

CITY OF MOSIER
small enough to make a difference

Fiscal Year 19/20

Budget

June 2019

Mosier Facts

City Statistics

Incorporated	1914
Area	410 Acres
Population (as of July 1, 2018)	455
Males	44.1%
Females	55.9%
<u>Race:</u>	
White	77.9 %
Hispanic or Latino	18.8%
Median Age	45.4
Residents Graduated from high school or higher	90.9%
Residents with Bachelor's degree or higher	22.3%
Average household size	2.2 persons
Median household income	\$41,250

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

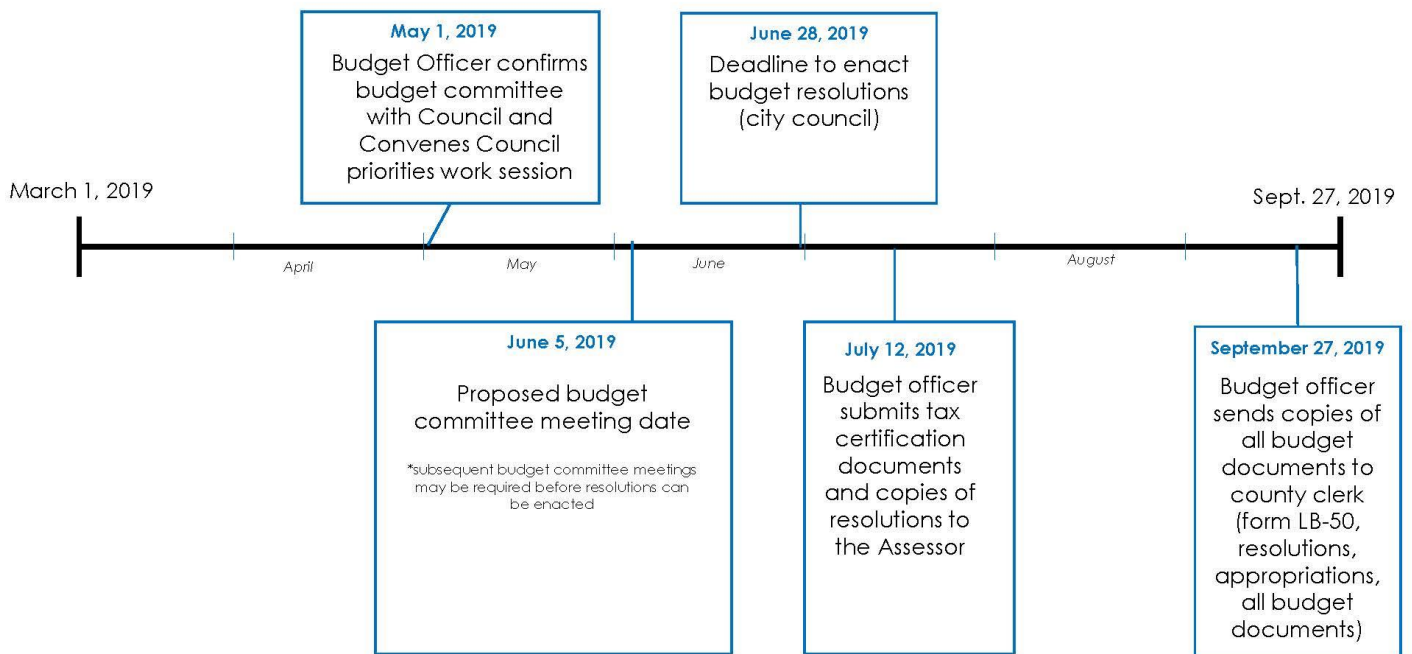
City of Mosier FY 2019/20 Budget Process

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 FY19/20, and thus July 1, 2019 - June 30, 2020.

Anyone may obtain more detailed budget information and copy of the City's official FY19/20 budget documents from City Hall or online at www.cityofmosier.com/budget. If you have specific questions, please contact the city office at 541-478-3505.

BUDGET TIMELINE *City of Mosier*



Mosier City Budget Process Participants

Mayor and City Council

Arlene Burns, Mayor

Emily Reed, Council President

Peny Wallace, Council Member

Witt Anderson, Council Member

Acasia Berry, Council Member

Lacy Gries, Council Member

Ann Van Osdol, Council Member

Budget Committee Members

Robb Severdia

Marty McGee

Andrea Rogers

Marc Berry

City Staff

Colleen Coleman, City Manager/Budget Officer

Jayne Bennett, City Recorder/Finance Officer

FY 2019/20 Budget Message

As presented to the budget committee on June 5, 2019

Enclosed is the recommended FY 2019/20 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 over the last year. 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.

Evidence of Growth

The City of Mosier's total assessed property value for FY 2018/19 was \$53,917,841.

Comparatively, total assessed value three years ago (FY 2016/17) was \$45,030,398.

Property tax revenue was \$71,650 in FY 2018/19, when the City budgeted \$65,000. This year's property tax revenue budget remains conservative, however, it's clear the City is growing. Over the last few years, approximately 35 new homes have been built in Mosier, with plans underway for an additional 20 over the next three. Most of these homes are located in the Tanawashee and Mosier Bluffs housing developments sited on the slopes south of downtown. The new housing starts in 2017/18 resulted in fiscal year System Development Charges revenue (stormwater, parks and utility SDCs) of \$95,000 and in 2018/19, \$16,000. However, budgeted SDC revenue for FY 2017/2018 was \$35,536. This gain in revenue, added to \$97,249 in SDC funds acquired in FY 2016/2017, provided

CITY OF MOSIER

small enough to make a difference

the City with stable infrastructure resources and an ability to pay for the first installments of a planned water system infrastructure upgrade, which includes drilling the new Well #5 backup water source, a new telemetry system, and new eastside pump station.

In addition, Phase II of the Tanawashee subdivision is in its final stages, due to be completed by end of June/ FYE 2019, with utility and road buildouts at 11 new home sites. This not only increases property tax revenues but significantly expands the city utility services and revenues, justifying the city's investments in a new backup well and full-time public works position. In addition, the following evidence provides signs of consistent growth for the City of Mosier:

- In 2018/19, City Council imposed a Transient Lodging Tax (TLT), which requires short term rental operations (hotel/motel, private room rentals, and RV rentals) within the city limits to be registered with the city for an 8% tax, 70% of which will be used for tourism related facilities (like Mosier Hub) and 30% for city operations.
- Water and sewer utility bills in FY 2010/2011 resulted in \$390,432 of city revenue, while utility revenues for FY 2018/2019 were \$503,374. That's 28% growth over the last 8 years contributed to new development, not increased utility rates.

Planned Expenditure

As described below, the proposed FY 2019/20 budget will continue to utilize City funds to support the 2018 Strategic Plan. The budget also further stabilizes City operations and secures our professional staff positions in a manner that improves retention and maintains robust public services. Specifically the city's finance, water operations and

maintenance positions are allocated with professional wages and benefits, as well as full time hours.

The need for the change in operations expenses has developed over the last three years when planning for capital projects has increased the city manager and city recorder's hours and frequent water operator/public works staff turnover has put the city's assets at risk.

