

CITY OF MOSIER
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Fiscal Year 2021/22

Draft Budget

June 2021

Mosier City Budget Process Participants

Mayor and City Council

Arlene Burns, Mayor

Witt Anderson, Council President

Peny Wallace, Council Member

Charlie Cannon, Council Member

Acasia Berry, Council Member

Greg Valitchka, Council Member

Ron Wright, Council Member

Budget Committee Members

Robb Severdia

Andrea Rogers

Marc Berry

Susan Froelich

City Staff

Colleen Coleman, City Manager/Budget Officer

Jayne Bennett, City Recorder/Finance Officer

Mosier Facts

City Statistics

Incorporated	1914
Area	410 Acres
Population (as of July 1, 2019)	470
Males	44.1%
Females	55.9%
<u>Race:</u>	
White	65.5 %
Hispanic or Latino	34.5%
Median Age	45.4
Residents Graduated from high school or higher	91.2%
Residents with Bachelor's degree or higher	22.3%
Average household size	2.2 persons
Median household income	\$54,375

Climate

Annual Rainfall	30 inches
Annual Snowfall	32 inches
Precipitation Days	126
Sunny Days	176
Average High (July)	81 F
Average Low (January)	28 F
Elevation (average)	205 feet

Educational Institutions

North Wasco County School District

Mosier Community School K-8

High School

The Dalles High School

Colleges

Columbia Gorge Community College

City of Mosier FY 2021/22 Budget Process

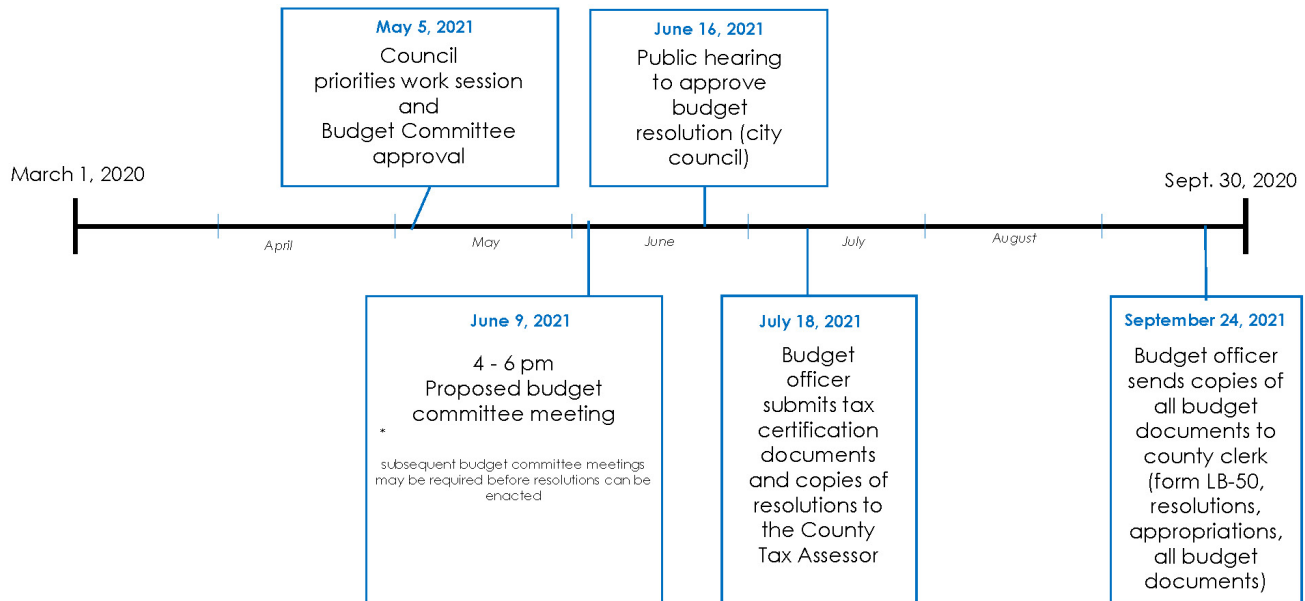
The intent of this document is to provide residents and other interested parties with a simple overview of the adopted City of Mosier Budget.

The City of Mosier operates on a fiscal year from July 1 - June 30. This proposed budget reflects FY 21/22, and thus July 1, 2021 - June 30, 2022.

Anyone may obtain more detailed budget information and copy of the City's official budget documents from City Hall or online at www.cityofmosier.com/budget. If you have specific questions, please contact the city manager at (541) 490-9758.

BUDGET TIMELINE

City of Mosier
2021/2022 Fiscal Year



FY 2021/22 Budget Message

As presented to the budget committee on June 9, 2021

Enclosed is the recommended FY 2021/22 budget for review and consideration at the annual budget committee meeting. The proposed budget continues to follow the goals outlined in the February 2018 City of Mosier Strategic Plan developed by the City Council and the public. Spending and reserve are allocated to stabilize and enhance the City's financial and physical operations, with significant focus on secure staffing and public infrastructure projects for a tiny town with the clear intent to grow sustainably into a small, well planned, vibrant community.

Highlights of Prior Year Accomplishments

- *Website update with new city seal*
- *New eastside pump station design and construction bid complete. Construction begins July 1, 2021.*
- *New emergency well location, property easement documentation and interim financing complete. Environmental permitting and well design to begin July 1, 2021.*
- *Hood River Utility Billing IGA, transfer of Mosier files and cross training for all staff*
- *EV Charging Station Grant Award of \$215,000 for two fast chargers and a solar bike charger*
- *Mosier Center Plaza and Bike Hub Grant award of \$750,000*
- *UPRR Site Restoration Settlement negotiation and award of \$1.3 million to be spent on both restoration of the derailment site and the new Mosier Community Center*
- *Jacobs Engineering successful first year of water operations*
- *New bookkeeper certified in public finance*

Get it in the Ground

As in FY 2020/21, this coming year will be focused on implementing capital projects that have been planned over the past 20 years and outlined in the City's 2018 Strategic Plan. We are committed to ensuring successful implementation of robust public infrastructure,

CITY OF MOSIER

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resilient social and ecological systems, and a strong local economy, while also protecting Mosier's historic small-town character. Projects to be constructed

Summer/Fall 2021 include:

- West Gateway ODOT Rock Ck Rd. realignment and first portion of the Slo Mo Plan
- North sidewalk along 3rd Avenue between the Post Office and Washington Street
- New Water System Eastside Pump Station

Summer/Fall 2022

- Mosier Center Plaza and Hub along Hwy 30
- Rock Creek Site Restoration with native plantings, pathway, parking and possible restroom at derailment site

CITY OF MOSIER

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GENERAL FUND

PURPOSE

The purpose of the General Fund is to serve the general operating budget for the City of Mosier. The fund includes general administrative expenses, parks and Park SDCs, Municipal Court, and Cemeteries.

PRIOR YEAR ACTIVITIES

Mosier Hub Project - The Oregon Parks and Recreation (OPRD) grant for \$51,340 was set aside during FY 2019/20 as it was found by the project engineer to be an inadequate budget to build the Hub due to the 3-sided slope of the site. In lieu of using the funds to finalize construction plans, City Manager communicated the issue to OPRD and was encouraged to apply for a large grant with a new plan forward and scope of work. The large OPRD grant application, afforded the City Manager, City Planner and Minarik Architects the ability to combine the Mosier Center Plaza with the Hub project, for a total grant of \$750,000 and project cost of \$979,000, using matching funds from the appraisal of the UPRR property awarded in the Team Mosier Settlement. The grant was awarded to the City in FY 20/21. Design and construction will begin this fiscal year (21/22).

UPRR Site Acquisition and Joint Use Facility - Fiscal year 2020/21 brought a pandemic to the world, slowing down fundraising activity on the Mosier Center at the beginning of the year. However, as the year progressed, City staff, the Mayor and President of Council all participated in active fundraising with Jill Burnette, the project's capital campaign manager. The OPRD grant mentioned above will cover \$450,000 of site work costs for the new facility. In addition, Mayor Burns, Councilor Anderson and city staff spent the last half of the fiscal year negotiating a cash settlement with UPRR in lieu of construction of the Site Restoration Agreement signed during the Team Mosier settlement. Negotiations successfully brought in \$1.3 Million--approved by Council to be used for both the derailment site restoration and the new Mosier Center.

