Highlights

- Receive initial annual payments pursuant to the Enterprise Zone Agreement with Design LLC dated August 17, 2015
- Reserve or expend funds receive pursuant to the, “Columbia Gorge Community College Treaty Oak Skills Center Intergovernmental Financing Contract” dated January 25, 2019.

2021-22 Accomplishments/Comments

- Funds have been expended for the Treaty Oak Skills Center, as per the agreement.
- Funds continue to be reserved for future projects.

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			SPECIAL ENTERPRIZE ZONE FUND 022		
			REVENUES		
-	550,428	1,750,388	022-0000-300.00-00	BEGINNING FUND BALANCE	1,663,807
4,855	7,071	3,500	022-0000-361.00-00	INTEREST INCOME	5,300
545,573	1,193,960	907,133	022-0000-369.10-00	ENTERPRIZE ZONE PAYMENTS	907,133
550,428	1,751,459	2,661,021	TOTAL SPECIAL ENTERPRIZE ZONE FUND REVENUE		2,576,240
			EXPENDITURES		
-	-	2,661,021	022-220-000.31-10	CONTRACTUAL SERVICE	2,576,240
-	-	2,661,021	TOTAL MATERIALS AND SERVICES		2,576,240
-	-	2,661,021	TOTAL SPECIAL ENTERPRIZE ZONE FUND EXPENSE		2,576,240
550,428	1,751,459	-	SPECIAL ENTERPRIZE ZONE RSRV FUND - REVENUE LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
SPECIAL ENTERPRIZE ZONE FUND 022						
REVENUES						
-	550,428	1,750,388	022-0000-300.00-00	BEGINNING FUND BALANCE		1,663,807
4,855	7,071	3,500	022-0000-361.00-00	INTEREST INCOME		5,300
545,573	1,193,960	907,133	022-0000-369.10-00	ENTERPRIZE ZONE PAYMENTS		907,133
-	-					
550,428	1,751,459	2,661,021	TOTAL SPECIAL ENTERPRIZE ZONE FUND REVENUE			2,576,240
EXPENDITURES						
-	-	-	022-220-000.31-10	CONTRACTUAL SERVICE		2,576,240
-	-					
-	-	2,661,021	TOTAL MATERIALS A TOTAL MATERIALS AND SERVICES			2,576,240
550,428	1,751,459	-	TOTAL SPECIAL ENTERPRIZE ZONE FUND EXPENSE			-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

DEBT SERVICE FUNDS GROUP

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 three debt service funds for the upcoming year.

2022-23 Goals, Projects and Highlights

- Fully fund the debt obligations for the fiscal year as follows:
 - Airport Debt Svc Fund (062) – Klickitat County Loan (Nov 2012) – debt incurred to build new Maintenance Hanger; CERB Loan (February 2015) obtained by Klickitat County to develop the Airport Industrial Park; and the LOCAP FFCO Bond (February 2015) obtained to fund the purchase of Hanger D, and build a Flex hanger to house Life Flight and other renters. This last Audit year the debt for the LOCAP FFCO Bond was put back into the City Obligation for the full amount, creating a loan from the Airport to the City, in the same amount.
 - FFCO 2009 Debt Svc Fund (044) – debt incurred for Phase I of the West 1st Street, Terminal Way and Bargeway Road Reconstruction LID and to provide a loan to the Columbia Gateway Urban Renewal Agency to pay off the current Urban Renewal bond, fund a reserve for the loan, and provide funds for additional projects, including:
 - ✓ Improvements to the East Gateway and Brewery Grade intersection
 - ✓ Flour Mill Project
 - ✓ Marine Terminal and Festival Area
 - ✓ Streetscape improvements on 1st, 3rd, and Washington Streets
 - FFCO 2008 Debt Svc Fund (043) – debt incurred in 2008 for Public Works Facility relocation and City Hall remodel debt.
 - Utility Revenue and Refunding Bond Series 2018 (059)- This Bond was established in February 2018 with the purpose of refunding of the City’s Wastewater Revenue Bonds, Series 2003, Water Revenue Bonds, Series 2007, and additional WWTP Clarifier/Primary Filter project.
 - ✓ The WWTP Clarifier/Primary Filter project
 - ✓ Water Bond Debt Fund (041) - debt incurred in 2007 by the sale of revenue bonds to:
 - ✓ Build a Clearwell
 - ✓ Build a new 760 reservoir and pump station
 - ✓ Build a new pump station on Morton Street
 - ✓ Enhance the Lone Pine well

City of The Dalles, Oregon
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- ✓ Replace the control valves, upgrade the filters, and replace disinfection systems at WICKS
- ✓ Complete environmental permitting for watershed projects
- ✓ Build a new pipeline (Eastside Intertie Phases I and II)
- ✓ Wastewater Plant Debt Service Fund (058) – debt incurred in 2003 by the sale of revenue bonds for the reconstruction of the wastewater plant. This bond covered Phase I of the reconstruction.

2021-22 Accomplishments/Comments

- Made payment of principal and interest on a timely basis for all of the debt listed above.

City of The Dalles, Oregon
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DEBT SERVICE FUND SUMMARY

FY19/20	FY20/21	FY21/22		FY22/23
<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Revenue/Cost Centers</u>	<u>Proposed Budget</u>
85,636	65,930	67,731	BEGINNING BALANCE	31,457
1,117,642	1,135,376	1,100,814	REVENUES	1,134,778
1,662,807	1,669,045	1,664,928	OTHER SOURCES	1,132,758
2,866,085	2,870,350	2,833,473	TOTAL RESOURCES	2,298,993
212,009	208,282	242,400	AIRPORT DEBT SERVICE FUND	234,334
-	-	-	WATER REVENUE BOND	-
304,930	304,530	303,731	FFCO 2008 DEBT SERVICE FUND	305,180
943,863	949,863	944,915	FFCO 2009 DEBT SERVICE FUND	948,913
-	-	-	WASTEWATER REVENUE BOND	-
1,339,354	1,340,905	1,342,426	UTILITY REVENUE BOND	810,566
2,800,155	2,803,579	2,833,472	TOTAL EXPENDITURES	2,298,993
-	-	-	RATE STABILIZATON RESERVES	-
-	-	-	TOTAL OTHER USES	-
2,800,155	2,803,579	2,833,472	TOTAL EXPENDS & OTHER USES	2,298,993
65,930	66,771	1	FUND TOTAL	-

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				AIRPORT DEBT SERVICE FUND 062	
				REVENUES	
70,119	63,933	65,732	062-0000-300.00-00	BEGINNING BALANCE	29,069
1,729	513	362	062-0000-361.00-00	INTEREST REVENUES	125
204,095	204,240	176,306	062-0000-363.50-00	PROPERTY RENTALS	205,140
-	3,974	-	062-0000-391.61-00	TRANSFER FROM AIRPORT FUND	-
275,942	272,660	242,400	TOTAL AIRPORT DEBT SERV FUND REVENUES		234,334
				EXPENDITURES	
80,000	80,000	85,000	062-6100-000.79-15	BOND PRINCIPAL	85,000
73,550	71,550	69,150	062-6100-000.79-25	BOND INTEREST	66,600
25,000	25,000	25,000	062-6100-000.79-50	PRINCIPAL PMTS - K. CO. 11/1/12	25,000
25,000	25,000	2,500	062-6100-000.79-60	INTEREST PMTS - K. CO. 11/1/12	2,500
2,459	1,107	25,000	062-6100-000.79-55	PRINCIPAL PMTS - K. CO. CERB LOAN	25,000
6,000	5,625	5,250	062-6100-000.79-65	INTEREST PMTS - K. CO. CERB LOAN	4,875
-	-	30,500	062-6100-000.79-80	RSRV FOR FUTURE DEBT	25,359
212,009	208,282	242,400	TOTAL DEBT SERVICE		234,334
212,009	208,282	242,400	TOTAL AIRPORT DEBT SERVICE FUND EXPENSES		234,334
63,933	64,378	-	AIRPORT DEBT SERVICE FUND - REVENUE LESS EXPENSES		-

City of The Dalles, Oregon
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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
AIRPORT DEBT SERVICE FUND 062						
REVENUES						
70,119	63,933	65,732	062-0000-300.00-00	BEGINNING BALANCE		29,069
1,729	513	362	062-0000-361.00-00	INTEREST REVENUES		125
204,095	204,240	176,306	062-0000-363.50-00	PROPERTY RENTALS		205,140
-	3,974	-	062-0000-391.61-00	TRANSFER FROM AIRPORT FUND		-
275,942	272,660	242,400	TOTAL AIRPORT DEBT SERV FUND REVENUES			234,334
EXPENDITURES						
80,000	80,000	85,000	062-6100-000.79-15	BOND PRINCIPAL		85,000
73,550	71,550	69,150	062-6100-000.79-25	BOND INTEREST		66,600
25,000	25,000	25,000	062-6100-000.79-50	PRINCIPAL PMTS - K. CO. 11/1/12		25,000
25,000	25,000	2,500	062-6100-000.79-55	PRINCIPAL PMTS - K. CO. CERB LOAN		2,500
2,459	1,107	25,000	062-6100-000.79-60	INTEREST PMTS - K. CO. 11/1/12		25,000
6,000	5,625	5,250	062-6100-000.79-65	INTEREST PMTS - K. CO. CERB LOAN		4,875
-	-	30,500	062-6100-000.79-80	RSRV FOR FUTURE DEBT		25,359
212,009	208,282	242,400	TOTAL DEBT SERVICE			234,334
212,009	208,282	242,400	TOTAL AIRPORT DEBT SERVICE FUND EXPENSES			234,334
63,933	64,378	-	AIRPORT DEBT SERVICE FUND - REVENUE LESS EXPENSES			-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				FFCO 2008 DEBT SVC FUND 043	
				REVENUES	
14,370	-	-	043-0000-300.00-00	BEGINNING BALANCE	-
110,530	124,735	124,408	043-0000-363.80-00	STATE OFFICE BLDG INCOME	126,773
60,010	59,932	59,774	043-0000-391.05-00	FROM STREET FUND	59,469
60,010	59,932	59,774	043-0000-391.51-00	FROM WATER UTILITY FUND	59,469
60,010	59,932	59,775	043-0000-391.55-00	FROM WASTEWATER UTILITY FUND	59,469
304,930	304,531	303,731	TOTAL FFCO 2008 DEBT SVC FUND REVENUES		305,180
				EXPENDITURES	
260,000	270,000	280,000	043-4300-000.79-50	PRINCIPAL PMTS	293,000
44,930	34,530	23,731	043-4300-000.79-60	INTEREST PMTS	12,180
304,930	304,530	303,731	TOTAL DEBT SERVICE		305,180
304,930	304,530	303,731	TOTAL FFCO 2008 DEBT SVC FUND EXPENSES		305,180
-	1	-	FFCO 2008 DEBT SVC FUND - REVENUES LESS EXPENSES		-

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				2009 FFCO DEBT SERVICE FUND 044	
				REVENUES	
1	2	2	044-0000-300.00-00	BEGINNING BALANCE	(4)
801,288	805,888	799,738	044-0000-332.50-00	FROM URBAN RENEWAL	802,740
102,939	103,950	104,816	044-0000-391.36-00	FROM SPECIAL ASSESSMENT FUND	105,539
32,650	32,970	33,245	044-0000-391.53-00	FROM WA CAPITAL RESERVE FUND	33,475
6,986	7,055	7,114	044-0000-391.56-00	FROM SW SPECIAL RESERVE FUND	7,163
943,864	949,865	944,915	TOTAL FFCO 2009 DEBT SVC FUND REVENUES		948,913
				EXPENDITURES	
600,000	630,000	650,000	044-4300-000.79-50	PRINCIPAL PMTS	680,000
343,863	319,863	294,915	044-4300-000.79-60	INTEREST PMTS	268,913
943,863	949,863	944,915	TOTAL DEBT SERVICE		948,913
943,863	949,863	944,915	TOTAL 2009 FFCO DEBT SVC FUND EXPENSES		948,913
2	2	-	2009 FFCO DEBT SVC FUND - REVENUES LESS EXPENSES		-

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
FFCO 2008 DEBT SVC FUND 043						
REVENUES						
14,370	-	-	043-0000-300.00-00	BEGINNING BALANCE		-
110,530	124,735	124,408	043-0000-363.80-00	STATE OFFICE BLDG INCOME		125,773
60,010	59,932	59,774	043-0000-391.05-00	FROM STREET FUND		59,469
60,010	59,932	59,774	043-0000-391.51-00	FROM WATER UTILITY FUND		59,469
60,010	59,932	59,775	043-0000-391.55-00	FROM WASTEWATER UTILITY FUND		59,469
304,930	304,531	303,731	TOTAL FFCO 2008 DEBT SVC FUND REVENUES			305,180
EXPENDITURES						
260,000	270,000	280,000	043-4300-000.79-50	PRINCIPAL PMTS		283,000
44,930	34,530	23,731	043-4300-000.79-60	INTEREST PMTS		12,180
304,930	304,530	303,731	TOTAL DEBT SERVICE			305,180
304,930	304,530	303,731	TOTAL FFCO 2008 DEBT SVC FUND EXPENSES			305,180
-	1	-	FFCO 2008 DEBT SVC FUND - REVENUES LESS EXPENSES			-

FY19/20	FY20/21	FY21/22	Account	Line Item	FY22/23
Actual	Actual	Budget	Account Number	Description	Proposed Budget
2009 FFCO DEBT SERVICE FUND 044					
REVENUES					
1	2	-	044-0000-300.00-00	BEGINNING BALANCE	(4)
801,288	805,888	799,738	044-0000-332.50-00	FROM URBAN RENEWAL	802,740
102,939	103,950	104,816	044-0000-391.36-00	FROM SPECIAL ASSESSMENT FUND	105,539
32,650	32,970	33,245	044-0000-391.53-00	FROM WA CAPITAL RESERVE FUND	33,475
6,986	7,055	7,114	044-0000-391.56-00	FROM SW SPECIAL RESERVE FUND	7,163
943,864	949,865	944,915	TOTAL FFCO 2009 DEBT SVC FUND REVENUES		948,913
EXPENDITURES					
600,000	630,000	650,000	044-4300-000.79-50	PRINCIPAL PMTS	680,000
343,863	319,863	294,915	044-4300-000.79-60	INTEREST PMTS	268,913
943,863	949,863	944,915	TOTAL DEBT SERVICE		948,913
943,863	949,863	944,915	TOTAL 2009 FFCO DEBT SVC FUND EXPENSES		948,913
2	2	-	2009 FFCO DEBT SVC FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
				WASTEWATER UTILITY REVENUE BOND 058	
				REVENUES	
				paid off 1/18	
(2)	(2)	1	058-0000-300.00-00	BEGINNING BALANCE	-
(2)	(2)	1		TOTAL WASTEWATER PLANT DEBT SVC FUND REVENUES	-
	-	-	058-9500-000.81-59	TO UTILITY REVENUE BOND	
-	-	-		TOTAL OPERATING TRANSFERS OUT	-
-	-	-	058-9500-000.88-10	RATE STABILIZATION ACCT	-
-	-	-		TOTAL RESERVE	-
-	-	-		TOTAL WASTEWATER PLANT DEBT SVC FUND EXPENSES	-
(2)	(2)	1		WASTEWATER PLANT DEBT SVC FUND - REVENUES LESS EXPENSES	-

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FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
				WASTEWATER FACILITY REVENUE BOND 058		
				REVENUES		
				Paid OFF 1/18		
(2)	(2)	1	058-0000-300.00-00	BEGINNING BALANCE		-
(2)	(2)	1		TOTAL WASTEWATER PLANT DEBT SVC FUND REVENUES		-
-	-	-	058-9500-000.81-59	TO UTILITY REVENUE BOND		-
-	-	-		TOTAL OPERATING TRANSFERS OUT		-
-	-	-		TOTAL WASTEWATER PLANT DEBT SVC FUND EXPENSES		-
(2)	(2)	1		WASTEWATER PLANT DEBT SVC FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	FY22/23 Proposed Budget
			UTILITY REVENUE BOND 059		
			REVENUES		
1,148	1,996	1,996	059-0000-300.00-00	BEGINNING BALANCE	2,392
501,786	502,974	503,524	059-0000-391.53-00	TRANSFER FROM WATER CAPITAL RESERVE FUND	503,437
838,416	838,326	836,906	059-0000-391.57-00	TRANSFER FROM SEWER PLANT CONSTRUCTION FUND	304,737
1,341,350	1,343,296	1,342,426	TOTAL UTILITY REVENUE DEBT SVC FUND REVENUES		810,566
			EXPENDITURES		
1,065,460	1,095,005	1,123,372	059-5900-000.79-50	BOND PRINCIPAL	621,108
273,894	245,900	217,058	059-5900-000.79-60	BOND INTEREST	187,064
-	-	1,996	059-5900-000.80-01	RESERVE FOR FUTURE EXPENDITURES	2,394
1,339,354	1,340,905	1,342,426	TOTAL DEBT SERVICE		810,566
1,339,354	1,340,905	1,342,426	TOTAL UTILITY REVENUE DEBT SVC FUND EXPENSES		810,566
1,996	2,392	-	UTILITY REVENUE DEBT SVC FUND - REVENUES LESS EXPENSES		-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	Account Number	Account Description	Line Item Detail	FY22/23 Proposed Budget
UTILITY REVENUE BOND 059 REVENUES						
1,148	1,996	1,996	059-0000-300.00-00	BEGINNING BALANCE		2,392
501,786	502,974	503,524	059-0000-391.53-00	TRANSFER FROM WATER CPAITAL RESERVE FUNE		503,437
838,416	838,326	836,906	059-0000-391.57-00	TRANSFER FROM SEWER PLANT CONSTRUCTION FUND		304,737
1,341,350	1,343,296	1,342,426	TOTAL UTILITY REVENUE DEBT SVC FUND REVENUES			810,566
EXPENDITURES						
1,065,460	1,095,005	1,123,372	059-5900-000.79-50	BOND PRINCIPAL		621,108
273,894	245,900	217,058	059-5900-000.79-60	BOND INTEREST		187,064
-	-	1,996	059-0000-391.53-00	UTILITY FUND RESERVE FUND		2,394
1,339,354	1,340,905	1,342,426	TOTAL DEBT SERVICE			810,566
1,339,354	1,340,905	1,342,426	TOTAL UTILITY REVENUE DEBT SVC FUND EXPENSES			810,566
1,996	2,392	-	UTILITY REVENUE DEBT SVC FUND - REVENUES LESS EXPENSES			-

City of The Dalles, Oregon
Fiscal Year 2022-23 Proposed Budget

Appendix A

SUMMARY OF PROPERTY TAX LEVIES FOR FY 22/23

General Fund

2021 Estimated Assessed Value	1,285,031,876
Permanent Rate	x \$ 0.0030155
Estimated taxes	\$ 4,479,297
Less Compression	\$ 129,109
Less Appeal Reserves	\$ 308,000
Less uncollectible in year levied	\$ 262,213
General Fund taxes to Balance Budget	\$ 3,779,975
<hr/>	
Total Levies	\$ 4,479,297
Estimated Taxes Not to be Received	\$ 699,322
Total Taxes to Balance Budget	\$ 3,779,975

City of The Dalles, Oregon

Fiscal Year 2022-23 Proposed Budget

APPENDIX B

INTERFUND TRANSFERS

	Transferred From:														Total
	General Fund	Library Fund	Street Fund	Trans Sys Reserve Fund	Special Grants Fund	Special Assessments Fund	Capital Projects Fund	Water Fund	Water Cap Res Fund	Wastewater Fund	Sewer Reserve Fund	Sewer Plant Recon/Debt	Airport Fund	State Office Building	Transfers In
Transferred To:															
General Fund		148,007	260,046		2,000	10,000		519,947		398,073					1,338,073
Library Fund															-
Street Fund	450,000							197,976		158,005					805,981
Unemployment Fund	-	-	-					-		-					-
Special Grants Fund															-
State Office Building Fund							10,885								10,885
Capital Projects Fund		10,000													10,000
PW Reserve Fund			87,000					181,000		287,000					555,000
Trans Sys Reserve Fund															-
Water Capital Reserve Fund								2,380,000							2,380,000
Utility Bond Debt Svc Fund									503,437			304,737			808,174
Sewer Special Reserve Fund										600,000					600,000
Sewer Plant Construction Fund										800,000					800,000
Sewer Bond Debt Svc Fund															-
FFCO 2008 Debt Service Fund			59,469					59,469		59,469					178,407
2009 FFCO Debt Service Fund					105,539				33,475		7,163				146,177
Airport Fund	65,000														65,000
Airport Debt Service Fund													-		-
Total Transfers Out:	515,000	158,007	406,515	-	2,000	115,539	10,885	3,338,392	536,912	2,302,547	7,163	304,737	-		7,697,697
															7,697,697

City of The Dalles, Oregon
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Appendix C

GENERAL FUND SALARIES		Salary Range		Budgeted
		<u>Low</u>	<u>High</u>	<u>Salaries</u>
Administration				
	City Manager	-	-	152,692
	Executive Secretary	4,388	5,396	52,652
				<u>205,344</u>
City Council Stipends				<u>8,400</u>
City Clerk				
	City Clerk	7,470	9,187	110,242
				<u>110,242</u>
Legal and Judicial				
	City Attorney			125,000
	Paralegal	5,087	6,256	61,954
	Municipal Court Clerk	3,693	4,398	25,555
	Municipal Court Judge (2 PT)	-	-	23,138
				<u>-</u>
				<u>235,647</u>
Finance & Utility Billing				
	Director	8,067	9,922	119,061
	Finance Specialist	5,087	6,256	71,822
	Finance Specialist - Personnel	4,388	5,396	64,756
	Account Technician	3,898	4,795	48,184
	Account Clerk II (1.5)	3,683	4,398	74,892
				<u>378,715</u>
Personnel				
	HR Director	8,067	9,922	116,749
	Safety Officer	5,239	6,443	73,430
				<u>190,179</u>
Planning Development				
	Director	8,067	9,922	119,061
	Senior Planner (2)	5,724	7,041	156,136
	Assistant Planner	4,260	5,239	55,723
	Department Secretary	3,282	3,919	44,299
				<u>375,219</u>
Police				
	Chief	9,096	11,187	133,657
	Captain	7,041	8,659	107,031
	Sergeant (5)	6,638	8,164	481,439
	Patrol Officers (18)	5,098	6,087	1,297,447
	Administrative Secretary	3,785	4,655	52,652
	Department Secretary	3,555	4,245	50,937
	Evidence Clerk (PT)	22.49/HR	27.66/HR	41,701
	Holiday accrual pay off			56,976
	Field Training officer pay			19,500
	Standby time			9,000
	Overtime			134,220
	Secretarial (PT)	-	-	2,000
	Holiday Parking Patrol (PT)	-	-	2,640
	Sign on Bonus	-	-	20,000
	Certification pay			81,682
	Language Incentive	-	-	9,703
	Maintenance Worker (2) (Equip Operator wage ra	3,998	4,774	5,729 (1)

City of The Dalles, Oregon
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Appendix C

				2,506,314
IT	Information Technology Manager	6,836	8,407	100,887
	IT Specialist	5,087	6,256	67,032
				<u>167,919</u>
City Hall	Maintenance Worker (2) (Equip Operator wage ra	3,998	4,774	47,588 (1)
				<u>47,588</u>
Codes Enforcement	Code Enforcement Officer	3,898	4,795	54,503
				<u>54,503</u>
Dog Control Department	Dog Control Officer	3,464	4,260	35,612
				<u>35,612</u>

LIBRARY FUND

	Salary Range		Budgeted Salaries
	<u>Low</u>	<u>High</u>	
Director	7,470	9,187	110,242
Technical Assistant II (5)	3,500	4,179	323,370
Technical Assistant I (4 FT + 1 PT)	3,053	3,646	126,456
Maintenance Worker (2) (Equip Operator wage ra	3,998	4,774	17,186 (1)
Library Page	13.50/HR	16.60/HR	28,488
Overtime			10,660
			<u>616,402</u>

SPECIAL REVENUE FUND

State Office Building	Maintenance Worker (2) (Equip Operator wage ra	3,998	4,774	47,588 (1)
				<u>47,588</u>

(1) Position divided 40% City Hall, 5% Police, 40% SOB, 15% Library

PUBLIC WORKS FUNDS

	Salary Range		Budgeted Salaries
	<u>Low</u>	<u>High</u>	
Director	9,056	11,138	133,657
Public Works Engineer	7,041	8,659	103,914
Project Engineer (2)	6,836	8,407	201,774
Utilities Supervisor (2)	6,836	8,407	187,913
Transportation Supervisor	6,836	8,407	90,085
Regulatory Comp Supervisor	6,836	8,407	100,887
Director's Assistant	7,252	8,919	97,949
Administrative Secretary (2)	3,785	4,655	109,958
Development inspector	5,087	6,256	75,069
Acct Clerk II	3,683	4,398	52,771
Equipment Operator (6)	3,998	4,774	342,022
Water Quality Manager	7,041	8,659	103,914
Bio Lab Technician	4,429	5,288	64,724
Certified Operator (19)	4,111	4,909	1,286,413 (1)
Certified Mechanic (2)	4,078	4,869	116,862
Maintenance Worker	3,998	4,774	-

City of The Dalles, Oregon
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Appendix C

Lead worker			18,200
Watershed			51,300
Overtime			64,445
On Call			25,695
Part-Time	-	-	120,560
			<u>3,348,112</u>

(1) Includes incentive/certification pay

BUDGET ISSUE PAPERS

Fiscal Year 2022-23

As of 03/29/2022

Distribution		Topic
Number	Date	
22-001		Budget Process Overview
22-002		Operating Fund Summary
22-003		Council Supported Programs
22-004		General Fund Contingency, Ending Fund Balance and Non-Recurring Revenues & Expenditures
22-005		Expenditure of Transient Room Tax Revenue
22-006		Library Technical Assistant II
22-007		Administration Transfers from Public Works and Library Funds to the General Fund
22-008		General Fund, Library and Airport Capital Improvement Plan
22-009		Public Works Capital Improvement Plan
22-010		Beautification Committee Recommendations
22-011		Police Department Vehicle Fleet
22-012		Enterprise Zone Fees
22-013		Library Outreach Van Purchase
22-014		Airport Projects
22-015		Personnel Wage Adjustments and COLA
22-016		State Revenue Sharing Process and Use of Funds
22-017		Special Grants Fund
22-018		Sidewalk Maintenance 50/50 Cost-Share Program
22-019		Unmanned Aerial Vehicle-Drone
22-020		Sert Hearing Protection
22-021		Transportation System Funding



CITY of THE DALLES

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BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23		22-001

TO: City of The Dalles Budget Committee

FROM: Angie, Finance Director

THRU: Julie Krueger, City Manager

DATE: February 23, 2022

ISSUE: BIP 22-001 Budget Process Overview

BACKGROUND: The budgeting process for the City of The Dalles is guided by Oregon's Local Budget Law in order to establish standards for procedures, minimum requirements for the information provided, encourage citizen involvement, and control expenditures of public funds.

Local Budget Law: establishes standard procedures

- A district that doesn't follow Local Budget Law may not lawfully expend money or certify property taxes to the County Assessor (ORS 294.338).
- A property tax made contrary to Local Budget Law is voidable by the Oregon Tax Court if appealed by the Department of Revenue, the County Assessor, the County Board of Commissioners/County Court, or ten interested taxpayers (ORS 294.461).
- Civil Liability: Any public official who expends public monies in excess of the amounts or for any other purpose than authorized by law shall be civilly liable for the return of the money, if there is malfeasance in office or willful or wanton neglect of duty (ORS 294.100).

The Oregon Department of Revenue's "Local Budgeting in Oregon" booklet is geared towards providing information to Budget Committee members about the required budgeting process. Please let me know if you would like me to send you a PDF copy or print one out for you.

Budget Officer: Local Budget Law requires a Budget Officer be designated to be responsible for the preparation and delivery of a balanced proposed budget to the Budget Committee. The

City of The Dalles Charter, in Section 22, City Manager, (6), (8), states that the City Manager shall prepare and transmit to the Council an annual City budget, which makes Julie Krueger the designated Budget Officer.

Budget Committee: Local Budget Law requires a Budget Committee be formed that is made up of the governing body and an equal number of appointed citizens. Employees or agents of the City may not serve as appointed members of the committee. Appointed members of the Committee must be residents and registered voters within the City limits.

- The City Budget Committee is made up of five (5) Councilors and five (5) appointed members. The Mayor does not sit on the City's Budget Committee as he is not a voting member of the City Council.

A quorum of the Budget Committee is one more than half the members and a quorum must be present to conduct the business of the Budget Committee.

- If the Budget Committee has all ten members in place, then six must attend to have a quorum.
- If the Budget Committee cannot fill a citizen position, then the Budget Committee stands at nine, and a quorum is five.
- If there is a position vacant on the governing body, but all five members of the citizen positions are filled, the vacant governing body position is still considered to be on the Committee, so the Committee still stands at ten, and a quorum would be six.
- If there is a vacant position on the governing body and a vacant citizen position, the Committee membership would be considered to be nine, and the quorum would be five.

Please Note: Any action of the Budget Committee requires a majority of the Committee as a whole, not just a majority of the Committee members in attendance. So, if a quorum is six, and only six are present, then all six must vote unanimously in order to take any action.

Budget Process and Calendar: The four steps of budgeting are as follows:

- Propose the Budget – This is performed by the Budget Officer & Staff as guided by policies, operations and service levels, debt obligations, and City Council goals.
- Certify the Taxes, take public comment on the proposed budget, review and revise the proposed budget if necessary, and approve the Budget. These are the duties of the Budget Committee.
- Hold Public Hearing on the Approved Budget, revise if necessary, and adopt the Budget by Resolution before June 30th. These are duties of the City Council.
- Changes after Adoption if necessary – The City Council reviews and adopts changes if necessary via Budget Amendment Resolutions and/or Supplemental Budget Resolutions.

A Budget Calendar is developed for the City each year, usually in December, so that all the required steps are accomplished in a timely manner. The first Budget Committee meeting this

year is scheduled for [May 3rd](#), and will continue on each evening that week until the Committee approves a budget. Please reserve your evenings that week for these important meetings.