Additional highlights of 2019/20 budget allocations are presented below, characterized by the City's strategic planning goals.

Goal 1: Develop and Maintain a Thriving Local Economy [with projects to address this goal]. Projects mentioned here are only those budgeted for FY 2019/2020.

- **Project – Mosier Center – Fire District / City Council Joint Use Facility**
 - In FY 2018/19, the City's General Fund held a Capital reserve for the Joint Use Facility, originating from the State Ways and Means Committee grant of \$500,000 and a cash award from the UPRR Team Mosier Settlement of \$49,000. In FY2019/20, State of Oregon municipal budgeting requires that we account for it in a 'Special Revenue Fund' which includes cash on hand as well as projected revenue (resources) and expenses. Additional resources included in the 2019/20 budget include funds from the Fire District and proposed grant funding and donations for this fiscal year. Projected expenditures include costs incurred for legal and professional fees as well as expected architecture/planning and engineering fees for fundraising and design of the building.

- **Project – Mosier Streetscapes West Gateway – as identified in 2018/19 TSP**
 - The City is currently working with Oregon Department of Transportation (ODOT) to implement the highest priority project identified in Mosier's Transportation System Plan (TSP). The project will be engineered and constructed by ODOT Region 4, using a \$600,000 grant from Oregon's State Transportation Implementation Program (STIP). Design and construction funds are not allocated in this year's budget because ODOT will manage those aspects of the project. However, city staff (manager, engineer, planner, and water operator) will be required to

attend project meetings and provide professional input, which is accounted for in the Streets budget.

- **Project – Mosier Hub**

- The City of Mosier received a grant for \$79,511 from Oregon State Parks in 2017, \$28,171 of which is a required match by the City. The General Fund Parks SDC Capital Outlay budget identifies this expenditure, which was set aside during 2018/19 FY as a match for a large Federal Lands Access Program (FLAP) grant, managed by Western Federal Lands for construction of all five of the Gorge Hubs projects. The FLAP grant was awarded to the Historic Highway Trail Extension project and the Gorge Hubs did not receive an award.
- To meet funding requirements this year, the City has allocated the State Parks grant funds to construct a stone retaining wall, new landscape vegetation and utility stub outs at the Mosier Hub. Future plans for build out of the Mosier Hub property include public restrooms, drinking fountain and other amenities. The project must be constructed by October 2019, and grant report submitted in May of 2020.

- **Project – Rock Creek Park and Derailment Site Restoration**

- This project is not identified in the budget as an expenditure, as the Team Mosier Agreement states that UPRR will pay for the entire project, start to finish. However, it will incur staff time from the city manager and public works officer to organize public meetings and review the project, with project management support to UPRR and regular reporting to Council. Those expenses are identified as personnel expenses in the General Fund Parks allocations.

Goal 2: Strengthen Communications

With the number and size of projects planned in the next 5 years, the City will focus on increased communications with residents and local and regional organizations. Key strategic plan communications goals that require general administration funds include:

- *Regular one on one communications with Council members*
- *Key presentations during project development for each capital project, which include scope, budget and schedule presentations at key phases of each project.*
- *City website updates and improvement*
- *Better citizen access to and understanding of the Strategic Plan and City system development charges, land use planning fees, etc.*

Goal 3: Develop and Maintain a Robust Infrastructure System

Building upon the City's water, sewer and transportation infrastructure investments of the past 12 years, and the FY 2017/2018 replacement of the Mosier Creek Bridge Eastside Water/Sewer mains, FY 2019/20 infrastructure projects will include the use of capital funds and SDC's to implement the Water System Upgrade (Well 5 backup drilling; new telemetry system; and new Eastside pump station); as well as a Sewer System Plan Update with a feasibility assessment of a tertiary treatment wetland. The Water System upgrades will be funded by a Council approved USDA loan/grant that consists of approximately 55% loan (40 years at 3%) and 45% grant. The update to the Sewer System Plan will be funded by capital reserves from SDC's.

In 2018/19, the City completed its Transportation System Plan (TSP), identifying over 10 years of multi-modal street and stormwater improvements throughout town. This year, two projects initiated by the TSP will be completed:

- **Project – West Gateway Highway 30 Improvements**
 - Mosier's West Gateway was named the priority project in the TSP. Funded by two ODOT grants equaling \$600,000, the West Gateway project will improve access to Rock Creek Rd., outfit the first ¼ mile of Highway 30 sidewalks, street trees and bicycle paths, and improve pedestrian crossings and signage at local intersections with Hwy 30. An obligation of matching funds are the only costs identified in the enclosed budget under the Streets Fund.
- **Project – New TSP Driven Ordinances and Updates to Mosier' Comprehensive Plan**
 - This year the City Planner is tasked with updating Mosier's code to reflect the initiatives driven by Council's strategic plan and the TSP planning document. Budget for these services total \$8,320. The city planner's total budget and schedule for the year is found in the appendix of this document.

Goal 4: Ensure Housing Security for Mosier Residents

In supporting the City's values of diversity and economic sustainability, City manager and planning staff have proposed budget funds for FY 2019/2020 to provide the following projects equaling \$5200 budgeted in the General Fund:

- *Exploration of affordable Housing Options with Mid-Columbia Housing Authority, Columbia Cascade Housing and Private Developers interested in investing in affordable housing in Mosier*
- *Exploration of Short Term Housing Policies and Transient Room Tax options to ameliorate the growing gap between high-end short term rentals and long-term housing availability.*

Goal 5: Protect and Enhance the Environment

- **Project – Tertiary Treatment Wetland Feasibility Analysis and WWTP Plan Update**
 - The City has allocated \$75,000 of this year's Sewer budget to assess the current improvement needs for its Wastewater Treatment Plant and explore the feasibility of replacing the city's outfall pipe with a tertiary treatment system into a restored wetland, north east of the WWTP. The project will be performed by RH2 Engineers/Scientists and will be closely reviewed by DEQ and Oregon Regional Solutions. The budget for this project is provided in the appendix of this document.

This project is representative of City's ongoing commitment to protecting the beauty of the Columbia River Gorge and utilizes ecosystem services in the process. Since the UPRR derailment in June 2016, the Council has made a resolute commitment to participating in regional renewable energy forums and climate studies that help position the community for future reliance on renewable resources. This is currently reflected in the budget across the general, water and sewer funds as educational resources and Mayor and Council travel reimbursements.

CITY OF MOSIER

small enough to make a difference

Five Year Forecast

City staff budgeted FY 2019/2020 to reflect a more conservative trend than our current city income, with funding allocations that address needs of the City's public services, staffing and infrastructure. This more conservative approach (utilizing reserves to implement strategic goals) is shown in the example five-year projections of the City's General Fund in Table 1 on the following page.