PROPOSED PROGRESS FY 2021/22

Continuing through 2022, the City's General Fund will focus on bringing the Comprehensive Land Use Plan and Zoning Ordinances up to date to reflect Council's 2018 Strategic Plan initiatives. This effort requires a significant commitment of funds for legal, land use planning and engineering services as well as League of Oregon Cities Council and Staff Training workshops. In the FY 21/22 budget, City officials will tackle the following parts of this effort:

1. Continued efforts toward sustainability
2. Ordinance updates to match the City Charter management framework.
3. New Tree Stewardship Ordinance
4. Ordinance and Comprehensive Plan updates to regulate short term rentals and practical long term solutions for affordable housing city-wide.
5. FEMA Hazard Mitigation Plan to provide eligibility for federal assistance to mitigate damage from fire and natural hazards
6. General Fund Capital Projects to go through Design and Public Review include Rock Creek Derailment Site Restoration and Mosier Center Plaza and Hub

RESOURCES

General Fund

CITY OF MOSIER

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year				
Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
First Preceding Year 2019-20	First Preceding Year 2019-20							
1	176,910	750,050	250,492	1 Available cash on hand* (cash basis) or	177,586		1	
2				2 Net working capital (accrual basis)			2	
3	-			3 Previously levied taxes estimated to be received			3	
4	8,000	10,000	8,000	4 Interest			4	
5	-			5 Transferred IN, from other funds			5	
6				6 OTHER RESOURCES			6	
7	570	570	480	7 CIGARETTE Tax	450		7	
8	7,800	7,300	7,300	8 OLCC Tax	7,500		8	
9	6,000	5,435	3,900	9 STATE REVENUE SHARING	4,000		9	
10		5,000		10 ARRA COVID-19 STATE MUNICIPAL GRANT	103,000		10	
11	1,000	1,000	1,000	11 DEPT LAND CONS & DEV	1,000		11	
12	35,000	35,000	35,000	12 FRANCHISE FEES	36,000		12	
13	650	1,300	1,000	13 MARIJUANA REVENUE	1,300		13	
14	20	20	20	14 LIQUOR LICENSE	20		14	
15	15,000	12,000	15,000	15 LAND USE FEES and COST RECOVERY	60,000		15	
16	-			16 PHOTOCOPIES			16	
17	2,000	2,000	2,000	17 MISC REVENUES	1,000		17	
18	-			18 FEMA HAZARD MITIGATION GRANT	40,200		18	
19	4,000	4,000	4,000	19 ROCK CREEK PARKING	6,000		19	
20	12,000	12,000	13,000	20 CONNECTION FEES - PARK SDC	5,980		20	
21	1,300	1,800	1,200	21 CEMETERY PLOTS	1,200		21	
22	500	500	400	22 CEMETERY INTERMENTS	400		22	
23	51,340	66,340	79,511	23 OPRD PLAZA AND HUB GRANT (half total)	375,000		23	
24	49,000	(49,000)		24 WASCO COUNTY OPRD GRANT MATCH	15,000		24	
25				25 UPRR SITE RESTORATION FUNDS	200,000		25	
26				26 CEMETERY ENDOWMENT FUNDS	6,000		26	
27	500,000	(500,000)		27 See Transfer LB 30 (to JUF)			27	
28				28			28	
29	871,090	365,315	422,303	29 Total resources, except taxes to be levied	1,041,636	-	-	29
30	65,000	69,900	81,000	30 Taxes estimated to be received	89,000			30
31				31 Taxes collected in year levied				31
32	936,090	435,215	503,303	32 TOTAL RESOURCES	1,130,636	-	-	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

General Fund

City of Mosier

	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2018-19	First Preceding Year 2019-20							
				PERSONNEL SERVICES					
2	5,791	5,791	11,906	2	City Recorder	34,052		2	
3	1,911	1,911	2,085	3	Maintenance	1,668		3	
4	7,020	7,020	7,042	4	Employee Benefits	11,695		4	
5	11,359	11,359	23,355	5	City Manager	32,385		5	
6				6				6	
7				7				7	
8	26,081	26,081	44,388	8	TOTAL PERSONNEL SERVICES	79,800	-	-	8
9				9				9	
					MATERIALS AND SERVICES				
11	750	300	300	11	Electricity	300		11	
12	870	850	850	12	Beautification/Art/Lighting/Signs	850		12	
13	2,050	2,150	2,200	13	Telephone/Internet	2,200		13	
14	8,000	6,000	19,375	14	Legal Fees (Land Use, Contracts, Cost Recovery)	15,000		14	
15	4,500	6,000	6,000	15	Contracted Services (Plowing and Gravel)	6,000		15	
16	12,500	15,000	20,000	16	Engineering	35,000		16	
17	13,000	35,010	32,000	17	Land Use Planning	50,000		17	
18	5,410	6,000	12,000	18	Audit and Bookkeeping Services	20,000		18	
19	1,500	2,000	4,000	19	Repairs & Maintenance	5,000		19	
20	1,000	1,200	1,300	20	Insurance	1,400		20	
21	3,500	3,500	3,500	21	Mayor / Council Expenses	2,500		21	
22	2,000	2,000	2,000	22	Dues, Subscriptions, Email Server Upgrade	4,000		22	
23	3,000	6,000	6,000	23	Office Supplies	6,000		23	
24	600	1,200	1,200	24	Education, Travel	1,000		24	
25	570	600	600	25	Advertising	600		25	
26	600	600	1,000	26	Community Appropriations Grant	1,000		26	
27	49,000			27	Community Project (Committee Meetings Attendance and Collaterals)	2,500		27	
28	700	1,000	1,000	28	Miscellaneous	2,000		28	
29	109,550	89,410	113,325	29	TOTAL MATERIALS AND SERVICES	155,350		-	29
					CAPITAL OUTLAY				
30	653	-		31				31	
32				32	FEMA HAZARD MITIGATION PLAN	30,200		32	
33				33				33	
34				34				34	
35				35				35	
36				36				36	
37	653		-	37	TOTAL SPECIAL PROJECT FUNDS	30,200	-	-	37
38	136,284	115,491	157,713	38	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	265,350	-	-	38

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General Fund

City of Mosier

	Historical Data			REQUIREMENTS FOR: <u>Parks Administration</u>	Budget for Next Year		
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	First Preceding Year 2018-19	First Preceding Year 2019-20					
				PERSONNEL SERVICES			
2	2,896	5,953	2,977	2 City Recorder	3,096		2
3	7,644	13,898	4,170	3 Maintenance	3,336		3
4	1,170	2,113	1,408	4 Employee Benefits	1,671		4
5	11,359	7,785	11,677	5 City Manager	4,048		5
6				6			6
7				7			7
8	23,069	29,749	20,232	8 TOTAL PERSONNEL SERVICES	12,151		8
9				9			9
				MATERIALS AND SERVICES			
11		1,000	1,000	11 Beautification/Art/Lighting/Signs	500		11
12	500	650	650	12 Gas/Oil	650		12
13	5,000	5,000	5,000	13 Contracted Services	3,000		13
14	500	500	500	14 Audit	300		14
15	2,500	2,500	2,500	15 Maintenance & Supplies	1,500		15
16	500	500	500	16 Insurance	500		16
17	4,500	6,000	6,000	17 Chemical Toilets	6,000		17
18	500	500	500	18 Miscellaneous	500		18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24				24			24
25	14,000	16,650	16,650	25 TOTAL MATERIALS AND SERVICES	12,950		25
				CAPITAL OUTLAY			
27	-	-	2,500	27 Mosier School and City Sign			27
28			51,340	28 Mosier Center Plaza and Hub Design Services	89,000		28
29				29 Rock Ck Park Site Restoration	200,000		29
30				30			30
31				31			31
32				32			32
33	-	-	53,840	33 TOTAL CAPITAL OUTLAY	289,000	-	33
34	37,069	46,399	90,722	34 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	314,101	-	34