Budget Issue Papers (BIP): During the process of developing the budget each year, Staff provides these documents (BIPs) discussing specific issues related to the development of the budget. The BIPs provide explanations of policies and how they have been used, unique aspects of the budget, lists of general five-year Capital Improvement Plans, significant changes in the proposed budget, and new items that were requested by the Department Managers. Over the years, these have proven to be very helpful to our Budget Committee members in understanding the proposed budget.

Budget Books: The proposed budget is provided in binders to all the members of the Budget Committee at least ten days prior to the First Budget Committee meeting so that the members have time to read through it and contact staff with any questions they may have prior to the meeting. It greatly facilitates the budget process when questions are asked of the staff prior to the meetings, as it allows staff to answer individual questions that help clarify issues that may not need to be addressed before the full Committee, and also gives staff the opportunity to be prepared with answers for those questions that do need to be considered by the full Committee. If staff is not given a “heads up” on those questions prior to the meeting, we may not be able to provide answers without further research, causing delays in the process.

Budget Message: The proposed budget book always contains the Budget Message from the Budget Officer. This is required by Oregon Budget Law. The budget message provides information how the proposed budget was developed, what major changes are included and the status of the major funds within the budget.

Policies: The fiscal policies used to develop the proposed budget are presented in the Budget Message for the Budget Committee’s review. The policies have remained fairly consistent over the past several years and are presented on page I of the Budget Message in your City **FY22/23** Proposed Budget Book.

Council Goals: City Council Goals are now in the Performance Benchmarking Book that is in the Budget Book.

Funds: A fund is a self-balancing set of accounts used to record estimated resources (revenues) and requirements (expenditures) for specific activities and objectives.

- **Governmental Funds** are normally supported by taxes and intergovernmental revenues and include most of the City’s basic services.
- The **General Fund (001)** is the City’s primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund. Principal sources of revenue are property taxes, franchise fees, hotel-motel tax, and state shared revenues. The following departments are included in the General Fund:

- ✓ City Council Dept
 - ✓ City Clerk Dept
 - ✓ City Manager Dept
 - ✓ Legal Dept
 - ✓ Finance Dept / Utility Billing Dept / Judicial Dept
 - ✓ Human Resource Dept
 - ✓ Planning Dept/ Economic Development Dept
 - ✓ Police Dept / Animal Control Dept / Code Enforcement Dept
 - ✓ Technology Dept
 - ✓ General Services
 - ✓ Other:
 - * Special Payments
 - * Interfund Transfers
 - * Contingency
 - * Reserve for Future Expenditures
 - * Unappropriated Ending Fund Balance
- The ***Library Fund (004)*** accounts for the operation of the City Library. Principal sources of revenues are funds from the County collected Library District taxes, state grants, library fines, and donations.
 - The ***Street Fund (005)*** accounts for the cost of maintaining City streets and storm water drainage systems. Principal sources of revenues are state gasoline taxes apportioned from the State of Oregon, local fuel taxes, and charges for services to other funds, and transfers.
 - ✓ ***Public Works Reserve Fund (009)*** accounts for transfers from the Street, Water and Wastewater Funds to save for vehicle and equipment replacement.
 - ✓ ***Transportation Systems Reserve Fund (013)*** accounts for transfers from the Street Fund and collection of Transportation System Development Charges revenue to save for major system improvements to the City's transportation system.
 - The ***Unemployment Reserve Fund (010)*** accounts for .5% of wages contributed by each fund with personnel costs to save for future payments of unemployment benefits.
 - The ***Community Benevolence Fund (011)*** provides for the accumulation of funds, mostly from small grants, to pay for expenses related to the memorials to Veterans of the community.
 - The ***Special Grants Fund (018)*** accounts for various grant programs operated by the City. Revenues consist of primarily of grants and interest on investments.

- The ***State Office Building Fund (021)*** accounts for operations and maintenance of a City owned building currently rented by the State of Oregon, with revenues coming from rents.
 - The ***Special Enterprise Zone Fund (022)*** accounts for annual payment and the initial project fee for Phase II under the third Design LLC Agreement. These funds are to be used to fulfill the commitment to the Columbia Gorge Community College Treaty Oak Skill Center per the IGA date January 25, 2019 and other future uses.
 - The ***Special Assessment Fund (036)*** accounts for assessment principal and interest collected, and saving for financing of public improvements or services deemed to benefit primarily the properties against which the assessments are levied.
 - The ***Capital Projects Fund (037)*** accounts for capital projects not supported by grants.
 - The ***FFCO 2008 Debt Service Fund (043)*** accounts for the repayment of the Full Faith and Credit Bonds related to the relocation of the Public Works facilities and the remodel of City Hall.
 - The ***2009 FFCO Debt Service Fund (044)*** accounts for the repayment of the Full Faith and Credit Bonds related to the Urban Renewal loan, water and sewer improvements, and the pending 3rd Street LID.
- **Business-type or Enterprise Funds** are normally self-supported by charges for services and include the City's water, wastewater and airport related funds.
- The ***Water Funds*** account for revenues and expenses related to the City's water utility operations and include the following funds:
 - ✓ ***Water Utility Fund (051)*** accounts for the operational costs of the Water Treatment Division and the Water Distribution Division services, supported by charges for services.
 - ✓ ***Water Capital Reserve Fund (053)*** accounts for transfers from the Water Utility Fund and collection of Water System Development Charges to save for future capital improvements to the water systems, and for transfers to water related debt service funds.
 - The ***Wastewater Funds*** account for revenues and expenses related to the City's wastewater utility and stormwater operations.
 - ✓ ***Wastewater Fund (055)*** accounts for the operational costs of the wastewater collection and treatment systems and services, and stormwater systems, supported by charges for services.
 - ✓ ***Sewer Special Reserve Fund (056)*** accounts for transfers from the Wastewater Fund and collection of the Sewer and Stormwater System Development Charges to save for future capital improvements to the wastewater and stormwater systems, and for transfers to the 2009 FFCO Debt Service Fund.

- ✓ ***Sewer Plant Construction/Debt Service Fund (057)*** accounts for transfers from the Wastewater Utility Fund and Wastewater Capital Fund for capital projects and for transfers to the Wastewater Debt Service Fund.
- ***Utility Revenue and Refunding Bond Series 2018 (059)*** accounts for repayment of the Wastewater Revenue Bond 2003 and the Water Revenue Bond 2007, and additional WWTP Clarifier/Primary Filter project
- The ***Airport Funds*** account for the activity associated with the operations and capital improvement of the City's municipal airport.
 - ✓ ***Airport Fund (061)*** accounts for the operation and maintenance of the Airport, supported mainly by hanger rentals and charges for services.
 - ✓ ***Airport Debt Service Fund (062)*** accounts for repayment of long-term debts incurred by the Airport.

Budget Book Structure:

- General Fund (001)
- Library Fund (004)
- Public Works Funds:
 - Street Fund (005)
 - ✓ Public Works Reserve Fund (009)
 - ✓ Transportation Systems Reserve Fund (013)
 - Water Utility Fund (051)
 - ✓ Water Capital Reserve Fund (053)
 - Wastewater Fund (055)
 - ✓ Sewer Special Reserve Fund (056)
 - ✓ Sewer Plant Construction/Debt Service Fund (057)
- Airport Fund (061)
- Capital Improvement Funds:
 - Special Assessment fund (036)
 - Capital Projects Fund (037)
- Special Revenue Funds:
 - Unemployment Reserve Fund (010)
 - Community Benevolence Fund (011)
 - Special Grants Fund (018)
 - State Office Building Fund (021)
 - Special Enterprise Zone Fund (022)
- Debt Service Funds
 - Airport Debt Service Fund (062)
 - Water Revenue Bond Fund (041)
 - FFCO 2008 Bond Fund (043)
 - 2009 FFCO Bond Fund (044)

- Wastewater Facility Revenue Bond Fund (058)
- Utility Revenue Bond (059)
- Appendices
 - Appendix A – Summary of Property Tax Levies
 - Appendix B – Detail of Public Works Fund transfers to the General Fund for services
 - Appendix C – Table of all interfund transfers
 - Appendix D – Wages Ranges and Salaries
- Budget Information Papers (BIPs)
 - Memorandums explaining various aspects of the proposed budget and operations

Adopting Resolution Structure: The Budget Book includes all line items, which are used by staff to more accurately budget and track revenues and expenditures. However, traditionally the budget is adopted by resolution at the “category/object classification” level in all funds except the General Fund. Category levels are:

- | | | |
|------------------------|--------------------|---------------|
| ○ Personnel Services | ○ Debt Service | ○ Contingency |
| ○ Materials & Services | ○ Special Payments | |
| ○ Capital Outlay | ○ Transfers | |

The General Fund is adopted by “department/organizational unit” level, i.e., City Council Department, City Manager Department, etc. New direction from the State Local Budget Law team indicates that we should start budgeting by “program”, so the structure of the resolution may change for FY22/23, and I will work with the State representatives to ensure that we do it correctly.

The resolution structure provides the City the most discretion regarding expenditures within categories or departments or programs. Staff uses the line items to budget and track accurately, but can under or over expend individual line items within a category, department or program without triggering the need for formal budget amendments.



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BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23		22-002

TO: City of The Dalles Budget Committee

FROM: Angie Wilson, Finance Director

THRU: Julie Krueger, City Manager

DATE: March 29, 2022

ISSUE: BIP 22-002 Operating Fund Summary by Expense Categories

BACKGROUND:

- The purpose of this Budget Information Paper (BIP) is to provide a breakdown and summary of the City's major operating funds to help the Committee review the potential full budget and its significant changes due to the changes in our revenue resources and expense appropriation requests. A summary of the proposed budgets for the General Fund and Other Operating Funds by department and expense category within in each fund is shown below.
- The bottom line within the General Fund is an overall increase of \$15,090 (4%) in the Budget Officer's recommended budget for FY22/23 from the current FY21/22 budget. General Fund Personnel Services increased overall increase of \$693,654 (11.7%) due to budgeting for the legal department to be back as a staffing position. This would be hiring a paralegal and City Attorney. Also, a secretary position is budgeted in the City Manager department for the new City Manager to hire if needed. We have budgeted a proposed 5.0% COLA for exempt and SEIU, 7% increase for police and the 7% on increases of health benefits, anticipated step increases.
- Materials & Services shows an overall decrease of \$122,786 (-4.4%). In the FY21/22 there was an economic recovery line item in the amount of \$250,000 which is not budgeted in this next calendar year.
- Capital Outlay has decreased from last year (3%). This is mainly due to last year we had a city data center in the budget from the IT department that will not be in the budget for this next fiscal year.
- Operating Transfers Out increased by (3%) \$15,173 due to the additional \$100,000 to the

Street Fund to help with the additional Capital Projects for the city.

- Contributions to Agencies, is the amount of the Transient Room Taxes that we collect and pass on to the Parks and Recreation District which is budgeted to increase at a same level from last year.
- The proposed Contingency/Unappropriated shows a decrease of 4.7%. For the third year, we are budgeting to set up a reserve for future expenditure fund. This amount will be set aside for future appropriations.

Other fund operating budget changes from last year include:

- Library Fund: Overall increase of 18.1%, mostly due to the capital projects increasing for a book mobile. Contingency and Unappropriated fund balance increased also at 12.8%.
- Street Fund: Overall decrease of (-3.1%) is mostly due to the decrease in the capital outlay. In the FY21/22 budget year there was money set aside for future project and this year, that money is not budgeted. Personnel Services is increasing (8.2%) percent due to the additional position added into the budget.
- Water Utility Fund: Overall increase of 1.3%, mostly due to last year there was additional Transfers Out for the Dog River Pipeline project.
- Wastewater Fund: Overall increase of 1.0%, mostly due to less contingency transfers out from last year.

Please see below for the breakdowns by department and categories within each fund.

City Council Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	9,043	9,043	-	0.0%
Materials & Services	640,777	554,855	(85,922)	-13.4%
Capital Outlay	-	-	-	
Total	649,820	563,898	(85,922)	-13.2%
City Clerk Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	156,304	163,115	6,811	4.4%
Materials & Services	22,185	27,920	5,735	25.9%
Capital Outlay	-	-	-	
Total	178,489	191,035	12,546	7.0%
City Manager Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	243,499	309,641	66,142	27.2%
Materials & Services	19,934	27,094	7,160	35.9%
Total	263,433	336,735	73,302	27.8%
Legal Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	-	248,402	248,402	
Materials & Services	253,804	170,628	(83,176)	-32.8%
Total	253,804	419,030	165,226	65.1%
Judicial Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	-	-	-	
Materials & Services	-	-	-	
Total	-	-	-	

Finance Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	442,794	471,330	28,536	6.4%
Materials & Services	62,658	105,721	43,063	68.7%
Total	505,452	577,051	71,599	14.2%
		-		
Utility Billing Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	121,171	128,017	6,846	5.6%
Materials & Services	63,075	68,423	5,348	8.5%
Capital Outlay	-	-	-	
Total	184,246	196,440	12,194	6.6%
Judicial Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	71,566	65,126	(6,440)	-9.0%
Materials & Services	105,991	109,323	3,332	3.1%
Total	177,557	174,449	(3,108)	-1.8%
Human Resources Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	283,037	267,208	(15,829)	-5.6%
Materials & Services	101,509	125,595	24,086	23.7%
Total	384,546	392,803	8,257	2.1%
		-		
Planning Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	538,225	581,537	43,312	8.0%
Materials & Services	105,427	105,845	418	0.4%
Capital Outlay	-	-	-	
Total	643,652	687,382	43,730	6.8%
		-		
Economic Development Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services		-	-	
Materials & Services	49,220	49,220	-	0.0%
Total	49,220	49,220	-	0.0%
Code Enforcement Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	74,721	79,169	4,448	6.0%
Materials & Services	36,469	89,584	53,115	145.6%
Capital Outlay	-	-	-	
Total	111,190	168,753	57,563	51.8%
		-		
Police Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	3,631,703	3,911,707	280,004	7.7%
Materials & Services	862,739	776,992	(85,747)	-9.9%
Capital Outlay	155,700	164,000	8,300	5.3%
Total	4,650,142	4,852,699	202,557	4.4%

Technology Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	217,019	243,437	26,418	12.2%
Materials & Services	150,292	122,502	(27,790)	-18.5%
Capital Outlay	70,000	6,000	(64,000)	-91.4%
Total	437,311	371,939	(65,372)	-14.9%
		-		
General Services Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	78,269	80,818	2,549	3.3%
Materials & Services	316,818	335,950	19,132	6.0%
Capital Outlay	-	49,000	49,000	
Total	395,087	465,768	70,681	17.9%
		0		
Animal Control Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	50,211	52,666	2,455	4.9%
Materials & Services	31,602	30,062	(1,540)	-4.9%
Capital Outlay	-	-	-	
Total	81,813	82,728	915	1.1%
		-		
Other Uses Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Charges for Services	671,996	880,392	208,396	31.0%
Operating Transfers Out	499,827	515,000	15,173	3.0%
Contingency/Unappropriated	4,368,770	4,164,931	(203,839)	-4.7%
Total	5,540,593	5,560,323	19,730	0.4%
		-		
Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
General Fund Totals	14,506,355	15,090,253	583,898	4.0%
General Fund Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	5,917,562	6,611,216	693,654	11.7%
Materials & Services	2,822,500	2,699,714	(122,786)	-4.4%
Capital Outlay	225,700	219,000	(6,700)	-3.0%
Charges for Services	671,996	880,392	208,396	31.0%
Operating Transfers Out	499,827	515,000	15,173	3.0%
Contingency/Unappropriated	4,368,770	4,164,931	(203,839)	-4.7%
Total	14,506,355	15,090,253	583,898	4.0%

PUBLIC WORKS FUNDS				
Street Fund Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	935,417	1,012,433	77,016	8.2%
Materials & Services	664,416	625,630	(38,786)	-5.8%
Capital Outlay	1,732,462	1,518,835	(213,627)	-12.3%
Total	3,332,295	3,156,898	(175,397)	-5.3%
Other Uses				
Charges for Services	-	-	-	
Operating Transfers Out	334,922	406,515	71,593	21.4%
Contingency	46,199	36,108	(10,091)	-21.8%
Total	381,121	442,623	61,502	16.1%
Street Fund Totals	3,713,416	3,599,521	(113,895)	-3.1%
Water Utility Fund Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Water - Treatment Division				
Personnel Services	1,064,527	1,094,251	29,724	2.8%
Materials & Services	493,986	600,835	106,849	21.6%
Capital Outlay	116,200	176,000	59,800	51.5%
Total	1,674,713	1,871,086	196,373	11.7%
Water - Distribution Division				
Personnel Services	1,468,650	1,393,149	(75,501)	-5.1%
Materials & Services	647,312	712,240	64,928	10.0%
Capital Outlay	182,450	260,600	78,150	42.8%
Total	2,298,412	2,365,989	67,577	2.9%
Other Uses				
Charges for Services	-	-	-	
Operating Transfers Out	3,531,731	3,338,392	(193,339)	-5.5%
Contingency	32,961	60,952	27,991	84.9%
Total	3,564,692	3,399,344	(165,348)	-4.6%
Water Fund Totals	7,537,817	7,636,419	98,602	1.3%
Wastewater Fund Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Wastewater Fund				
Personnel Services	1,500,924	1,662,199	161,275	10.7%
Materials & Services	2,131,632	2,220,560	88,928	4.2%
Capital Outlay	513,768	288,900	(224,868)	-43.8%
Total	4,146,324	4,171,659	25,335	0.6%
Other Uses				
Charges for Services	-	-	-	
Operating Transfers Out	2,235,478	2,302,547	67,069	3.0%
Contingency	59,144	28,906	(30,238)	-51.1%
Total	2,294,622	2,331,453	36,831	1.6%
Wastewater Fund Totals	6,440,946	6,503,112	62,166	1.0%

OTHER FUNDS				
Library Fund Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	887,114	971,932	84,818	9.6%
Materials & Services	917,490	1,028,792	111,302	12.1%
Capital Outlay	52,100	294,800	242,700	465.8%
Charges for Services	-	-	-	
Interfund Transfers	110,580	158,007	47,427	42.9%
Contingency/Unappropriated	965,437	1,089,113	123,676	12.8%
Total	2,932,721	3,542,644	609,923	20.8%
State Office Building Fund Breakdown	Current FY21/22	FY22/23 Request	\$ Difference	% Difference
Personnel Services	78,269	80,933	2,664	3.4%
Materials & Services	155,800	181,903	26,103	16.8%
Capital Outlay	173,000	163,367	(9,633)	-5.6%
Contingency	59,678	60,000	322	0.5%
Total	466,747	486,203	19,456	4.2%
Special Enterprize Zone Fund Breakdown	0	0	\$ Difference	% Difference
Personnel Services	-	-	-	
Materials & Services	2,661,021	2,576,240	(84,781)	-3.2%
Contingency	-	-	-	
Total	2,661,021	2,576,240	(84,781)	-3.2%

**CITY of THE DALLES**313 COURT STREET
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CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	City Council	22-003

TO: City of The Dalles Budget Committee**FROM:** Julie Krueger, City Manager**DATE:** March 16, 2022**ISSUE:** BIP 22-003 City Council Supported Programs**BACKGROUND:**

The Dalles City Council, under its Contractual Services line item, provides financial support to a number of activities. The chart below lists prior activities and the activities that have been recommended for support in FY22/23.

City Council Contractual Services					
Service	Partner	FY 20-21 Budget	FY 21-22 Proposed	FY 22-23 Proposed	Funding Source
LINK	MCEDD	\$20,000	\$30,000	\$20,000	TRT
Sister City Program	Local Non-Profit Association	-	\$5,000	\$5,000	TRT
4th of July Celebration	Veterans & Civic Organizations	-	-		TRT
The Dalles Murals upkeep	The Dalles Mural Society	-	-		TRT
Ft. Dalles Displays		\$20,000	\$25,000	\$25,000	TRT
Substance Abuse	YouthThink	\$10,000	\$15,000	\$10,000	TRT
Fire Museum display	Discovery Center & Fire District	-	-		TRT
Walldogs Festival	Main Street	\$15,000	\$15,000		TRT
Spay/Neuter program	Home at Last Humane Society	\$11,500	-		
Beautification & Art	Committee of the City of The Dalles	\$20,000	\$25,000	\$25,000	TRT
Tree Plan	Beautification Committee			\$20,000	
Bathroom-Loo	Unknown			\$200,000	
Public Art Installation	The Dalles Art Center			\$25,000	TRT
	Total:	\$96,500	\$115,000	\$330,000	

These activities/projects are often “one-time” funding requests. For the proposed 22/23 fiscal year budget, we have added funds for an additional public restroom and some projects brought forward by the City’s Beautification Committee and Arts Committee, all as one-time funding requests.



BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	General Fund	22-004

TO: City of The Dalles Budget Committee

FROM: Angie, Finance Director

THRU: Julie Krueger, City Manager

DATE: April 7, 2022

ISSUE: BIP 22-004 General Fund Contingency, Unappropriated Ending Fund Balance, and Non-Recurring Revenues

BACKGROUND:

- **Contingency:** The adopted City Council Policy is to maintain a 10% General Fund Contingency. The General Fund Contingency this year is proposed at \$950,493, which meets the 10% policy. This is calculated by taking the total operating budgets of the departments, Transfers Out and removing the costs of any Main Street support.
- **Unappropriated Ending Fund Balance:** The City Council has a policy to maintain an Unappropriated General Fund Balance equal to the first four months of net operating expenses. We average the first four months from the prior five years average to set the unappropriated amount for the coming year. This allows us to have sufficient cash flow until property tax revenues begin to come in during November.

We have proposed an Unappropriated Ending Fund Balance of \$924,727. This is a decrease of \$46,678(5%) from FY21/22. This amount has met the City Goal.

- **Reserved for Future Expenditure:** This year, will be the fourth year that we have budgeted to have a reserve for future expenditure line item. This is a line item requirement which identifies funds to be “saved” for use in future fiscal years. We have budgeted an amount of \$2,289,711. This is a decrease of \$296,201 (13%) from last year.

- Non-Recurring Revenues: Each year the resources for the General Fund include a portion that are one time or non-recurring revenues, that will not necessarily be available in future years. In expending those funds, we need to use caution, to make sure they are not spent on operational expenses that will require continuation of the resource in future years. For example, it would be unwise to budget for positions that we know you will have to find funds for next year.

This year in the General Fund we have not identified a portion of the Beginning Fund Revenue as one-time revenue:



CITY of THE DALLES

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BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23		22-005

TO: City of The Dalles Budget Committee
FROM: Angie Wilson, Finance Director
THRU: Julie Kruger, City Manager
DATE: March 16, 2022
ISSUE: **BIP 22-005 Expenditure of Transient Room Tax Revenue**

BACKGROUND:

- The City of the Dalles has, by ordinance, a tax on transient room rentals (stays of less than 30 days). It is often referred to as “Room Tax”. The tax is specifically added to the room rate and paid by the person renting the room. The first transient room tax for the City of The Dalles was adopted in 1977. The City has had a 6% rate in effect since 1984, with a short-term additional 2% rate for a special need in the early 1990's. An additional 2% tax was implemented January 1, 2003. A portion of that 2% was used to pay off the Union Street Underpass debt, and the remainder went to the Northern Wasco County Parks and Recreation District. The debt was paid off in FY13/14, so now, by Ordinance, that 2% tax goes to the Northern Wasco County Parks and Recreation District.
- The ordinance establishing the 6% room tax for General Fund purposes requires a minimum of 21% be used for tourism promotion. The City has historically spent the amount not used for tourism promotion, in the General Fund, as the City Council and Budget Committee deems best.
- In 2003 the State Legislature adopted legislation that is now contained in ORS 320.300 to 320.350. The law requires that “A local government that imposed a local transient lodging tax on July 1, 2003 may not decrease the percentage of total local transient lodging tax revenues that are actually expended to fund tourism promotion or tourism related facilities on or after July 2, 2003...” (ORS 320.350(3)). The City of The Dalles expended 50.2% of the 6% room tax on tourism promotion or tourism related facilities in 2003. This budget maintains that percentage as identified in Table 1.

- We are estimating that we will collect \$971,071 in room tax in fiscal year 2022-23. This is \$228,583 more than was estimated for FY21/22.

Department budgeted	Activity	FY 21/22 Proposed	FY 22/23 Proposed	Percent
Special Payments	Main Street For Tourism Promotion (ships)	40,000	40,000	4.1%
Special Payments	Tourism Promotion (Chamber of Commerce)	245,000	462,702	47.6%
City Council	Sister City Program	5,000	5,000	0.5%
City Council	Youth Think	15,000	10,000	1.0%
City Council	Fort Dalles Displays (fireworks/murals)	25,000	25,000	2.6%
City Council	MCCOG Link	30,000	20,000	2.1%
City Council	Beautification/Arts	25,000	25,000	2.6%
City Council	Sponsorship of Wall Dogs Festival	15,000	0	0.0%
Economic Dvl	Main Street Support	25,000	25,000	2.6%
Planning	Ft. Dalles Museum Support	22,500	22,500	2.3%
Police	Juvenile Work Crew	13,650	13,650	1.4%
Police	Wasco County EOC	9,000	9,000	0.9%
General Services	Festival Dock Park	53,000	50,000	5.1%
	Subtotal	523,150	707,852	72.9%
	Other General Fund Activities	219,338	263,219	27.1%
		742,488	971,071	100.0%

The following is a description of some of these proposed uses for the 2022/23 fiscal year.

Tourism Promotion:

- For fiscal year 2022-23, we are proposing \$462,702 for Tourism Promotion. As indicated, a minimum 21% is to be used for tourism promotion. For the past 20 years, tourist promotion has been done through an agreement the City has with The Dalles Area Chamber of Commerce. The service we receive for the tourism promotion expenditure includes staffing of a visitor center, a tourism coordinator, advertising/marketing efforts, promotional brochures, and project planning and events. Each year the City and Chamber negotiate a budget and work plan. Attached is the Chamber's proposal, for fiscal year 2022-23.

Fort Dalles Museum:

- The City participates with the County in the operation of this visitor attraction.

Fort Dalles Displays:

- The City Council has contributed to this event for the past six years in various amounts.

Main Street:

- The City has been supporting the development of a non-profit Main Street Organization in our downtown for several years. This year, the budget includes \$25,000 toward support of Administration, \$40,000 for the Tourism Promotion (cruise ship program).

Lewis and Clark Festival Park and Dock:

- Construction on these two facilities was completed in June 2012. We are providing maintenance and utilities for both. We have not included the personnel costs to maintain and operate these tourist attractions.

Sister City Program:

- This is cultural exchange program operated by the Sister City nonprofit in partnership with our sister city of Miyoshi, Japan. This program involves sending delegations of students and adult representatives to exchange ideas, culture, experiences, etc.

Beautification and Arts Committees:

- The Mayor proposes to create and/or partner with other groups to create these committees. The budget includes \$25,000 for community projects and programs identified by these committees, and approved by City Council.

The Dalles Area Chamber of Commerce 2022-2023 Tourism Budget

Proposed

		2019-2020	2020-2021	2021-2022	2022-2023	NOTES
Personnel						
076-7600-750.31-10	Salaries & Benefits	\$ 152,867.02	\$ 93,000.00	\$ 117,000.00	\$ 175,000.00	*
				\$ 30,000.00		additional funding after contract
Facilities						
076-7600-750.43-10	Utilities	\$ 4,200.00	\$ 4,000.00	\$ 4,000.00	\$ 5,500.00	
076-7600-750.43-40	Equipment Maintenance & Repair	\$ 3,900.00	\$ 1,800.00	\$ 2,500.00	\$ 3,000.00	
076-7600-750.44-10	Rent	\$ 8,702.40	\$ 8,702.00	\$ 8,702.00	\$ 8,702.00	\$725.00 per month
Operations						
076-7600-750.39-00	Administration	\$ 11,000.00	\$ 5,000.00	\$ 10,000.00	\$ 12,000.00	
076-7600-750.53-20	Postage	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	
076-7600-750.53-30	Communications	\$ 2,800.00	\$ 2,200.00	\$ 2,500.00	\$ 3,000.00	
076-7600-750.58-10	Travel & Mileage	\$ 4,500.00	\$ 2,500.00	\$ 4,000.00	\$ 6,000.00	
076-7600-750.58-50	Professional Development	\$ 2,500.00	\$ 500.00	\$ 1,000.00	\$ 2,500.00	
076-7600-750.58-70	Dues & Subscriptions	\$ 1,530.58	\$ 500.00	\$ 750.00	\$ 2,000.00	
076-7600-750.60-10	Office Supplies	\$ 2,500.00	\$ 750.00	\$ 2,000.00	\$ 5,000.00	
	Datafy Data Software	\$ -	\$ -	\$ -	\$ 20,000.00	
Marketing						
076-7600-750.37-10	Marketing	\$ 66,500.00	\$ 38,233.00	\$ 69,548.00	\$ 125,000.00	
076-7600-750.37-20	Public Relations	\$ 15,000.00	\$ 5,000.00	\$ 10,000.00	\$ 18,000.00	Digital Marketing Partner
076-7600-750.37-30	Billboard	\$ 11,000.00	\$ 14,315.00	\$ -	\$ -	
076-7600-750.37-30G	Grants	\$ 30,000.00		\$ 7,500.00	\$ 30,000.00	15 grants of \$2000.00
076-7600-750.55-00	Printing & Binding	\$ 7,500.00	\$ 3,000.00	\$ 5,000.00	\$ 10,000.00	
		\$ 325,000.00	\$ 180,000.00	\$ 275,000.00	\$ 426,702.00	

*Reflects the National cost of living increase for each year through 2019

**Reports to Partners for planning of events, recruitment, and development



BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	Library	22-006

TO: City of The Dalles Budget Committee

FROM: Julie Krueger, City Manager

DATE: February 10, 2022

ISSUE: BIP 22-006 Library Technical Assistant II position.

RELATED COUNCIL GOAL: Enhance community livability.