<u>General Fund Revenue and Expense</u>									
FYE	2017	2018	2019	2020	2021	2022	2023	2024	2025
Income Statement									
State Revenue	\$ 13,852.82	\$ 14,268.40	\$ 14,370.00	\$ 14,801.10	\$ 15,245.13	\$ 15,702.49	\$ 16,173.56	\$ 16,658.77	\$ 17,158.53
Local Tax Revenue	\$ 35,773.97	\$ 36,000.00	\$ 35,000.00	\$ 36,400.00	\$ 37,856.00	\$ 39,370.24	\$ 40,945.05	\$ 42,582.85	\$ 44,286.17
Non-Tax Revenue	\$ 33,103.30	\$ 38,375.00	\$ 38,375.00	\$ 39,142.50	\$ 39,925.35	\$ 40,723.86	\$ 41,538.33	\$ 42,369.10	\$ 43,216.48
Other Revenue Service	\$ 20,865.61	\$ 10,000.00	\$ 10,000.00	\$ 10,300.00	\$ 10,609.00	\$ 10,927.27	\$ 11,255.09	\$ 11,592.74	\$ 11,940.52
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Taxes	\$ 62,451.11	\$ 62,500.00	\$ 65,000.00	\$ 66,300.00	\$ 67,626.00	\$ 68,978.52	\$ 70,358.09	\$ 71,765.25	\$ 73,200.56
TLT	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 15,000.00	\$ 16,000.00	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00
Total	\$ 166,046.81	\$ 161,143.40	\$ 162,745.00	\$ 176,943.60	\$ 186,261.48	\$ 191,702.37	\$ 198,270.12	\$ 204,968.71	\$ 209,802.26
Operating Expenses									
Personal Services	\$ 49,974.72	\$ 49,974.72	\$ 60,824.00	\$ 111,000.00	\$ 116,550.00	\$ 118,881.00	\$ 121,258.62	\$ 123,683.79	\$ 126,157.47
Material and Services	\$ 66,478.96	\$ 68,000.00	\$ 68,000.00	\$ 69,360.00	\$ 70,053.60	\$ 70,754.14	\$ 71,461.68	\$ 72,176.29	\$ 72,898.06
Capital Outlay	\$ 2,015.75	\$ 2,015.75	\$ 2,015.75	\$ 2,015.75	\$ 2,015.75	\$ 2,015.75	\$ 2,016.75	\$ 2,017.75	\$ 2,018.75
Expenses	\$ 118,469.43	\$ 119,990.47	\$ 130,839.75	\$ 182,375.75	\$ 188,619.35	\$ 191,650.89	\$ 194,737.05	\$ 197,877.84	\$ 201,074.28
Net Income	\$ 47,577.38	\$ 41,152.93	\$ 31,905.25	\$ (5,432.15)	\$ (2,357.87)	\$ 51.49	\$ 3,533.08	\$ 7,090.88	\$ 8,727.98
Cash Flow Statement									
Beginning Fund Balance	\$ 113,220.08	\$ 173,000.00	\$ 214,152.93	\$ 246,058.18	\$ 240,626.03	\$ 238,268.17	\$ 238,319.66	\$ 241,852.73	\$ 248,943.61
Cash Inflow	\$ 279,266.89	\$ 334,143.40	\$ 162,745.00	\$ 176,943.60	\$ 186,261.48	\$ 191,702.37	\$ 198,270.12	\$ 204,968.71	\$ 209,802.26
Cash Outflow	\$ 118,469.43	\$ 119,990.47	\$ 130,839.75	\$ 182,375.75	\$ 188,619.35	\$ 191,650.89	\$ 194,737.05	\$ 197,877.84	\$ 201,074.28
Ending Fund Balance	\$ 160,797.46	\$ 214,152.93	\$ 246,058.18	\$ 240,626.03	\$ 238,268.17	\$ 238,319.66	\$ 241,852.73	\$ 248,943.61	\$ 257,671.59

Table 1. General Fund Revenue Projections to FYE 2025

Get it in the Ground

In conclusion, FY 2019/20 will be focused on implementing capital projects that have been planned over the past 10 years. We are committed to ensuring successful

implementation of robust public infrastructure, resilient social systems, and a strong local economy, while also protecting Mosier's historic and small-town character.

Appendix

This document includes city engineer, city planner, and city public works budget spreadsheets, as well as current budgets for the USDA Water System Improvements, the City/Fire District's Joint Use Facility and the WWTP Plan Update. Budgets for the West Gateway and Rock Creek Park are not included here because they are being managed by ODOT and Union Pacific respectively. However, city staff time for those projects are included in the Streets and General Parks budgets.

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Mosier will be held on **Wednesday, June 19th, 2019 at 6:30 pm** at The Mosier Senior Center at the Mosier Creek Terrace in Mosier, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the Mosier Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Mosier City Hall, between the hours of 9 a.m. and 1 p.m. (Monday, Wednesday, or Friday). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Colleen Coleman Telephone: (541) 478-3505 Email: colleen.coleman@cityofmosier.com

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	2017-2018	This Year 2018-19	Next Year 2019-20
Beginning Fund Balance/Net Working Capital	851,234	987,751	2,106,249
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	533,735	578,391	640,245
Federal, State and all Other Grants, Gifts, Allocations and Donations	98,590	634,340	1,295,340
Revenue from Bonds and Other Debt			770,000
Interfund Transfers / Internal Service Reimbursements		30,000	(549,000)
All Other Resources Except Current Year Property Taxes			
Current Year Property Taxes Estimated to be Received	63,240	65,000	69,900
Total Resources	1,546,799	2,295,482	4,332,734

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	123,141	195,259	235,238
Materials and Services	305,316	280,420	306,485
Capital Outlay	102,582	354,301	3,215,290
Debt Service	201,375	201,780	205,490
Interfund Transfer from General Fund to Joint Use Facility Fund		30,000	(549,000)
Contingencies	93,000	69,300	129,000
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	721,385	1,164,422	790,231
Total Requirements	1,546,799	2,295,482	4,332,734

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program	FTE for that unit or program		
General	380,684	936,090	984,215
FTE	1	1.00	1.00
Water	458,525	528,765	1,963,289
FTE	0.75	0.75	0.75
Sewer	629,340	703,106	649,461
FTE	0.50	0.75	0.75
Streets	66,492	78,566	141,400
FTE	0.25	0.50	0.50
Stormwater	16,758	48,955	59,369
FTE	0	0	0
Joint Use Facility (Mosier Center) JUF Fund			1,084,000
FTE			0
InterFund Transfer from General to JUF Fund			(549,000)
FTE			0
Total Requirements	1,551,799	2,295,482	4,332,734
Total FTE		2.75	2.75

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

1) The change in FTE count is due to increased hours for City Recorder and City Water Operator/ Maintenance employees. Three FTE at 30-40 hrs per week, were approved for this fiscal year, due to the large capital projects being implemented, which include the Derailment Site Restoration, Mosier Streetscapes, Mosier Hub, UPRR Land Acquisition and Planning for a new Community Center to include City Hall, Fire Station, and Community Spaces. The city also approved and was awarded a USDA funding application for \$1.4 million loan/grant for a water system upgrade that includes the new well for back up water source, new telemetry system and pump station rebuild on the eastside of Mosier.