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund

City of Mosier

	Historical Data			REQUIREMENTS FOR: <u>Parks SDC</u>	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2018-19	First Preceding Year 2019-20							
				PERSONNEL SERVICES					
2				2				2	
3				3				3	
4				4				4	
5				5				5	
6				6				6	
7				7				7	
8	-	-	-	8	TOTAL PERSONNEL SERVICES	-	-	-	8
9	-	-	-	9	Total Full-Time Equivalent (FTE)	-			9
					MATERIALS AND SERVICES				
11		-	-	11	Legal Fees	-			11
12	450	450	450	12	Permit Fee	450			12
13				13					13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27	450	450	450	27	TOTAL MATERIALS AND SERVICES	450	-	-	27
					CAPITAL OUTLAY				
29	68,000	51,340		29					29
30		28,171	13,171	30	City SDC Match for OPRD Mosier Hub Grant - Design Services	48,000			30
31			15,000	31					31
32			11,600	32	Parks SDC Study	5,000			32
33				33					33
34				34					34
35	68,000	79,511	39,771	35	TOTAL CAPITAL OUTLAY	85,000	-	-	35
36	68,450	79,961	40,221	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	85,450	-	-	36

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund

City of Mosier

	Historical Data			REQUIREMENTS FOR: <u>Municipal Court Administration</u>	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
				PERSONNEL SERVICES				
2			2				2	
3			3				3	
4			4				4	
5			5				5	
6			6				6	
7			7				7	
8	-	-	-	8	-	-	-	8
9	-	-	-	9	-		-	9
				MATERIALS AND SERVICES				
11	5,000	3,000	2,000	11	2,000			11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27	5,000	3,000	2,000	27	2,000	-	-	27
				CAPITAL OUTLAY				
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	-	-	-	35	-	-	-	35
36	5,000	3,000	2,000	36	2,000	-	-	36

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General Fund

City of Mosier

	Historical Data			REQUIREMENTS FOR: <u>Cemetery Administration</u>	Budget for Next Year		
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	First Preceding Year 2018-19	First Preceding Year 2019-20					
				PERSONNEL SERVICES			
2	2,896	5,953	2,977	2 City Recorder	9,287		2
3	3,822	11,119	4,170	3 Maintenance	3,336		3
4	1,170	2,113	1,408	4 Employee Benefits	1,671		4
5	3,786	7,785	7,785	5 City Manager	4,048		5
6				6			6
7				7			7
8	11,674	26,970	16,340	8 TOTAL PERSONNEL SERVICES	18,342	-	-
9				9			9
				MATERIALS AND SERVICES			
11	350	1,000	1,000	11 Contracted Services	1,000		11
12				12			12
13	100	500	1,000	13 Audit			13
14	125	1,125	1,125	14 Maintenance & Supplies	1,125		14
15	125	150	150	15 Licenses and Permits	150		15
16		50	50	16 Office Supplies	50		16
17				17			17
18				18			18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24				24			24
25				25			25
26				26			26
27	700	2,825	3,325	27 TOTAL MATERIALS AND SERVICES	2,325	-	-
				CAPITAL OUTLAY			
29				29			29
30				30			30
31				31			31
32				32			32
33				33			33
34				34			34
35	-	-	-	35 TOTAL CAPITAL OUTLAY	-	-	-
36	12,374	19,665	2,325	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	20,667	-	-

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General
(name of fund)

City of Mosier

	Historical Data			REQUIREMENTS NOT ALLOCATED	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
				PERSONNEL SERVICES NOT ALLOCATED				
2				2				2
3				3				3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-	4
5	-	-	-	5 Total Full-Time Equivalent (FTE)	-			5
				MATERIALS AND SERVICES NOT ALLOCATED				
7				7				7
8				8				8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-	-	9
				CAPITAL OUTLAY NOT ALLOCATED				
11				11 OPRD Mosier Plaza and Hub Grant Remaining Funds for the Year	286,000			11
12				12 Cemetery Endowment Funds (Gabay Family)	6,000			12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	292,000	-	-	13
				DEBT SERVICE				
15				15				15
16				16				16
17	-	-	-	17 TOTAL DEBT SERVICE	-	-	-	17
				SPECIAL PAYMENTS				
19				19				19
20				20				20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-	21
				INTERFUND TRANSFERS				
23				23				23
24			549,000	24 Transfer from General Fund to JUF Fund				24
25	-	-	549,000	25 TOTAL INTERFUND TRANSFERS		-	-	25
26	25,000	20,000	20,000	26 OPERATING CONTINGENCY	20,000			26
27	25,000	20,000	569,000	27 Total Requirements NOT ALLOCATED	312,000	-	-	27
28	198,944	253,005	332,721	28 Total Reqs. for ALL Org. Units/Programs within General Fund	687,568	-	-	28
				RESERVED FOR FUTURE EXPENDITURES:				
30		500,000	500,000	30				30
31		12,000	12,000	31 Ending Reserve Balance - Parks SDC	24,000			31
32	124,128	103,905	103,905	32 Reserved for Future Expenditures - Unspecified	101,938			32
33	124,128	615,905	615,905	33 TOTAL RESERVED FOR FUTURE EXPENDITURES	105,938		-	33
34				34 Ending balance (prior years) - Unrestricted				34
35				35 Ending balance (prior years) - Parks SDC				35
36			32,150	36 UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	25,130			36
37	348,072	888,910	1,549,776	37 TOTAL REQUIREMENTS	1,130,636	-	-	37

CITY OF MOSIER

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WATER ENTERPRISE FUND

PURPOSE

The city is responsible for providing adequate, safe and reliable water to its residents. The Water Enterprise fund ensures that the city can continue to meet its water system obligations, including supply, distribution, treatment and storage systems. The 2021/22 water budget includes grant and loan dollars, water service revenues, SDC charges, and other miscellaneous revenue sources.

FY 20/21 ACCOMPLISHMENTS

1. The USDA grant/loan resources were awarded in FY 2018/19 for \$1.4 million, with the requirement of a \$100,000 city match. The project secures a secondary water source and updates telemetry and eastside pump station facilities. In 2019/20 and 2020/21, match funds were used on engineering design and consulting services to determine risks and benefits of selected site conditions and evaluation of water quality and quantity between the city aquifer and the watershed aquifer. The project was then prioritized in phases with the decision to construct the a new eastside pump station and update telemetry systems prior to constructing the new emergency well. The city received bids for construction of the eastside pump station in May 2021. Construction will begin in July/August of 2021. In addition a final site was selected for the emergency well and the city engineer negotiated an easement with the landowner and began planning the water system updates and NEPA permitting required to construct the well. Interim financing and bond documents were also completed and the City is approved to begin funding construction of the project.

2. The City of Mosier entered into an IGA with the City of Hood River for utility billing services. This was a long four month administrative project involving the city recorder, city engineer, city manager and a team of 4 people from the City of Hood River. However, we now have online utility billing and efficient accounting of the City's utility revenue.

GOALS FOR FY21/22 BUDGET YEAR

1. The City Engineer and RH2 Engineers will work together to finalize the construction contract, with assistance from the city planner and city attorney. The eastside pump station will be constructed with new telemetry systems and the permit and approve and secure the final site for the new emergency well, construct the new eastside pump station and upgrade telemetry. Once the NEPA permitting is complete, the new well will be drilled and permitted with the Oregon Health Authority in FY 2022.

2. The City will continue to contract with Jacobs Engineering for water operations and maintenance (as well as WWTP operations), which will provide secure, permanent staffing for both water and sewer services and a team of qualified individuals from Jacobs to be available after hours for emergency operations.

3. City staff will finalize and present the water SDC study to Council, which was started last fiscal year.

4. The City of Hood River will continue to provide Mosier with utility billing services this fiscal year, assuring streamlined, regular billing accuracy as well as an online platform for bill pay.