RELATED FUND AND LINE ITEM: Fund 004 - Line Item: 004-2100-000.11-00 Regular Salaries

BACKGROUND:

- The Wasco County Library Service District Board of Trustees and The Dalles-Wasco County Library would like to fund a full-time Library Technical Assistant II position for Fiscal Year 2022-23.
- The Dalles Library has an unfilled half-time position which it would convert into the full-time position. \$76,941 will be earmarked for the position in line item 004-2100-000.11-00. The Wasco County Library Board of Trustees will commit Library District funds to hire the full-time employee to do outreach/programming in Wasco County with the proposed van. The Library District Board of Trustees wants to provide as much library service as possible throughout Wasco County in their pursuit of creating an outstanding Library District.
- The Library Board is willing to support the outreach van purchase and hire staff by shifting funds from the Library Service District to The Dalles Library. The Board wants to leverage the outreach van by having it on the road five days a week. Maupin, Dufur, Tygh Valley, Shaniko Station, and The Dalles would be targeted by the new outreach employee. Schools, Head Start, daycares, assisted care facilities, and senior centers would receive outreach, as would various events like the Cherry Festival parade, The Dalles Farmer's Market, Wasco County Fair, Maupin Days, and the Dufur and Tygh Valley Potlatches. The outreach employee would provide reading readiness and literary activities, technology and job skill training, and STEM programming. Moreover, book and writing club discussions would be cultivated, library materials circulated, and library cards issued.

**BUDGET ISSUE PAPER
CITY OF THE DALLES**

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23		22-007

TO: City of The Dalles Budget Committee**FROM:** Angie Wilson, Finance Director**THRU:** Julie Krueger, City Manager**DATE:** February 23, 2022**ISSUE:** **BIP 22-007 Public Works and Library Fund Transfers to General Fund for Administrative Services****BACKGROUND:**

The following seven General Fund departments provide services to the City's Library and Public Works Funds: City Council, City Manager, City Clerk, City Attorney, Finance, Technology, and Personnel. To compensate the General Fund for the cost of the services, a percentage of the expenses of each department is charged to the three Public Works operating Funds. The calculations of these services are based on the levels of services provided. We have used four indicators of services: proposed operating budgets for the coming fiscal year, and prior fiscal year information on the number of employees, number of invoices processed, and number of agenda items for each of the Public Works Funds. The services provided by the Technology Department were distributed based on the IT Manager's time and the actual hardware, software, applications, and server share used by each department.

Please note that the Library Operating Fund Budget has not been considered in any of the allocations to the General Fund Departments because the majority of those revenues come from one source, the distribution of the Library District taxes.

These indicators are weighted for each of the General Fund Departments assigned to the Library and each of the Public Works funds as follows:

City Council Department:

- The Contractual Services line item is designated to the General Fund. The remaining City Council operating budget is spread based on the number of agenda items (40%) and the PW operating budgets (60%).

City Clerk Department:

- This department has two main aspects: City Clerk (based on budgets and agenda items); and General Services (considered to be General Fund activities). Each aspect is considered to be 1/3 of the department's time on average, although work fluctuates somewhat. The City Clerk portion is affected by both items on the Council Agendas and other documents generated on non-agenda items represented by the size of the PW budgets. The 1/3 of the City Clerk functions is split between those two items.

City Manager Department:

- The City Manager department considers the PW operating budgets at 40%; the number of agenda items at 20%; and the number of employees at 40%.

Economic Development Sub-Dept:

- This sub-department to the Planning Department has not been used in the FY19/20 proposal for Public Works, as no direct services are provided to those funds.

Legal Department:

- The Legal Department uses the PW operating budgets (40%); number of employees (40%); and number of agenda items (20%). This considers that the more activity in a fund, the more time spent on legal documents and other issues for that fund.

Judicial Sub-Dept:

- This sub-department of the Legal Department is designated as General Fund only.

Finance Department:

- Since the Finance Department processes all billing, receipting, and payroll, the spread is calculated using the PW operating budgets at 40%, the number of Accounts Payable invoices at 30%, and the number of employees at 30%.

Utility Billing Sub-Dept:

- The percent of the current rates for in-city residential are rounded at 54% water and 46% wastewater (includes storm drain fees). These percentages are used to spread this total sub-department to the Water and Sewer Funds.

Planning Dept:

- With the exception of one-half of the personnel services costs of the Right-of-Way Planner and the Project/Infrastructure Inspector, all of the Planning costs are designated to the General Fund. The total of the exceptions shown above are designated as 33% to the Street Fund, 33% to the Wastewater Fund, and 34% to the Water Fund.

Police Dept:

- All of the Police Department costs are designated to the General Fund.

Technology Department:

- The costs of the Wi-Fi system are removed before the following calculations are made. The time spent in each PW department for departmental projects is considered when spreading the IT Personnel costs, and the cost of hardware, software, server share, applications, etc., for each of the PW departments is considered when spreading the IT M&S and Capital Outlay, with both items receiving equal weight.

Personnel Department:

- The number of employees in each of the PW departments determines the percent of the Personnel Department costs. Human Resources (based on the number of employees) and Safety Officer;

The attachment (Appendix B) shows the cost of distribution of the General Fund departments' costs between the General Fund, Street Fund, Water Fund, and Wastewater Fund as proposed for FY22/23. Pages 4 – 7 show the calculations that were made to arrive at the final transfer amounts.

City of The Dalles, Oregon
DETAIL OF TRANSFERS FOR SERVICES PROVIDED BY THE GENERAL FUND
TO THE LIBRARY AND PUBLIC WORKS FUNDS FOR FY22/23.

<u>Department</u>	<u>Total</u> <u>Expenditures</u>	<u>General Fund</u>		<u>Street Fund</u>		<u>Water Fund</u>		<u>W. Water Fund</u>		<u>PW</u>	<u>Library Fund</u>		<u>GRAND</u> <u>TOTALS</u>
		<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>% Total</u>	<u>%</u>	<u>Amount</u>	
City Council	317,533	58.89%	228,164	12.97%	28,199	15.13%	32,885	13.01%	28,284	100.00%	0.00%	-	100.00%
City Clerk	191,035	87.51%	167,169	4.14%	7,908	4.60%	8,797	3.75%	7,162	100.00%	0.00%	-	100.00%
City Manager	336,735	51.99%	175,063	11.67%	39,292	18.03%	60,705	13.55%	45,628	95.23%	4.77%	16,045	100.00%
Legal	419,030	75.86%	317,886	4.41%	18,471	9.25%	38,773	5.71%	23,933	95.23%	4.77%	19,967	100.00%
Finance	542,051	40.73%	220,768	14.33%	77,665	20.87%	113,133	16.60%	89,991	92.53%	7.47%	40,495	100.00%
Utility Billing	196,440	0.00%	-	0.00%	-	53.50%	105,095	46.50%	91,345	100.00%	0.00%	-	100.00%
Technology	371,939	49.67%	184,729	11.60%	43,135	17.70%	65,821	15.04%	55,937	94.00%	6.50%	24,176	100.50%
Human Resources	392,803	45.28%	177,849	9.16%	35,972	21.06%	82,728	12.59%	49,461	88.09%	11.91%	46,793	100.00%
Court	174,449	100.0%	174,449	0.0%	-	0.0%	-	0.0%	-	100.00%			100.00%
Planning	687,382	100.0%	687,382	0.0%	-	0.0%	-	0.0%	-	100.00%			100.00%
Economic Development	49,220	100.00%	49,220	0.00%	-	0.00%	-	0.00%	-	100.00%		-	100.00%
Police	4,940,992	100.0%	4,940,992	0.0%	-	0.0%	-	0.0%	-	100.00%			100.00%
General Services	465,768	100.0%	465,768	0.0%	-	0.0%	-	0.0%	-	100.00%			100.00%
Code Enforcement	168,753	100.0%	168,753	0.0%	-	0.0%	-	0.0%	-	100.00%			100.00%
Dog Control	82,728	100.0%	82,728	0.0%	-	0.0%	-	0.0%	-	100.00%			100.00%
Totals	9,336,858 (126,056)		8,040,921		250,643		507,938		391,741			147,476	
Right of Way Planner - 1/2 of personal services costs *				43,733								-	
Infrastructure Inspector/Codes - 1/2 of personal services costs **				-	-		-		-			-	
Watershed Patrol- 1/2 of personal services costs***				-	-		-		-				
Safety Officer-				47,467	9,403		12,009		6,332			532	
Sub Total					9,403		12,009		6,332				
Total Interfund Transfer from Other Funds for Admin Services					260,046		519,947		398,073			148,007	

City Council Dept						City Council Dept Weighted Calcs		
Remove Contractual Services from operating budget and apply to General Fund only. The spread is based on the remaining operating budget and number of agenda items, with budgets weighted at 60% and agenda items weighted at 40 %.						Library	Weight	% to Use
	Budget	# Agenda Items			% to Use for Budget	Budget	60.00%	0.00%
Library Fund	0.00%	0.00%			0.00%	# Agenda Items	40.00%	0.00%
Street Fund	15.19%	9.64%			12.97%			0.00%
Water Fund	20.39%	7.23%			15.13%			
Wastewater Fund	20.08%	2.41%			13.01%	Streets	Weight	% to Use
General Fund	44.33%	80.72%			58.89%	Budget	60.00%	9.12%
	100.00%	100.00%			100.00%	# Agenda Items	40.00%	3.86%
								12.97%
						Water	Weight	% to Use
						Budget	60.00%	12.24%
						# Agenda Items	40.00%	2.89%
								15.13%
						Wastewater	Weight	% to Use
						Budget	60.00%	12.05%
						# Agenda Items	40.00%	0.96%
								13.01%
City Clerk Dept						City Clerk Dept Weighted Calcs		
City Clerk (based on budgets and agenda items). The City Clerk portion is affected by both items on the Council Agendas and other documents generated on non-agenda items represented by the size of the budget.						Library	Weight	% to Use
	Employees	# Agenda Items	Budget	Gen Svcs	% to Use for Budget	Employees	0.00%	0.00%
Library Fund	0.00%	0.00%	0.00%	0	0.00%	# Agenda Items	16.67%	0.00%
Street Fund	0.00%	9.64%	15.19%	0	4.14%	Budget	16.67%	0.00%
Water Fund	0.00%	7.23%	20.39%	0	4.60%			0.00%
Wastewater Fund	0.00%	2.41%	20.08%	0	3.75%			
General Fund	0.00%	80.72%	44.33%	0.00%	87.51%	Streets	Weight	% to Use
	0.00%	100.00%	100.00%	0.00%	100.00%	Employees	0.00%	0.00%
						# Agenda Items	16.67%	1.61%
						Budget	16.67%	2.53%
								4.14%
						Water	Weight	% to Use
						Employees	0.00%	0.00%
						# Agenda Items	16.67%	1.21%
						Budget	16.67%	3.40%
								4.60%
						Wastewater	Weight	% to Use
						Employees	0.00%	0.00%
						# Agenda Items	16.67%	0.40%
						Budget	16.67%	3.35%
								3.75%

City Manager Dept						City Manager Dept Weighted Calcs		
	Consider operating budgets, weighted 40%; number of agenda items, weighted 20%; and number of employees, weighted 40%.					Library	Weight	% to Use
	Budget	# Agenda Items	Employees		% for Budget	Budget	40.00%	0.00%
Library Fund	0.00%	0.00%	11.91%		4.77%	# Agenda Items	20.00%	0.00%
Street Fund	15.19%	9.64%	9.16%		11.67%	Employees	40.00%	4.77%
Water Fund	20.39%	7.23%	21.06%		18.03%			4.77%
Wastewater Fund	20.08%	2.41%	12.59%		13.55%			
General Fund	44.33%	80.72%	45.28%		51.99%	Streets	Weight	% to Use
	100.00%	100.00%	100.00%		100.00%	Budget	40.00%	6.08%
						# Agenda Items	20.00%	1.93%
						Employees	40.00%	3.66%
								11.67%
Economic Development Dept								
	FY15/16: Use only personnel costs of the Fellow or Intern, with same percentages as calculated for the City Manager				FY16/17: Do not spread any of the Economic Development to PW funds. PW contributes in-kind to most Economic Development projects.			
	% for Budget					Water	Weight	% to Use
Library Fund	0.00%					Budget	40.00%	8.16%
Street Fund						# Agenda Items	20.00%	1.45%
Water Fund						Employees	40.00%	8.42%
Wastewater Fund								18.03%
General Fund	100.00%					Wastewater	Weight	% to Use
	100.00%					Budget	40.00%	8.03%
						# Agenda Items	20.00%	0.48%
						Employees	40.00%	5.04%
								13.55%
Legal Dept						Legal Dept Weighted Calcs		
	Consider operating budgets, weighted 40%; number of agenda items, weighted 20; and number of employees, weighted 40%, as the more activity in the Department, the more time spent on Legal documents and other issues.					Library	Weight	% to Use
	Budget	# Agenda Items	Employees		% for Budget	Budget	3.00%	0.00%
Library Fund	0.00%	0.00%	11.91%		4.77%	# Agenda Items	3.00%	0.00%
Street Fund	15.19%	9.64%	9.16%		4.41%	Employees	40.00%	4.77%
Water Fund	20.39%	7.23%	21.06%		9.25%			4.77%
Wastewater Fund	20.08%	2.41%	12.59%		5.71%			
General Fund	44.33%	80.72%	45.28%		75.86%	Streets	Weight	% to Use
	100.00%	100.00%	100.00%		100.00%	Budget	3.00%	0.46%
						# Agenda Items	3.00%	0.29%
						Employees	40.00%	3.66%
								4.41%
						Water	Weight	% to Use
						Budget	3.00%	0.61%
						# Agenda Items	3.00%	0.22%
						Employees	40.00%	8.42%
								9.25%
						Wastewater	Weight	% to Use
						Budget	3.00%	0.60%
						# Agenda Items	3.00%	0.07%
						Employees	40.00%	5.04%
								5.71%

Finance Dept								Finance Dept Weighted Calcs		
	Consider operating budgets, weighted 43%; number of A/P invoices (weight 27%), number of employees (weight 30%), .							Library	Weight	% to Use
	Budget	A/P Invoices	Employees			% for Budget		Budget	40.00%	0.00%
Library Fund	0.00%	12.99%	11.91%			7.47%		A/P Invoices	30.00%	3.90%
Street Fund	15.19%	18.34%	9.16%			14.33%		Employees	30.00%	3.57%
Water Fund	20.39%	21.32%	21.06%			20.87%				7.47%
Wastewater Fund	20.08%	15.98%	12.59%			16.60%				
General Fund	44.33%	31.37%	45.28%			40.73%		Streets	Weight	% to Use
	100.00%	100.00%	100.00%			100.00%		Budget	40.00%	6.08%
								A/P Invoices	30.00%	5.50%
								Employees	30.00%	2.75%
	For Utility Billing Dept									14.33%
	In-City Res									
	Water Rate	58.07	53.50%					Water	Weight	% to Use
	SW+SD Rate	50.48	46.50%					Budget	40.00%	8.16%
		108.55	100.00%					A/P Invoices	30.00%	6.40%
								Employees	30.00%	6.32%
										20.87%
								Wastewater	Weight	% to Use
								Budget	40.00%	8.03%
								A/P Invoices	30.00%	4.79%
								Employees	30.00%	3.78%
										16.60%
Technology								IT Dept Weighted Calcs		
	Computers is based two separate calculations: 1) time spent in each department (personnel costs); and 2) cost of hardware, software, server share, applications, etc., (M&S and Capital Outlay) for each department, based on the percentage of each department that is allocated to the receiving funds. The costs of the WiFi were removed before calculation. Weighted equally							Library	Weight	% to Use
	Budget	Technology				% for Budget		Budget	50.00%	0.00%
Library Fund	0.00%	13.00%				6.50%		Technology	50.00%	6.50%
Street Fund	15.19%	8.00%				11.60%				6.50%
Water Fund	20.39%	15.00%				17.70%				
Wastewater Fund	20.08%	10.00%				15.04%		Streets	Weight	% to Use
General Fund	44.33%	55.00%				49.67%		Budget	50.00%	7.60%
	100.00%	101.00%				100.00%		Technology	50.00%	4.00%
										11.60%
								Water	Weight	% to Use
								Budget	50.00%	10.20%
								Technology	50.00%	7.50%
										17.70%
								Wastewater	Weight	% to Use
								Budget	50.00%	10.04%
								Technology	50.00%	5.00%
										15.04%

Human Resources									
	Consider number of employees.								
	Employees								
Library	11.91%								
Street Fund	9.16%								
Water Fund	21.06%								
Wastewater Fund	12.59%								
General Fund	45.28%								
	100.00%								
Planning									
Right of Way Planner (Dawn) - 1/2 of personal services costs *									
Human Resources									
Safety Officer-	1/2 personal services costs**								



CITY of THE DALLES

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BUDGET ISSUE PAPER CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	General Fund	22-008

TO: City of The Dalles Budget Committee

FROM: Julie Krueger, City Manager

DATE: February 18, 2022

ISSUE: BIP 22-008 General Fund Capital Improvement Plan

BACKGROUND:

- We have prepared a General fund supported Five Year Capital Improvement Plan. The Definition of Capital Improvement we are using for this plan is not the same as for fixed asset control (\$5,000). We have included major maintenance items such as painting, new carpet, restroom renovation, and items that extend the life of the asset and most office and data processing equipment.
- We have attached the detailed Capital Improvement Plan. Included in this plan are all non-Public Works projects. We have included the line item numbers for all items in the proposed budget. After the first couple of years of the five-year plan, the improvements list becomes less firm. As we update the plan each year, the document becomes stronger and serves as a long-term planning tool.
- The total proposed General Fund resources (excluding Airport, Library and State Office Building,) directed toward these projects for this year is \$624,118.
- This packet also includes capital improvements for Library (\$384,500), Airport (\$3,238,780), and the State Office Building (\$209,000).

MAJOR EXPENDITURE PLAN

City Hall Offices

CAPITAL IMPROVEMENT PLAN

Administration

FUND	Line #	PROJECT	22-23	23-24	24-25	25-26	26-27
General	001.0200.000.69.80	City Clerk Computer	\$ -	\$ -		\$ 2,800	\$ -
General	001.0200.000.69.80	City Clerk Laptop	\$ -	\$ -	\$ 2,300	\$ -	\$ -
General	001.0300.000.69.80	Executive Secretary/Deputy Clerk PC	\$ 2,500	\$ -	\$ -	\$ -	\$ -
General	001.0300.000.69.80	Executive Secretary/Deputy Clerk PC	\$ 600	\$ -	\$ -	\$ -	\$ -
General	001.0100.000.69.80	iPads for Council/Mayor plus incase of damage 2 per year	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
General	001-0100.000.69.80	Council Chamber	\$ -	\$ -	\$ 2,200	\$ -	\$ -
General	001.0300.000.69.80	City Manager Computer	\$ 2,000	\$ -	\$ -	\$ -	\$ -
General	001.2300.000.69.80	Maintenance Laptop (Jerry)	\$ -	\$ 1,200	\$ -	\$ -	\$ -
		SUB TOTAL	\$ 6,300	\$ 2,400	\$ 5,700	\$ 4,000	\$ 1,200

CAPITAL IMPROVEMENT PLAN

Legal Department

FUND	Line #	PROJECT	22-23	23-24	24-25	25-26	26-27
General	001.0700.000.69.80	CA Sec/City Attorney Computer	\$ 2,700	\$ -	\$ -	\$ -	\$ -
General	001.0700.000.69.80	Paralegal's Computer	\$ 2,600	\$ -	\$ -	\$ -	\$ -
General	001.0700.000.69.80	CA laptop	\$ 2,500	\$ -	\$ -	\$ -	\$ -
General	001.0700.000.69.80	Printer for Legal	\$ 2,200	\$ -	\$ -	\$ -	\$ -
		SUB TOTAL	\$ 10,000	\$ -	\$ -	\$ -	\$ -

CAPITAL IMPROVEMENT PLAN

Planning

FUND	Line #	PROJECT	22-23	23-24	24-25	25-26	26-27
General	001.1100.000.39-00	ArcGIS/Asana/Adobe Acrobat Software License	\$ 2,140	\$ 2,247	\$ 2,359	\$ 2,477	\$ 2,600
General	001.1100.000.69-80	Computer replacement	\$ 3,800	\$ 2,900	\$ 3,100	\$ 3,200	\$ 3,100
General	001-1100-000.43-40	Copier - 5 yr lease	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
		SUB TOTAL	\$ 8,140	\$ 7,347	\$ 7,659	\$ 7,877	\$ 7,900

CAPITAL IMPROVEMENT PLAN

Human Resources

FUND	LINE #	PROJECT DESCRIPTION	22-23	23-24	24-25	25-26	26-27
General	69-80	Replace Safety Officer Computer	\$ -	\$ 2,100	\$ -	\$ -	\$ -
General	69-80	Replace HR Director's computer	\$ -	\$ -	\$ 2,100	\$ -	\$ -
General	69-80	Replace HR Director's Laptop	\$ -	\$ -	\$ -	\$ 2,500	\$ -
General	69-80	Replace Safety Officer Laptop	\$ -	\$ -	\$ -	\$ 2,500	\$ -
General	69-80	Replace HR Director's Laser Printer	\$ -	\$ -	\$ -	\$ 500	\$ -
General	69-80	Replacement furniture: chairs, etc.	\$ 1,000	\$ -	\$ -	\$ -	\$ -
General	69-80	Replacement furniture for HR Director's office	\$ 500	\$ -	\$ -	\$ -	\$ -
General	69-80	ID Card Encoder (RFID)	\$ -	\$ 500	\$ -	\$ -	\$ -
General	69-80	HR ID Card Maker (RFID)	\$ -	\$ -	\$ 2,300	\$ -	\$ -
General		TOTAL	\$ 1,500	\$ 2,600	\$ 4,400	\$ 5,500	\$ -

CAPITAL IMPROVEMENT PLAN							
Police Department							
FUND	Line Item #	PROJECT DESCRIPTION	22-23	23-24	24-25	25-26	26-27
Cap Pro	037-3700-000.72-20	HVAC Unit Replace/1 /year)	\$ 16,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
General	001-1300-000.72-20	Paint Interior garage	\$ 15,000	\$ -	\$ -	\$ -	\$ -
General	001-1300-000.72-20	Paint Office space/upstairs	\$ -	\$ -	\$ -	\$ -	\$ -
General	001-1300-000.72-22	Carpet upstairs and downstairs	\$ -	\$ -	\$ 12,000	\$ -	\$ -
General	001-1300-000.74-20	Marked Police Patrol Vehicles (start installing new lts 22-23)	\$ 102,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
		2 cars (new lts)		2 cars	2 cars	2 cars	2 cars
General	001-1300-000.74-20	New Police Unmarked Vehicles	\$ 44,000	\$ 45,000		\$ 45,000	\$ -
		1 car		1 car	\$ -	(1 Car)	\$ -
	001-1300-000.72-20	Outside Sign refurbish	\$ 8,000	\$ -	\$ -	\$ -	\$ -
General	001-1300-000.60-80	External Vests	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
			\$ (6)	\$ (4)	\$ (4)	\$ (4)	\$ (4)
General	001-1300-000.60-85	Taser cartridges, target, batteries, misc equipment	\$ 2,900	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
			\$ -	\$ -	\$ -	\$ -	\$ -
General	001-1300-000.60-80	Body armor replacements @\$1200 each	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ 12,000
			\$ -	\$ (3)	\$ (3)	\$ (3)	\$ (10)
General	001-1300-000.69-80	*PC Computer Replacement(\$2500 +/-)	\$ 6,800	\$ 7,500	\$ 5,000	\$ 12,500	\$ 18,000
			(3)	(3)	(2)	(3) (1 Gtac)	
General	001-1300-000.69-80	Handheld radar/LIDAR purchase	\$ 2,000	\$ -	\$ 5,000	\$ -	\$ 3,000
			(2)	(3)	(1 Laser)	\$ -	\$ -
General	001-1300-000.43-40	Conf Room Tables and shipping	\$ -	\$ -	\$ -	\$ 2,500	\$ -
General	001-1300-000.43-40	Conf Room Chairs and shipping	\$ -	\$ 2,500	\$ -	\$ -	\$ -
General	001-1300-000.43-50	Light bars/sirens, cont boxes (Will remove from capital improvement and absorb with vehicle purchase	\$ -	\$ -	\$ -	\$ -	\$ -
General	001-1300-000.56-00	In car video camera storage	\$ 2,475	\$ 1,485	\$ -	\$ -	\$ -
General	001-1300-000.56-00	In car video lease. Inc warranty and storage (\$2274 X 8 vehicle)	\$ 6,822	\$ 11,370	\$ 15,918	\$ 18,192	\$ 18,192
			\$ -	\$ -	\$ -	\$ -	\$ -
SAIF	001-1300-000.56-00	Body Camera lease. Includes warranty and storage (14@\$695)	\$ 9,730	\$ 9,730	\$ 9,730	\$ 9,730	\$ 9,730
Assests <5000	001-1300-000.69-80	Tactical rifles with optics and slings	\$ 14,000	\$ -	\$ -	\$ -	\$ -
General	001-1300-000.43-10	Garage Door Repair	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
General	001-1300-000.31-10	*GeTac Lease	\$ 28,100	\$ 28,100	\$ 28,100	\$ 28,100	\$ 28,100
General	001-1300-000.34-40	*2FA software subscription	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300
General	001-1300-000.64-80	*ATT Data plan	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
General	001-1300-000.31-10	Justice Connect yearly license (Unlimited Agency Users)	\$ 9,984	\$ 9,984	\$ 9,984	\$ 9,984	\$ 10,000
General	001-1300-000.31-10	Justice Connect training services	\$ -	\$ -	\$ -	\$ -	\$ -
General	001-1300-000.53-30	Justice Server upgrade (one time)	\$ 15,000	\$ -	\$ -	\$ -	\$ -
General	001-1300-000.31-10	(9) Justice work station licenses @1144 each 5 pack	\$ 11,440	\$ 11,440	\$ 11,440	\$ 11,440	\$ 12,000
General	001-1300-000.34-40	Justice Essential yearly (RMS)	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 5,000
General	001-1300-000.64-80	*NetMotion Mobility Maintenance	\$ 3,100	\$ 2,700	\$ 2,700	\$ 2,700	\$ 3,000
General	001-1300-000.31-10	Mandatory taser upgrade (\$1500 x 23)	\$ -	\$ -	\$ -	\$ 33,000	\$ -
General	001-1300-000.31-10	TIP 411	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
General	001-1300-000.34-40	Admin Software (AIM)	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
General	001-1300-000.74-90	Replacement of portable radios	\$ -	\$ 30,000	\$ -	\$ -	\$ -
General	001-1300-000.69-80	Portable Radios (2 a year)	\$ 4,400	\$ 4,400	\$ 4,400	\$ 4,400	\$ 4,400
General	001-1300-000.60-85	Narcan	\$ 1,000	\$ -	\$ 2,000	\$ -	\$ 2,000
General	001-1300-000.58-70	Police One	\$ 2,378	\$ 2,378	\$ 2,378	\$ 2,378	\$ 2,500
		Update Office phones with recording capabilities	\$ 15,600	\$ 14,400	\$ 14,400	\$ 14,000	\$ 14,400
	001-1300-000.34-40	Video redaction for public records requests	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
	001-1300-00.34-40	Cradle Point management software	\$ 1,600	\$ -	\$ -	\$ 1,600	\$ -
Equipmen	001-1300-000.74-90	Unmanned aerial vehicle	\$ 10,000	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$ 372,973	\$ 333,130	\$ 275,193	\$ 347,667	\$ 286,008

Animal Control							
FUND	Line Item #	PROJECT DESCRIPTION	22-23	23-24	24-25	25-26	26-27
General	001-4500-000.69-80	Specialized equipment	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,000
General	001-4500-000.69-80	Animal Control Truck	\$ -	\$ 45,000	\$ -	\$ -	\$ -
General	001-4500-000.69-80	Small Animal Safe Capture Net Device	\$ 1,500	\$ -	\$ -	\$ -	\$ -
		Animal Control TOTAL	\$ 1,500	\$ 47,000	\$ 2,000	\$ 2,000	\$ 3,000
		TOTAL POLICE DEPT	\$ 374,473	\$ 380,130	\$ 277,193	\$ 349,667	\$ 289,008

Codes Enforcement							
FUND	Line Item #	PROJECT DESCRIPTION	22-23	23-24	24-25	25-26	26-27
	001-1175-000.31-10	Nuisance Abatement	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 12,000
	001-1175-000.31-10	Neighborhood Cleanup	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,000
	001-1175-000.39-00	Wasco GiS Maintenance	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,000
	001-1175-000.39-00	LEADS online	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,500
		Codes Enforcement Vehicle	\$ 20,300	\$ 20,300	\$ 20,300	\$ 20,300	\$ 24,500

CAPITAL IMPROVEMENT PLAN							
Finance							
FUND	LINE #	PROJECT DESCRIPTION	22-23	23-24	24-25	25-26	26-27
General	69-80	Replace Accountant & A/P Computers	\$ -	\$ -	\$ -	\$ 5,500	\$ -
General	69-80	Replace Finance Director's computer	\$ -	\$ -	\$ -	\$ -	\$ 2,800
General	69-80	Replace Account Technician Computer	\$ -	\$ -	\$ 2,600	\$ -	\$ -
General	69-80	Replace (2) Grant Funded Laptops	\$ -	\$ -	\$ -	\$ 5,200	\$ -
General	69-80	Replace laptop	\$ -	\$ 2,300	\$ -	\$ -	\$ -
General	69-80	Replace Finance Director's Laser Printer	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,300
General	69-80	Purchase Production Printer, with signor drawer (40%)	\$ -	\$ -	\$ -	\$ 2,500	\$ -
General	69-80	Purchase/replace 3 desk scanners compatible w/ software	\$ 1,000	\$ 3,000	\$ -	\$ -	\$ 3,300
General	69-80	Replace Battery Backups / Replacement Batteries	\$ 600	\$ -	\$ 600	\$ -	\$ 800
General	69-80	Replacement furniture: chairs, etc.	\$ 600	\$ 600	\$ 600	\$ 600	\$ 800
		FINANCE SUB-TOTAL	\$ 3,200	\$ 5,900	\$ 3,800	\$ 13,800	\$ 9,000