2) The city's new contracted long term loan came in less than the estimate last year of \$228,000, the actual loan amount is at \$178,000 for the Mosier Creek Bridge Project. This is reflected in the estimated debt outstanding below. In addition to the remaining debt from the prior year, the city approved a \$770,00 loan and \$630,000 grant for the water system upgrade project.

3) The large Beginning Fund Balance/Net Working Capital for FY 2019/2020 is primarily due to a \$500,000 State of Oregon Grant for the Community Center (Joint Use Facility) and \$49,000 cash from the UPRR/Team Mosier settlement. Both amounts are transferred through Capital Improvements to the new Joint Use Facility "Mosier Center" called the JUF Fund.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
	2017-18	This Year 2018-19	Next Year 2019-20
Permanent Rate Levy (rate limit 1.4128 per \$1,000)	1.4128	1.4128	1.4128
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$1,750,000	\$770,000
Total	\$1,750,000	\$770,000

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

CITY OF MOSIER

small enough to make a difference

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, the Municipal Court fund, and Cemeteries.

PRIOR YEAR ACTIVITIES and PROPOSED PROGRESS

Mosier Hub Project - The Oregon Parks and Recreation (OPRD) grant for \$51,340 was set aside during FY 2018/19 as a match for the Gorge Hubs Federal Lands Access Program grant (FLAP), which was submitted for all 5 of the Gorge Hubs. The FLAP grant was not awarded to Gorge Hubs, but was given to the Scenic Highway Trail Extension Project (\$10 million). This year (FY2019/20), in order to meet OPRD's grant requirements, the City of Mosier will use the funds to finalize construction plans to replace the railroad ties at the Mosier Hub and build a stone retaining wall. New landscaping and utility stub outs for a public restroom are also planned for the project.

State Road and Pioneer Cemetery - City public works staff have taken over Cemetery maintenance in the last two years, reducing the cost of contracted services in this fund. The city's public works staff will play an integral role in maintaining accurate cemetery records by field measuring and verifying existing grave locations and remaining available burial space. The city invites all those who have family ties to the State Road and Pioneer cemeteries to make an appointment with city staff to share their knowledge.

UPRR Site Acquisition and Joint Use Facility - The Team Mosier Settlement was completed in December 2017. The City was awarded the UPRR property on the North side of Hwy 30, which extends from the Mosier Fruit Grower's Warehouse east to Mosier Creek. In addition, the City was awarded \$49,000 cash from the Team Mosier Settlement. The State of Oregon Ways and Means Committee donated \$500,000 for the Joint Use Facility to the City, which will be matched by the Fire District's \$500,000 UPRR Settlement funds earmarked for the project. Both the UPRR funds and the grant are identified in the 2019/20 FY budget for planning, design and implementation of the City's joint use city hall/fire station/community center--aptly named 'Mosier Center'. In this document, the FY 2019/20 budget transfers the JUF resources from the City's General Fund to a Special Revenue Fund to meet State of Oregon budget standards joint agency projects (City / Fire District).

In addition, funds from Oregon DEQ were utilized to obtain a Phase II Environmental Site Assessment to determine next steps in accepting the UPRR property from the Team Mosier settlement agreement. Based on the existence of historic railroad housing foundations and long term railroad use, the Phase I report recommended a Phase II study be performed to eliminate the possibility of underground storage tanks and toxics in the soil. The City requested that DEQ include the analytics required by UPRR to lift deed restrictions on the property. The Phase II ESA was completed with funds from DEQ and was completed in September 2018. The Phase II findings confirmed that there is no need for deed restrictions on the property and the City is currently working with UPRR to finalize deed transfer in 2019.

OTHER BUDGET ACTIVITY

The General Fund now operates as a single fund with five activities (Administration, Parks, Parks SDC, Municipal Court, and Cemetery).

As of budget publishing, the State Shared Marijuana Tax Bill, the City's share of marijuana taxes were distributed per capita, and are budgeted at \$1,300.00.

RESOURCES
General Fund

CITY OF MOSIER
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year		
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2016-17	First Preceding Year 2017-18					
1	113,220	173,042	176,910	1 Available cash on hand* (cash basis) or	750,050		1
2				2 Net working capital (accrual basis)			2
3	-	-	-	3 Previously levied taxes estimated to be received			3
4	5,406	1,580	8,000	4 Interest	10,000		4
5	-	-	-	5 Transferred IN, from other funds			5
6				6 OTHER RESOURCES			6
7	569	540	570	7 CIGARETTE Tax	570		7
8	6,870	7,717	7,800	8 OLCC Tax	7,300		8
9	5,235	4,800	6,000	9 STATE REVENUE SHARING	5,435		9
10	16,180	2,250		10 STATE GRANTS	5,000		10
11	-	1,000	1,000	11 DEPT LAND CONS & DEV	1,000		11
12	35,776	33,170	35,000	12 FRANCHISE FEES	35,000		12
13	-	-	650	13 MARIJUANA REVENUE	1,300		13
14	-	20	20	14 LIQUOR LICENSE	20		14
15	14,223	15,000	15,000	15 LAND USE FEES	12,000		15
16	-	-	-	16 PHOTOCOPIES			16
17	655	2,000	2,000	17 MISC REVENUES	2,000		17
18	-	-	-	18 STATE REVENUE - OTHER			18
19	4,047	3,500	4,000	19 ROCK CREEK PARKING	4,000		19
20	13,081	4,885	12,000	20 CONNECTION FEES - PARK SDC	12,000		20
21	1,500	1,300	1,300	21 CEMETERY PLOTS	1,800		21
22	100	300	500	22 CEMETERY INTERMENTS	500		22
23	-	66,340	51,340	23 STATE PARKS AND WASCO COUNTY GRANTS (MOSIER HU	66,340		23
24			49,000	24 See transfer LB 30 (to JUF)			24
25				25			25
26				26			26
27			500,000	27 See Transfer LB 30 (to JUF)			27
28				28			28
29	216,862	317,444	871,090	29 Total resources, except taxes to be levied	914,315	-	-
30			65,000	30 Taxes estimated to be received	69,900		30
31	60,915	62,451		31 Taxes collected in year levied			31
32	277,777	379,895	936,090	32 TOTAL RESOURCES	984,215	-	-