RESOURCES

Water Fund

CITY OF MOSIER

**FORM
LB-20**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year		
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2018-19	First Preceding Year 2019-20					
1	313,614	355,569	283,384	1 Available cash on hand* (cash basis) or	312,526		1
2	-			2 Net working capital (accrual basis)			2
3	-			3 Previously levied taxes estimated to be received			3
4		10,000	10,000	4 Interest	7,000		4
5	-			5 Transferred IN, from other funds			5
6	-			6 OTHER RESOURCES			6
7	-			7			7
8	163,000	172,000	165,000	8 WATER SERVICE REVENUES	181,000		8
9		1,400,000	1,400,000	9 USDA LOAN - \$763,000 / USDA GRANT - \$637,000	1,400,000		9
10	951	1,020	400	10 MISC REVENUES (BULK WATER, ETC.)	-		10
11	10,000	10,000	10,000	11 STATE GRANTS	-		11
12	25,000	13,500	18,000	12 CONNECTION/SDC FEES	17,996		12
13	15,000			13			13
14	1,200	1,200	1,200	14 INVESTMENT INCOME	see interest above		14
15				15			15
16				16			16
17				17			17
18				18			18
19				19			19
20				20			20
21				21			21
22				22			22
23				23			23
24				24			24
25				25			25
26				26			26
27				27			27
28				28			28
29	528,765	1,963,289	1,887,984	29 Total resources, except taxes to be levied	1,918,522	-	-
30			-	30 Taxes estimated to be received	-		30
31	-	-		31 Taxes collected in year levied			31
32	528,765	1,963,289	1,887,984	32 TOTAL RESOURCES	1,918,522	-	-

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

Water Fund

City of Mosier

	Historical Data			REQUIREMENTS FOR: Administration	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
				PERSONNEL SERVICES				
2	17,373	8,930	14,883	2	City Recorder	3,095		2
3	13,377	5,559	2,085	3	Maintenance	1,668		3
4				4				4
5	5,850	10,566	7,042	5	Employee Benefits	8,354		5
6	18,932	7,785	11,677	6	City Manager	12,144		6
7				7				7
8	55,532	32,840	35,687	8	TOTAL PERSONNEL SERVICES	25,261		8
9				9	Total Full-Time Equivalent (FTE)			9
				MATERIALS AND SERVICES				
11	8,500	8,500	8,500	11	Utilities - Electricity, Water, Gas/Oil	8,500		11
12	3,600	3,600	3,600	12	Telephone	4,000		12
13	2,700	2,700	2,700	13	Legal Fees	2,000		13
14	6,000	10,000	86,000	14	Jacobs Water Operations	65,000		14
15				15	Hood River Utility Billing Services	8,378		
16	6,075	10,000	10,000	16	Engineering Services	8,000		16
17	2,500	2,500	2,500	17	Audit	10,000		17
18	8,500	18,500	8,500	18	Maintenance and Supplies	8,500		18
19	6,400	6,400	3,925	19	Insurance	3,925		19
20	800	1,500	1,500	20	Training	1,500		20
21	300	300	300	21	Fire Patrol	300		21
22	1,800	1,950	1,950	22	Water Samples	150		22
23	150	150	150	23	Dues and Subscriptions	150		23
24	500	500	500	24	Office Supplies	500		24
25	100	300	300	25	Licenses and Permits	300		25
26	3,500	3,500	2,500	26	Education and Outreach	2,500		26
27				27				27
28	51,425	70,400	132,925	28	TOTAL MATERIALS AND SERVICES	123,703		28
				CAPITAL OUTLAY				
30	11,000	11,000		30	Misc. Capital Outlay (Repairs)	10,000		30
34	6,791	6,791		31				31
32				32				32
33				33				33
34				34				34
35				35				35
36	17,791	17,791	-	36	TOTAL CAPITAL OUTLAY	10,000	-	-
37	124,748	121,031	132,925	37	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	158,964	-	-

FORM
LB-30

REQUIREMENTS SUMMARY
 ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
Water Fund

City of Mosier

	Historical Data			REQUIREMENTS FOR: SDC	Budget for Next Year		
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2018-19	First Preceding Year 2019-20					
				PERSONNEL SERVICES			
2			2				
3			3				
4			4				
5			5				
6			6				
7			7				
8	-	-	-	8 TOTAL PERSONNEL SERVICES	-	-	-
9	-	-	-	9 Total Full-Time Equivalent (FTE)	-		
				MATERIALS AND SERVICES			
11			11				
12			12	DEBT SERVICE			
13			13				
14			14				
15			15				
16			16				
17			17				
18			18				
19			19				
20			20				
21			21				
22			22				
23			23				
24			24				
25			25				
26			26				
27	-	-	-	27 TOTAL MATERIALS AND SERVICES	-	-	-
				CAPITAL OUTLAY			
29		-	-	29 USDA WATER SYSTEM PROJECT CITY MATCH			
30			30	Interim Finance Interest			
31		15,000		31 City Engineer and Planner (See USDA Water Project - Capital)			
32		66,500		32 Consulting Engineer (See USDA Project - Capital)			
33		8,500		33 Interim Financing and Bond Counsel (Capital)			
34		10,000		34 Bank Finance Fees (See USDA Project - Capital)			
35	-	100,000		35 TOTAL CAPITAL (See USDA Water Project - Capital)		-	-
36	-	100,000	-	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL		-	-

FORM
LB-30

REQUIREMENTS SUMMARY
 ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
Water Fund

City of Mosier

	Historical Data			REQUIREMENTS FOR: <u>Capital Reserve</u>	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	First Preceding Year 2018-19	First Preceding Year 2019-20						
1				PERSONNEL SERVICES				1
2								2
3								3
4								4
5								5
6								6
7								7
8	-	-	-	8 TOTAL PERSONNEL SERVICES	-	-		8
9				9 Total Full-Time Equivalent (FTE)				9
10				MATERIALS AND SERVICES				10
11				11 WATER SYSTEM UPDATE - SEE CAPITAL OUTLAY BELOW				11
12				12 USDA Water System Eastside PRV Project				12
13		8,500		13 Bond Counsel				13
14		40,000	25,000	14 Interim Finance Interest				14
15		64,500	20,000	15 City Engineer & City Planner				15
16		9,000	12,500	16 Legal				16
17		238,000	150,000	17 Consulting Engineer Design				17
18		936,000	300,000	18 Water System Project - Construction				18
19		216,500	50,000	19 Contingency & Misc.				19
20			7,000	20 Construction Inspection				20
21				21 USDA Water System New Well 5 Site				21
22			32,700	22 Site Evaluation/Permitting/Funding Application Update				22
23			2,250	23 Appraisal and Survey				23
24			6,000	24 Archaeological and Engineering				24
25			3,500	25 Legal and Title Report				25
26			100,000	26 Parcel Purchase or Easement				26
27	-	1,512,500	708,950	27 TOTAL MATERIALS AND SERVICES	-	-		27
28				CAPITAL OUTLAY				28
29		5,000		29 WATER SYSTEM UPDATE	1,400,000			29
30		31,500	6,580	30 Water Rate Study				30
31								31
32								32
33								33
34								34
35	-	36,500	6,580	35 TOTAL CAPITAL OUTLAY	1,400,000	-		35
36	-	1,549,000	715,530	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,400,000	-		36