Utility Billing							
FUND	LINE #	PROJECT DESCRIPTION	22-23	23-24	24-25	25-26	26-27
General	69-80	Replace Front Desk & Utility Billing computers	\$ -	\$ -	\$ 5,200	\$ -	\$ -
General	69-80	Replace Front Desk & Utility Billing desk printers	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
General	69-80	Replace (1) Grant Funded Laptops	\$ -	\$ -	\$ -	\$ 2,600	\$ -
General	69-80	Replace Receipt Printer or Check Scanner	\$ 1,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,300
General	69-80	Purchase/replace 2 desk scanners compatible w/ software	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,400
General	69-80	Replace two front desk windows: tempered glass & adequate transaction openings	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
General	69-80	Replacement furniture: chairs, etc.	\$ 400	\$ 400	\$ 400	\$ 400	\$ 600
		UB SUB-TOTAL	\$ 4,900	\$ 4,400	\$ 11,600	\$ 7,000	\$ 7,300
		FINANCE TOTAL	\$ 8,100	\$ 10,300	\$ 15,400	\$ 20,800	\$ 16,300

Judicial							
FUND	Line #	PROJECT DESCRIPTION	22-23	23-24	24-25	25-26	26-27
General	69-80	Judge Laptop	\$ 2,200	\$ -	\$ -	\$ -	\$ -
General	69-80	Viavideo Video Conferencing	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
		TOTAL	\$ 4,200	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000

CAPITAL IMPROVEMENT PLAN							
General Services							
FUND	LINE ITEM	PROJECT DESCRIPTION	22-23	23-24	24-25	25-26	26-27
Cap Pjct	037.3700.419.72.20	Replace HVAC Unit	\$ 9,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
General	001.2300.419.43.77	HVAC Unit Cleaning	\$ -	\$ -	\$ -	\$ 10,000	\$ -
		elevator electric door edges	\$ -	\$ -	\$ 8,000	\$ -	\$ -
		Replace camera at dock	\$ -	\$ 10,000	\$ -	\$ -	\$ -
43-10		Paint main floor of City Hall	\$ -	\$ 15,000	\$ -	\$ -	\$ -
		Paint second floor of City Hall	\$ -	\$ -	\$ 15,000	\$ -	\$ -
General	001.2300.419.43.10	seal/strip City Hall parking lot	\$ -	\$ 5,000	\$ -	\$ -	\$ -
General	43-11	New pond liner at the park	\$ 8,000	\$ -	\$ -	\$ -	\$ -
		Landscaping at the park	\$ -	\$ 10,000	\$ -	\$ -	\$ -
CAP	037.3700.000.73.30	ADA Sidwalk/public restroom	\$ 10,000	\$ -	\$ -	\$ -	\$ -
CAP	037.3700.000.73-30	Replace dock handrail system	\$ 57,875	\$ -	\$ -	\$ -	\$ -
General	74-20	bob cat for snow and landscaping	\$ 49,000	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$ 134,375	\$ 50,500	\$ 33,500	\$ 20,500	\$ 10,500

CAPITAL IMPROVEMENT PLAN							
Transportation Center/Other							
FUND	LINE ITEM	PROJECT DESCRIPTION	22-23	23-24	24-25	25-26	26-27
		Transportation Center					
Cap	001.2300.000.72.20	Replace gas furnace	\$ -	\$ 9,000	\$ -	\$ -	\$ -
		Arco Lot					
43-12		Stripe Parking lot	\$	\$ 7,000	\$ -	\$ -	\$ -
		Other					
43-11		Park Security cameras	\$ -	\$ 10,000	\$ -	\$ -	\$ -
43-11	001.2300.000.43.11	Festival Park bark replacement	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ -
		downtown banners	\$ -	\$ 3,000	\$ -	\$ -	\$ -
		new rock at Transportation center	\$ -	\$ -	\$ 10,000	\$ -	\$ -
43-10		Downtown tree replacment	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
		Fence off front of park	\$ -	\$ 25,000	\$ -	\$ -	\$ -
		TOTAL	\$ 1,000	\$61,000	\$11,000	\$ 7,000	\$ 1,000

CAPITAL IMPROVEMENT PLAN					
IT Major Expenditures List					
PROJECT DESCRIPTION	22-23	23-24	24-25	25-26	26-27
RENEWALS					
Log/Intrusion Analysis Software for Security Compliance	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Support contract Cisco Network Hardware GCL,CDWG,Sirius	\$ 11,700	\$ 7,700	\$ 2,900	\$ 8,100	\$ 7,700
Lenovo Server Maintenance + software (purchased 21/22)	\$ -	\$ -	\$ 1,800	\$ 1,900	\$ 2,000
Support contract IBM Storage with software (purchased	\$ -	\$ -	\$ 2,500	\$ 2,750	\$ 3,000
Software Maintenance Vmware (3yr purchased 21/22)	\$ -	\$ -	\$ 4,000	\$ -	\$ -
Support contract Police Server Dell 2yr (Purchased 18-19)	\$ -	\$ 2,000	\$ -	\$ -	\$ -
Software Maintenance/Support Backup Exec	\$ 1,500	\$ 1,600	\$ 1,700	\$ 1,800	\$ 2,000
Software Maintenance/SupportVirus TrendMicro	\$ 6,300	\$ 6,615	\$ 6,946	\$ 7,293	\$ 7,658
Total 34-40	\$ 24,500	\$ 22,915	\$ 24,846	\$ 26,843	\$ 27,358
Domain Renewals	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Wave Broadband (was Qlife)	\$ 4,380	\$ 4,380	\$ 4,380	\$ 4,380	\$ 4,380
Total 39-00	\$ 4,630	\$ 4,630	\$ 4,630	\$ 4,630	\$ 4,630
CONTRACTUAL SERVICES					
Website redesign and hosting contract	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Total 31-10	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
SOFTWARE					
Ms Server Standard software	\$ -	\$ 2,000	\$ -	\$ -	\$ -
Ms Server datacenter software (hyper-v server)	\$ -	\$ -	\$ -	\$ -	\$ 6,000
RDS device cals 2012 for JusticeLite and 911 EOL (20)	\$ -	\$ 4,400	\$ -	\$ -	\$ -
misc software	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
Total 64-80	\$ 2,100	\$ 8,500	\$ 2,100	\$ 2,100	\$ 8,100
HARDWARE REPLACEMENT/EXPANSION					
>5000 COMPUTER					
Management Server 2nd floor Public Works (16-17)	\$ -	\$ 10,000	\$ -	\$ -	\$ -
Police Station Server (purchased 18-19)	\$ -	\$ -	\$ -	\$ 10,000	\$ -
Network Attached Storage PW 2nd Fl (13/14)	\$ 6,000	\$ -	\$ -	\$ -	\$ -
Network Attached Storage Police Station (18-19)	\$ -	\$ -	\$ -	\$ -	\$ 9,000
Network Attached Storage library (16-17)	\$ -	\$ -	\$ 7,100	\$ -	\$ -
Network Attached Storage CityHall (15-16)	\$ -	\$ 5,300	\$ -	\$ -	\$ -
Computer SUBTOTAL 74-50	\$ 6,000	\$ 15,300	\$ 7,100	\$ 10,000	\$ 9,000
City firewall - ASA5516x for all buildings (16-17)	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Network SUBTOTAL 74-60	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Total Capital Outlay	\$ 6,000	\$ 15,300	\$ 7,100	\$ 10,000	\$ 21,000
<5000					
CityHall Switch C3650 48 west wall (14-15)	\$ -	\$ -	\$ -	\$ -	\$ 4,500
Police POE Switch new (9200L) for IP phone system	\$ 4,500	\$ -	\$ -	\$ -	\$ -
UPS cityhall for south wall network devices (14-15)	\$ -	\$ -	\$ 2,500	\$ -	\$ -
UPS cityhall for servers quantity 2 (15-16)	\$ -	\$ -	\$ -	\$ 4,950	\$ -
Misc	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
SUBTOTAL -Assets <\$5000 69-80	\$ 6,500	\$ 2,000	\$ 4,500	\$ 6,950	\$ 6,500
Hardware SUB-TOTAL	\$ 12,500	\$ 17,300	\$ 11,600	\$ 16,950	\$ 27,500
Department TOTAL	\$ 55,730	\$ 74,645	\$ 56,276	\$ 66,523	\$ 82,588

CAPITAL IMPROVEMENT PLAN							
Airport							
FUNDING	Line Item #	PROJECT DESCRIPTION	22/23	23/24	24/25	25/26	26/27
100% FAA	061-6100-000.73-30	S. Apron Phase I Design and Environmental	\$ 302,780	\$ -	\$ -	\$ -	\$ -
90% FAA	061-6100-000.73-30	S. Apron Phase II Construction	\$ -	\$ 2,400,000	\$ -	\$ -	\$ -
90% FAA	061-6100-000.73-30	Master Plan Update	\$ -	\$ -	\$ 500,000	\$ -	\$ -
Airport, WSDOT, ODOT	061-6100-000.73-30	Fuel Farm Upgrade	\$ 100,000	\$ 75,000	\$ -	\$ 400,000	\$ -
EDA, Airport, Loan	061-6100-000.73-30	CGCC Training Hangar Construction	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -
Airport, WSDOT, ODOT	061-6100-000.72-30	T Hangar Development	\$ -	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -
Airport	061-6100-000.72-20	Mobile Home & Quonset Roof Replacement	\$ 45,000	\$ 300,000	\$ -	\$ -	\$ -
Airport	061-6100-000.43-10	Hangar Door Repair	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Airport	061-6100-000.73-30	100 LL Tank Acquisition	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Airport	061-6100-000.73-30	Construction of Drainage Ditch	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Airport	061-6100-000.43-50	Equip Replacement Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Airport	061-6100-000.73-30	Security Fencing	\$ 25,000	\$ -	\$ -	\$ -	\$ 2,300,000
Airport	061-6100-000.74-10	Building Switch Plate	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Airport	061-6100-000.73-30	Bipartisan Infrastructure Bill/Grant	\$ 159,000	\$ 175,000	\$ -	\$ -	\$ -
Airport	061-6100-000.	Water well development Income producing	\$ -	\$ 100,000	\$ -	\$ -	\$ -
		TOTAL	\$ 3,238,780	\$ 4,060,000	\$ 2,510,000	\$ 410,000	\$ 2,310,000

CAPITAL IMPROVEMENT PLAN							
Library							
FUND	Line Item #	PROJECT DESCRIPTION	22-23	23-24	24-25	25-26	26-27
Library District	004-2100-000.69-80	PC work stations	\$ 24,200	\$ 25,000	\$ 26,000	\$ 27,000	\$ 28,000
Library District	004-2100-000.69-80	Magazine/Paperback/CD shelving	\$ 4,500	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000
Library District	004-2100-000.69-80	Printer	\$ 3,900	\$ 3,900	\$ 4,000	\$ 4,000	\$ 4,200
Library District	004-2100-000.69-80	3D Printer	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800
Library District	004-2100-000.69-80	Book & DVD Shelving units	\$ 7,200	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Library District	004-2100-000.69-80	Print Management hardware	\$ 4,600	\$ 3,800	\$ 3,800	\$ 2,500	\$ 3,000
Library District	004-2100-000.69-80	Interactive Educational Equipment	\$ 15,000	\$ 9,500	\$ 8,000	\$ 8,000	\$ 8,000
Library District	004-2100-000.72-20	Security cameras	\$ 12,800	\$ 7,500	\$ 4,000	\$ 2,000	\$ 2,000
Library District	004-2100-000.43-10	Landscape Courtyard	\$ 11,000	\$ 7,500	\$ 6,800	\$ 6,000	\$ 6,000
Library District	004-2100-000.72-20	fire supression system	\$ -	\$ -	\$ -	\$ -	\$ 10,000
City	SAIF funds	Replace sidewalk to code	\$ -	\$ -	\$ 10,000	\$ -	\$ -
Library District	004-2100-000.43-10	Prune Trees	\$ 4,500	\$ 4,800	\$ 5,000	\$ 5,000	\$ 5,500
Library District	004-2100-000.74-20	outreach/bookmobile	\$ 240,000	\$ -	\$ -	\$ -	\$ -
Library District	004-2100-000.72-20	reshingle library roof	\$ -	\$ 26,000	\$ -	\$ -	\$ -
Library District	004-9500-000.81-36	HVAC upgrades	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Library District	004-2100-000.72-20	Replace indoor galvanized plumbing	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
Library District	004-2100-000.72-20	Paint building exterior	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Library District	004-2100-000.72-20	Carpet	\$ 15,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Library District	004-2100-000.72-20	Ventilation	\$ 17,000	\$ 8,000	\$ 8,000	\$ 9,000	\$ 10,000
		TOTAL	\$ 384,500	\$ 140,800	\$ 129,400	\$ 117,300	\$ 130,500

CAPITAL IMPROVEMENT PLAN						
State Office Building						
FUND	PROJECT	22-23	23-24	24-25	25-26	26-27
SOB 73-30	HVAC Unit Replacements (2/yr)	\$ 24,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
SOB	Painting interior/first floor	\$ -	\$ 12,000	\$ -	\$ -	\$ -
SOB	Painting interior/second floor	\$ -	\$ 12,000	\$ -	\$ -	\$ -
SOB	license for HVAC controls	\$ 6,000	\$ -	\$ -	\$ -	\$ -
SOB	Restroom remodels (2)	\$ 25,000	\$ -	\$ -	\$ -	\$ -
SOB	HVAC Unit cleaning	\$ 14,000	\$ -	\$ 16,000	\$ -	\$ -
SOB	Re-roof building	\$ -	\$ -	\$ -	\$ 120,000	\$ -
SOB	Replace fire sprinkler heads	\$ 15,000	\$ -	\$ -	\$ -	\$ -
SOB	Repaint exterior of building	\$ -	\$ 20,000	\$ -	\$ -	\$ -
SOB	Replace cooling tower	\$ -	\$ 120,000	\$ -	\$ -	\$ -
IMPROVEM	Emergency generator	\$ 125,000	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 209,000	\$ 190,000	\$ 42,000	\$ 146,000	\$ 26,000



CITY of THE DALLES

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BUDGET ISSUE PAPER CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22/23	Public Works Funds	22-009

TO: City of The Dalles Budget Committee

THRU: Julie Krueger, City Manager

FROM: Dave Anderson, Public Works Director

DATE: February 25, 2023

ISSUE: **BIP 22-009 Public Works Funds Capital Improvement Plan**

RELATED COUNCIL GOAL:

- A. Provide City-wide infrastructure to support safe and well-maintained streets and reliable utility systems for the citizens of The Dalles.

RELATED BUDGET ISSUE PAPERS: None

BACKGROUND:

- Staff has prepared a Five-Year Capital Improvement Plan (CIP) for Public Works funds. The definition of Capital Improvement we are using for this plan is not the same as for fixed asset control (minimum of \$5,000 in value). For the Public Works CIP, we have also included major maintenance items that extend the life of the asset.
- Please find attached the eight-page CIP for the Public Works Department. If a Capital Improvement project is to be completed with City crews, it is budgeted in the Operating Fund (sometimes it shows only as maintenance materials). If we are planning to use contractors, we normally budget the project in the associated reserve or construction fund. An exception to this is that ADA-sidewalk ramp projects in Fund 5 will be contractually completed. The Public Works CIP summarizes a five-year plan. Included in the Plan are all Public Works projects and major equipment purchases in the following funds:

<u>FUND</u>	<u>PAGE</u>	<u>SOURCE OF MONIES</u>	<u>FY 2022-23</u>
Street	1	Street	\$ 1,368,835
Public Works Equipment	2	All Public Works	\$ 643,517
Transportation System Reserve	3	Street	\$ 2,404,830
Water	4	Water	\$ 436,600
Water Capital Reserve	5	Water	\$15,515,404
Wastewater	6	Wastewater	\$ 288,906
Sewer Special Reserve	7	Wastewater	\$ 3,146,851
Wastewater Construction	8	Wastewater	<u>\$ 2,754,060</u>
		Total	\$26,559,003

- The Street Fund capital improvement plan currently identifies budgeted expenditures for types of maintenance work to be performed over the course of the next five years rather than identifying work on a long list of specific streets; the list of streets to be treated in 2022 is available on the City website and future lists will be posted annually. The Public Works Department is currently using a computerized pavement management program which helps prioritize streets for maintenance work.
- For the fifth year in a row, the proposed budget includes funds for sidewalk improvement projects that will focus primarily on constructing sidewalk ramps needed to comply with the Americans with Disabilities Act (ADA). These funds are identified in Fund 5, the Street Fund. Prior to FY 2018/19 it had been many years since any funds were budgeted for the purpose of sidewalk construction and maintenance. The proposed budget includes \$150,000 for these projects.
- Also related to Transportation, Fund 13 identifies \$60,273 for completion of the East Scenic Drive Stabilization Phase 3 project, which was initiated in FY2021/22, using federal Surface Transportation Program funding administered through ODOT; there will be one more phase after this one to complete this important safety-related project. A \$1,000,000 project is budgeted in this fund to add a center turn lane on W 6th Street from Snipes to Hostetler, 92.22% of the funding for which is coming from an ODOT grant.
- The proposed budget includes monies in Funds 5, 51 and 55 (Line 72-20 of the Street, Water Distribution and Wastewater Collection budgets) to accrue funding for the eventual installation of an elevator to allow development and use of an additional ~5000 square feet of space on the second floor of the main building. When the facility was remodeled in 2008 for use as the Public Works offices, building codes restricted second-floor development to about 2325 square feet without an elevator. The proposed FY2022/23 budget continues the process of saving for this future improvement by allocating a total of \$123,000 (\$41,000 in each fund) toward the project. The proposed budget also allocates funds for construction of a shelter for Public Works vehicles and equipment.
- The proposed budget for the Water Reserve Fund, Fund 53, anticipates completing a major portion of construction for the Dog River Diversion Pipeline

Replacement in summers of 2022 and 2023. Funds are also identified to update the City's Water Master Plan, complete the needed structural repair of the Sorosis Reservoir Roof, undertake the first phase of a project to update the City's 25-year-old SCADA system, and banking funds for the future repainting of the 6-million-gallon Garrison Reservoir.

- The proposed budget for the Sewer Special Reserve Fund, Fund 56, includes monies for the first phase of sewer utility upgrades on Trevitt Street which has been delayed from FY2021/22 due to funding, the West 2nd Street Joint Utilities Project Phase 2, and the Sewer Fund's portion of the SCADA system upgrade. Due to the number of large projects planned, no slip-line contract is budgeted in FY2022/23.
- The proposed budget for the Sewer Plant Construction Fund, Fund 57, includes \$1,500,000 for repair of the outfall pipe from the Wastewater Treatment Plant to the Columbia River and builds funds for the next plant upgrade project.

Fiscal Year 2022/23
Public Works Capital Improvements Plan -

Fund 05: Public Works - Street

All projects listed below to be completed in-house; costs
presented are for materials and rented services only.

Budget Line	Project Description	22/23	23/24	24/25	25/26	25/27
005-0500-000.72-20	Front entry elevator and safety upgrade (1/3)	\$ 41,000				
005-0500-000.72-20	Office partition (1/3)	\$ 8,000				
005-0500-000.72-20	Metal covered building for trucks and equipment (1/3)	\$ 59,000				
005-0500-000.74-10	2022 CAT Snow Push	\$ 22,000				
005-0500-000.74-90	Welder (1/3)	\$ 3,400				
	E 12th sidewalk: Thompson to Legacy Subdivn (GF?)		\$ 415,340			
005-0500-000.75-10	Chip seal program	\$ 458,318	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
005-0500-000.75-10	Pavement Preventative Maintenance Program (crack & surface seals)	\$ 165,367	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
005-0500-000.75-10	ADA Sidewalk Program	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
005-0500-000.75-10	Asphalt overlay/inlay program	\$ 311,750	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000
005-0500-000.75-10	ADA upgrades from paving projects	\$ 150,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
	Capital Project Subtotal	\$ 1,368,835	\$ 1,730,340	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000
005-9500-000.81-43	2008 FFCO pmt- PW relocation	\$ 58,469	\$ -	\$ -	\$ -	
005-9500-000.81-13	Transfer to Fund 13	\$ -	\$ -	\$ -		
005-9500-000.81-09	Transfer to Fund 9	\$ 87,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Capital Transfers & Debt Payment Subtotal	\$ 145,469	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	TOTALS	\$ 1,514,304	\$ 1,780,340	\$ 1,365,000	\$ 1,365,000	\$ 1,365,000

Fiscal Year 2022/23
Public Works Capital Improvements Plan -

Fund 09: Public Works - Equipment Reserve

Budget Line	Project Description	22/23	23/24	24/25	25/26	26/27
009-9000-000.74-10	430 Cat Backhoe ÷3 Replace #23 & #49	\$ 162,000				
009-9000-000.74-10	Mini-excavator - WW/ST Replacing #42 & #36	\$ 66,000				
009-9000-000.74-20	Watershed Patrol pickup (\$65,000)	\$ 65,000				
009-9000-000.74-20	5-yd Dump Truck (\$50,000) - ST Replace #24	\$ 75,000	\$ 75,000			
009-9000-000.74-20	Service pickup, replace #45 - WW	\$ 35,517	\$ 70,000			
009-9000-000.74-20	Replace pickup #87 WD (\$80,000)	\$ 40,000	\$ 80,000			
009-9000-000.74-20	10-yd Dump truck & pup, replace #35 - WW (\$300,000)	\$ 200,000	\$ 300,000			
	Replace truck #77 ST (\$35,000)		\$ 35,000			
	Replace pickup #116 WWC (\$80,000)			\$ 80,000		
	Wicks fire pumper, replace #75			\$ 64,000		
	Biosolids truck - WW			\$ 300,000		
	Raplace truck #01 ST (\$80k)			\$ 80,000		
	10-yd Dump truck replace #03 ST (\$150,000)				\$ 150,000	
	Mechanic service pickup - replace #32 (\$80,000) WD/WWC				\$ 80,000	
	Replace #143 Elgin sweeper WWC (\$400,000)					\$ 400,000
	Replace #96 WWC (\$80,000)					\$ 80,000
	Capital Project Subtotal	\$ 643,517	\$ 560,000	\$ 524,000	\$ 230,000	\$ 480,000
	Totals	\$ 643,517	\$ 560,000	\$ 524,000	\$ 230,000	\$ 480,000

Fiscal Year 2022/23
Public Works Capital Improvements Plan -

Fund 13: Public Works - Transportation System
Reserve

Many of these projects will be contractually constructed; those marked with
 "" will be constructed in-house with STP funds. In-house project costs are

Budget Line	Project Description	22/23	23/24	24/25	25/26	26/27
013-1400-000.75-10	E Scenic Drive Stabilizn Ph3 (\$505,000)	\$ 60,273				
013-1400-000.75-10	Future SDC eligible projects	\$ 386,146				
013-1400-000.75-10	Futue STP eligible projects	\$ 234,837				
013-1400-000.75-10	Reserve for Opp-driven projects	\$ 723,574				
013-1400-000.75-10	W 6th St Improvements	\$ 1,000,000				
	Totals	\$ 2,404,830	\$ -	\$ -	\$ -	\$ -

**Fiscal Year 2022/23
Public Works Capital Improvements Plan -**

Fund 51: Public Works - Water Fund

Budget Line	Project Description	22/23	23/24	24/25	25/26	26/27
051-5000-000.74-90	Headworks magnetic flow meter, 24 inch (building funds)	\$ 40,000				
051-5000-000.72-20	Filter Room Heat Pump	\$ 14,000				
051-5000-510.73-30	Turbidimeter Replacement	\$ 25,000				
051-5000-000.74-10	Replace Electrical Panels - lower plant	\$ 15,000				
051-5000-000.74-10	Replace Electrical Panels - upper plant	\$ 75,000				
051-5000-000.74-10	Replace TracVac Air Compressor	\$ 7,000				
051-5100-000.72-20	Front entry elevator and safety upgrade (1/3)	\$ 41,000				
051-5100-000.72-20	Office partition (1/3)	\$ 8,000				
051-5100-000.72-20	Metal covered building for trucks/equip,emnt (1/3)	\$ 59,400				
051-5100-000.74-10	Snow plow for service pickup (1/2)	\$ 5,500				
051-5100-000.74-90	Sodium hypochlorite system for Jordan Well	\$ 10,000				
051-5100-000.74-90	Replace Chorine Analyzers @ Jordan Well	\$ 6,100				
051-5100-000.74-90	Shop welder (1/3)	\$ 3,400				
051-5100-000.76-20	16th & Pentland replace 2" gal.	\$ 30,000				
051-5100-000.76-20	Alley b/t 10th/11th, Mt Hood-Trevitt 2" Galv replmt	\$ 10,000				
051-5100-000.74-90	Meter lid replacement program (8%/yr)	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200
051-5100-000.74-90	Residential Water Meter Replacement (8%/yr)	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000
051-5100-000.75-10	PRV Vault Replacement	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	Capital Project Subtotal	\$ 436,600	\$ 87,200	\$ 87,200	\$ 87,200	\$ 87,200
051-9500-000.81-43	2008 FFCO pmt - PW relocn	\$ 59,469	\$ -	\$ -		
051-9500-000.81-53	Transfer to Fund 53	\$ 2,380,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
051-9500-000.81-09	Transfer to Fund 9	\$ 181,000	\$ 80,000	\$ 64,000	\$ 65,000	\$ 65,000
	Capital Transfers & Debt Payment Subtotal	\$ 2,620,469	\$ 2,080,000	\$ 2,064,000	\$ 2,065,000	\$ 2,065,000
	Totals	\$ 3,057,069	\$ 2,167,200	\$ 2,151,200	\$ 2,152,200	\$ 2,152,200

Fiscal Year 2022/23
Public Works Capital Improvements Plan -

Fund 53: Public Works - Water Reserve

Budget Line	Project Description	22/23	23/24	24/25	25/26	26/27
053-5300-000.34-10	Update Water Master Plan	\$ 550,000				
053-5300-000.75-10	SCADA System upgrade Ph 1	\$ 400,000				
053-5300-000.75-10	Sorosis Reservoir Roof Repair	\$ 600,000				
053-5300-000.75-10	Garrison Res Painting Int/Ext \$1.4M	\$ 1,469,736				
053-5300-000.76-20	Dog River Pipeline design/construction (incl SDCs)	\$ 12,495,668				
	SCADA System upgrade Ph 2		X			
	Cherry Hts, 13th-Sandstone: 6" loop PRV in-house design/constn		X			
	Replacement Backwash Reservior		eng'ing	X		
	Old Clearwell interior painting			\$ 600,000		
	Wicks backwash discharge modifications design/construction			eng'ing	X	
	Transmission Line Replcmt -\$10.05M				\$ 10,050,000	
	Intermediate Res Painting Int/Ext					\$ 700,000
	Capital Project Subtotal	\$ 15,515,404	\$ -	\$ 600,000	\$ 10,050,000	\$ 700,000
053-530-000.79-30/40	SDWRLF Loan	\$ 238,379	\$ 238,379	\$ 238,379	\$ 238,379	\$ 238,379
053-9500-000.81-44	2009 FFCO pmt - W 1st St LID	\$ 33,474	\$ 33,477	\$ 33,426	\$ 33,320	\$ 33,091
053-9500-000.81-59	2018 Water Bond	\$ 503,437	\$ 502,710	\$ 501,350	\$ 504,549	\$ 501,910
	2022 SDWRLF Loan (Dog River)			\$ 290,650	\$ 290,650	\$ 290,650
	Debt Payment Subtotal	\$ 775,290	\$ 774,566	\$ 1,063,805	\$ 1,066,898	\$ 1,064,030
	Totals	\$ 16,290,694	\$ 774,566	\$ 1,663,805	\$ 11,116,898	\$ 1,764,030

Fiscal Year 2022/23
Public Works Capital Improvements Plan -

Fund 55: Public Works - Wastewater Fund

Budget Line	Project Description	22/23	23/24	24/25	25/26	26/27
055-5500-000.72-20	Front entry elevator and safety upgrade (1/3)	\$ 41,000				
055-5500-000.72-20	Office partition (1/3)	\$ 8,000				
055-5500-000.72-20	Metal cover building for trucks/equipment (1/3)	\$ 59,000				
055-5500-000.72-20	Weather prot'n for microturbine WWTP	\$ 20,000				
055-5500-000.74-10	Snow plow for service pickup (1/2)	\$ 5,500				
055-5500-000.74-90	Welder (1/3)	\$ 3,400				
055-5500-000.74-90	Program RAS to influent flow WWTP	\$ 12,000				
055-5500-000.74-90	Auto-valve for GBT Install'n WWTP	\$ 15,000				
055-5500-000.76-30	9th St: b/t Trevitt/Union 464' east sanitary	\$ 45,000				
055-5500-000.76-30	Washington Street Sanitary	\$ 35,000				
055-5500-000.76-40	Washington Street Storm	\$ 16,000				
055-5500-000.76-40	ADA Project/ Catchbasins	\$ 9,000				
055-5500-000.76-40	W2nd St @Mill Creek Tunnel discharge upsize storm Engineering	\$ 20,000				
	9th St & Lincoln to 10th and east (\$32,000)		\$ 32,000			
	Sugar Bowl Alley Garrison East Sanitary		\$ 40,000			
	9th St: Lewis to Clark sanitary		X			
	Federal St, 4th going south		X			
	W 10th: Union to Mt Hood in-house sanitary and storm		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Capital Project Subtotal	\$ 288,900	\$ 122,000	\$ 50,000	\$ 50,000	\$ 50,000
055-9500-000.81-43	2008 FFCO pmt - PW relocn	\$ 59,470	\$ -	\$ -	\$ -	\$ -
055-9500-000.81-56	Transfer to Fund 56	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
055-9500-000.81-57	Transfer to Fund 57	\$ 800,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
055-9500-000.81-09	Transfer to Fund 9	\$ 287,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
	Capital Transfers & Debt Payment Subtotal	\$ 1,746,470	\$ 2,250,000	\$ 2,250,000	\$ 2,250,000	\$ 2,250,000
	Totals	\$ 2,035,370	\$ 2,372,000	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000