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

**FORM
LB-30**

**REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

General Fund

City of Mosier

	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1				1	PERSONNEL SERVICES			1
2	6,833	11,154	5,791	2	Finance/Recorder/Administrator	14,883		2
3	292	1,312	1,911	3	Maintenance	2,780		3
4	7,275	4,145	7,020	4	Employee Benefits	12,679		4
5	26,000	17,059	11,359	5	City Manager	23,355		5
6	488			6				6
7				7				7
8	40,888	33,670	26,081	8	TOTAL PERSONNEL SERVICES	53,697	-	-
9				9				9
10				10	MATERIALS AND SERVICES			10
11		800	750	11	Electricity	300		11
12	800	-	870	12	Beautification/Art/Lighting/Signs	850		12
13	2,021	2,100	2,050	13	Telephone/Internet	2,150		13
14	9,220	6,500	8,000	14	Legal Fees	6,000		14
15	1,221	15,000	4,500	15	Contracted Services	6,000		15
16	11,941	-	12,500	16	Engineering	15,000		16
17	12,419	20,000	13,000	17	Land Use Planning	35,010		17
18	7,300	6,700	5,410	18	Audit	6,000		18
19	481	2,500	1,500	19	Repairs & Maintenance	2,000		19
20	-	1,600	1,000	20	Insurance	1,200		20
21	-	-	3,500	21	Mayor / Council Expenses	3,500		21
22	2,027	1,700	2,000	22	Dues & Subscriptions	2,000		22
23	7,630	6,000	3,000	23	Office Supplies	6,000		23
24	548	548	600	24	Education, Travel	1,200		24
25	565	500	570	25	Advertising	600		25
26	712	-	600	26	Community Appropriations Grant	600		26
27			49,000	27	Community Project (See UPRR Funds transfer to JUF)			27
28	-	200	700	28	Miscellaneous	1,000		28
29	56,885	64,148	109,550	29	TOTAL MATERIALS AND SERVICES	89,410		-
30				30	CAPITAL OUTLAY			30
30	4,994	653	-	31				31
32				32				32
33				33				33
34				34				34
35				35				35
36				36				36
37	4,994	653	-	37	TOTAL SPECIAL PROJECT FUNDS	-	-	-
38	102,767	98,471	135,631	38	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	143,107	-	-

**FORM
LB-30**

REQUIREMENTS SUMMARY
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 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1				1	PERSONNEL SERVICES			1
2	-	-	2,896	2	Finance/Recorder/Administrator	5,953		2
3	5,281	5,249	7,644	3	Maintenance	13,898		3
4	416	-	1,170	4	Employee Benefits	2,113		4
5	-	-	11,359	5	City Manager	7,785		5
6				6				6
7				7				7
8	5,697	5,249	23,069	8	TOTAL PERSONNEL SERVICES	29,749		8
9				9				9
10				10	MATERIALS AND SERVICES			10
11		1,000		11	Beautification/Art/Lighting/Signs	1,000		11
12		500	500	12	Gas/Oil	650		12
13	4,770	6,000	5,000	13	Contracted Services	5,000		13
14	-	500	500	14	Audit	500		14
15	1,654	2,500	2,500	15	Maintenance & Supplies	2,500		15
16		500	500	16	Insurance	500		16
17	2,815	3,500	4,500	17	Chemical Toilets	6,000		17
18	75	200	500	18	Miscellaneous	500		18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25	9,314	14,700	14,000	25	TOTAL MATERIALS AND SERVICES	16,650		25
26				26	CAPITAL OUTLAY			26
27	-	-	-	27	Capital Outlay (>\$5,000)			27
28				28				28
29				29				29
30				30				30
31				31				31
32				32				32
33	-	-	-	33	TOTAL CAPITAL OUTLAY	-	-	-
34	15,011	19,949	37,069	34	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	46,399	-	-

**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 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2016-17	First Preceding Year 2017-18					
1			1	PERSONNEL SERVICES			1
2			2				2
3			3				3
4			4				4
5			5				5
6			6				6
7			7				7
8	-	-	-	TOTAL PERSONNEL SERVICES	-	-	-
9	-	-	-	Total Full-Time Equivalent (FTE)	-		
10			10	MATERIALS AND SERVICES			10
11			11	Legal Fees	-		11
12	-	450	450	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	TOTAL MATERIALS AND SERVICES	450	-	-
28			28	CAPITAL OUTLAY			28
29	-	68,000	51,340	Mosier Hub OPRD Grant	51,340		29
30	1,363		28,171	Match for OPRD Mosier Hub Grant	28,171		30
31			31				31
32			32				32
33			33				33
34			34				34
35	1,363	68,000	79,511	TOTAL CAPITAL OUTLAY	79,511	-	-
36	1,363	68,450	79,961	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	79,961	-	-

**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 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1				1 PERSONNEL SERVICES				1
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
10				10 MATERIALS AND SERVICES				10
11		5,000	3,000	11 Office Supplies	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	27 TOTAL MATERIALS AND SERVICES	2,000	-	-	27
28				28 CAPITAL OUTLAY				28
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	-	-	-	35 TOTAL CAPITAL OUTLAY	-	-	-	35
36	-	5,000	3,000	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	2,000	-	-	36

**FORM
LB-30**

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

City of Mosier

1	Historical Data			REQUIREMENTS FOR: <u>Cemetery Administration</u>	Budget for Next Year			1
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1				PERSONNEL SERVICES				1
2	-	-	2,896	2 Finance/Recorder/Administrator	5,953			2
3	712	2,624	3,822	3 Maintenance	11,119			3
4	511	358	1,170	4 Employee Benefits	2,113			4
5	2,167	2,843	3,786	5 City Manager	7,785			5
6				6				6
7				7				7
8	3,390	5,825	11,674	8 TOTAL PERSONNEL SERVICES	26,970	-	-	8
9				9				9
10				MATERIALS AND SERVICES				10
11		1,000	350	11 Contracted Services	1,000			11
12				12				12
13	100	200	100	13 Audit	500			13
14		500	125	14 Maintenance & Supplies	1,125			14
15		200	125	15 Licenses and Permits	150			15
16	18	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	118	1,950	700	27 TOTAL MATERIALS AND SERVICES	2,825	-	-	27
28				CAPITAL OUTLAY				28
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	-	-	-	35 TOTAL CAPITAL OUTLAY	-	-	-	35
36	3,508	7,775	12,374	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	29,795	-	-	36

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General

City of Mosier

(name of fund)

1	Historical Data			REQUIREMENTS NOT ALLOCATED	Budget for Next Year			1
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1				PERSONNEL SERVICES NOT ALLOCATED				1
2								2
3								3
4	-	-	-	TOTAL PERSONNEL SERVICES	-	-	-	4
5	-	-	-	Total Full-Time Equivalent (FTE)	-	-	-	5
6				MATERIALS AND SERVICES NOT ALLOCATED				6
7								7
8								8
9	-	-	-	TOTAL MATERIALS AND SERVICES	-	-	-	9
10				CAPITAL OUTLAY NOT ALLOCATED				10
11								11
12								12
13	-	-	-	TOTAL CAPITAL OUTLAY	-	-	-	13
14				DEBT SERVICE				14
15								15
16								16
17	-	-	-	TOTAL DEBT SERVICE	-	-	-	17
18				SPECIAL PAYMENTS				18
19								19
20								20
21	-	-	-	TOTAL SPECIAL PAYMENTS	-	-	-	21
22				INTERFUND TRANSFERS				22
23								23
24				Transfer from Capital Outlay to JUF Fund	549,000			24
25	-	-	-	TOTAL INTERFUND TRANSFERS	549,000	-	-	25
26		25,000	20,000	OPERATING CONTINGENCY	20,000			26
27	-	25,000	20,000	Total Requirements NOT ALLOCATED	569,000	-	-	27
28	118,508	198,944	268,035	Total Reqs. for ALL Org.Units/Programs within General Fund	301,262	-	-	28
29				RESERVED FOR FUTURE EXPENDITURES:				29
30			500,000	Ending Capital Reserve- Joint Use Facility	-			30
31			12,000	Ending Reserve Balance - Parks SDC				31
32		124,128	103,905	Reserved for Future Expenditures - Unspecified	81,803			32
33		124,128	615,905	TOTAL RESERVED FOR FUTURE EXPENDITURES	952,065		-	33
34	122,309			Ending balance (prior years) - Unrestricted				34
35	38,496			Ending balance (prior years) - Parks SDC				35
36			32,150	UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	32,150			36
37	279,313	348,072	936,090	TOTAL REQUIREMENTS	984,215	-	-	37

CITY OF MOSIER

small enough to make a difference

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 2019/20 water budget includes grant and loan dollars, water service revenues, SDC charges, and other miscellaneous revenue sources.