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

Water Fund

City of Mosier

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
				PERSONNEL SERVICES NOT ALLOCATED				
2								2
3								3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-		4
5				5 Total Full-Time Equivalent (FTE)				5
				MATERIALS AND SERVICES NOT ALLOCATED				
7								7
8								8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-		9
				CAPITAL OUTLAY NOT ALLOCATED				
11								11
12								12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	-	-		13
				DEBT SERVICE (SDC)				
15	54,800	54,800	54,800	15 Interest and Principal Payment - Water Loan	54,800			15
16	5,400	5,400	5,400	16 Interest and Principal Payment - Well 2/3	5,400			16
17	3,290	7,000	7,000	17 Mosier Creek Bridge Debt Service	7,000			17
18	63,490	67,200	67,200	18 TOTAL DEBT SERVICE	67,200	-		18
				SPECIAL PAYMENTS				
20								20
21								21
22	-	-	-	22 TOTAL SPECIAL PAYMENTS	-	-		22
				EMERGENCY OPERATIONS AND CAPITAL REPAIR				
24		-	-	24 OPERATING AND CAPITAL REPAIR	50,000			24
25								25
26								26
27								27
28								28
29	-	-	-	29 TOTAL EMERGENCY FUNDS	50,000	-		29
30	40,000	12,300	40,000	30 OPERATING CONTINGENCY				30
31	103,490	75,790	107,200	31 Total Requirements NOT ALLOCATED	167,200	-		31
32	143,490	1,770,031	848,455	32 Total Requirements for ALL Org. Units/Programs within fund	1,558,964			32
				RESERVED FOR FUTURE EXPENDITURES:				
34		-	22,837	34 Ending Reserve Balance - Water SDC's	50,000			34
35		-	701,173	35 Ending Reserve Balance - Capital Improvement Reserve	28,000			35
36		-	58,500	36 Ending Reserve Balance - Debt Service	34,000	-		36
37		37,469	30,521	37 Ending Reserve Balance - Short Lived Assets	13,500			37
38		37,469	813,031	38 TOTAL RESERVED FOR FUTURE EXPENDITURES	125,500	-		38
39	115,660			39 Ending Balance (prior years) - Unrestricted				39
40	189,148			40 Ending Balance (prior years) - Water SDC's				40
41	(3,526)			41 Ending Balance (prior years) - Capital Improvement Reserve				41
42	12,332			42 Ending Balance (prior years) - Debt Service				42
43		144,823	83,611	UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	66,858			43
44	560,594	2,028,113	1,852,297	44 TOTAL REQUIREMENTS	1,918,522	-		44

CITY OF MOSIER

small enough to make a difference

SEWER ENTERPRISE FUND

PURPOSE

The city is responsible for providing a wastewater treatment system that allows homes and businesses to safely dispose of their waste in a way that does the least harm to the environment. We currently hold a contract with Jacobs Engineering to run the sewage treatment plant, which covers repairs, maintenance and the annual NPDES permit and public water report.

PRIOR YEAR ACCOMPLISHMENTS

1. Following the oil train derailment in 2016, and restoration of the wastewater treatment plant (WWTP), the city finalized the Team Mosier agreement with UPRR in 2017/18 with a guarantee of normal treatment functions over the life of the facility. In 2018/19, the city completed a video inspection of Mosier's city sewer lines. We also engaged Tom Coleman and RH2 scientists to develop a scope and budget to update the city's long term sewage treatment plan. The scope included feasibility assessment of a tertiary treatment wetland, which replaces the existing damaged outfall pipe that empties into the Columbia River. During the feasibility assessment and completion of the WWTP Plan update in 2019/20, scientists and engineers determined that the tertiary treatment wetland is highly practical as well as beneficial to the environment. This finding was confirmed by DEQ with the go ahead to submit the updated plan for their approval. The new outfall system will send secondary treatment water to the wetland property northeast of the treatment plant into a restored wetland ecosystem. Oregon DEQ and Regional Solutions were engaged to assist with feasibility of the project. In 2020/21, DEQ requested Tom Coleman and John Grim address several questions about the project. They did so and since, we were asked by the Governor's office to submit the project for American Recovery Act Funding. If the project is funded, we will pursue an RFP for design and construction services.

2. Back in 2008, DEQ required the City to provide a Total Maximum Daily Load (TMDL) report as one of the jurisdictions responsible for stewardship of the Miles Creek subbasin, which includes the last reach of both Mosier and Rock Creeks before they join the Columbia River. With great enthusiasm and collaborations with ODOT, State Parks, Wasco County SWCD and ODFW, the City embarked upon funding and building its first stream shading and habitat restoration project, located in the Rock Creek floodplain and completed in 2013. This would become the first action implemented in light of DEQ TMDL requirements. In addition, the City, encouraging further stewardship, adopted ordinances to improve stormwater treatment and require new development to treat stormwater onsite through bioswale and below ground drywell solutions. However, the TMDL report itself was never completed. In 2019/20, DEQ contacted the city manager, requesting that the plan be completed and submitted in order to remain in compliance with state regulatory requirements for Clean Water. The City engineer, city planner and city manager completed the TMDL in 2019/20, documenting the prior work, as well as an upcoming stormwater master plan and public outreach plan and submitted it to DEQ. The final work product of FY 20/21 was a TMDL Action report submitted to DEQ by June 30th.

GOALS FOR CURRENT BUDGET YEAR

1. This year, the City engineer, manager and staff will confirm the American Recovery Act funding for the tertiary treatment outfall solution. If funded, the city manager will provide City Council with a supplementary budget allocating \$2.5 Million to the WWTP Update project.
2. City staff will complete the professional SDC rate study recommended last year, which will ensure the city's long term rate structure is balanced between the need for system reserves and fair utility rates.
3. The City Engineer and UPRR/Jacobs Engineering will continue working on the final inspection of the sewage treatment plant to assure all repairs conducted after the 2016 derailment are sound and no other malfunction has occurred. The warrantee on the restored facility and all functions affected by the oil spill expires in 2022 and communications regarding any needed improvements need to happen before the end of 2021 or mid FY 2021/2022.

RESOURCES

Sewer

(Fund)

City of Mosier

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
1	432,106	381,461	395,000	1 Available cash on hand* (cash basis) or	352,000			1
2				2 Net working capital (accrual basis)				2
3	-			3 Previously levied taxes estimated to be received				3
4		15,000	10,000	4 Interest	8,000			4
5	-			5 Transferred IN, from other funds				5
6	-			6 OTHER RESOURCES				6
7	234,000	240,000	235,000	7 Sewer Service Revenues	245,000			7
8	3,000	3,000	3,000	8 Misc. Income				8
9	19,000	10,000	28,000	9 Connection/SDC Fees	17,416			9
10	15,000			10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	703,106	649,461	671,000	29 Total resources, except taxes to be levied	622,416	-	-	29
30		-	-	30 Taxes estimated to be received	-	-	-	30
31				31 Taxes collected in year levied				31
32	703,106	649,461	671,000	32 TOTAL RESOURCES	622,416	-	-	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Sewer

City of Mosier

(name of fund)

	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget For Next Year		
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2018-19	First Preceding Year 2019-20					
				PERSONNEL SERVICES			
2			2				2
3	5,733	5,559	4,170	3	1,668		3
4	23,164	8,930	14,883	4	3,096		4
5	5,850	10,566	7,042	5	8,354		5
6	22,719	7,785	11,677	6	12,145		6
7				7			7
8	57,466	32,840	37,772	8	25,263	-	-
9				9			9
				MATERIALS AND SERVICES			
11	10,000	10,000	11,000	11	10,000		11
12	285	285	300	12	300		12
13	1,000	2,000	3,000	13	12,000		13
14	9,000	5,000	5,000	14	5,000		14
15	60,000	60,000	80,000	15	64,228		15
16	1,550	1,000	3,000	16	8,000		16
17	2,000	5,000	5,000	17	5,000		17
18	2,860	2,860	3,000	18	3,000		18
19	1,000	1,000	1,500	19	1,500		19
20	350	1,000	2,500	20	2,500		20
21	2,200	2,200	2,200	21	2,500		21
22	100	100	300	22	8,820		22
23		-	-	23			23
24				24			24
25				25			25
26				26			26
27	90,345	90,445	116,800	27	122,848	-	-
				CAPITAL OUTLAY			
29	3,290	7,000		29	5,500		29
30				30	1,500		30
31				31			31
32				32			32
33				33			33
34				34			34
35	3,290	7,000	-	35	7,000	-	-
36	151,101	130,285	154,572	36	129,848	-	-

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Sewer

City of Mosier

(name of fund)