Fiscal Year 2022/23
Public Works Capital Improvements Plan -

Fund 56 : Public Works - Sewer Special Reserve
Fund

Budget Line	Project Description	22/23	23/24	24/25	25/26	26/27
056-5600-000.75-10	SCADA System upgrade	\$ 400,000				
056-5600-000.76-30	6th /Snipes sanitary w/ street widening	\$ 300,000				
056-5600-000.76-30	Trevitt Street: Ph 1 - 3rd place to 12th	\$ 1,018,285				
056-5600-000.76-30	W 2ND ST Sanitary Phase 2	\$ 648,159				
056-5600-000.76-40	W 2ND ST Storm Phase 2	\$ 780,407				
056-5600-000.76-30	Slipline Projects	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
	1ST Cherry Growers to Webber upgrade 3200'		\$ 2,000,000			
	SCADA System upgrade Ph 2		X			
	14th St: Quinton to Thompson Stormline PH1		\$ 467,570			
	E 12th St Storm: Thompson to Legacy (ARPA)		\$ 588,105			
	Trevitt Street: 3rd place to West 17th St PH 2 to 14TH ST			X		
	Trevitt Street: 3rd place to West 17th St PH 3 to 17TH ST					X
	6th Street Storm drainage ditch imprvmnts:					→
	Old Dufur Rd Storm System improvements: PH1 SDC's \$1,359,000					→
	2nd St, Taylor to Lincoln to Union- storm					→
	Old Dufur Rd Storm System imprvmnts: PH2 \$1,031,000					→
	Pumpline from Eastside LS Need Permit					→
	4TH ST to Trevitt Street (Storm & San Main)					→
	Union Street Storm and Sanitary Phase 1					→
	E 14th St: Thompson to Morton Stormline - PH 2= \$955,000					→
	Murray Addition Sanitary Sewer (\$1-2M Bond?)					→
	Snipes Sanitary Sewer 6TH ST to 7TH ST (\$250,000 Contract)					→
	Capital Project Subtotal	\$ 3,146,851	\$ 3,455,675	\$ 400,000	\$ 400,000	\$ 400,000
056-9500-000.81-44	2009 FFCO pmt - W 1st St LID	\$ 7,163	\$ 7,163	\$ 7,152	\$ 7,130	\$ 7,081
056-9500-000.81-57	Transfer to Fund 57	\$ -	\$ -	\$ -	\$ -	\$ -
	Debt Payment Subtotal	\$ 7,163	\$ 7,163	\$ 7,152	\$ 7,130	\$ 7,081
	Totals	\$ 3,154,014	\$ 3,462,838	\$ 407,152	\$ 407,130	\$ 407,081

Fiscal Year 2022/23
Public Works Capital Improvements Plan -

Fund 57 : Public Works - Plant Construction/Debt

Budget Line	Project Description	22/23	23/24	24/25	25/26	26/27
057-5700-000.75-10	WWTP Outfall pipe repair	\$ 1,500,000				
057-5700-000.75-10	WWTP Primary Filter #3, AB mods, blowers (\$3M)	\$ 1,254,060	\$ 3,000,000			
	Boat Basin LS		\$ 340,000			
	Crates LS		\$ 340,000			
	Admin Building			\$ 1,000,000		
	Aeration basin (2029/30)					
	Capital Project Subtotal	\$ 2,754,060	\$ 3,680,000	\$ 1,000,000	\$ -	\$ -
057-9500-000.81-59	2018 Revenue Bond	\$ 304,737	\$ 304,737	\$ 304,737	\$ 304,737	\$ 304,737
057-9500-000.79-30/40	CWSRF Loan	\$ 100,658	\$ 100,658	\$ 100,658	\$ 95,339	\$ 94,999
	Debt Payment Subtotal	\$ 405,395	\$ 405,395	\$ 405,395	\$ 400,076	\$ 399,736
	Totals	\$ 3,159,455	\$ 4,085,395	\$ 1,405,395	\$ 400,076	\$ 399,736



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BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	City Council	22-010

TO: City of The Dalles Budget Committee

FROM: Izetta Grossman, CMC, City Clerk

DATE: March 22, 2021

ISSUE: **BIP 22-010 Beautification Committee Recommendations**

BACKGROUND:

- The Dalles City Council, under its Contractual Services line item, provides financial support to a number of activities. One of those activities is the Beautification Committee. The Beautification Committee was created by Resolution No. 19-005. The City Council budgets \$10,000 annually for the Committee to research and develop projects for Council approval. Those projects approved are then budgeted in Capital Improvement Fund.
- In fiscal year 21-22 the Beautification Committee presented their work on **Welcome Signs** to the City Council. City Council directed staff to complete the work on design and installation of two Welcome Signs; one on the east side and one on the west side of town.
- This project is being led by the Public Works Transportation Division Manager David Mills. The following work has been done:
 - Sites for both signs has been identified and approved by Public Works
 - ODOT has issued the permit authorizing the work needed for the sign on the west end of town.
 - ODOT has issued permits authorizing their placement in ODOT right-of-way
 - Transportation Division has received the design for and marked out the area to be filled for the placement of the sign on the Chenoweth Interchange at the west end of town; they will begin work soon to place the fill to build that pad.
 - Transportation Division has received the design concept from the Beautification Committee, the swoosh, and are exploring options to have the signs constructed; actual ordering and construction of the signs will occur in Fiscal Year 2022/23 when funding is allocated.

- The Committee is recommending \$50,000 be budgeted for the completion of the Welcome Sign project, which includes finalizing the design, commissioning the art for the sign, ground prep and installation.
- The next major project recommended by the Committee is **City Wide Tree Project**. This project will be a multi-year project.
- Phase 1 is the hiring a professional Urban Arborist Consultant to provide survey of existing City trees, recommendations on types of trees on business and residential streets, guidance for planting depth and soil preparation, as well as maintenance plan.
- The Committee is recommending budgeting \$20,000 for this Phase of the project.
- Phase 2 will use this report and with the help of the Consultant the Beautification Committee will develop a “sample green block” in downtown, perhaps on a side street. The purpose of the sample block is to provide a real visual to generate community excitement and education regarding the need for trees and plantings in cities.
- While the Committee is not asking for Phase 2 to be budgeted for fiscal year 2022-23, there is a possibility that the project could move forward fast enough to request funds at a later date. The Committee would provide Council with the report and the plan as soon as it is available.
- The final project the Beautification Committee has been working on for years is a **Downtown Furniture Plan**.
- This plan is for replacement of the downtown benches with low maintenance environmentally friendly benches. This would ideally be completed in partnership with Main Street and Urban Renewal through grants, and some matching funds from the Council.
- This project includes replacing existing trashcans on 2nd and 3rd Streets and developing a plan for uniform planters in the downtown. The current trashcans are old, beat up and aren’t a design that helps The Dalles Disposal empty the cans. Currently, The Dalles Disposal donates this service to the City. This portion of the project will need to be coordinated with the design plans for the Plaza and 1st Street redevelopment currently underway with the Urban Renewal Agency.
- It is anticipated the Downtown Furniture Plan will be a recommendation for funding in the next fiscal year of approximately \$28,000.
- The Committee recognizes the need for sustainable projects with a plan for maintenance, and therefore supports the addition of at least one additional General Service’s staff. It is the belief of the Committee that the City is understaffed in this area.
- The Committee recommends these projects for the livability of our City, economic development, vital health and environmental improvements. The projects meet the goals of the City to address Climate Change, by planting healthy, long living trees and using environmental, sustainable products.



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BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	Police Department	22-011

TO: City of The Dalles Budget Committee

FROM: Police Chief Tom M. Worthy

THRU: Julie Krueger, City Manager

DATE: Jan 27, 2022

ISSUE: BIP 22-011 Police Department Vehicle Fleet

RELATED FUND AND LINE ITEM: Police Department Line Item: 001-1300-000.74-20

BACKGROUND:

- The police department has a fleet of 21 vehicles and one utility trailer. The current vehicles include eight marked patrol cars, eight*unmarked police vehicles to include detectives, MINT, administration vehicles, and SERT van. One armored rescue vehicle, one Animal Control Vehicle, and one Codes Enforcement vehicle which are marked for their respected assignments. The Police Department has one enclosed equipment trailer used for storing and moving firearms range equipment.

Vehicle	Year	Make	Model	License#	VIN	Assign
S-00	2021	Dodge	Charger	TEMP	2C3CDXKG2MH657263	Patrol
S-1	2021	Ford	Explorer	E290561	1FM5K8AC3MGC31040	Patrol
S-2	2021	Ford	Explorer	E287322	1FM5K8AW5MNA07273	Patrol
S-3	2019	Dodge	Charger	E278770	2C3CDXXT2KH726849	Patrol
S-4	2017	Ford	Explorer	E290560	1FM5K8AC3MGC31216	Patrol
S-5	2019	Dodge	Charger	E278819	2C3CDXKT2KH535866	Patrol
S-6	2018	Dodge	Charger	E257642	2C3CDXKT3JH316432	Patrol
S-7	2019	Dodge	Charger	E278820	2C3CDXKT2KH535867	Patrol
S-8*	2014	Dodge	Charger	187HHC	2C3CDXBG4EH324919	Admin
S-9*	2011	Dodge	Charger	270FBP	2B3CL3CG5BH545710	Training

S-10*	2009	Dodge	Charger	917ENP	2B3KA33V29H596155	Detective
S-11*	2004	Ford	EC3	670BUK	1FBSS31L94HA85672	SERT
S-12*	2019	Ford	Escape	905BMS	1FMCU9GD7KUB63539	Detective
S-14*	2003	Chevy	Tahoe	960JLJ	1GNEK13ZX3J130938	MINT
S-15*	2016	Jeep	Patriot	425JLJ	1C4NJRBB6GD712506	Detective
S-16*	2019	Dodge	Charger	069DNE	2C3CDXJG3KH704850	Admin
S-17	2007	Ford	Ranger	E235391	1FTZR45E47PA66461	Animal C.
S-18	2008	Pace	LT Trailer	E249288	5VZUB14248L002219	Range
S-19*	2014	Ford	Escape	816GYW	1FMCU9GX7EUD44588	MINT
S-20	2007	Ford	Expedition	E235400	1FMFU16597LA64971	Codes
S-99		MRAP	ABCDE			Rescue

Patrol Vehicles:

- Patrol coverage is 24 hours a day, seven days a week, 365 days of the year. There are at least two to three patrol vehicles constantly being operated. It is not uncommon, with shift overlaps, of up to six patrol vehicles operating at one time.
- The fleet is in relatively good condition. Marked patrol vehicles average approximately three years old. They are replaced when miles reach between 75,000 and 85,000 miles. When a patrol vehicle reaches the maximum mileage, they become unsafe for the necessary fast responses to calls for service regarding public safety or when in pursuit of a serious offender.

Replacement Plan:

- The department normally schedules two replacement patrol vehicles, and one unmarked vehicle a year depending on the need. Last year we were scheduled to replace two SUV marked patrol vehicles and add a marked vehicle to the fleet. The police department purchased 2 Ford explorers and 1 Dodge Charger vehicle in the 2021-22 budget cycle.
- The police department did not purchase an unmarked patrol vehicle budget year in 2021-22.
- The Police department sent two vehicles from our fleet to surplus in budget year 2021-22. One Saturn and one Dodge flatbed pickup. These vehicles were used as trade in vehicles during the Dodge Charger purchase. Total trade in was **\$16,500**.
- The standard for a city police marked vehicle is to multiply the actual mileage by two to get an accurate figure, in comparison to the normal “wear and tear” of a civilian vehicle. Maintaining a replacement schedule keeps the rising maintenance costs down and ensures there are not operational safety issues that inherently come with worn out vehicles, or that a deficit in replacements is created, adversely impacting future budgets.
- Budget year 2022-23 we are scheduled to replace two marked police vehicles and one unmarked/Detective vehicle per the five-year expenditure. One marked vehicle scheduled to be replaced (Shop 6) was purchased in 2018 and currently has 57,000 miles on it. Mileage should be higher but it has been in crashes and had engine faults over the years, putting it out of service for longer periods of time than normal. I recommend keeping this vehicle one more budget cycle because of the “lower” miles.

- The two next older vehicles (Shop 5 and Shop 7) were purchased in 2019 and currently have an average of 72,000 miles on them. By the end of 2021-22 budget cycle, we can expect to have over 85,000 miles on these cars. By the time new vehicles are ordered and delivered in late 2022, these vehicles will have over 90,000 miles on them. Because Shop 6 was out of service much of its lifetime, these vehicles have accumulated additional mileage placing them in higher need of replacement.
 - Our oldest unmarked vehicle is a 2009 Dodge charger with 78,000 miles on it. This is a vehicle that is used for special assignments and transportation out of town for training purposes. I estimate that 5,000 miles a year are put on this vehicle. This vehicle should be replaced with a new unmarked vehicle such as a Dodge charger. We will rotate the next oldest unmarked vehicle into the training vehicle and use the new vehicle for assignment to a detective. This is common practice in fleet management.
 - In fiscal year 2022-23 we are requesting **\$102,000** for two Dodge Charger all-wheel drive patrol vehicles. This request includes the “loaded price” which accounts for the added cost of standard police equipment such as lights, siren, in-car video, computer mount, in-car radars, prisoner package, and radio. This also includes the removal and addition of Police graphics.
 - \$30,000 for purchase of vehicle X 2
 - \$16,000 for lights, siren, prisoner package X 2
 - \$4,000 for in car radars
 - \$1,000 graphics install and uninstall X 2
 - And **\$44,000** for one un-marked Dodge Charger patrol vehicle that includes new standard police equipment and new radio. This vehicle will be purchased in Department Standard black so that in the event that it must be pressed into service as a marked patrol unit, it would only need to be marked with graphics and have the remainder of the specialized equipment installed.
 - \$30,000 for vehicle purchase
 - \$12,000 for emergency equipment
 - \$2,000 for police radio
 - Trade-ins may accrue funds back to the Police Department, but the value of trade-ins varies widely and is market dependent.
- **The total request of funding for The Dalles Police Department Fleet for fiscal year 2022-23 is \$146,000.**



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BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	Enterprise Zone Fund	22-012

TO: City of The Dalles Budget Committee

FROM: Matthew Klebes, Enterprise Zone Manager

THRU: Angie Wilson, Finance Director

DATE: March 14, 2022

ISSUE: **BIP 22-012 Enterprise Zone Fees**

BACKGROUND:

In 2005, the City of The Dalles and Wasco County signed an Enterprise Zone Tax Abatement Agreement with Design, LLC for the construction of the first Design, LLC site. This agreement called for Design, LLC to make an initial payment of \$280,000. After this initial project fee Design, LLC has agreed to make a \$250,000 payment for each year that the facility receives a tax exemption up to 15 years. This abatement has been completed and no more payments will be received.

The distribution of the initial fee is as follows:

• City of The Dalles	\$140,000
• Wasco County	<u>\$140,000</u>
Total	\$280,000

For the first six yearly payments the distribution has been as follows:

• Columbia Gorge Community College Information Technology Program	\$100,000
• QualityLife Intergovernmental Agency	\$50,000
• Wasco County Economic Development	\$75,000
• Project related costs to Wasco County	<u>\$25,000</u>
Total	\$250,000

The payment distribution for FY14/15 was changed to the following:

• Columbia Gorge Community College (computer science programs)	\$75,000
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• Wasco County	\$87,500
• City of The Dalles	<u>\$87,500</u>
Total	\$250,000

The payment distribution for fiscal year FY15/16 and onward was changed to the following:

• Wasco County	\$125,000
• City of The Dalles	<u>\$125,000</u>
Total	\$250,000

In 2013 the City of The Dalles and Wasco County signed a second Enterprise Zone Tax abatement agreement for the construction of the second Design, LLC site. The initial project fee for this project was 1.2 million. After this initial project fee Design, LLC has agreed to make an \$800,000 payment for each year that the facility receives a tax exemption up to 15 years. Currently, we have received seven payments with the possibility of receiving nine more as long as their facility continues to operate.

The distribution of the initial fee is as follows:

• Mid-Columbia Fire and Rescue Fire Station #2	\$484,646*
• Northern Wasco County Parks and Rec	\$100,000
• Wasco County	\$425,845
• City of The Dalles	\$129,691
• Columbia Gorge Regional Airport	<u>\$60,000</u>
Total	\$1,200,182

*Per ASR dated 6/22/15 after accounting for a higher construction cost, architectural fees, and a State Homeland Security Grant the total cost of the Fire Station was \$557,356.00. As such, \$68,000 of funds originally allocated to a student intern program to begin in 2017 for the Mid-Columbia Fire and Rescue district were used for the remodel of Station #2. This changed the start date for the student intern program to 2019.

The distribution of the second agreement's annual fee is as follows:

• Wasco County	\$280,000
• City of The Dalles	\$280,000
• Northern Wasco County School District 21	<u>\$240,000</u>
Total	\$800,000

In FY15/16, a third Enterprise Zone agreement was established with Design, LLC. The initial payment for this agreement was 1.45 million paid to the County/City and 250,000 to the Port of The Dalles. The City and County agreed to divide the initial payment of \$1.45 million as follows:

• Set aside for shovel ready projects approved by County and City	\$ 250,000
• Wasco County	\$ 600,000
• City of The Dalles	<u>\$ 600,000</u>
Total	\$1,450,000

Per the agreement, an additional fee was paid computed as the difference between the initial payment and the amount calculated based on cubic feet as stated on the development's initial

permit. This amount was 78,737.76. The City received \$39,763.80.

Following the distribution of the second letter the initial agreement a second initial payment was made as follows:

The payment distribution for fiscal year FY21/22 is as follows:

• Wasco County	\$508,800.50
• City of The Dalles	<u>\$508,800.50</u>
Total	\$1,017,601.00

With the completion of the first and second phase of construction associated with the third Enterprise Zone Agreement with Design LLC, the annual payment is determined by computing the cubic footage of the relevant facilities by 0.114 per the agreement.

Long-Term Rural Enterprise Zone Corporate Excise Tax Credits

To receive these credits, the corporation would need to be approved by the Governor, who will set the length of time it could be used. If it is granted, a portion of the corporate taxes collected by the state with respect to the facility are returned to local taxing districts or zone sponsor.

Since 2011 The City of The Dalles has received \$52,531.14 through this program.

BUDGET IMPLICATIONS: From the second Design, LLC agreement the City receives \$280,000 each year. In FY22/23 the City will receive \$907,133 from the third Design, LLC Agreement.

Beginning in FY17/18, the funds from the second Design LLC abatement are allocated as follows: \$56,000.00 for up to fifteen years to the Mid-Columbia Fire and Rescue District for the retirement of debt associated with the construction of a training tower at Station #1. Six payments have been made with another nine payments expected as long as Design, LLC continues to qualify under the abatement agreement.

Beginning in January of 2017/18 an additional \$34,000.00 each year for up to thirteen years will be allocated to the Mid-Columbia Fire and Rescue District to establish and maintain a student volunteer program. These allocations are per an Inter-Governmental Agreement (IGA) dated July 31, 2015. Four payments have been made with another nine payments expected as long as Design, LLC continues to qualify under the abatement agreement.

Beginning in FY19/20, a special reserve fund will receive the annual payment from the third Design LLC agreement. These funds are to be used for the Columbia Gorge Community College Treaty Oak Skill Center per the IGA date January 25, 2019 and any other Capitol Projects that the City of The Dalles chooses to do.

Design, LLC Agreements and Payments

Agreement	Initial Payment	Breakdown	Yearly Payment	Breakdown
2005 Design LLC Agreement	280,000 initial payment	Split between City and County.	250,000 per year payment	Initially split between City, County, CGCC, Qlife, and Wasco EDC In 2014/15 Split between City, County, and CGCC Currently split between City and County only and is put into the general fund
2013 Design LLC Agreement	1.2 million initial payment	Split between Mid-Columbia Fire and Rescue, Parks and Rec, County, City and Airport	800,000 per year payment	Split between City, County, and D21 Portion of City funds allocated to Mid-Columbia Fire and Rescue per IGA
2015 Design LLC Agreement	1.45 million initial fee Additional 250,000 to Port of The Dalles Additional payment per agreement was \$78,737.76. City received \$39,763.80 Per Second Letter Agreement, Phase 2 of the project paid an additional initial fee of \$1,017,601	250,000 set aside for shovel ready projects Remaining 1.2 million split between City and County	The annual fee based on cubic footage of operational facilities in FY 19/20 was \$1,190,454. In FY 20/21 the annual fee will be \$1,233,744	Split between the City and County Portion of funds allocated to the Columbia Gorge Community College Treaty Oak Skills Center, maximum of 3.5 million.
Long-Term Rural Enterprise Zone Corporate Excise Tax Credits				Since 2011 the City has received \$52,531.14



BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	Library	22-013

TO: City of The Dalles Budget Committee

FROM: Julie Krueger, City Manager

DATE: February 10, 2022

ISSUE: BIP 22-013 Outreach/Bookmobile Van Purchase

RELATED COUNCIL GOAL: Enhance community livability.

RELATED FUND AND LINE ITEM:

Library Fund 004 - Line Item: 004-2100-000.74-20 Vehicles

BACKGROUND:

- The Wasco County Library Service District Board of Trustees and The Dalles-Wasco County Library would like to fund an outreach/bookmobile Sprinter van for Fiscal Year 2022-23, and we are proposing \$240,000 to be earmarked for the van in line item 004-2100-000.74-20.
- The Wasco County Library Board of Trustees will commit Library District funds to purchase the van and also to hire a full-time employee to do outreach/programming in Wasco County with the proposed vehicle. The Library District Board of Trustees wants to provide as much library service as possible throughout Wasco County in their pursuit of creating an outstanding Library District.
- The Library Board is willing to support the outreach van purchase and hire staff by shifting funds from the Library Service District to The Dalles Library. The Board wants to leverage the outreach van by having it on the road five days a week. Maupin, Dufur, Tygh Valley, Shaniko Station, and The Dalles would be targeted by the new outreach employee. Schools, Head Start, daycares, assisted care facilities, and senior centers would receive outreach, as would various events like the Cherry Festival parade, The Dalles Farmer's Market, Wasco County Fair, Maupin Days, and the Dufur and Tygh Valley Potlatches. The outreach employee would provide reading readiness and literary activities, technology and job skill training, and STEM programming. Moreover, book and writing club discussions would be cultivated, library materials circulated, and library cards issued using the van.

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CITY OF THE DALLES

BUDGET YEAR AFFECTED	BUDGET YEAR AFFECTED	BUDGET YEAR AFFECTED
FY 22-23		22-014

TO: City of The Dalles Budget Committee

FROM: Jeff Renard, Aviation Management Services.

THRU: Julie Krueger, City Manager

DATE: February 23, 2022

ISSUE: **BIP 22-014 Airport Projects**

BACKGROUND:

- Since 2002 the City of The Dalles and Klickitat County have been jointly operating the Columbia Gorge Regional Airport. Aviation Management Services, LLC has been contracted to manage the airport and Tac Aero to manage the fixed base operation.

This year's budget includes the following projects:

1. \$302,780 for Rehabilitation of South Apron: Phase I - Design. Funds for this project will be from a FAA grant and the Airport will provide a \$2,500 match.
2. \$12,000 to purchase an additional 12,000-gallon Avgas fuel tank from Hood River airport to be used as our above ground 100LL General Aviation point of sale.
3. \$30,000 for a ground's maintenance service contract.
4. \$25,000 for construction of a drainage ditch in the T hangar complex (was not completed last year).
5. \$2,500,000 for design and construction of utilities for 4 lots and flex space hangar in the business park. Funds for this project will be from an EDA grant.
6. \$25,000 for the rebuild of the hangar doors on the Otis building.

7. \$45,000 for the roof replacement on the mobile home and Quonset Hut Hangar.
8. \$100,000 for the development of the 100LL fuel farm site.
9. \$25,000 for security fencing around the Jet A fuel farm.
10. \$35,000 for the connection of the emergency generator to the facilities.



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BUDGET ISSUE PAPER CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	Personnel	22-015

TO: City of The Dalles Budget Committee

FROM: Julie Krueger, City Manager

THRU: Daniel Hunter, Human Resources

DATE: February 2, 2022

ISSUE: **BIP 22-015 Personnel Wage Adjustments, Council Stipends and Employee COLA**

BACKGROUND:

For compensation purposes, the City has four categories of employees:

- 1) Exempt employees (Department Heads, Managers, Supervisors, Confidential Secretaries, Safety and Planning Staff);
 - 2) Contract employees (City Manager, City Attorney and Municipal Court Judge);
 - 3) SEIU represented employees; and
 - 4) Police Association employees.
- For the last two categories, the City negotiates labor contracts. The SEIU employees started a new contract July 1, 2020 on a three-year contract. The contract includes a 2.5% annual COLA. This contract expires June 30, 2023.
 - The three-year Police Association contract is in its final year of a three-year contract. A new contract was negotiated this spring and includes a 7% COLA in the coming year.
 - The City has two contract employees: City Manager, and Municipal Court Judge. With the addition of City Attorney we will have three. The City Council has considered a COLA for these positions at the same time as exempt employee COLA.
 - Annually, the City Council also considers cost of living adjustment (COLA) or other salary adjustments for exempt/non-union employees. This group has typically lagged behind salaries in comparable cities. In FY 2015-16, no cost of living increase was approved. The group received a 2% COLA each year since, except for FY19-20 which was 2.5%. Many positions in this group continue to fall behind their comparable positions at similar cities in

salary.

- In (FY18-19) the Portland-Salem CPI (the last year available) was 3.1%. In 2019 (Feb. 2019) the Western Regional CPI was 2.8% and 2020 was 3.1%. Last year the Western Regional CPI was 3.1% (Feb. 2020). Through December 2020 the Western Regional CPI was 1.5%. Since that time, the CPI has increased significantly to 7.1% (Dec. 2021).

PROPOSED WAGE LINE ADJUSTMENT

- In the autumn of 2020 we participated in a salary survey along with twenty-two other local governments for the City of Roseburg. The report that is the result of this survey is enclosed with this BIP. As you will see, our compensation is significantly lower for some positions.
- In order for the City of The Dalles to remain competitive and able to attract the interest of qualified candidates, the enclosed wage table is being proposed. All wages in the table include a 5% Cost of Living Adjustment (COLA). The positions with **red font** have also been adjusted on the table to bring the wages more in-line with the survey results.
- We are recommending that a new line (A++) be created for Police Chief and Public Works Director. Last year these two positions received a 10% increase with a proposed 10% in additional increase this year.
- The Project Engineer Position was moved up from Line I to Line D resulting in a 15.9% increase before the proposed COLA, and 20.9% increase with the proposed COLA. These changes will bring this position more in-line with the Engineer III position of the Roseburg study.
- The position of Police Sergeant was moved up from Line G to Line E resulting in a 6.1% increase before the proposed COLA, and 11.1% increase with the proposed COLA. These changes will bring the position more in-line with the Roseburg study and help prevent compression from any Union wage increases resulting from our negotiations.
- The position of Police Captain was moved from Line C to Line B resulting in a 3% increase from FY21-22 and an 8% increase with the proposed 5% COLA. These changes were done for two reasons: to avoid compression with the Sergeants and to bring the position more in-line with the Roseburg Study from 2020.
- The position of Executive Secretary (currently vacant) was moved up from Line U to Line S resulting in a 6% increase before the proposed COLA, and 11% increase with the proposed COLA.
- With the recent approval to increase the Police Evidence Officer from part-time, less than 20 hours per week, to three-quarter time or 30 hours per week, that position was moved from the hourly section at the bottom of the pay table to the main table on Line W. This will result in an increase of 5% with the proposed COLA.
- The position of Administrative Secretary was moved from Line Z to Line W resulting in a 6% increase before the proposed COLA, and 11% increase with the proposed COLA.

PROPOSED WAGE ADDITIONS:

- The wage for City Attorney is included with the Exempt/Non-Union Wage Table at \$125,000. The final wage may need to be amended depending on City Council direction following negotiations of an employment agreement.

- Paralegal wage was added to Line N which is a salary reflection of a previously approved hourly rate in 2019, and adjusted for COLA increases since that time.
- Executive Secretary wage line was moved, as described above. This position will now be on line S and the position will require bilingual fluency.

BUDGET IMPLICATIONS:

If the City Council agrees with the recommended position line adjustments, the proposed budget will not need any changes for personnel costs.

The proposed budget has been prepared with the changes described above. A 5% COLA for exempt/non-union employees and Police Union positions with the assumption this will be their negotiated increase. There is also a 2.5% COLA for SEIU represented employees under their current contract.

While the Budget Committee will consider and may adjust the proposed budgeted amounts in any category, including the personnel categories, the Budget Committee does not set the wages for City Employee positions. Setting employee wages and any wage table is done by the City Council via the SEIU and Police Association contracts, and Council action for the exempt/non-union positions.

Below is a table provided for your information showing the impact to each fund in the budget, comparing the proposed 5% COLA and a 7% COLA which would match the annual CPI. The total costs reflected in the table are for wages and benefits.