FY18/19 ACCOMPLISHMENTS

Using the data collected and documented in the Water System Plan, which was completed FY 2016/17, the City applied for a USDA water system loan/grant funding package to implement the plan's recommended system upgrades. 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 funds secure a secondary water source and update telemetry and eastside pump station facilities. In 2018/19, the City also finalized documentation of the restored Mosier Creek Bridge project. Using grant/loan funds from Business Oregon, the old water and sewer lines under the existing bridge were removed and replaced. New pipelines were attached to the restored bridge infrastructure, providing upgraded municipal services to eastside Mosier residents.

In addition, the City continued its practice of reduced chlorine levels by 2/3rds and improved water quality for the city's customers.

GOALS FOR FY19/20 BUDGET YEAR

The City Water Operator will work towards completion of state required certifications, which will reduce the cost of maintaining a 3rd party water operator and provide funds for his salary. In the interim, the City has hired Philip Merrill Water, LLC to provide Operator of Record services as well as training and recommendations to bring City water operations into State required safety standards. This budget reflects expense requirements for new safety equipment, training and Merrill Water Services monthly fees.

City staff and city engineer will work with the RH2 Engineering team to design and construct the USDA funded Water System Upgrade projects.

City staff will pursue a professional rate study for the Water Enterprise fund, which will be used as a basis of calculation for rate collections/debt payments and outline policy for long-term sustainability and affordability.

RESOURCES
Water Fund

FORM
LB-20

CITY OF MOSIER

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1	269,838	257,336	313,614	1 Available cash on hand* (cash basis) or	355,569			1
2	-	-	-	2 Net working capital (accrual basis)				2
3	-	-	-	3 Previously levied taxes estimated to be received				3
4	1,316	1,852		4 Interest	10,000			4
5			-	5 Transferred IN, from other funds				5
6	-		-	OTHER RESOURCES				6
7	-		-					7
8	158,207	158,207	163,000	8 WATER SERVICE REVENUES	172,000			8
9				9 FEDERAL GRANTS (USDA)	1,400,000			9
10	951	600	951	10 MISC REVENUES (BULK WATER, ETC.)	1,020			10
11	18,145		10,000	11 STATE GRANTS	10,000			11
12	44,189	13,497	25,000	12 CONNECTION/SDC FEES	13,500			12
13		15,000	15,000	13 MOSIER CREEK BRIDGE GRANT (spent)				13
14			1,200	14 INVESTMENT INCOME	1,200			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	492,646	446,492	528,765	29 Total resources, except taxes to be levied	1,963,289	-	-	29
30			-	30 Taxes estimated to be received	-			30
31	-	-		31 Taxes collected in year levied				31
32	492,646	446,492	528,765	32 TOTAL RESOURCES	1,963,289	-	-	32

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

**FORM
LB-30**

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

City of Mosier

	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2016-17	First Preceding Year 2017-18							
1				1	PERSONNEL SERVICES				1
2	-	6,971	17,373	2	City Recorder / Finance	8,930			2
3	6,596	13,122	13,377	3	Water Operator	5,559			3
4	5,969			4					4
5	4,876	3,038	5,850	5	Employee Benefits	10,566			5
6	10,893	14,216	18,932	6	City Manager	7,785			6
7				7					7
8	28,334	37,347	55,532	8	TOTAL PERSONNEL SERVICES	32,840			8
9				9	Total Full-Time Equivalent (FTE)				9
10				10	MATERIALS AND SERVICES				10
11	10,201	8,500	8,500	11	Utilities - Electricity, Water/Sewer, Gas/Oil	8,500			11
12	3,530	3,200	3,600	12	Telephone	3,600			12
13	352	1,500	2,700	13	Legal Fees	2,700			13
14	12,685	22,000	6,000	14	Contracted Services	10,000			14
15	9,796	28,500	6,075	15	Engineering Services	10,000			15
16		2,500	2,500	16	Audit	2,500			16
17	8,877	38,300	8,500	17	Maintenance and Supplies	18,500			17
18	6,280	3,270	6,400	18	Insurance	6,400			18
19	-	750	800	19	Training	1,500			19
20	-	280	300	20	Fire Patrol	300			20
21	2,274	1,780	1,800	21	Water Samples	1,950			21
22	179	150	150	22	Dues and Subscriptions	150			22
23	409	500	500	23	Office Supplies	500			23
24	75	300	100	24	Licenses and Permits	300			24
25	33	1,000	3,500	25	Education and Outreach	3,500			25
26				26					26
27	54,691	112,530	51,425	27	TOTAL MATERIALS AND SERVICES	70,400	-	-	27
28				28	CAPITAL OUTLAY				28
29		11,000	11,000	29	Misc. Capital Outlay				29
30		6,791	6,791	30	Mosier Creek Bridge Loan Match				30
31				31					31
32				32					32
33				33					33
34				34					34
35	-	17,791	17,791	35	TOTAL CAPITAL OUTLAY	-	-	-	35
36	83,025	167,668	124,748	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	103,240	-	-	36

**FORM
LB-30**

**REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**

Water Fund

City of Mosier

1	Historical Data			REQUIREMENTS FOR: <u>SDC</u>	Budget for Next Year		
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2016-17	First Preceding Year 2017-18					
1			1	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)	-		
10			10	MATERIALS AND SERVICES			
11			11				
12			12				
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	-	-	-
28			28	CAPITAL OUTLAY			
29	19,247		-	29			
30				30 USDA WATER SYSTEM PROJECT CITY MATCH			
31			15,000	31 City Engineer (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	19,247	-	100,000	35 TOTAL CAPITAL (See USDA Water Project - Capital)		-	-
36	19,247	-	100,000	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	-	-	-