	Historical Data			REQUIREMENTS FOR: 33 - Capital Reserve	Budget For Next Year				
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2018-19	First Preceding Year 2019-20							
				PERSONNEL SERVICES					
2				2				2	
3				3				3	
4				4				4	
5				5				5	
6				6				6	
7				7				7	
8	-	-	-	8	TOTAL PERSONNEL SERVICES	-	-	-	8
9	-	-	-	9	Total Full-Time Equivalent (FTE)	-			9
				MATERIALS AND SERVICES					
11				11				11	
12				12				12	
13				13				13	
14				14				14	
15				15				15	
16				16				16	
17				17				17	
18				18				18	
19				19				19	
20				20				20	
21				21				21	
22				22				22	
23				23				23	
24				24				24	
25				25				25	
26				26				26	
27	-	-	-	27	TOTAL MATERIALS AND SERVICES	-	-	-	27
				CAPITAL OUTLAY					
29	-	-	-	29	Misc Capital Outlay	-			29
30	20,000			30	Outfall Inspection and Repair				30
31	5,000	6,000		31	Hwy 30 Sewer Service Repair				31
32	20,000			32	Video Inspection/Cleaning - Downtown Area				32
33		31,500		33	Sewer Rate Study (See SDC Capital Projects)				33
34				34					34
35	45,000	37,500	-	35	TOTAL CAPITAL OUTLAY	-	-	-	35
36	45,000	37,500	-	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	-	-	-	36

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Sewer

City of Mosier

(name of fund)

	Historical Data			REQUIREMENTS FOR: <u>Sewer SDC</u>	Budget For Next Year			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
				PERSONNEL SERVICES				
2			2				2	
3			3				3	
4			4				4	
5			5				5	
6			6				6	
7			7				7	
8	-	-	-	8	-	-	-	8
9	-	-	-	9	-		-	9
				DEBT SERVICE				
11			11				11	
12			12				12	
13			135,000	13	135,000		13	
14			3,290	14			14	
15			7,000	15			15	
16			16				16	
17			17				17	
18			18				18	
19			19				19	
20			20				20	
21			21				21	
22			22				22	
23			23				23	
24			24				24	
25			25				25	
26			26				26	
27	-	-	145,290	27	135,000	-	-	27
				CAPITAL OUTLAY				
29	75,000		29				29	
30			30				30	
31		68,416	13,220	31			31	
32		10,000	9,725	32	5,000		32	
33			33				33	
34			34				34	
35	75,000	78,416	22,945	35	5,000	-	-	35
36	75,000	78,416	168,235	36	140,000	-	-	36

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

Sewer
Administration

City of Mosier

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year		
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Second Preceding Year 2018-19	First Preceding First Preceding Year 2019-20					
				PERSONNEL SERVICES NOT ALLOCATED			
2			2				2
3			3				3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-
5				5 Total Full-Time Equivalent (FTE)			5
				MATERIALS AND SERVICES NOT ALLOCATED			
7				7 OPERATING EMERGENCY	32,000		7
8				8			8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	32,000	-	-
				EMERGENCY CAPITAL AND OPERATIONS			
11				11 CAPITAL EMERGENCY	50,000		11
12				12 SHORT LIVED ASSET EMERGENCY	15,000		12
13	-	-	-	13 TOTAL CAPITAL EMERGENCY	65,000	-	-
				DEBT RESERVE			
15	73,013	135,000		15 DEBT RESERVE	55,775		15
16	-	3,290		16			16
17	73,013	138,290	-	17 TOTAL DEBT RESERVE	55,775	-	-
				SPECIAL PAYMENTS			
19				19			19
20				20			20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-
				INTERFUND TRANSFERS			
23		30,000		23 FROM SEWER TO STORMWATER FOR STORMWATER PLAN			23
24				24			24
25				25			25
26				26			26
27				27			27
28	-	30,000		28 TOTAL INTERFUND TRANSFERS	-	-	-
29	20,000	25,000	25,000	29 OPERATING CONTINGENCY	25,000		29
30	157,809	193,290	25,000	30 Total Requirements NOT ALLOCATED	97,038	-	-
31	271,101	246,201		31 Total Requirements for ALL Org. Units/Programs within fund	269,848		31
				RESERVED FOR FUTURE EXPENDITURES:			
33	32,868	174,970	267,193	33 Reserved for future expenditure - Unspecified	220,530		33
34			21,000	34 Sewer SDC			34
35	355,675	174,970	288,193	35 TOTAL RESERVED FOR FUTURE EXPENDITURES	220,530	-	-
36				36 Ending balance (prior years)			36
37				37 Ending Balance (prior years) - Water SDC's			37
38				38 Ending Balance (prior years) - Capital Improvement Reserve			38
39				39 Ending Balance (prior years) - Debt Service			39
40	322,312	35,000	35,000	40 UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	35,000		40
41	1,106,897	649,461	671,000	41 TOTAL REQUIREMENTS	622,416	-	-

CITY OF MOSIER

small enough to make a difference

SPECIAL REVENUE FUND - STREETS

PURPOSE

The City is responsible for maintaining streets within the city limits. The primary source of revenue is the ODOT gas tax, a form of state revenue sharing.

PRIOR YEAR ACCOMPLISHMENTS

The City's Transportation System Plan (TSP) was completed in FY18/19. Accomplishments in FY19/20 addressed both annual street repair obligations and public improvements outlined in the TSP, including the following:

1. Completion of a street repair plan to address asphalt cracks, potholes and crosswalk repairs. All repairs were completed in FY 20/21
2. Design development of the 'West Gateway' project (entrance to Mosier from I-84). ODOT managed schematic design through construction drawings of sidewalks, street trees, and bike lanes along Hwy 30 through the first 1/4 mile of town (West Gateway). The project includes a crosswalk and safety provisions at each intersection with Highway 30. Construction bidding is currently underway.
3. Completed final design of Washington and 3rd Avenue streetscape funded by ODOT Small Cities Allotment grant. Construction bidding will be complete in July.
4. Contracted with plowing and gravel spreading and clean up for safe winter / spring road conditions
5. Successful grant application and award of \$215,000 for a new EV Charging Station and Solar Bike Charger to be placed at Mosier Plateau Trail parking lot.

WORKPLAN FOR FY 21/22

1. Continue working with ODOT through construction bidding and construction of the West Gateway project. Target completion Sept 2021.
2. Work with USFS and ODOT on FLAP grant submission for the final sections of the Hwy 30 Slo Mo Plan and pedestrian bridge across Mosier Creek.
3. Implementation of 3rd & Washington sidewalk construction project funded by ODOT Small Cities Allotment

RESOURCES
STREETS

Fund

CITY OF MOSIER

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
1	50,166	63,000	39,000	1 Available cash on hand* (cash basis) or	28,087			1
2				2 Net working capital (accrual basis)				2
3	-			3 Previously levied taxes estimated to be received				3
4	400	400	400	4 Interest				4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	28,000	28,000	28,000	7 ODOT Annual Revenue	28,000			7
8		50,000	50,000	8 SCA ODOT Grant	50,000			8
9				9 EV Charging Station Grant	215,000			9
###				10				###
###				11				###
###				12				###
###				13				###
###				14				###
###				15				###
###				16				###
###				17				###
###				18				###
###				19				###
###				20				###
###				21				###
###				22				###
###				23				###
###				24				###
###				25				###
###				26				###
###				27				###
###				28				###
###	78,566	141,400	117,400	29 Total resources, except taxes to be levied	321,087	-	-	###
###	-	-	-	30 Taxes estimated to be received	-	-	-	###
###	-			31 Taxes collected in year levied				###
###	78,566	141,400	117,400	32 TOTAL RESOURCES	321,087	-	-	###