PERSONNEL BUDGET SCENARIOS WITH COLA % FOR EXEMPT EMPLOYEES					
INCLUDES WAGES AND ALL BENEFITS					
		5% EXEMPT	7% EXEMPT	% diff	
	DEPT	COLA	COLA		
	GENERAL FUND	6,484,501.00	6,540,946.00	\$ 56,445.00	
	LIBRARY	944,768.00	947,443.00	\$ 2,675.00	
	STATE OFFICE BLDG*	80,773.00	80,773.00	\$ -	
	STREETS	949,189.00	954,913.00	\$ 5,724.00	
	WATER FUND	2,529,936.00	2,544,315.00	\$ 14,379.00	
	WASTEWATER	1,632,824.00	1,642,982.00	\$ 10,158.00	
*Indicates department with no Exempt employees					

Exempt / Non-Union & Management Salary Table FY22/23

Proposed

Effective July 1, 2022

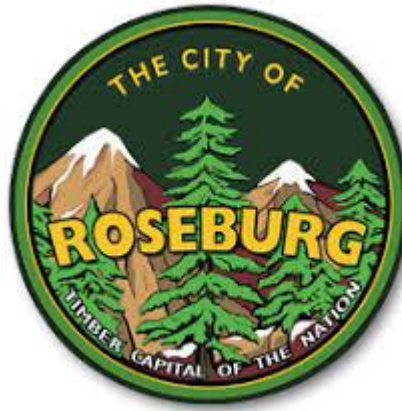
5.0% COLA Exempt/Non-Union Employees

Job Classification	BASE		STEP 1		STEP 2		STEP 3		STEP 4		STEP 5		STEP 6		STEP 7	
	Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual	Month	Annual
	1.05	1.15														
A++ Public Works Director Police Chief	9,056.31	108,675.66	9,327.99	#####	9,607.83	115,294.01	9,896.07	118,752.83	10,192.95	122,315.42	10,498.74	125,984.88	10,813.70	129,764.43	11,138.11	133,657.36
A+ Human Resources Director Finance Director Community Development Director	8,067.32	96,807.79	8,309.34	99,712.02	8,558.62	102,703.38	8,815.37	105,784.48	9,079.83	108,958.02	9,352.23	112,226.76	9,632.80	115,593.56	9,921.78	119,061.37
A Library Director City Clerk/IT Supervisor	7,469.74	89,636.83	7,693.83	92,325.94	7,924.64	95,095.72	8,162.38	97,948.59	8,407.25	100,887.05	8,659.47	103,913.66	8,919.26	107,031.07	9,186.83	110,242.00
B Assistant Public Works Director Police Captain	7,252.17	87,026.03	7,469.73	89,636.81	7,693.83	92,325.91	7,924.64	95,095.69	8,162.38	97,948.56	8,407.25	100,887.02	8,659.47	103,913.63	8,919.25	107,031.04
C City Engineer Water Quality Manager	7,040.94	84,491.31	7,252.17	87,026.05	7,469.74	89,636.84	7,693.83	92,325.94	7,924.64	95,095.72	8,162.38	97,948.59	8,407.25	100,887.05	8,659.47	103,913.66
D Info Technology Manager Water Distribution Manager Wastewater Collection Manager Transportation Manager Regulatory/Admin Manager Project Engineer	6,835.87	82,030.39	7,040.94	84,491.30	7,252.17	87,026.04	7,469.74	89,636.82	7,693.83	92,325.93	7,924.64	95,095.71	8,162.38	97,948.58	8,407.25	100,887.03
E Police Sergeant	6,638.25	79,659.03	6,837.40	82,048.80	7,042.52	84,510.26	7,253.80	87,045.57	7,471.41	89,656.94	7,695.55	92,346.64	7,926.42	95,117.04	8,164.21	97,970.55
F	6,443.46	77,321.52	6,636.76	79,641.17	6,835.87	82,030.40	7,040.94	84,491.31	7,252.17	87,026.05	7,469.74	89,636.83	7,693.83	92,325.94	7,924.64	95,095.72
G	6,255.79	75,069.44	6,443.46	77,321.52	6,636.76	79,641.17	6,835.87	82,030.40	7,040.94	84,491.32	7,252.17	87,026.06	7,469.74	89,636.84	7,693.83	92,325.94
H	6,073.58	72,882.94	6,255.79	75,069.43	6,443.46	77,321.51	6,636.76	79,641.15	6,835.87	82,030.39	7,040.94	84,491.30	7,252.17	87,026.04	7,469.74	89,636.82
I	5,896.68	70,760.15	6,073.58	72,882.95	6,255.79	75,069.44	6,443.46	77,321.53	6,636.76	79,641.17	6,835.87	82,030.41	7,040.94	84,491.32	7,252.17	87,026.06
J Senior Planner	5,724.93	68,699.15	5,896.68	70,760.13	6,073.58	72,882.93	6,255.79	75,069.42	6,443.46	77,321.50	6,636.76	79,641.15	6,835.87	82,030.38	7,040.94	84,491.30
K	5,558.19	66,698.22	5,724.93	68,699.17	5,896.68	70,760.14	6,073.58	72,882.95	6,255.79	75,069.44	6,443.46	77,321.52	6,636.76	79,641.16	6,835.87	82,030.40
L	5,396.30	64,755.57	5,558.19	66,698.24	5,724.93	68,699.19	5,896.68	70,760.16	6,073.58	72,882.97	6,255.79	75,069.46	6,443.46	77,321.54	6,636.77	79,641.19
M Engineer-In-Training Safety Officer	5,239.12	62,869.47	5,396.30	64,755.55	5,558.18	66,698.22	5,724.93	68,699.17	5,896.68	70,760.14	6,073.58	72,882.95	6,255.79	75,069.43	6,443.46	77,321.52
N Accountant Associate Planner Dvlpmnt Inspctr/Project Mgr Finance Specialist Paralegal IT Specialist	5,086.53	61,038.33	5,239.12	62,869.48	5,396.30	64,755.56	5,558.19	66,698.23	5,724.93	68,699.18	5,896.68	70,760.15	6,073.58	72,882.96	6,255.79	75,069.45
O Community Development Analyst	4,938.45	59,261.42	5,086.61	61,039.26	5,239.20	62,870.44	5,396.38	64,756.55	5,558.27	66,699.25	5,725.02	68,700.23	5,896.77	70,761.23	6,073.67	72,884.07
P	4,794.54	57,534.45	4,938.37	59,260.49	5,086.53	61,038.30	5,239.12	62,869.45	5,396.29	64,755.53	5,558.18	66,698.20	5,724.93	68,699.15	5,896.68	70,760.12
Q	4,654.89	55,858.71	4,794.54	57,534.47	4,938.38	59,260.51	5,086.53	61,038.32	5,239.12	62,869.47	5,396.30	64,755.56	5,558.19	66,698.22	5,724.93	68,699.17
R	4,519.31	54,231.75	4,654.89	55,858.71	4,794.54	57,534.47	4,938.38	59,260.50	5,086.53	61,038.32	5,239.12	62,869.47	5,396.30	64,755.55	5,558.18	66,698.22
S Finance Specialist - Personnel Executive Secretary	4,387.68	52,652.18	4,519.31	54,231.74	4,654.89	55,858.70	4,794.54	57,534.46	4,938.37	59,260.49	5,086.53	61,038.30	5,239.12	62,869.45	5,396.29	64,755.54
T Assistant Planner	4,259.88	51,118.62	4,387.68	52,652.18	4,519.31	54,231.74	4,654.89	55,858.70	4,794.54	57,534.46	4,938.37	59,260.49	5,086.53	61,038.30	5,239.12	62,869.45
U	4,135.81	49,629.75	4,259.89	51,118.65	4,387.68	52,652.21	4,519.31	54,231.77	4,654.89	55,858.73	4,794.54	57,534.49	4,938.38	59,260.52	5,086.53	61,038.34
V	4,013.81	48,165.67	4,134.22	49,610.84	4,259.89	51,098.96	4,385.99	52,631.93	4,517.57	54,210.89	4,653.10	55,837.22	4,792.69	57,512.33	4,936.48	59,237.70
W Planning Technician Payroll Technician Codes Enforcement Account Technician Police Evidence Officer	3,898.40	46,780.79	4,015.35	48,184.21	4,135.81	49,629.74	4,259.89	51,118.63	4,387.68	52,652.19	4,519.31	54,231.75	4,654.89	55,858.71	4,794.54	57,534.47
X Administrative Secretary	3,784.85	45,418.23	3,898.40	46,780.78	4,015.35	48,184.20	4,135.81	49,629.73	4,259.89	51,118.62	4,387.68	52,652.18	4,519.31	54,231.75	4,654.89	55,858.70
Y	3,708.98	44,507.80	3,820.25	45,843.03	3,934.86	47,218.32	4,052.91	48,634.87	4,174.49	50,093.92	4,299.73	51,596.74	4,428.72	53,144.64	4,561.58	54,738.98
Z	3,567.59	42,811.05	3,674.62	44,095.39	3,784.85	45,418.25	3,898.40	46,780.80	4,015.35	48,184.22	4,135.81	49,629.75	4,259.89	51,118.64	4,387.68	52,652.20
AA Animal Control Officer	3,463.68	41,564.12	3,567.59	42,811.05	3,674.61	44,095.38	3,784.85	45,418.24	3,898.40	46,780.79	4,015.35	48,184.21	4,135.81	49,629.74	4,259.89	51,118.63

Hourly Employees	Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Watershed Patrol	47,2500							
Library Page	13.50	13.91	14.32	14.75	15.19	15.65	16.12	16.60
Contract Employees	Month	Annual	FLSA Exempt					
City Manager	12,724.31	152,691.71						
City Attorney	10,416.66	125,000.00						
Municipal Judge	1,478.19	17,738.26						

Previous Year Base
21,127.61

Minimum Wage increases through 2023, based on CPI thereafter



2020 City of Roseburg Oregon Wage & Salary Survey

Published: October 2020
Effective: September 2020





**HR Answers is proud to present this
2020 City of Roseburg Wage and Salary Survey.**

Our thanks to the eighteen cities that participated in and hosted this survey.

Please call us if you have any questions or comments.

**Presented to you by:
Paul H. Hutter, SPHR
Senior Consultant**

**HR Answers, Inc.
7650 SE Beveland
Tigard, OR 97223**

**Email: phutter@hranswers.com
Phone: 503-885-9815**

This survey is provided to assist you in administering your pay programs and is considered confidential information. To preserve this confidentiality, the survey may not be duplicated or used to support specific actions in discussions with any third party.

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Use of Surveys

Using the Survey

All surveys produced by HR Answers, Inc. are most effectively used when employed as a guide for management, together with other data, to determine an organization's position. Survey users should not attempt to use survey results and summaries as absolute standards. Survey data should be used as an aid when determining readjustments of rates, schedules, or policies. In the case of collective bargaining, survey data should be used as a part of the total compensation picture and balanced with the financial capability of the organization and operational needs when determining proposals. Additionally, a compensation philosophy that works well for one organization may be of little value, or possibly destructive, to another. Facts such as location, management style and value system, characteristics of the type of organization, and the availability of key personnel must be considered.

For questions on survey data call Paul H. Hutter at (503) 885-9815 or email phutter@hranswers.com

Analyzing the Survey Data

As with all things statistical, survey data is subject to both the quality of data inputs and the timing of the survey process.

The following point should be considered when analyzing survey data.

- Skewing of the data – In all surveys, there is skewing of the data. By comparing averages to medians, skewing is easy to find. When an average is significantly greater than the corresponding median, the data may be skewed high (or vice versa). In other words, for that particular data breakout, there are data that are significantly above the next higher rate (and vice versa).

Aging the Survey Data

Also called advancing or trending; used to bring data to a consistent point in time. All survey data should be appropriately aged. Data collected for surveys is time-sensitive, reflecting a specific point or date in time. Therefore, to accurately reflect such data, all pay rates should be aged by the survey's user according to relevant adjustment rates. Below is an example of data collected at different points of time throughout the year.

Example 1: Aging data from a participant or published survey with an effective date of February 1, 2019 to the date of July 1, 2019. Using an average annual pay increase of 2.0%. The formula is:

- 5 months (number of months between the effective date and the projected date) divided by 12 months: times 2.0%: equals **0.83%**.
- Multiply the survey data points by 1.0083 to bring data to July 1, 2019.
- Market Data of \$31,626 * 1.0083 = \$31,890 – age corrected from 2/1/19 to 7/1/19

Survey Design and Methodology

Data collection forms and instructions were emailed to Thirty-One Cities of similar size in Oregon inviting them to participate in this survey. Data was returned by twenty-three which is a 74.2% return rate. If data appeared

questionable, either a confirmation was made with participants and/or the data was excluded. The guidelines for conducting the survey follow.

Data reporting parameters for each position

- Only positions with a **70% or better match to job descriptions** were reported. The questionnaire included job descriptions to facilitate better matching. In this report, the job description is shown at the top of each individual data page for the position.
- All classes of positions chosen by City of Roseburg requiring data for this edition were reported.
Includes:
 - non-exempt employees who are paid on an hourly or salaried basis who are non-exempt from, and therefore eligible for, overtime pay. They must be paid at least time-and-one-half for all hours worked in excess of 40 hours in their own workweek.
 - employees who qualify as exempt personnel under the terms of the Fair Labor Standards Act, Wage and Hour Regulations, Part 541 (as amended).
- **Base Pay:** Average hourly wage as of **September 1, 2020**
Includes:
 - if a non-exempt employee is salaried, an hourly rate conversion is made
 - the rates reported are the average of "Average Hourly Wage"*Excludes:*
 - overtime payments
 - established wage ranges or hiring rate ranges

Breakout data lines displayed for each position as available:

- All categories
- Organization size (# of employees)
- Annual Total revenue/budget
- City

Statistical Parameters

Antitrust issues: HR Answers is up to date on the U.S. Department of Justice and Federal Trade Commission Antitrust Safety Zones concerning the exchange of information often referred to as “safe harbor” guidelines. The following standards are used for all our salary surveys:

- No individual organization data is identified in the survey report.
- No participant codes are published in the survey report.
- Only aggregate data is shown; no individual organization data is displayed.
- Historic data is gathered for positions; projections are only gathered for the broadest categories (managers, hourly, and executives) and never for positions.

To preserve confidentiality of the survey participants, these guidelines are used:

Requirements vary by the statistic (ISD appears when these parameters are not met):

Statistic	Number of organizations required to report data
Average, weighted average, or median	3
Interquartile ranges	5

Definitions of Survey Terms

These are the definitions for the headings that appear at the tops of the pages for Hourly Wage Data.

Direct Market Survey Example

1-01 Accounting Supervisor

Directs and oversees the day to day operations of City Finance, utility billing and Municipal Court. Prepares payroll and all related payroll reports. Maintains general ledger detail and integrity and financial reporting processes. Provides budget preparation and the monitoring of revenues and expenditures for budget compliance. Provides periodic budget status summaries to the City Manager and City Council. Reviews and evaluates all financial operations in order to make recommendations to the City Manager. Provides assistance with annual audit and other required compliance reporting.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	6	6	\$69,132	\$69,132	\$52,728	\$60,616	\$66,716	\$76,263	\$90,605
Revenue/Budget									
> \$30 million	3	3	\$74,679	\$74,679	ISD	ISD	\$69,742	ISD	ISD

Position: The position’s title as identified by the client.

Job Description: Benchmark summary of skill and responsibility level performed in a job.

Market Weighted Average: The sum of all wages divided by the number of incumbents reported. Also called *Mean*. This is the best indicator of the real market for a large survey.

No. of Companies: The number of companies responding for this job summary.

No. of Incumbents: The number of employees for which data was submitted from all companies.

25% Percentile: The pay rate that falls at a point in the ranking where 25% of the salaries are at or below this amount. Also called the *1st Quartile* rate.

50% Percentile: The pay rate that falls at a point in the ranking where 50% are below and 50% are paid above this amount. Also called *Median*, or *Middle* rate. Use the *Median* for small data sets.

75% Percentile: The pay rate that falls at a point in the ranking where 75% of the salaries are at or below this amount. Also called the *3rd Quartile* rate.

Percentiles are not necessarily actual rates since the calculated percentile may fall between actual rates of pay.

Applying Compensation Data

(Also see Definitions of Survey Terms, which includes methods of calculations.)

The use of “averages rates”, when used alone, has its limitations. The smaller the sample, the greater the influence of each rate, which allows extremely high or low rates to exert an undue effect. It is important to consider the concentration of rates that may fall at the lower or upper levels.

When the “Weighted Average” rates are compared to the “Median” or “50th Percentile” rate, a better concept of the overall structure of a position’s reported rates can be determined. Ideally, the “Average” and the “Weighted Average” should not stray too far from the “Median” or midpoint. If it does, then it is being influenced by extremely high or low rates. The narrower the mid-range and the closer the cluster of rates around the average, the more stable and reliable is the average.

Notes on the use of different statistics are below.

- **Average** (or Mean) is the average for the number of **companies** reporting data for a position. In small samples, the average might be skewed if it is the sum of high and low extremes with few rates (or perhaps none) near the average.
- **Weighted Average** (or Weighted Mean) is the average for the number of **employees** reported for a position. The weighted average may be skewed by companies with large numbers of employees in a particular position.
- **Median** is the exact center of all rates. Half the rates fall above and half below this point. The median is usually the preferred measure of central tendency because it is less affected by extremely high or low values. (Also called the Middle rate or the 50th percentile).
- **Percentiles** allow the user to see the distribution of rates in the sample.
 - The 25th and 75th percentiles are also known as the **Middle 50%** and give a good indication of the middle “range” of reported rates because the lower 25% and the top 25% of the data for the position are dropped out. This shows the middle half of the data without the influence of the extremely high and low reported rates.
 - Extremes: the 10th and 90th percentiles allow the user to see further the distribution of rates in the sample.

These statistics are also useful to compare your organization's pay philosophy against the market for the job. **Note:** Percentiles are not necessarily actual rates since the calculated percentile may fall between actual rates of pay.

The purpose of this survey is to provide current and understandable wage and salary data to be used as one tool, along with other data, in making informed decisions concerning compensation policies and pay levels. The survey shows measures of central tendency (averages and means), which are the average rates of pay for a job at a given point in time. But the survey does not offer an answer to what is the "correct or absolute" rate for a specific job. This is because paying the average rate for a job makes no more sense than moving into an "average" house or having the "average" number of children. What is best for one organization may not be best for another. However, organizations using the same fact-based information to determine what is best for the specific organization can provide clarity in the reason(s) for the differences in outcomes.

To tailor compensation policies to an individual organization, considerations should be given not only to a salary survey but to the organization's pay philosophy, ability to pay, benefit and supplemental pay policies, supply and demand, present pay rates compared to labor market competitors, and the larger economic and business climate.

Many factors can affect the data reported and the results for specific job classifications from year to year. Organizations close, change employment size, relocate, restructure jobs, change philosophy, change management, or may be unable to participate each year. In addition, the level of employment in an area can change. Therefore, survey-to-survey and year-to-year comparisons should be viewed in general rather than absolute terms.

Position Descriptions: To facilitate accurate matching, job descriptions are Included as a **guide** to general duties for the benchmark jobs in this survey. Each description lists the position duties, education, and minimum experience typically required. Be sure to read the position description carefully and match your position against the survey description. We recommend your positions should match at least 70% of the description. However, these descriptions **are not a substitute for actual position evaluation**. HR Answers has compensation professionals who can assist companies with position evaluations.

Exempt/Non-Exempt Status: For convenience, positions in HR Answers' surveys are defined as exempt (not subject to overtime provisions) and non-exempt (subject to overtime provisions) as a **guide** only, and this **is not to be interpreted as a final determination of Exempt status for purposes of the Fair Labor Standards Act**. Exempt status under FLSA applies if the duties fit within one or more of the particular exemptions. Employers bear the burden of proving the exemption. For further information on exemption status and the FLSA, please contact HR Answers.

Labor Negotiations: Use of survey data in collective bargaining should be restricted to preparation of the organization's position and as a resource. At times it is appropriate to educate the organization's union partners on the data being used and invite them to review and comment on the data.

Survey Profile

HR Answers publishes this survey *upon request*. **Our thanks to the City's for participating in and hosting this survey.** We appreciate your participation and welcome any comments.

Data Effective Date	September 2020
Data Published	October 2020
Number of Benchmark Jobs Published in the Report	35
Number of Participating Organizations.....	23

Participating Organizations By:

Employment Size:

50-100 employees.....	3
101-150 employees.....	9
151-200 employees.....	7
201-250 employees.....	2
251-300 employees.....	0
Over 300 employees	2

Asset Size:

\$5.1 - \$10 million	0
\$10.1 - \$20 million	0
\$20.1 - \$30 million	0
\$30.1 - \$50 million	4
\$50.1 - \$75 million	9
\$75.1 - \$100 million	2
\$100.1 - \$150 million	6
\$150.1 - \$200 million	1
\$200.1 - \$300 million	1
Greater than \$300 million.....	0

Participant List

City of Canby	City of Keizer	City of Redmond
City of Central Point	City of Klamath Falls	City of Roseburg
City of Coos Bay	City of La Grande	City of Sherwood
City of Dallas	City of Lake Oswego	City of The Dalles
City of Forest Grove	City of Lebanon	City of Troutdale
City of Grants Pass	City of Milwaukie	City of Tualatin
City of Happy Valley	City of Newberg	City of West Linn
City of Hermiston	City of Pendleton	

Positions Reported

The following positions have reportable wage data. Jobs not listed here had **no data reported** (no organizations submitted data on the position) or **insufficient data reported (isd)** (too few organizations reported data, per anti-trust guidelines followed by HR Answers). See Statistical Parameters for further information on reporting guidelines. For a complete list of positions surveyed, please see the appendix at the end of this survey volume.

Title #	Job Code	Job Title	Page #
1	1-01	City Manager	12
2	1-02	City Recorder	12
3	1-03	Communications Specialist	13
4	1-04	Human Resources Director	13
5	1-05	Management Staff Assistant	14
6	2-01	Community Development Director	14
7	3-01	Finance Director	15
8	3-02	Finance & Management Services Lead Accountant	15
9	3-03	Finance & Management Services Accountant-Operations	16
10	3-04	Payroll Benefits Technician	16
11	4-01	Battalion Chief	17
12	4-02	Fire Chief	17
13	4-03	Fire Marshal	17
14	4-04	Fire Staff Assistant	18
15	4-05	Assistant Chief	18
16	5-01	Information Systems Technician/Telecommunications Specialist	19
17	5-02	Information Technology Manager	19
18	6-01	Library Director	20
19	7-01	Police Captain	20
20	7-02	Police Chief	21
21	7-03	Police Sergeant-Criminal Investigations	21
22	7-04	Police Sergeant	22
23	7-05	Police Staff Assistant	22
24	8-01	City Engineer	23
25	8-02	Civil Engineer I	23
26	8-03	Civil Engineer II	24
27	8-04	Civil Engineer III	24
28	8-05	Design Construction Manager	24
29	8-06	Parks & Recreation Program Manager	25
30	8-07	Parks Superintendent	25
31	8-08	Public Works Director	26
32	8-09	Public Works Staff Assistant	26
33	8-10	Street Superintendent	27
34	8-11	Water Superintendent	27
35	8-12	Water Treatment Plant Superintendent	28

Appendix A – Market Survey Results

City of Roseburg Oregon Wage Survey - 2020

1-01 City Manager

Working under the guidance and direction of the Mayor and eight City Council members, the City Manager is the Chief Executive Officer of the City of Roseburg. The City Manager supervises and manages all administrative and business affairs of the City, is responsible for ensuring applicable laws and ordinances are enforced and that City department heads and employees are performing their assigned duties. The City Manager is also the budget officer, coordinating the budget process to assure the City meets all legal requirements and reflects Council priorities. The City Manager Department includes the City Manager, City Recorder, Human Resources Director and two Staff assistants responsible for administrative support and operates on a 2018-19 budget of just over \$1 million. In addition to the specific duties of each position, the City Manager Department works with all employees and acts as a resource to all City Departments as well as elected officials. The City Manager is expected to exercise the highest degree of tact, patience and professional courtesy in contacts with City stakeholders in order to maintain the highest standard of public service.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	21	22	\$151,772	\$151,904	\$92,955	\$141,081	\$155,711	\$162,808	\$181,376
Company Size									
50-100	3	3	\$162,115	\$162,115	ISD	ISD	\$156,416	ISD	ISD
101-150	8	8	\$149,778	\$149,778	\$92,955	\$148,886	\$159,006	\$164,304	\$166,483
151-200	6	7	\$143,732	\$145,295	\$134,680	\$136,521	\$144,997	\$151,416	\$161,512
Revenue/Budget									
\$30.1 million - \$50 million	3	3	\$157,089	\$157,089	ISD	ISD	\$165,006	ISD	ISD
\$50.1 million - \$75 million	8	8	\$138,453	\$138,453	\$92,955	\$134,930	\$141,513	\$152,344	\$156,416
\$100.1 million - \$150 million	6	6	\$158,868	\$158,868	\$137,509	\$158,045	\$159,061	\$162,429	\$176,322

1-02 City Recorder

Acts as City records manager; serves as Clerk of the City Council, City licensing official, elections officer, processes complaints and requests for information from the public; does research for City Manager, Mayor and Council and analyzes information. Works under the general direction of the City Manager who participates in the establishment of major objectives and reviews work for effectiveness and results obtained. The City Manager, City Recorder and Human Resources Director receive shared staff support from a team of two Administrative Assistants.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	20	21	\$85,551	\$85,447	\$45,760	\$74,922	\$84,323	\$97,843	\$107,882
Company Size									
50-100	3	4	\$80,940	\$81,546	ISD	ISD	\$79,726	ISD	ISD
101-150	8	8	\$90,106	\$90,106	\$74,922	\$78,125	\$89,357	\$99,440	\$107,432
151-200	6	6	\$80,356	\$80,356	\$45,760	\$68,437	\$79,914	\$98,020	\$107,882
Revenue/Budget									
\$30.1 million - \$50 million	4	4	\$91,031	\$91,031	ISD	ISD	\$89,242	ISD	ISD
\$50.1 million - \$75 million	7	8	\$77,412	\$78,156	\$45,760	\$67,948	\$79,622	\$88,093	\$103,542
\$100.1 million - \$150 million	5	5	\$84,546	\$84,546	ISD	ISD	\$77,875	ISD	ISD

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1-03 Communications Specialist

The Communications Specialist works under the general direction of the City Manager, who participates in the establishment of major objectives and reviews work for effectiveness and results obtained. Independence of action is stressed. This is an exempt position subject to the City's Personnel Policies, Employee Handbook and Management Pay Plan. The Communications Specialist is responsible for implementing a comprehensive strategic communication plan, including but not limited to media relations, website content and writing and designing printed communications. Responsible for web-based publications for the City and for internal communication systems that help promote City employee communications. Responsible for community engagement by managing the development and communication of information that is designed to keep the community informed of the City's services, programs and accomplishments. May provide work guidance or direction to entry level employees, interns, volunteers and/or community service workers.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	7	8	\$75,507	\$86,451	\$44,496	\$59,947	\$65,426	\$76,669	\$233,168
Company Size									
151-200	3	3	\$64,489	\$64,489	ISD	ISD	\$63,773	ISD	ISD
Revenue/Budget									
\$100.1 million - \$150 million	3	3	\$57,340	\$57,340	ISD	ISD	\$60,445	ISD	ISD

1-04 Human Resources Director

The Human Resources Director reports directly to the City Manager. This position is subject to the City's adopted Personnel Policies, Employee Handbook and Management Pay Plan. The Director performs professional personnel and risk management duties; provides a centralized personnel administration program to govern areas of recruitment and selection, position classification, compensation, benefits, performance evaluation, training and development, safety and risk management, equal employment opportunity, discipline and discharge. The City Manager, Human Resources Director and City Recorder receive shared staff support from a team of two Administrative Assistants.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	20	20	\$114,230	\$114,230	\$74,922	\$95,966	\$114,396	\$126,526	\$166,005
Company Size									
50-100	3	3	\$104,915	\$104,915	ISD	ISD	\$113,589	ISD	ISD
101-150	8	8	\$116,995	\$116,995	\$74,922	\$93,756	\$111,467	\$139,864	\$166,005
151-200	6	6	\$113,963	\$113,963	\$79,123	\$107,640	\$123,874	\$126,646	\$127,109
Revenue/Budget									
\$30.1 million - \$50 million	3	3	\$103,438	\$103,438	ISD	ISD	\$94,203	ISD	ISD
\$50.1 million - \$75 million	8	8	\$111,722	\$111,722	\$74,922	\$94,182	\$108,212	\$126,048	\$166,005
\$100.1 million - \$150 million	6	6	\$117,520	\$117,520	\$92,414	\$110,984	\$114,396	\$122,780	\$148,491

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1-05 Management Staff Assistant

This position will work with the City Manager, City Recorder and HR Director in a high-paced office to provide a multitude of Municipal services such as scheduling appointments and meetings with local elected officials, attending public meetings and transcribing minutes; issuing business licenses, registrations and special permits; managing inventory of office and City Hall supplies; monitoring and updating City website; assisting with social media accounts; monitoring and responding to general office email; managing job postings, recruitments, screening and testing applicants; working with the City-wide Safety committee; performing official recordkeeping, filing and clerical duties; providing excellent internal and external customer service.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	11	19	\$53,927	\$51,298	\$37,003	\$42,954	\$46,966	\$55,590	\$98,634
Company Size									
151-200	5	7	\$60,683	\$59,228	ISD	ISD	\$52,541	ISD	ISD
Revenue/Budget									
\$50.1 million - \$75 million	6	6	\$55,127	\$55,127	\$37,003	\$43,030	\$50,742	\$52,572	\$98,634

2-01 Community Development Director

Performs professional planning duties relating to the development and implementation of the Comprehensive Plan. Administers the activities of the Community Development Department, consisting of Economic Development, Planning, Building, and Code Enforcement functions. Works under the general direction of the City Manager who participates in the establishment of major objectives and reviews work for effectiveness and results obtained. Exercises full supervision over all department employees, activities and functions. Oversees the Building Services Contract with Douglas County.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	19	30	\$115,456	\$92,013	\$44,013	\$53,477	\$103,459	\$123,672	\$147,098
Company Size									
101-150	7	18	\$107,260	\$73,198	\$44,013	\$51,558	\$54,818	\$101,020	\$143,520
151-200	7	7	\$119,509	\$119,509	\$76,315	\$112,751	\$124,779	\$131,435	\$147,098
Revenue/Budget									
\$50.1 million - \$75 million	9	20	\$107,869	\$76,878	\$44,013	\$52,837	\$56,160	\$106,969	\$147,098
\$100.1 million - \$150 million	5	5	\$125,504	\$125,504	ISD	ISD	\$125,652	ISD	ISD