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

Water Fund

City of Mosier

	Historical Data			REQUIREMENTS FOR: <u>Capital Reserve</u>	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2016-17	First Preceding Year 2017-18							
1				1	PERSONNEL SERVICES				1
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
10				10	MATERIALS AND SERVICES				10
11				11					11
12				12	USDA Water System Project				12
13				13	Bond Counsel	8,500			13
14				14	Interim Finance Cost	40,000			14
15				15	City Engineer & City Planner	64,500			15
16				16	Legal	9,000			16
17				17	Consulting Engineer Design	238,000			17
18				18	Water System Project - Construction	936,000			18
19				19	Contingency & Misc.	216,500			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	1,512,500	-		27
28				28	CAPITAL OUTLAY				28
29	13,710	16,484	-	29	Misc. Capital Outlay (Add'l Water Source Survey)	5,000			29
30				30	Water Rates Study	31,500			30
31				31					31
32				32					32
33				33					33
34				34					34
35	13,710	16,484	-	35	TOTAL CAPITAL OUTLAY	36,500	-		35
36	13,710	16,484	-	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,549,000	-		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 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-		4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7				7
8				8				8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-		9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11				11
12				12				12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	-	-		13
14				14 DEBT SERVICE				14
15	60,276	54,800	54,800	15 Interest and Principal Payment - Water Loan	54,800			15
16	-	5,400	5,400	16 Interest and Principal Payment - Well 2/3	5,400			16
17	3,290	3,290	3,290	17 Mosier Creek Bridge Debt Service	7,000			17
18	63,566	63,490	63,490	18 TOTAL DEBT SERVICE	67,200	-		18
19				19 SPECIAL PAYMENTS				19
20				20				20
21				21				21
22	-	-	-	22 TOTAL SPECIAL PAYMENTS	-	-		22
23				23 INTERFUND TRANSFERS				23
24		-	-	24 SDC Funds for USDA Water System Grant City Match				24
25				25 USDA Water System Grant Funds				25
26				26				26
27				27				27
28				28				28
29	-	-	-	29 TOTAL INTERFUND TRANSFERS		-		29
30		40,000	12,300	30 OPERATING CONTINGENCY	40,000			30
31	63,490	103,490	75,790	31 Total Requirements NOT ALLOCATED	107,200	-		31
32	203,399	143,490	224,748	32 Total Requirements for ALL Org.Units/Programs within fund	1,652,240			32
33				33 RESERVED FOR FUTURE EXPENDITURES:				33
34			-	34 Ending Reserve Balance - Water SDC's	22,837			34
35			-	35 Ending Reserve Balance - Capital Improvement Reserve	8,800			35
36			-	36 Ending Reserve Balance - Debt Service	58,500	-		36
37			37,469	37 Reserved for future expenditure - Unspecified	30,521			37
38			37,469	38 TOTAL RESERVED FOR FUTURE EXPENDITURES	120,658	-		38
39	101,626	115,660		39 Ending Balance (prior years) - Unrestricted				39
40	145,711	189,148		40 Ending Balance (prior years) - Water SDC's				40
41	12,918	(3,526)		41 Ending Balance (prior years) - Capital Improvement Reserve				41
42	9,583	12,332		42 Ending Balance (prior years) - Debt Service				42
43			144,823	43 UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	83,191			43
44	536,727	560,594	482,830	44 TOTAL REQUIREMENTS	1,963,289	-		44

CITY OF MOSIER

small enough to make a difference

SEWER ENTERPRISE FUND

PURPOSE

The city is responsible for providing a wastewater treatment system for its citizens that allows homes and businesses to safely dispose of their waste in a way that does the least harm to the environment.

PRIOR YEAR ACCOMPLISHMENTS

Following the oil train derailment in 2016, the city was able to restore its wastewater treatment plant (WWTP), thanks to many hours of hard work by the City Engineer and CH2M Hill contractors. In 2017/18, the city finalized the Team Mosier agreement with UPRR that guaranteed the WWTP remediation actions would result in normal treatment functions over for 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 the 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. 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. The 2018/19 budget committed \$75,000 of SDC funds to update the sewage treatment plan and conduct the feasibility assessment. Those funds were not used and will remain in the budget to complete the project in FY 2019/20. The city ended FY 2018/19 without any DEQ violations.

GOALS FOR CURRENT BUDGET YEAR

In FY 2019/20, the city engineer and staff will work with Oregon DEQ, Regional Solutions and the RH2 science team to update the sewage treatment plan and conduct the above mentioned feasibility assessment. In addition, city staff are recommending use of SDC funds for a professional rate study. This will ensure the city's long term rate structure is balanced between the need for system reserves and fair utility rates.

BUDGET ACTIVITY

In addition to utilizing sewer SDC funds for the sewage treatment plan, the city engineer recommended an SDC funds transfer from the Sewer Enterprise Fund to the Stormwater Fund to initiate a city wide stormwater plan in FY 2018/19. The transfer was shown on the Sewer Requirements LB30 under Interfund Transfers last year. This year's budget will leave those funds in the Stormwater budget to implement site specific stormwater improvements and complete a future stormwater plan, when time allows.

RESOURCES

Sewer
(Fund)

City of Mosier
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1	321,480	366,842	432,106	1 Available cash on hand* (cash basis) or	381,461			1
2				2 Net working capital (accrual basis)				2
3		-	-	3 Previously levied taxes estimated to be received				3
4	1,945	2,344		4 Interest	15,000			4
5		-	-	5 Transferred IN, from other funds				5
6			-	6 OTHER RESOURCES				6
7	234,328	224,400	234,000	7 Sewer Service Revenues	240,000			7
8	2,928	3,600	3,000	8 Misc. Income	3,000			8
9	44,914	17,154	19,000	9 Connection/SDC Fees	10,000			9
10	-	15,000	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	605,595	629,340	703,106	29 Total resources, except taxes to be levied	649,461	-	-	29
30			-	30 Taxes estimated to be received	-	-	-	30
31	-	-		31 Taxes collected in year levied				31
32	605,595	629,340	703,106	32 TOTAL RESOURCES	649,461	-	-	32

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

**FORM
LB-30**

REQUIREMENTS SUMMARY
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 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2016-17	First Preceding Year 2017-18					
1			1	PERSONNEL SERVICES		1
2	-	-	2			2
3	4,345		3	Water Operator / Maintenance	5,559	3
4	6,977	8,220	4	City Recorder/Finance	8,930	4
5	1,770	1,788	5	Employee Benefits	10,566	5
6	4,333	14,216	6	City Manager	7,785	6
7			7			7
8	17,425	24,224	8	TOTAL PERSONNEL SERVICES	32,840	-
9			9			-
10			10	MATERIALS AND SERVICES		10
11	9,535	10,200	11	Utilities	10,000	11
12	280	285	12	Telephone	285	12
13	601	1,000	13	Contracted Services	2,000	13
14	1,483	5,500	14	Engineering Services	5,000	14
15	51,947	53,841	15	OMI Contract (Wastewater Treatment Plant)	60,000	15
16		1,550	16	Audit	1,000	16
17		2,000	17	Maintenance & Supplies	5,000	17
18		2,860	18	Insurance	2,860	18
19		1,000	19	Office Supplies	1,000	19
20			20	Legal	1,000	20
21		2,000	21	Licenses & Permits	2,200	21
22	-	100	22	Miscellaneous Operating	100	22
23	-	5,000	23	Outfall inspection	-	23
24			24			24
25			25			25
26			26			26
27	63,846	85,336	27	TOTAL MATERIALS AND SERVICES	90,445	-
28			28	CAPITAL OUTLAY		28
29		-	29	Mosier Creek Bridge Loan Match	7,000	29
30			30			30
31			31			31
32			32			32
33			33			33
34			34			34
35	-	-	35	TOTAL CAPITAL OUTLAY	7,000	-
36	81,271	109,560	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	130,285	-