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

STREETS

Administration

	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2018-19	First Preceding Year 2019-20							
				PERSONNEL SERVICES					
2	5,791	8,929	5,953	2	Finance/Recorder/Administrator	3,096			2
3	5,733	13,899	4,170	3	Maintenance Public Works	1,668			3
4	2,340	4,226	2,817	4	Employee Benefits				4
5	7,573	11,678	3,892	5	City Manager	4,048			5
6				6					6
7				7					7
8	21,437	38,732	16,832	8	TOTAL PERSONNEL SERVICES	8,812	-	-	8
9				9					9
					MATERIALS AND SERVICES				
11	4,800	4,800	4,800	11	Utilities	4,800			11
12	3,000	8,905	3,000	12	Land Use Planning	1,500			12
13	1,000	1,000	1,000	13	Legal Fees	1,000			13
14	3,000	4,000	5,000	14	Contracted Services	6,500			14
15	900	2,000	2,000	15	Engineering Services	12,000			15
16	1,200	1,200	3,000	16	Audit	2,000			16
17	1,000	3,500	1,200	17	Maintenance and Supplies	1,200			17
18	500	500	500	18	Insurance	500			18
19	500	500	500	19	Signs	500			19
20	350	350	350	20	Office Supplies	350			20
21	150	150	150	21	Education and Travel	150			21
22	100	100	100	22	Training	100			22
23				23					23
24				24					24
25				25					25
26				26					26
27	16,500	27,005	21,600	27	TOTAL MATERIALS AND SERVICES	30,600	-	-	27
					CAPITAL OUTLAY				
29	6,500	6,500	10,000	29	Pavement Repair				29
30	10,000			30	EV Charging Station	215,000			30
31		50,000	50,000	31	3rd Ave and Washington Street Pedestrian and Stormwater Project	50,000			31
32				32					32
33				33					33
34				34					34
35	16,500	56,500	60,000	35	TOTAL CAPITAL OUTLAY	265,000	-	-	35
36	54,437	122,237	98,432	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	304,412	-	-	36

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
 STREETS
 (name of fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2018-19	First Preceding Year 2019-20							
				PERSONNEL SERVICES NOT ALLOCATED					
2				2				2	
3				3				3	
4	-	-	-	4	TOTAL PERSONNEL SERVICES	-	-	-	4
5				5	Total Full-Time Equivalent (FTE)				5
				MATERIALS AND SERVICES NOT ALLOCATED					
7				7				7	
8				8				8	
9	-	-	-	9	TOTAL MATERIALS AND SERVICES	-	-	-	9
				CAPITAL OUTLAY NOT ALLOCATED					
11				11				11	
12				12				12	
13	-	-	-	13	TOTAL CAPITAL OUTLAY	-	-	-	13
				DEBT SERVICE					
15				15				15	
16				16				16	
17	-	-	-	17	TOTAL DEBT SERVICE	-	-	-	17
				SPECIAL PAYMENTS					
19				19				19	
20				20				20	
21	-	-	-	21	TOTAL SPECIAL PAYMENTS	-	-	-	21
				INTERFUND TRANSFERS					
23				23				23	
24				24				24	
25				25				25	
26				26				26	
27				27				27	
28	-	-	-	28	TOTAL INTERFUND TRANSFERS	-	-	-	28
29			2,000	29	OPERATING CONTINGENCY	2,000			29
30	-	5,000	2,000	30	Total Requirements NOT ALLOCATED	2,000			30
31	54,437	122,337	98,432	31	Total Requirements for ALL Org.Units/Programs within fund	304,412	-	-	31
32			7,000	32	Reserved for future expenditure	14,675			32
33	50,166	-		33	Ending balance (prior years)				33
34			99,868	34	UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)				34
35	127,337	207,300	117,400	35	TOTAL REQUIREMENTS	321,087	-	-	35

CITY OF MOSIER

small enough to make a difference

SPECIAL REVENUE FUND - JOINT USE FACILITY 'MOSIER CENTER'

PURPOSE

The Mosier Fire District and City of Mosier entered into an Intergovernmental Agreement (IGA) to fund, design and build a new Joint Use Fire/City Hall and Community Center in FY 2018-19. In the IGA, the City was named the fiscal manager of the project until start of construction. At the time of construction, the JUF Committee will propose a management plan for the new facility to their respective board/councils.

PRIOR YEAR ACCOMPLISHMENTS

During 2019-20, the Joint Use Facility Committee worked diligently toward design and construction of the new facility through the following accomplishments:

1. Successful schematic design workshop with Minarik Architecture Team and Energy Trust of Oregon along Path to Net Zero
2. Completion of draft and schematic design document with attendant public presentations
3. Two trips to Salem to appeal to the Oregon state legislature for additional funding
4. Successful coordination of volunteer fundraising committee with Ford Family Foundation grant for facilitation
5. RFP, selection and procurement of CMGC contractor
6. Awarded a Ford Foundatio grant and hired a capital campaign consultant to work with the committee to appeal to individual donors, foundations and explore available funding opportunities.

RESOURCES
JOINT USE FACILITY

Fund

CITY OF MOSIER
(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year			
Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-19	First Preceding Year 2019-20						
1	500,000	500,000	843,000	1 Available cash on hand* (cash basis) or	309,473		1
2				2 Net working capital (accrual basis)			2
3	-			3 Previously levied taxes estimated to be received			3
4		15,000	23,000	4 Interest			4
5				5 Transferred IN, from other funds			5
6				6 OTHER RESOURCES			6
7	49,000	49,000		7 City Team Mosier Award			7
8			5,000	8 Oregon Energy Trust	20,000		8
9		500,000	(500,000)	9 Fire District Funds from UPRR	500,000		9
##		15,000		10 Interest from Fire District UPRR Funds	10,000		##
##	5,000	5,000		11 Ford Family Foundation Grant	250,000		##
##				12 OPRD Plaza	450,000		##
##				13 Community Donations	150,000		##
##				14 UPRR Site Restoration Settlement	1,100,000		##
##				15			##
##				16			##
##				17			##
##				18			##
##				19			##
##				20			##
##				21			##
##				22			##
##				23			##
##				24			##
##				25			##
##				26			##
##				27			##
##				28			##
##	554,000	1,084,000	371,000	29 Total resources	2,789,473	-	##
##			-	30	-	-	##
##				31			##
##	554,000	1,084,000	371,000	32 TOTAL RESOURCES	2,789,473	-	##

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

JOINT USE FACILITY

CITY OF MOSIER

Administration

	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget for Next Year					
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
	Second Preceding Year 2018-19	First Preceding Year 2019-20								
				PERSONNEL SERVICES						
2		5,953	5,953	2	City Recorder	6,191				2
3		2,780		3						3
4			1,408	4	Employee Benefits	1,671				4
5		11,677	7,785	5	City Manager	12,145				5
6				6						6
7				7						7
8	-	20,410	15,146	8	TOTAL PERSONNEL SERVICES	20,007	-		-	8
9				9						9
					MATERIALS AND SERVICES					
11				11						11
12		5,000	1,020	12	Land Use Planning (CUP, etc.)	1,020				12
13		8,000	6,250	13	Legal Fees	3,000				13
14		5,000	5,000	14	Engineering Services	3,000				14
15		10,000	10,000	15	Other Contracted Services	3,000				15
16		5,000	5,000	16	Communications/Announcements	3,000				16
17		500	500	17	Maintenance and Supplies	1,500				17
18		6,500	22,000	18	Fundraising	38,000				18
19				19						19
20		1,000	1,000	20	Office Supplies/Printing					20
21		200	200	21	Travel					21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27	-	41,200	50,970	27	TOTAL MATERIALS AND SERVICES	52,520	-		-	27
					CAPITAL OUTLAY					
29				29	Architecture/Engineering Services					29
30	-	118,000		30	- Phase I Schematic Design Update and Cost Estimator	15,000				30
31		502,000	463,000	31	- Phase II & III Schematic Design through Construction Design Services	550,000				31
32		80,000	75,000	32	- Additional Site Services if Needed (Survey, Geotech, Etc.)	40,000				32
33		104,463	104,463	33	- Contingency 15%	28,000				33
34				34						34
35		804,463	642,463	35	TOTAL CAPITAL OUTLAY	633,000	-		-	35
36	-	866,073	708,579	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	705,527	-		-	36