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3-01 Finance Director

Performs highly responsible administrative work in planning, organizing, coordinating and directing the financial activities of the City. Develops and maintains a comprehensive fiscal management system for financial planning and accounting control in order to insure the proper utilization of City funds. Plans, establishes and maintains a central accounting system for the City, which includes pre-audit and other financial controls. Responsible for operations of the Municipal Court and IT Departments. Works under the general direction of the City Manager who participates in the establishment of major objectives and reviews work for effectiveness and results obtained.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	23	25	\$120,688	\$116,460	\$59,842	\$102,523	\$119,725	\$132,101	\$147,576
Company Size									
50-100	3	3	\$118,844	\$118,844	ISD	ISD	\$112,819	ISD	ISD
101-150	9	11	\$117,136	\$108,173	\$59,842	\$84,438	\$119,725	\$129,241	\$139,318
151-200	7	7	\$122,638	\$122,638	\$102,523	\$109,522	\$126,098	\$133,973	\$142,854
Revenue/Budget									
\$30.1 million - \$50 million	4	4	\$115,196	\$115,196	ISD	ISD	\$115,825	ISD	ISD
\$50.1 million - \$75 million	9	11	\$115,830	\$107,105	\$59,842	\$86,861	\$115,710	\$125,830	\$142,854
\$100.1 million - \$150 million	6	6	\$120,593	\$120,593	\$98,493	\$114,421	\$120,796	\$127,608	\$141,300

3-02 Finance & Management Services Lead Accountant

This is a professional accounting position assigned to operations within the Finance & Management Services Department. Under the general direction of the Finance Director, this position is responsible for the supervision and training of technical and clerical support staff. Work includes the performance of advanced professional accounting work related to the preparation and maintenance of financial records including budget preparation and analysis, and the preparation and audit of financial statements. Works under the direction of the Finance Director who outlines broad objectives and work activities and reviews work for effectiveness and results obtained. Provides direct supervision to subordinate Finance and Municipal Court staff including Accounting and Payroll Technicians, Court Clerks and Bailiffs. Performs related duties as assigned.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	13	21	\$77,782	\$70,749	\$54,018	\$62,525	\$69,514	\$76,710	\$103,958
Company Size									
101-150	4	11	\$78,445	\$65,620	ISD	ISD	\$62,525	ISD	ISD
151-200	6	7	\$80,676	\$78,655	\$61,963	\$73,590	\$77,314	\$85,544	\$93,038
Revenue/Budget									
\$50.1 million - \$75 million	6	13	\$77,208	\$67,022	\$54,018	\$54,101	\$62,525	\$76,710	\$93,038
\$100.1 million - \$150 million	4	4	\$79,295	\$79,295	ISD	ISD	\$73,060	ISD	ISD

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3-03 Finance & Management Services Accountant-Operations

This is a professional accounting position assigned to operations within the Finance & Management Services Department. The position may supervise utility billing, payroll, payables, municipal court, accounting, reception and cashiering functions. Perform financial and budgetary analysis, and special projects as assigned. Works under the direction of the Finance Director who outlines broad objectives and work activities and reviews work for effectiveness and results obtained. Provides direct supervision to subordinate financial staff including Account Clerks.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	12	29	\$73,287	\$72,064	\$53,192	\$66,082	\$72,862	\$76,502	\$96,108
Company Size									
101-150	4	19	\$71,400	\$72,009	ISD	ISD	\$76,502	ISD	ISD
151-200	4	5	\$70,278	\$68,628	ISD	ISD	\$64,605	ISD	ISD
Revenue/Budget									
\$50.1 million - \$75 million	4	19	\$74,276	\$72,614	ISD	ISD	\$76,502	ISD	ISD
\$100.1 million - \$150 million	4	5	\$80,419	\$77,500	ISD	ISD	\$78,457	ISD	ISD

3-04 Payroll Benefits Technician

Performs complex bookkeeping work related to the maintenance of the payroll system; prepares internal and external payroll reports as required. Performs all duties for regular payroll and benefits enrollments and payments of accounts. May direct the activities of an Account Clerk. This is a confidential position.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	19	24	\$64,724	\$65,339	\$52,562	\$53,674	\$60,445	\$69,675	\$107,578
Company Size									
50-100	3	3	\$57,138	\$57,138	ISD	ISD	\$53,040	ISD	ISD
101-150	7	9	\$67,492	\$70,926	\$52,562	\$59,862	\$60,466	\$70,408	\$107,578
151-200	5	8	\$64,563	\$61,915	ISD	ISD	\$60,788	ISD	ISD
Revenue/Budget									
\$30.1 million - \$50 million	4	5	\$62,728	\$62,155	ISD	ISD	\$60,466	ISD	ISD
\$50.1 million - \$75 million	6	10	\$67,621	\$68,426	\$52,562	\$53,643	\$61,360	\$69,846	\$107,578
\$100.1 million - \$150 million	5	5	\$56,863	\$56,863	ISD	ISD	\$53,685	ISD	ISD

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4-01 Battalion Chief

Provides supervision and is responsible for all personnel, equipment and operations for an assigned shift. Firefighting duties as required, including combating, extinguishing and preventing fires; protecting life and property. Under direction of the Assistant Chief who reviews work for conformance with established policies, rules and standards. Provides direct supervision over company officers and may supervise all subordinate personnel under command in regular and emergency operations.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	6	28	\$83,496	\$70,141	\$29,474	\$44,086	\$69,627	\$96,238	\$106,526

4-02 Fire Chief

Plans, organizes, staffs, directs and coordinates the operation and activities of the City Fire Department in preventing and extinguishing fires and in the protection of life and property. This is a highly responsible administrative position involving a comprehensive program of fire administration. Does related work as required, including the administration of emergency medical services. This is an exempt classification. Exercises full supervision over all departmental employees, functions and activities. Directly supervises division chiefs.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	8	10	\$122,419	\$112,864	\$60,882	\$92,326	\$119,777	\$138,942	\$159,286
Company Size									
151-200	3	3	\$117,676	\$117,676	ISD	ISD	\$120,328	ISD	ISD
Revenue/Budget									
\$50.1 million - \$75 million	3	5	\$94,672	\$86,661	ISD	ISD	\$89,045	ISD	ISD
\$100.1 million - \$150 million	3	3	\$130,798	\$130,798	ISD	ISD	\$131,868	ISD	ISD

4-03 Fire Marshal

Responsible for the enforcement of all state and local laws, ordinances and standards pertaining to fire prevention and the protection of life and property from fire and fire hazards. Conducts investigations of fires to determine cause, maintains appropriate records and prepares reports. Develops and implements fire safety/prevention programs; does related work as required. Works under the general direction of the Fire Chief who outlines broad policies and reviews all work for effectiveness and results obtained. Supervises and trains Fire Department personnel in duties related to inspections, fire prevention activities and investigations.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	4	4	\$116,002	\$116,002	ISD	ISD	\$115,339	ISD	ISD

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4-04 Fire Staff Assistant

Performs advanced and complex administrative duties requiring in-depth knowledge of office procedures and practices or of a special subject matter. Must have a thorough understanding of department procedures and programs. Frequently uses independent judgment, interpretation, and analysis to determine which rules, operations, deadlines, business practices, instructions, and procedures are pertinent to the completion of each assignment. Selects among alternative solutions based on evaluation of the intent of past practices or applicable rules, regulations, and procedures. A team player that provides day-to-day administrative functions to support staff. Performs a variety of highly complex and confidential duties as directed by the supervisor. This class is distinguished from lower level classes by the difficulty of the tasks, the increased consequence of errors, and the advanced skills or knowledge required to perform these tasks. Positions in this classification are excluded from the bargaining unit due to the confidentiality of their work. Works under the general supervision of the Fire Chief who assigns duties and reviews work for accuracy and conformance to department requirements. The supervisor provides little, if any, assistance with recurring assignments. Supervising Department Technician and light duty personnel is a responsibility of positions in this class.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	7	7	\$56,579	\$56,579	\$37,835	\$50,345	\$55,640	\$64,201	\$73,486
Company Size									
151-200	3	3	\$51,414	\$51,414	ISD	ISD	\$51,438	ISD	ISD
Revenue/Budget									
\$100.1 million - \$150 million	3	3	\$56,108	\$56,108	ISD	ISD	\$55,640	ISD	ISD

4-05 Assistant Chief

Commands the operations of the Fire Department. Serves as administrator of prevention, suppression, equipment, personnel and support functions. Serves as Acting Chief during the absence of the Fire Chief; directs the activities necessary to the fulfillment of departmental programs carried out by the Battalion Chiefs and Staff. Plans and directs the utilization of staff and resources in an effective, economical manner. Works under the general direction of the Fire Chief who outlines broad policies and reviews work for effectiveness and results obtained. Exercises supervision over Battalion Chiefs and company officers and may supervise all subordinate personnel under his/her command in regular and emergency operations.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	6	6	\$117,519	\$117,519	\$98,800	\$107,323	\$119,029	\$124,315	\$138,757
Revenue/Budget									
\$100.1 million - \$150 million	3	3	\$113,915	\$113,915	ISD	ISD	\$118,227	ISD	ISD

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5-01 Information Systems Technician/Telecommunications Specialist

The Information Systems Technician/Telecommunications Specialist works under the general direction of the Information Systems Manager. Assists the Information Systems Manager in providing support for hardware and software technical needs for all City departments. Investigates products available, plans, organizes and monitors effectiveness of network. Recurring routine assignments are independently performed on basis of past experience. Employee receives general instructions regarding scope of and approach to projects or assignments but procedures and problem resolution are left to the employee's direction and interpretation. Work is reviewed periodically to ensure determinations and decisions are made in accordance to department policy and procedures. Supervision of other employees is not a normal responsibility of positions in this class. This is a confidential position.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	12	20	\$78,653	\$76,417	\$59,503	\$65,441	\$76,305	\$82,306	\$114,629
Company Size									
101-150	5	7	\$85,234	\$81,717	ISD	ISD	\$80,184	ISD	ISD
151-200	4	7	\$76,848	\$78,026	ISD	ISD	\$80,746	ISD	ISD
Revenue/Budget									
\$50.1 million - \$75 million	4	6	\$75,577	\$74,693	ISD	ISD	\$76,887	ISD	ISD
\$100.1 million - \$150 million	3	6	\$74,173	\$70,399	ISD	ISD	\$68,171	ISD	ISD

5-02 Information Technology Manager

Under general direction, ensures the streamlined operation of the Information Systems Division in alignment with the City's technology goals. Plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the division including the installation, maintenance, and upgrade of networks, required hardware and software, infrastructure, and communications systems and facilities. Coordinates the provision of technical support and assistance on all information system related topics for all City users; administers short- and long-range planning activities; manages the effective use of the division's resources to improve organizational productivity; assists in coordinating assigned activities with other City departments and outside agencies; provides complex and responsible support to the Finance Director in areas of expertise. Evaluates City and departmental needs and requirements, and ensures delivery of services. Establishes Technology strategy and recommends and implements technological growth to meet the City's business needs. This is a confidential position.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	11	11	\$102,767	\$102,767	\$81,266	\$94,110	\$101,379	\$110,371	\$125,694
Company Size									
101-150	3	3	\$102,502	\$102,502	ISD	ISD	\$101,379	ISD	ISD
151-200	4	4	\$102,895	\$102,895	ISD	ISD	\$99,731	ISD	ISD
Revenue/Budget									
\$50.1 million - \$75 million	3	3	\$114,719	\$114,719	ISD	ISD	\$117,083	ISD	ISD
\$100.1 million - \$150 million	4	4	\$104,781	\$104,781	ISD	ISD	\$100,924	ISD	ISD

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6-01 Library Director

Performs a variety of administrative, professional and managerial work in planning, organizing and implementing the programs and services of the library system. Manages all library personnel and operations. Responsible for applying sound supervisory and personnel principles and techniques. Ensures that employees are adequately trained. Manages department resources including budget, materials and equipment for maximum efficiency and service. Works under the general direction of the City Manager who participates in the establishment of major objectives and reviews work for effectiveness and results obtained. Assists the City Manager in formulating policies and procedures for departmental organization and operation. Maintains communications and coordination with the City Manager, Council, applicable commissions, other agencies, co-workers and the public. May participate as a member of the City Management Team.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	16	16	\$105,520	\$105,520	\$81,848	\$89,045	\$98,966	\$121,630	\$138,757
Company Size									
101-150	7	7	\$98,672	\$98,672	\$81,848	\$92,934	\$97,989	\$102,326	\$120,349
151-200	5	5	\$103,672	\$103,672	ISD	ISD	\$96,950	ISD	ISD
Revenue/Budget									
\$50.1 million - \$75 million	6	6	\$98,717	\$98,717	\$81,848	\$88,982	\$89,045	\$104,473	\$133,786
\$100.1 million - \$150 million	5	5	\$107,063	\$107,063	ISD	ISD	\$97,989	ISD	ISD

7-01 Police Captain

Commands the operations of the Police Department. Serves as the administrator of the Uniformed Patrol Division, Criminal Investigations Division, Records Division and Community Resource Division. Serves as Acting Chief during the absence of the Police Chief; directs the activities necessary to the fulfillment of departmental programs carried out by the divisions; plans and directs the utilization of staff and resources available in an effective and economical manner. Works under the general supervision of the Police Chief. Exercises supervision over assigned sergeants, corporals, police officers, community service officers, records staff and evidence technician.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	18	27	\$117,938	\$118,661	\$94,203	\$112,330	\$120,078	\$125,641	\$141,710
Company Size									
101-150	7	10	\$111,809	\$113,874	\$94,203	\$106,392	\$112,965	\$124,103	\$128,378
151-200	6	9	\$125,537	\$126,361	\$115,710	\$120,078	\$122,242	\$127,670	\$141,710
Revenue/Budget									
\$30.1 million - \$50 million	3	5	\$112,993	\$116,750	ISD	ISD	\$120,078	ISD	ISD
\$50.1 million - \$75 million	6	9	\$116,900	\$119,813	\$101,379	\$112,965	\$115,710	\$122,242	\$141,710
\$100.1 million - \$150 million	5	9	\$112,780	\$113,686	ISD	ISD	\$113,808	ISD	ISD

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7-02 Police Chief

Works under the general direction of the City Manager who participates in the establishment of major objectives and reviews work for effectiveness and results obtained. Exercises full supervision over all departmental employees, function and activities. Directly supervises Operations Commander and Police Staff Assistant. Plans, organizes, leads and controls all of the activities of the Police Department. This is a highly responsible administrative position involving immediate responsibility to insure that order is maintained and the laws and ordinances are enforced; to protect lives and property of the public; and to be responsible for the actions and conduct of departmental personnel.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	20	20	\$134,016	\$134,016	\$91,645	\$127,468	\$134,801	\$144,960	\$162,469
Company Size									
101-150	8	8	\$131,851	\$131,851	\$106,018	\$117,733	\$134,961	\$145,938	\$152,131
151-200	7	7	\$135,124	\$135,124	\$91,645	\$132,496	\$136,011	\$145,376	\$162,469
Revenue/Budget									
\$30.1 million - \$50 million	4	4	\$134,077	\$134,077	ISD	ISD	\$139,641	ISD	ISD
\$50.1 million - \$75 million	7	7	\$126,093	\$126,093	\$91,645	\$115,742	\$119,995	\$138,528	\$162,469
\$100.1 million - \$150 million	5	5	\$136,617	\$136,617	ISD	ISD	\$133,910	ISD	ISD

7-03 Police Sergeant-Criminal Investigations

Commands the Criminal Investigations Division. Directs the activities necessary to the fulfillment of departmental programs carried out by the division; plans and directs the utilization of staff and resources available in an effective and economical manner. Exercises supervision over assigned detectives and Douglas Interagency Narcotics Team (DINT) investigators.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	11	13	\$97,436	\$98,143	\$73,757	\$89,898	\$97,323	\$108,306	\$115,107
Company Size									
101-150	4	5	\$92,521	\$91,807	ISD	ISD	\$89,898	ISD	ISD
151-200	5	6	\$101,604	\$103,854	ISD	ISD	\$110,916	ISD	ISD
Revenue/Budget									
\$30.1 million - \$50 million	3	4	\$101,560	\$104,946	ISD	ISD	\$111,706	ISD	ISD
\$50.1 million - \$75 million	3	4	\$90,185	\$89,877	ISD	ISD	\$88,951	ISD	ISD
\$100.1 million - \$150 million	3	3	\$95,085	\$95,085	ISD	ISD	\$94,390	ISD	ISD

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7-04 Police Sergeant

Watch Commander in charge of operations during that shift. Plans and directs the activities of staff and resources during a shift to insure the objectives and mission of the Roseburg Police Department are fulfilled. Participates in the hiring, promotion and disciplinary process of employees and subordinates. Responsible for the supervision of the police officers and corporals at the Department.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	17	75	\$96,179	\$95,791	\$67,517	\$92,734	\$96,283	\$102,898	\$107,848
Company Size									
101-150	6	24	\$96,861	\$96,395	\$75,816	\$95,893	\$98,592	\$102,575	\$104,624
151-200	7	32	\$96,463	\$96,042	\$67,517	\$92,700	\$96,855	\$105,123	\$107,848
Revenue/Budget									
\$30.1 million - \$50 million	3	14	\$102,350	\$102,217	ISD	ISD	\$103,438	ISD	ISD
\$50.1 million - \$75 million	7	33	\$92,675	\$92,415	\$67,517	\$84,136	\$92,872	\$98,592	\$107,848
\$100.1 million - \$150 million	5	19	\$96,653	\$96,150	ISD	ISD	\$94,573	ISD	ISD

7-05 Police Staff Assistant

Acts as assistant to Police Chief and as Records Unit Supervisor. Works under direction of Police Chief and Administrative Staff. May coordinate with Community Resources Sergeant. Performs a variety of complex clerical, secretarial and administrative duties for which considerable keyboarding and word processing skills are required. Assigns tasks, performs or assigns training and schedules Records Clerks. This class is distinguished from lower level classes by the advanced skills and knowledge required to perform related tasks, and maintaining the confidentiality required.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	14	21	\$64,545	\$61,298	\$43,867	\$51,584	\$58,926	\$65,541	\$92,768
Company Size									
101-150	4	4	\$67,023	\$67,023	ISD	ISD	\$69,264	ISD	ISD
151-200	6	7	\$63,240	\$60,810	\$43,867	\$50,014	\$58,861	\$65,073	\$92,768
Revenue/Budget									
\$30.1 million - \$50 million	3	4	\$57,931	\$55,006	ISD	ISD	\$48,880	ISD	ISD
\$50.1 million - \$75 million	6	9	\$67,132	\$62,261	\$47,986	\$51,584	\$57,054	\$65,541	\$92,768
\$100.1 million - \$150 million	3	6	\$67,860	\$63,903	ISD	ISD	\$58,926	ISD	ISD

City of Roseburg Oregon Wage Survey - 2020

8-01 City Engineer

The position reports directly to the Public Works Director and may serve as department head in Public Works Director's absence. The City Engineer plans, directs and manages the activities of the Engineering Division. This includes the direct supervision of division employees; currently two Civil Engineers, three Engineering Technicians, one GIS technician, and two shared support staff. The position works closely with the four maintenance superintendents and provides engineering support to assist in meeting department goals and objectives. The City Engineer is expected to lead a team that is focused on problem solving and delivering quality public infrastructure at the lowest life-cycle cost. The division is small with a broad span of responsibility.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	12	12	\$117,677	\$117,677	\$92,603	\$111,691	\$118,602	\$125,445	\$147,576
Company Size									
101-150	5	5	\$113,119	\$113,119	ISD	ISD	\$113,443	ISD	ISD
151-200	3	3	\$118,592	\$118,592	ISD	ISD	\$117,749	ISD	ISD
Revenue/Budget									
\$50.1 million - \$75 million	4	4	\$117,931	\$117,931	ISD	ISD	\$117,083	ISD	ISD
\$100.1 million - \$150 million	4	4	\$112,658	\$112,658	ISD	ISD	\$116,449	ISD	ISD

8-02 Civil Engineer I

This is the entry and training level class in the professional engineering series; incumbents in this class are considered to be on a continuing training status and work towards registration as a professional engineer. Once assigned responsibilities and knowledge increases with experience, and the incumbent obtains the professional civil engineering registration, a Civil Engineer I usually flexes to a Civil Engineer II.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	6	7	\$65,088	\$64,507	\$53,269	\$58,230	\$62,837	\$71,354	\$76,274
Company Size									
151-200	3	4	\$60,129	\$60,351	ISD	ISD	\$59,686	ISD	ISD

City of Roseburg Oregon Wage Survey - 2020

8-03 Civil Engineer II

This is a professional engineering position which requires registration as a civil engineer. Employees in this class are distinguished from the Engineering Technicians by a higher level complexity of assignments, the responsibility to provide professional direction and supervision to other technical staff, and the greater independence with which a CE2 is expected to operate. The CE2 is expected to complete complex engineering assignments requiring the use of judgment and initiative developing solutions to problems, interpreting general policies, determining work assignments, and to function as engineer of record for contract documents on public improvement projects. The CE2 is expected to act independently with occasional instruction or assistance as new or unusual situations arise, and to be fully aware of the operating procedures and policies of the work unit.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	7	11	\$84,711	\$84,726	\$74,194	\$81,390	\$85,613	\$88,161	\$94,390
Company Size									
101-150	3	7	\$81,524	\$83,369	ISD	ISD	\$81,515	ISD	ISD
151-200	3	3	\$88,353	\$88,353	ISD	ISD	\$86,424	ISD	ISD

8-04 Civil Engineer III

This is a senior level engineering position. In addition to the responsibilities of the CE2, the CE3 plans, organizes and supervises professional and technical engineering work within the Public Works Department. The CE3 requires additional experience and supervisory experience and may have additional professional certifications or licenses.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	6	\$94,008	\$94,130	ISD	ISD	\$92,123	ISD	ISD
Company Size									
101-150	3	4	\$92,151	\$92,799	ISD	ISD	\$91,822	ISD	ISD

8-05 Design Construction Manager

The Design and Construction Manager oversees the City's capital improvement program including projects associated with private development and City sponsored projects through the design and construction process. This position assigns and supervises project technical design and construction inspection staff in the Engineering Division and reports to the Division Head.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	5	5	\$83,147	\$83,147	ISD	ISD	\$83,658	ISD	ISD
Company Size									
151-200	3	3	\$83,686	\$83,686	ISD	ISD	\$83,658	ISD	ISD

City of Roseburg Oregon Wage Survey - 2020

8-06 Parks & Recreation Program Manager

Performs professional management and planning of recreation programs and development of City park facilities and infrastructure to maximize community use. This includes suggestions for construction and use of City parks infrastructure as well as organization and coordination of City parks usage. This position performs a variety of supervisory, administrative and technical skills related to the management and growth of the City parks and park infrastructure system. Works under the direction of the Public Works Director. Work is reviewed for effectiveness and results obtained. Supervision of other employees may be required of persons in this position.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	9	9	\$92,490	\$92,490	\$42,702	\$84,458	\$95,285	\$105,539	\$125,472
Company Size									
151-200	6	6	\$83,964	\$83,964	\$42,702	\$83,530	\$84,609	\$92,654	\$113,360
Revenue/Budget									
\$50.1 million - \$75 million	4	4	\$86,206	\$86,206	ISD	ISD	\$94,380	ISD	ISD

8-07 Parks Superintendent

Supervise all tasks and personnel in Parks Maintenance Division. Does all related work as required. This is a mid-level management position. The Parks Maintenance Superintendent works under the general supervision of the Public Works Director or designee who establishes major objectives and reviews work for results obtained. Responsible for the supervision of all Parks Division maintenance staff. Prioritizes, outlines and assigns projects and reviews completion of work assigned.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	12	12	\$81,494	\$81,494	\$63,648	\$78,182	\$80,538	\$84,891	\$99,840
Company Size									
101-150	3	3	\$78,666	\$78,666	ISD	ISD	\$78,562	ISD	ISD
151-200	5	5	\$84,815	\$84,815	ISD	ISD	\$84,531	ISD	ISD
Revenue/Budget									
\$30.1 million - \$50 million	3	3	\$78,243	\$78,243	ISD	ISD	\$78,562	ISD	ISD
\$50.1 million - \$75 million	4	4	\$89,632	\$89,632	ISD	ISD	\$89,149	ISD	ISD
\$100.1 million - \$150 million	3	3	\$72,671	\$72,671	ISD	ISD	\$72,800	ISD	ISD

City of Roseburg Oregon Wage Survey - 2020

8-08 Public Works Director

The Public Works Director is a self-directed and highly accountable position providing oversight, direction and leadership to the Public Works Department. The Public Works Director will be responsible for a full range of Public Works services through a staff of approximately 58 full time employees and will have the ability to work through independent action and decision making within the framework of Council goals and general direction of the City Manager. This dynamic, innovative leader will guide the department both through long range planning and everyday operations and will accomplish goals through the effective delegation of authority to the Public Works team with a focus on customer service. The Public Works Director will serve as an essential, active member of the City's management team.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	18	18	\$125,501	\$125,501	\$89,336	\$117,619	\$130,946	\$136,292	\$138,757
Company Size									
50-100	3	3	\$128,565	\$128,565	ISD	ISD	\$132,226	ISD	ISD
101-150	4	4	\$119,387	\$119,387	ISD	ISD	\$117,270	ISD	ISD
151-200	7	7	\$124,799	\$124,799	\$89,336	\$122,242	\$132,392	\$135,325	\$136,731
Revenue/Budget									
\$30.1 million - \$50 million	3	3	\$125,133	\$125,133	ISD	ISD	\$132,392	ISD	ISD
\$50.1 million - \$75 million	6	6	\$120,321	\$120,321	\$89,336	\$115,383	\$123,375	\$133,396	\$136,386
\$100.1 million - \$150 million	5	5	\$124,762	\$124,762	ISD	ISD	\$125,669	ISD	ISD

8-09 Public Works Staff Assistant

Works independently, under direction of the Public Works Director. Work assignments routinely come directly from department division managers and engineering staff. Work is reviewed primarily through results obtained. Supervision of others may be a responsibility of positions in this class. Acts as assistant to the Public Works Staff and coordinates Public Works clerical support staff. Performs a variety of complex clerical, secretarial and receptionist duties for which considerable typing and word processing skills are required. This class is distinguished from lower level classes by the advanced skills and knowledge required to perform related tasks, decreasing the consequence of errors, and maintaining the confidentiality required. Assigns tasks and schedule for department support staff positions. This is a confidential position.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	12	13	\$59,331	\$58,108	\$40,874	\$50,960	\$54,649	\$63,432	\$79,040
Company Size									
151-200	6	6	\$64,419	\$64,419	\$51,438	\$53,068	\$63,184	\$75,774	\$79,040
Revenue/Budget									
\$50.1 million - \$75 million	4	4	\$58,495	\$58,495	ISD	ISD	\$51,990	ISD	ISD
\$100.1 million - \$150 million	4	5	\$56,333	\$53,752	ISD	ISD	\$55,640	ISD	ISD

City of Roseburg Oregon Wage Survey - 2020

8-10 Street Superintendent

Supervises all tasks and personnel of the building maintenance, airport maintenance and street and storm drainage functions. Works under the general supervision of the Public Works Director or designee who establishes major objectives and reviews work for results obtained. Responsible for supervising Foreman and/or all division maintenance workers. Prioritizes, outlines and assigns projects and reviews completion of work assigned. Does all related work as required.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	18	20	\$88,754	\$89,644	\$63,939	\$85,576	\$92,290	\$96,564	\$112,362
Company Size									
101-150	7	8	\$91,321	\$91,705	\$68,058	\$91,494	\$94,390	\$96,564	\$101,379
151-200	6	6	\$84,626	\$84,626	\$63,939	\$81,559	\$89,309	\$91,671	\$93,766
Revenue/Budget									
\$30.1 million - \$50 million	3	3	\$82,326	\$82,326	ISD	ISD	\$88,421	ISD	ISD
\$50.1 million - \$75 million	6	6	\$86,213	\$86,213	\$63,939	\$79,586	\$86,996	\$97,386	\$101,379
\$100.1 million - \$150 million	5	6	\$89,279	\$91,217	ISD	ISD	\$94,203	ISD	ISD

8-11 Water Superintendent

Supervise all tasks and personnel of the water transmission and distribution functions. Works under the general supervision of the Public Works Director or designee who establishes major objectives and reviews work for results obtained. Responsible for supervising all division maintenance workers. Prioritizes, outlines and assigns projects and reviews completion of work assigned.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	14	14	\$92,235	\$92,235	\$73,944	\$87,549	\$92,758	\$95,831	\$113,256
Company Size									
101-150	5	5	\$93,983	\$93,983	ISD	ISD	\$91,853	ISD	ISD
151-200	5	5	\$89,425	\$89,425	ISD	ISD	\$93,766	ISD	ISD
Revenue/Budget									
\$30.1 million - \$50 million	3	3	\$88,566	\$88,566	ISD	ISD	\$88,421	ISD	ISD
\$50.1 million - \$75 million	4	4	\$94,890	\$94,890	ISD	ISD	\$96,179	ISD	ISD
\$100.1 million - \$150 million	4	4	\$92,242	\$92,242	ISD	ISD	\$89,606	ISD	ISD

City of Roseburg Oregon Wage Survey - 2020

8-12 Water Treatment Plant Superintendent

Supervises all tasks and personnel of the water treatment plant division. Works under the general supervision of the Public Works Director or designee who establishes major objectives and reviews work for results obtained. Responsible for supervising Water Plant Operators and/or all division maintenance workers per the City's Personnel Policies and the represented employees' contract. Prioritizes outlines and assigns daily tasks and/or projects and reviews completion of work assigned. Does all related work as required.

	# of Cos.	# of Emps.	Average	Weighted Average	Minimum	25th Percentile	50th Percentile	75th Percentile	Maximum
Job - Total									
All Categories	14	14	\$92,048	\$92,048	\$69,255	\$82,855	\$88,962	\$100,412	\$130,166
Company Size									
101-150	4	4	\$91,260	\$91,260	ISD	ISD	\$89,024	ISD	ISD
151-200	5	5	\$88,706	\$88,706	ISD	ISD	\$85,932	ISD	ISD
Revenue/Budget									
\$30.1 million - \$50 million	3	3	\$98,204	\$98,204	ISD	ISD	\$102,627	ISD	ISD
\$50.1 million - \$75 million	4	4	\$89,274	\$89,274	ISD	ISD	\$87,485	ISD	ISD
\$100.1 million - \$150 million	4	4	\$84,758	\$84,758	ISD	ISD	\$88,962	ISD	ISD

**BUDGET ISSUE PAPER**
CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23		22-016

TO: City of The Dalles Budget Committee
FROM: Angie Wilson, Finance Director
DATE: February 23, 2022
ISSUE: **BIP 22-016 State Revenue Sharing Process and Use of Funds**

BACKGROUND:

State Revenue Sharing Law, ORS 221.770, requires cities to pass a resolution each year stating that they elect to receive State Revenue Sharing money during the next fiscal year. The law mandates public hearings be held by each city, and a certification of these hearings is required. The required hearings are as follows: 1) the Budget Committee holds a Public Hearing to consider possible uses of the funds; and 2) the City Council holds a Public Hearing on the uses of the funds as proposed by the Budget Committee or others.