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
JOINT USE FACILITY
 (name of fund)

CITY OF MOSIER

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
				PERSONNEL SERVICES NOT ALLOCATED				
2				2				2
3				3				3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-	4
5				5 Total Full-Time Equivalent (FTE)				5
				MATERIALS AND SERVICES NOT ALLOCATED				
7				7				7
8				8				8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-	-	9
				CAPITAL OUTLAY NOT ALLOCATED				
11				11				11
12				12				12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	-	-	-	13
				DEBT SERVICE				
15				15				15
16				16				16
17	-	-	-	17 TOTAL DEBT SERVICE	-	-	-	17
				SPECIAL PAYMENTS				
19				19				19
20				20				20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-	21
				INTERFUND TRANSFERS				
23		515,000		23 From Fire District Budget				23
24				24				24
25				25				25
26				26				26
27				27				27
28	-	515,000	-	28 TOTAL INTERFUND TRANSFERS		-	-	28
29		5,000	5,000	29 OPERATING CONTINGENCY	5,000			29
30	-	5,000	5,000	30 Total Requirements NOT ALLOCATED	5,000			30
31	-	866,073	708,579	31 Total Requirements for ALL Org.Units/Programs within fund	705,527	-	-	31
32		206,764	151,258	32 Reserved for future expenditure	2,072,783			32
33				33 Ending balance (prior years)				33
34		6,163	6,163	34 UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	6,163			34
35	-	1,077,837	871,000	35 TOTAL REQUIREMENTS	2,789,473	-	-	35

CITY OF MOSIER

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STORMWATER SDC FUND

PURPOSE

Stormwater planning is essential to water quality protection of the streams in the Miles Creeks subbasin (Mosier and Rock Creeks), especially as they enter the Columbia River through the City of Mosier. In order to accomplish clean surface water discharge, many of the city's streetscape and water system improvements are dependent upon stormwater policies that support regional and national Clean Water Act and EPA water quality standards. The Stormwater SDC fund enables the city to track toward development of a stormwater plan that outlines policies for innovative stormwater treatments that comply with and at best, improve upon national water quality standards.

PRIOR YEARS ACTIVITIES AND ACCOMPLISHMENTS

In FY2020-21 the City was required by Oregon DEQ to finalize a Total Maximum Daily Load (TMDL) report for the Miles Creeks Subbasin. This document outlined several actions the City has taken to address stormwater runoff, setting the stage for the SDC funded development of a city stormwater plan. However, due to the large number of Capital projects the City has taken on in the past few years, the stormwater plan has been put on hold until staff are available to complete it. In lieu of developing a plan this year the 2021-2022 budget provides a \$5,000 allowance for implementation of vegetative buffers, street trees and stormwater bioswales to be incorporated into planned capital projects such as the Mosier Hub, the 3rd & Washington project and the West Gateway project.

GOALS FOR CURRENT BUDGET YEAR

Continue saving SDC funds for a future city-wide stormwater plan document

Utilize \$5,000 for stormwater treatment measures in City capital improvement projects

RESOURCES
Stormwater SDC

(Fund)

CITY OF MOSIER

(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
1	14,955	55,369	36,051	1 Available cash on hand* (cash basis) or	26,157			1
2				2 Net working capital (accrual basis)				2
3				3 Previously levied taxes estimated to be received				3
4				4 Interest				4
5	30,000			5 Transferred IN, from SEWER Funds				5
6				6 OTHER RESOURCES				6
7	4,000	4,000	4,000	7 Connection/SDC Fees	4,000			7
8				8				8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	48,955	59,369	40,051	29 Total resources, except taxes to be levied	30,157	-	-	29
30			-	30 Taxes estimated to be received	-			30
31	-	-		31 Taxes collected in year levied				31
32	48,955	59,369	40,051	32 TOTAL RESOURCES	30,157	-	-	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
 Stormwater SDC
 (name of fund)

CITY OF MOSIER

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2018-19	First Preceding Year 2019-20							
				PERSONNEL SERVICES NOT ALLOCATED					
2				2				2	
3				3				3	
4	-	-	-	4	TOTAL PERSONNEL SERVICES	-	-	-	4
5				5	Total Full-Time Equivalent (FTE)				5
				MATERIALS AND SERVICES NOT ALLOCATED					
7	1,000	-	1,160	7	Engineering	1,000			7
8				8					8
9		-	1,160	9	TOTAL MATERIALS AND SERVICES	1,000	-	-	9
				CAPITAL OUTLAY NOT ALLOCATED					
11		20,000	11,000	11	Stormwater Capital	5,000			11
12				12					12
13	-	20,000	11,000	13	TOTAL CAPITAL OUTLAY	5,000	-	-	13
				DEBT SERVICE					
15				15					15
16				16					16
17	-	-	-	17	TOTAL DEBT SERVICE	-	-	-	17
				SPECIAL PAYMENTS					
19				19					19
20				20					20
21	-	-	-	21	TOTAL SPECIAL PAYMENTS	-	-	-	21
				INTERFUND TRANSFERS					
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28	-	-	-	28	TOTAL INTERFUND TRANSFERS	-	-	-	28
29			4,000	29	OPERATING CONTINGENCY	2,000			29
30	-	16,160		30	Total Requirements NOT ALLOCATED	6,000	-	-	30
31	-	28,000		31	Total Requirements for ALL Org.Units/Programs within fund	8,000	-	-	31
32			16,891	32	Reserved for future expenditure	20,157			32
33	7,034	-		33	Ending balance (prior years)				33
34			7,000	34	UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	2,000			34
35	7,034	59,269	23,891	35	TOTAL REQUIREMENTS	30,157	-	-	35

SALARY WAGE ALLOCATION %

	Street	Contingency	General - Parks	General - Cemetery	General/Land Use	Water	Sewer	JUF Special Revenue	Total
City Manager	5.00%		5.00%	5.00%	40.00%	15.00%	15.00%	15.00%	100.00%
City Recorder / Finance Officer	5.00%		5.00%	15.00%	55.00%	5.00%	5.00%	10.00%	100.00%
Maintenance	5.00%		10.00%	10.00%	5.00%	5.00%	5.00%	0.00%	40.00%
Contingency		12.50%							
Employee Benefits (health and retirement)	0.00%		5.00%	5.00%	35.00%	25.00%	25.00%	5.00%	0.00%
TOTAL FTE'S (2.4)	12.50%	0.00%	15.00%	25.00%	97.50%	22.50%	22.50%	25.00%	240.00%

SALARY WAGE ALLOCATION (w/benefits)

	Street	Contingency	General - Parks	General - Cemetery	Gen Adm- Land Use	Water	Sewer	JUF Special Revenue	2020-2021 Total	Prior Year Total
City Manager	\$ 4,048.14		\$ 4,048.14	\$ 4,048.14	\$ 32,385.15	\$ 12,144.43	\$ 12,144.43	\$ 12,144.43	\$ 80,962.86	\$ 80,962.86
City Recorder / Finance Officer	\$ 3,095.63		\$ 3,095.63	\$ 9,286.90	\$ 34,051.96	\$ 3,095.63	\$ 3,095.63	\$ 6,191.26	\$ 61,912.65	\$ 61,912.65
Maintenance	\$ 1,667.81		\$ 3,335.63	\$ 3,335.63	\$ 1,667.81	\$ 1,667.81	\$ 1,667.81	\$ -	\$ 13,342.50	\$ 55,594.00
Contingency		\$ 12,658.27							\$ 12,658.27	\$ -
Employee Benefits (health and retirement)	\$ -		\$ 1,670.70	\$ 1,670.70	\$ 11,694.90	\$ 8,353.50	\$ 8,353.50	\$ 1,670.70	\$ 33,414.00	\$ 42,263.00
TOTAL	\$ 8,811.59	\$ 12,658.27	\$ 12,150.10	\$ 18,341.37	\$ 79,799.81	\$ 25,261.37	\$ 25,261.37	\$ 20,006.39	\$ 202,290.28	\$ 240,732.51