After the Hearing before the Budget Committee, the Committee should make a motion to recommend to the City Council that the State Revenue Sharing funds be designated for a certain purpose. The City of The Dalles has traditionally made a very broad statement that State Revenue Sharing funds should be used to support activities in the General Fund. These funds, estimated at \$195,284 for the coming year, are used to balance the General Fund in the proposed FY 22/23 budget. If it is determined that these funds are to be used for another purpose, we would have to reduce the General Fund expenditures and associated services by a similar amount.

This year the public hearing before the Budget Committee is scheduled for the first Budget Committee meeting on May 3, 2022.

- The Hearing before the City Council is scheduled for June 7, 2022.

The required Resolution electing to receive State Revenue Sharing funds in the upcoming fiscal year is included as an action item on the same agenda. That resolution is not required to designate the uses of the funds, but only states the City's election to receive them. A copy of the signed resolution, along with certification that the two hearings were held as required is then sent to the State to document the City's compliance with the requirement.



BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	Special Grants	22-017

TO: City of The Dalles Budget Committee

FROM: Angie Wilson, Finance Director; Alice Cannon, Planning Director

THRU: Julie Krueger, City Manager

DATE: 03/15/2022

ISSUE: **BIP 22-017 Special Grants Fund**

BACKGROUND:

- The Special Grants Fund was created to provide for those capital projects that were funded entirely or in part by restricted funds, such as grants, loans, and contributions that were restricted in use to those specific projects. The following projects have been included in the proposed budget for FY22/23:
- 1st STREET/RIVERFRONT CONNECTION PROJECT (018-2900-000.75-10): The project description has changed considerably since its inception in 2008. The ODOT/City agreement was formally amended in 2018 to reflect the current project description and schedule. Project design is nearly complete. Right-of-way/easement acquisition anticipated to begin in summer 2022. Bidding and construction is projected to be completed by late 2023 or early 2024. The project is funded from a Federal grant awarded in 2008 in the amount of \$1,621,406. Local resources available to fund the project include the remaining proceeds from the 2009 FFCO Bond in the amount of \$12,100,000. A 2021 construction cost estimate for the streetscape project now total approximately \$6.1million. The proposed budget includes a transfer of \$1,100,000 from the Urban Renewal Agency to fund all remaining phases.
- CDBG Home Repair Program: In collaboration with Columbia-Cascade Housing Corporation, the City was awarded \$500,000 in 2021 in funding assistance for a Home Repair Program for Wasco and Hood River Counties to provide loans and grants to income eligible homeowners. Columbia-Cascade Housing Corporation will manage the program. This is the second year of this program's funding cycle.

- Business Oregon has received additional CDBG Coronavirus (CDBG-CV) funds through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. In January 2021, City Council authorized the City to partner with Columbia-Cascade Housing Corporation in applying for up to \$400,000 to assist families earning at or below 80% Area Median Income who are also economically impacted by COVID-19 through rent, mortgage and emergency utility payments. This grant will continue into FY22/23.
- DEQ/EPA Brownfield Grant: Building upon the results of the Integrated Planning Grant completed by the end of FY18/19, a grant has been sought out and received in FY20/21. The grant is for clean- up and potential projects. This grant will continue for up to 2 more years.
- In March of 2021, the Federal Government issued a grant from the State of Oregon that we are suppose too receive in two tranches. The treasury will be sending funds to the State of Oregon. The funds will be for offsetting revenue, premium pay to essential workers, offsetting loss revenue and also providing for water, sewer and broadband infrastructure.
- City staff will apply for the State Historic Preservation Grant in the amount of \$15,713 to support the enhancement of a cell phone/tablet “app” launched in 2021, offering tourists and residents walking tour options to visit and learn more about historic landmarks and murals throughout the community. The enhanced app will include locations and descriptions of the new community murals, slated to be painted in downtown in Summer 2022.
- In Spring or Summer 2022, City staff anticipates a grant of \$250,000 or more from the Oregon Brownfields Cleanup Fund. This grant will be used to pay for asbestos abatement in the Urban Renewal Agency-owned property called the “Tony’s Building” located at 401-407 E. Second Street. This grant award was included in the proposed budget due to the likelihood of this grant award. A supplemental budget may be needed if the grant award is larger than \$250,000.
- As stated above, some of the revenues are restricted to use on specific projects, while other portions, such as the Urban Renewal funds can be moved around as needed at the discretion of the Council. The 2009 FFCO Bond funds must be used for projects that are determined to be within the scope of the Statement of Uses in the bond document. However, if the Council wishes to change the uses in the bond statement a bond attorney will need to be contacted to make changes via a new resolution.



CITY of THE DALLES

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BUDGET ISSUE PAPER CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22/23	Public Works Funds	22-018

TO: City of The Dalles Budget Committee
THRU: Julie Krueger, City Manager
FROM: Dave Anderson, Public Works Director
DATE: February 17, 2022
ISSUE: **BIP 22-018 Sidewalk Maintenance 50/50 Cost-Share Program**

RELATED COUNCIL GOAL:

- A. Provide City-wide infrastructure to support safe and well-maintained streets and reliable utility systems for the citizens of The Dalles.

RELATED BUDGET ISSUE PAPERS: 20-021, 21-018

BACKGROUND:

- One of the unmet needs within the community is that of maintaining existing sidewalks. The municipal code (Chapter 2.20) provides that it is the responsibility of property owners to maintain public sidewalks adjacent to their properties "in good repair and a safe condition." The municipal code also identifies that the adjacent real property owner bears the legal liability "for any personal injury or property damage which occurs because of the owner's failure to maintain the sidewalk in good repair or a safe condition." However, despite these requirements, many sidewalks in the community are deteriorated and some could be deemed to be unsafe.
- Since much of the reason that sidewalks are not being maintained is related to cost, the City initiated a pilot program in FY2020/21 wherein the City paid 50% of the cost for selected sidewalk rehabilitation projects. For that first year, projects associated with residential properties were prioritized. The City allocated \$25,000 for the program thereby allowing for \$50,000 of projects to be

completed. While the pilot program was a success in that 23 applications were received and 6 of those projects were completed, some significant lessons were learned to help streamline the program in the future. It was also found that some very desirable projects had to be postponed because they required other additional work to be completed like the repair of retaining walls, the removal of trees, or the widening of streets. These more complicated projects can be addressed in future program allocations in coordination with other street maintenance activities and more advance project planning.

- For FY2022/23, staff proposes to continue to streamline the program. The proposed FY2022/23 budget includes \$50,000 of City funds to allow a total of \$100,000 in projects, as did the FY2021/22 budget. This level of funding is expected to be enough to complete most or all of residential applications received and accommodate a significant number of commercial/public-facility needs. The proposed funding for the FY2022/23 Sidewalk Rehabilitation 50/50 Cost Share Program is provided in the Special Assessments Fund, Fund 36, in line 036-3600-000.75-10.
- From the lessons learned from the FY2020/21 Pilot Program, the concepts of the Program are being updated to be as follows:
 - The City will provide 50% of the cost to repair/replace deteriorated sidewalks, the adjacent property owner will be required to pay the other 50%.
 - The Program will be voluntary for property owners.
 - The Program will not be retroactive.
 - The Program will be administered on a first-come/first-served basis and may have two application cycles; the first cycle would focus on residential properties and the second cycle could also accommodate commercial and public-facility (such as churches) properties. This concept is intended to continue to prioritize residential properties but also accommodate other properties as funds are available.
 - Rather than batching projects and having a construction contract issued by the City, selected property owners will hire their own contractors and upon acceptance of the work, the City will pay the contractor for half the value of the completed project. This method is intended to reduce the issue of property owners being selected and then backing out after a City-issued contract has been awarded (which happened quite often) and avoid the application of Prevailing Wages to the work thereby reducing costs to property owners.
 - If a section of sidewalk that was being replaced includes a curb ramp, or should have a curb ramp, the City will fully pay the cost of the Americans with Disabilities Act (ADA) upgrade consistent with its ADA Transition Plan. A typical ADA sidewalk ramp is currently costing between \$8,000 and \$10,000 to construct.
- With the proposed level of funding, \$50,000, it's estimated that approximately 1120 lineal feet of residential sidewalk could be replaced.



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BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	Police Department	22-019

TO: City of The Dalles Budget Committee

FROM: Police Chief Tom M. Worthy

THRU: Julie Krueger, City Manager

DATE: January 27, 2022

ISSUE: **BIP 22-019 Unmanned Aerial Vehicle**

RELATED FUND AND LINE ITEM: Police Department Line Item: 001-1300-000.74-90

BACKGROUND: Request for funding of unmanned aerial vehicles for police operations

- Unmanned aerial vehicles (drones) are a growing trend in public safety and are already in use by other agencies in the Columbia Gorge Region.
- Often The Dalles Police Department would have used a drone if one was immediately available. One incident was on November 13th when Officers were 20 minutes behind a man accused of attempted murder of a police officer. Officers knew that the suspect had been present in a home. If a drone was immediately available, it would have been launched. In daylight or darkness, the thermal imaging camera is a remarkable search tool that aids in police operations.
- Below is a summary of drone usages in law enforcement:
 - **Search and Rescue** - The first and most obvious use for drones by police agencies is search and rescue. Drones can cover territory much more quickly and efficiently than officers can on foot or even by vehicle. Moreover, drones can get under tree cover, or between buildings, to access places that cannot be accessed by other forms of aerial support. When equipped with a thermal camera, a drone can easily spot a lost or missing person hidden under rubble, in the water, in undergrowth at night and during the day.

- A drone could be launched almost immediately for quick analysis of the situation which can relate information back to first responders on the ground. The drone itself is equipped to carry important equipment like water and life preservers to better assist in getting help to people in trouble.
- **Tracking** - Police drones can be used to aid in apprehending criminals on the run. With object tracking capabilities, the drone can track and follow an individual fleeing the scene of a crime and provide information on the entire scenario, allowing officers to more safely apprehend the suspect or identify evidence that has been thrown or hidden.
- **Officer Safety** - An aerial perspective can provide vital information in dangerous situations such as active shooter scenes, illicit narcotics transactions, or other investigations of illegal activity. The “eyes in the sky” can assess the situation, getting both the big picture, and even down to minute detail with zoom cameras, while increasing the safety of law enforcement officers.
- **Reporting and Analysis** - An aerial perspective in conjunction with mapping software can play a role in reconstructing traffic collisions or crime scenes. Photographs and maps produced by drone camera software can be used in analyzing the sequence of a collision for accident reports, as well as unraveling the events connected to a crime.
- Our Partner agency, The Sherman County Sheriff’s Department has a drone and is always willing to help our agency but they are miles away and in some incidents, time is critical. Having a drone readily available will be a benefit for our community.
- A UAV, or drone allows police personnel to keep distance and not further engage with some dangerous subjects and may result in more peaceful outcomes, or reduce the need for force or direct engagement.
- Prior to any rollout of a drone project, the public will be kept informed as to the usage of the drone and by no means will the drone be used for nefarious purposes or “spying”. A strict drone policy will be adopted and adhered to so that the public’s privacy is never in question.
- **The total request of funding for The Dalles Police Department unmanned aerial vehicle for Fiscal Year 2022-23 is \$10,000.**



CITY of THE DALLES
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BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22-23	Police Department	22-020

TO: City of The Dalles Budget Committee

FROM: Police Chief Tom M. Worthy

THRU: Julie Krueger, City Manager

DATE: January 27, 2022

ISSUE: BIP 22-020 TCI Liberator II Tactical Headsets with Digital Hearing Protection

RELATED FUND AND LINE ITEM: Police Department Line Item: 001-1300-000.59-10

BACKGROUND:

- Communication has been identified by hundreds of critical incident debriefs across the nation as the most important element affecting the successful outcome of any operation. While conducting Special Emergency Reaction Team (SERT) operations, team members are often inundated with responsibilities. The most important responsibilities of team members are communicating their needs, observations, and relaying the completion of commands up the leadership channels. This communication is accomplished through our radio system.
- Currently, team members utilize their patrol earpiece during SERT operations. These earpieces offer no protection from loud noises such as gunfire, flashbangs, and the 40mm launcher, and put the officer's hearing at risk. The Liberator II system integrates the headset, wiring, and mic key into one system that allows for quick communications, while also automatically protecting the operator's hearing from gunfire, less lethal explosions, and noise created by the armored vehicle. The Liberator II system allows for a clear transmission from operator to operator, and team leader to command post without adjusting any equipment.
- Communication is essential during tactical operations and the Liberator II headsets fit under the SERT helmets and allow officers to hear normally while cutting out loud noises that would otherwise damage hearing. The Liberator II headsets are currently used by

US military members in combat, as well as most SWAT teams.

- The armored vehicle's technical manual advises that operating the vehicle requires hearing protection to safely operate/ride in because of the excessive noise the vehicle creates. While inside the running armored vehicle, officers currently cannot hear the police radio due to the engine noise. This is the analogous to the fire department wearing headsets while inside the fire truck.
- Additionally, our armored vehicle policy requires a ground guide when backing and maneuvering for the safety of pedestrians and property in the area. Because the vehicle's diesel engine is extremely loud and the limited visibility out of the vehicle, clear communication between the driver and ground guide is essential to prevent accidents and these headsets will ensure this.
- **The total request of funding for The Dalles Police Department SERT Team for TCI Liberator II Tactical Headsets with Digital Hearing Protection for Fiscal Year 2022-23 is \$7,800.**



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BUDGET ISSUE PAPER

CITY OF THE DALLES

BUDGET YEAR AFFECTED	DEPARTMENT(S) AFFECTED	BUDGET DOCUMENT REFERENCE NUMBER
FY 22/23	Public Works Funds	22-021

TO: City of The Dalles Budget Committee
THRU: Julie Krueger, City Manager
FROM: Dave Anderson, Public Works Director
DATE: February 24, 2022
ISSUE: **BIP 22-021 Transportation System Funding**

RELATED COUNCIL GOAL:

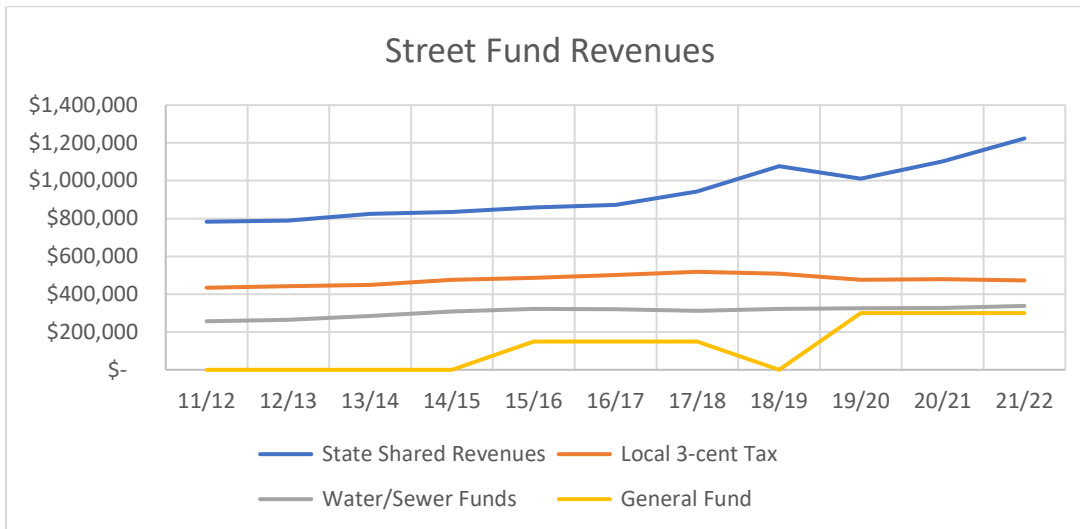
- A. Provide City-wide infrastructure to support safe and well-maintained streets and reliable utility systems for the citizens of The Dalles.

BACKGROUND:

- The Street Fund has faced funding challenges for decades, just like transportation operations in other cities and at the state level. During this time, street maintenance has lagged behind the need, and the overall condition of streets has declined. In recent years, the Pavement Condition Index (PCI) for the City's streets in total has been decreasing about 1 point per year despite increased utilization of crack sealing and chip sealing treatments. The system's current PCI is 67 which generally means that a typical stretch of asphalt in the City is showing wear and will likely require rehabilitation soon. Chip sealing and crack sealing the good streets alone will not improve the system's overall PCI when a significant portion of roadways warrant more extensive rehabilitation.
- The primary sources of revenue for the Street Fund are presented below with percentages based upon the current 2021/22 fiscal year projections.

➤ State Shared Revenues	\$1,226,311	49.4%
➤ Local 3¢ Fuel Tax	\$ 473,425	19.1%
➤ General fund	\$ 300,000	12.1%
➤ Water Fund (3%)	\$ 181,471	7.3%
➤ Wastewater Fund (3%)	\$ 156,393	6.3%
➤ Northwest Natural Gas	\$ 82,000	3.3%

- The funding challenges for operation and maintenance of the City's transportation system can more easily be explained when these funding sources are understood.
 - State Shared Revenues are based on fuel taxes, weight-mile taxes, and registration and title fees collected by the State and allocated to cities based upon population. The collection of these revenues decreased in 2020 due to the COVID-19 pandemic but have generally recovered. Long term, this revenue source will be impacted by how the pandemic plays out, teleworking trends, population growth and greater use of more fuel-efficient vehicle. The per capita allocation is currently projected to decrease by 2% in FY2022/23 and another 0.4% in FY2023/24.
 - The City's local fuel tax was implemented in 1984 at 2¢ per gallon; it was raised to 3¢ per gallon in 1986 and has remained unchanged since that time. Collection of revenues from this source peaked in FY2017/18 and have decreased slightly since then. The future of this revenue source will be affected by the same factors as the State Shared Revenues. According to the League of Oregon Cities, approximately 30 cities in Oregon have a gas tax generally in the range of 1¢ to 3¢ per gallon with two larger cities have taxes of 5¢ and 10¢.
 - Contributions to the Street Fund from the General Fund began in FY2015/16 at \$150,000 and were increased to \$300,000 per year in FY2019/20.
 - The Street Fund collects money from its own Water and Wastewater Funds to assist with maintenance because of the adverse impacts these underground utilities have on the transportation systems. Street cuts for installation and maintenance of underground utilities increases the need for maintenance at associated trench patches and can shorten the life of a pavement surface. These two utilities each contribute 3% of their projected utility rate revenues, which have increased slightly due to growth in the community, to the Street Fund.
 - The Northwest Natural Gas utility operates under a franchise agreement with the City and pays a franchise fee. This fee used to be allocated to the General Fund but is now allocated to the Street Fund under the same premise as the City's Water/Wastewater contributions. This revenue source has remained fairly flat over the years since it was first allocated to the Street Fund in FY2014/15.
- The chart below shows the trends in revenues for the Street Fund over the past decade.



- Generally, these sources of revenue in total have kept pace with the inflation of the Street Fund's costs for personnel, materials and services but they have not been sufficient to address the major maintenance needs of transportation system. As time goes by, the estimated cost of deferred maintenance in the system continues to increase.
- The City has undertaken several efforts in the past to address these funding challenges which have included:
 - Transferring stormwater system operations, costs and staffing (2 employees) from Transportation to the Wastewater Collection Division which included street sweeping activities;
 - reducing the Street Fund contribution for shared services (Admin personnel in PW, transfer to General Fund, etc) to 15%; the Water and Wastewater funds share in the other 85% of shared costs;
 - Jointly funding a Mechanic position rather than fully funding it by the Street Fund as was previously done;
 - Creating the position of a Public Works Maintenance Worker which was jointly funded by Street, Water and Wastewater Funds but was used about 80% of the time by Streets;
 - Allocating the franchise fee revenue from Northwest Natural Gas from the General Fund to Street Fund (about \$82,000/year);
 - Allocating General Fund revenue to supplement the Street Fund, most recently at a level of \$300,000/year.
- In 2015, the City accepted jurisdiction over all County roads inside the City limits which increased the City's street lane mileage by 36 miles, a 27% increase, and further added to the City's maintenance challenges.
- The City's street maintenance program historically focused on repaving the most heavily-used and most-deteriorated streets utilizing in-house crews as funding allowed. The lack of adequate funding ultimately led to nearly no annual maintenance. In 2015, City Council implemented a 3-year paving moratorium and directed use of crack sealing and chip seals only for maintenance. This

moratorium was well-intended with a goal of applying lower-cost preventive maintenance to more miles of streets within the funding available. However, since only streets in relatively good condition can be maintained in this manner, the streets that were in poorer condition continued to deteriorate and will ultimately require more extensive (and expensive) measures to rehabilitate. While only treating the streets that were in better conditions, poorer streets continued to deteriorate.

- At about the time that the paving moratorium was expiring, there was updated direction given to state and local agencies related to compliance with the federal Americans with Disabilities Act (ADA). This direction has been reinforced regionally by the results of lawsuits in Oregon. It is now inappropriate to repave a street that has sidewalks without ensuring that all project-adjacent curb ramps are ADA-compliant. Nearly all of the City's sidewalk corners at intersections are non-compliant and ADA-ramp upgrades are costing \$8,000 to \$10,000 each (up to \$40,000 per intersection when there are sidewalks on both sides of the street). The requirement to upgrade sidewalk ramps has increased the cost to repave a street with sidewalks by 30% or more.
- In 2017, the state legislature enacted HB2017 which, in part, allocated more funding to local jurisdictions for street system operations; HB2017 is being phased in over seven years and will be fully implemented in FY2023/24. As mentioned previously, the per capita annual allocation of the associated State Shared Revenues may have peaked in FY2020/21.
- It is with this background and context that the City faces its current transportation system funding challenges. Lower-cost activities such as crack sealing and chip sealing are important preventive maintenance treatments to extend the life for streets in a Good or better condition rating, but they will not improve the PCI of the total transportation system as the streets in most need of rehabilitation continue to deteriorate and the cost of deferred maintenance increases. Currently, the average PCIs of the City's Arterial and Collector streets are greater than 70 and therefore in a Good condition. However, the City's residential streets, which make up just under half of the City's street system, have an average PCI of 59 and Fair condition. There are streets in lesser conditions and in need of rehabilitation maintenance across all classifications. Exhibit A at the end of this report provides a summary of the City's existing street classifications and pavement conditions.
- Funding for maintenance of transportation systems is a challenge for nearly all jurisdictions. Exhibit B presents information from ODOT which provides a snapshot of its projected pavement and bridge conditions under current funding levels.
- In the preparation of the proposed FY2022/33 budget, staff conducted detailed analyses of various funding/maintenance scenarios. The City's new Pavement Management System (PMS) computer model combined with the use of a pro forma financial projection spreadsheet allowed for the analysis of dozens of funding/maintenance scenarios. The hard truth is that there is not a scenario where the PCI of the transportation system can be improved, or even maintained at current levels, with the current funding levels. Following are some of the information and conclusions from these analyses.

- The contracted cost to pave or crack seal a street is about twice that to do the work with in-house crews. However, the amount of work that is needed cannot be accomplished with current staffing levels. Allocating additional funds for additional staffing reduces the amount of funding that is available for maintenance. The break-even point is at about \$300,000 of contracted work; above \$300,000 it is more cost effective to hire two more employees and do the work in-house.
- It would currently cost about \$150,000 to add two new employees to the Transportation Division which would bring the Division back to full staffing. The addition of two employees would double the City's capacity to conduct crack sealing operations because the work could be done with one pass down a street instead of two. It would also allow for full staffing of winter weather response when 24-hour operations are warranted.
- ADA ramp concrete work needs to be contracted.
- At current funding and staffing levels, the City can allocate about \$600,000 of revenue per year in the future to street maintenance and ADA work; \$125,000 of that is to be dedicated to upgrading sidewalk ramps for the ADA Transition Plan. The FY2021/22 and proposed FY2022/23 budgets allocate significantly more than that as COVID shutdowns, a one-time COVID-related payment of \$222,328, delayed contracting of projects, and vacancies in the Transportation Division have created a temporary increase in funding. At the \$475,00 per year (\$600,000 - \$125,000 ADA) level of expenditure and current levels of revenues, in 2030 the PCI declines to 60 (continues 1 point per year decline) and the Street fund crashes out with no money left for maintenance in that year.
- **In-house work:** To maintain the current PCI of 67 would require an average annual maintenance/ADA budget of \$1,152,000 over the next 5 years if the work is done in-house. Since that amount of work cannot be done with existing staffing levels, the annual budget would need to increase by an additional \$150,000 for two additional employees the first year (adjusted for inflation thereafter) for a total of \$1,302,000, an increase of \$702,000 over FY2021/22 funding levels. Providing an additional \$750,000/year in FY2022/23 through FY2024/25 and then increasing that to \$850,000/year in FY2025/26 stabilizes the Street fund and maintains the current PCI at 67 through the next five years.
- **Contracted work:** To maintain the current PCI of 67 would require an average annual maintenance/ADA budget of \$1,890,000 over the next five years if crack sealing and paving work is contracted out. This scenario anticipates no increase in staffing. Contracting maintenance work is \$588,000 per year more expensive under this scenario than conducting the work in-house.
- The proposed FY2022/23 budget includes a contribution of \$450,000 from the General Fund to the Street Fund, up from \$300,000, as a first step toward increasing Street Fund revenues. This increase coupled with funds that have carried over from the previous couple years allows for a maintenance program that maintains the PCI of

67 in FY2022/23. The proposed budget also includes funding to add one new employee to the Transportation Division; if funding is available, a second new employee could be added in FY2023/24 or FY2024/25. By taking this step now, it allows a year for consideration of further funding options for the future.

- There are a number of local concepts that may be available for the City Council's consideration to increase transportation system maintenance funding in the future. These concepts include:
 - Increase contributions to the Street Fund from the General Fund. As revenues related to industrial developments and franchise fees increase to the General Fund, this option may be considered to provide great benefit to the community.
 - Increase local fuel tax. The City's existing fuel tax of 3¢ per gallon has not changed since the mid-1980s. However, fuel taxes paid by consumers have increased substantially by state and federal governments in that time. The City's current tax is in line with what most other cities that have a local fuel tax charge. Each penny of local fuel tax currently generates about \$158,000 per year in revenue. State regulations now require voter approval for an increase in local fuel taxes.
 - Allocate a portion of fees from all franchise enterprises that impact streets to the Street Fund. Since FY2014/15, franchise fees from Northwest Natural Gas have been allocated to the Street Fund. Electric and telecom utility lines are largely located within the City's public rights-of-way, either overhead or underground; some of their existing franchise fees could be allocated to the Street Fund. Alternatively, those fees could be increased and the increases dedicated to street maintenance. It should be noted that any increases in franchise fees may likely be passed on to the utilities' customers.
 - Chenoweth Water PUD currently operates an underground utility within the City rights-of-way without a franchise agreement or any fees; a franchise agreement could be initiated with Chenoweth Water PUD with fees dedicated to the Street Fund. It was previously estimated that a 3% franchise fee would generate about \$28,000 per year in revenue. If a franchise agreement was implemented, any fees could be phased in over a number of years.
 - Implement a "street maintenance fee". Several years ago, a stormwater fee was implemented to help pay for capital improvements to the stormwater system. That fee is charged to all water and/or sewer customers in the City. It is \$2 per month for residential customers and is based on the size of impervious surfaces (buildings and parking lots) for commercial and industrial customers. The fee generates about \$225,000 per year. A similar fee could be established for the Street Fund.
 - Increase the contributions to the Street Fund from the Water and Wastewater Funds. Currently, 3% of the projected utility rates from these two funds is transferred to the Street Fund. The City has tried hard in recent years to avoid utility rate increases despite the impacts of inflation. Growth in the community and increased utility rate revenues have thus far

offset inflation and utility rates have not been increased in 8 years. Allocating more City utility rate revenues to the Street Fund will further strain those resources. An increase of ½ percent from the Water and Wastewater Funds would generate about \$59,300 for the Street Fund.

Exhibit A

Existing Pavement Conditions

As of 2/22/2022

PCI Breakpoints

Condition Category	PCI Range	Treatment Type	Treatment Classification
Good	70-100	Crack and Chip Seals	Preventative Maintenance
Fair	50-70	Seal Coat (scrub or slurry) or Thin Overlay	Rehabilitation
Poor	25-50	Thick Overlay	Rehabilitation
Very Poor	0-25	Reconstruct	Rehabilitation

Street Network Statistics and Average PCI by Functional Class

Functional Class	# of Sections	Centerline Miles	Lane Miles	Average PCI
Arterial	89	20.19	43.59	77
Collector	101	21.15	44.34	71
Residential	352	39.21	78.23	59
Totals	542	80.55	166.16	67

Percent Network Area by Functional Class and Condition

Condition Class	PCI Range	Arterial	Collector	Residential	Total
Good	70-100	23.0%	21.0%	23.0%	58.9%
Fair	50-70	3.0%	4.0%	10.0%	19%
Poor	25-50	0.0%	2.0%	12.0%	16.6%
Very Poor	0-25	0.0%	1.0%	1.0%	5.5%
Totals		26.0%	28.0%	46.0%	

Exhibit B

- ODOT's projections of pavement and bridge conditions for state highways are that they will decline significantly over the next five years under anticipated funding levels for the Fix-It maintenance program. At current funding levels, the percentage of state roadways that are in a Fair or better pavement condition will drop below the established target of 85%. The percentage of bridges that are not in a "Distressed" condition will also fall below target levels.