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Sewer

City of Mosier

(name of fund)

1	Historical Data			REQUIREMENTS FOR: 33 - Capital Reserve	Budget For Next Year			1
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
2				PERSONNEL SERVICES				2
3								3
4								4
5								5
6								6
7								7
8	-	-	-	TOTAL PERSONNEL SERVICES	-	-	-	8
9	-	-	-	Total Full-Time Equivalent (FTE)	-			9
10				MATERIALS AND SERVICES				10
11								11
12								12
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	-	-	-	TOTAL MATERIALS AND SERVICES	-	-	-	27
28				CAPITAL OUTLAY				28
29	-	16,484	-	Misc Capital Outlay	-			29
30	-	-	20,000	Outfall Inspection and Repair				30
31	-	-	5,000	Hwy 30 Sewer Service Repair	6,000			31
32	-	-	20,000	Video Inspection/Cleaning - Downtown Area				32
33				Sewer Rate Study	31,500			33
34								34
35	-	16,484	45,000	TOTAL CAPITAL OUTLAY	37,500	-	-	35
36	-	16,484	45,000	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	37,500	-	-	36

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Sewer

City of Mosier

(name of fund)

1	Historical Data			REQUIREMENTS FOR: <u>Sewer SDC</u>	Budget For Next Year			1
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
2				PERSONNEL SERVICES				2
3								3
4								4
5								5
6								6
7								7
8	-	-	-	TOTAL PERSONNEL SERVICES	-	-	-	8
9	-	-	-	Total Full-Time Equivalent (FTE)	-			9
10				MATERIALS AND SERVICES				10
11								11
12								12
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	-	-	-	TOTAL MATERIALS AND SERVICES	-	-	-	27
28				CAPITAL OUTLAY				28
29			75,000	WWTP Facilities Plan Update - Consulting Engineer	68,416	75,000	75,000	29
30				City Engineer	10,000			30
31								31
32								32
33								33
34								34
35	-	-	75,000	TOTAL CAPITAL OUTLAY	78,416	75,000	75,000	35
36	-	-	75,000	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	78,416	75,000	75,000	36

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

Sewer

City of Mosier

Administration

1	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year			1
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Second Preceding Year 2016-17	First Preceding First Preceding Year 2017-18						
1				PERSONNEL SERVICES NOT ALLOCATED				1
2								2
3								3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-	4
5				5 Total Full-Time Equivalent (FTE)				5
6				MATERIALS AND SERVICES NOT ALLOCATED				6
7								7
8								8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-	-	9
10				CAPITAL OUTLAY NOT ALLOCATED				10
11								11
12								12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	-	-	-	13
14				DEBT SERVICE				14
15	135,299	73,013	134,519	Principal and Interest Payments - Sewer Loans	135,000			15
16	-	-	3,290	Mosier Creek Bridge Debt Service	3,290			16
17	135,299	73,013	137,809	17 TOTAL DEBT SERVICE	138,290	-	-	17
18				SPECIAL PAYMENTS				18
19								19
20								20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-	21
22				INTERFUND TRANSFERS				22
23	131,549	-		FROM SEWER TO STORMWATER FOR STORMWATER PLAN	30,000			23
24								24
25								25
26								26
27								27
28	131,549	-	-	28 TOTAL INTERFUND TRANSFERS	30,000	-	-	28
29			20,000	OPERATING CONTINGENCY	25,000			29
30	266,848	73,013	157,809	30 Total Requirements NOT ALLOCATED	193,290	-	-	30
31	81,271	126,044	271,101	Total Requirements for ALL Org.Units/Programs within fund	246,201			31
32				RESERVED FOR FUTURE EXPENDITURES:				32
33			32,868	Reserved for future expenditure - Unspecified	174,970			33
34								34
35			32,868	35 TOTAL RESERVED FOR FUTURE EXPENDITURES	174,970	-	-	35
36	80,698	99,809		Ending balance (prior years)				36
37	155,249	200,863		Ending Balance (prior years) - Water SDC's				37
38	85,340	69,236		Ending Balance (prior years) - Capital Improvement Reserve				38
39	193	62,198		Ending Balance (prior years) - Debt Service				39
40			322,312	UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	35,000			40
41	669,599	631,163	784,090	41 TOTAL REQUIREMENTS	649,461	-	-	41

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. The TSP document will help the city prepare for future needs, identify revenue sources, and secure grant funds for projects related to transportation, and land use planning projects.

GOALS FOR CURRENT BUDGET YEAR

The highest priority project identified in the TSP and by City Council is the 'West Gateway' project (entrance to Mosier from I-84). This year, ODOT will manage 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). Part of the project will include crosswalks and safety provisions at each intersection with Highway 30. Designs will be vetted through a public outreach process with construction forecasted in Spring 2021.

Along with standard street repair this year, the City will utilize a \$50,000 Small Cities Allotment (SCA) grant from ODOT for sidewalks along Washington and 3rd Avenue and stormwater SDC funding will augment the SCA funding to assure vegetative buffers and bioswales are constructed for long term conservation of stormwater runoff.

RESOURCES
STREETS

Fund

CITY OF MOSIER
(Name of Municipal Corporation)

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1	62,739	40,111	50,166	1 Available cash on hand* (cash basis) or	63,000			1
2				2 Net working capital (accrual basis)				2
3	-	-	-	3 Previously levied taxes estimated to be received				3
4	345	456	400	4 Interest	400			4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	26,791	25,925	28,000	7 ODOT Annual Revenue	28,000			7
8				8 SCA ODOT Grant	50,000			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	89,875	66,492	78,566	29 Total resources, except taxes to be levied	141,400	-	-	29
30			-	30 Taxes estimated to be received	-	-	-	30
31	-	-		31 Taxes collected in year levied				31
32	89,875	66,492	78,566	32 TOTAL RESOURCES	141,400	-	-	32

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

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

STREETS

Administration

1	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2016-17	First Preceding Year 2017-18							
1				1	PERSONNEL SERVICES			1	
2	8,314	2,788	5,791	2	Finance/Recorder/Administrator	8,929			2
3	375	3,937	5,733	3	Maintenance/Water Operator	13,899			3
4	2,552	1,573	2,340	4	Employee Benefits	4,226			4
5	8,667	8,529	7,573	5	City Manager	11,678			5
6				6					6
7				7					7
8	19,908	16,827	21,437	8	TOTAL PERSONNEL SERVICES	38,732	-	-	8
9				9					9
10				10	MATERIALS AND SERVICES			10	
11	4,690	4,800	4,800	11	Utilities	4,800			11
12	422		3,000	12	Land Use Planning	8,905			12
13	-	-	1,000	13	Legal Fees	1,000			13
14	4,370	6,500	3,000	14	Contracted Services	4,000			14
15	408	3,500	900	15	Engineering Services	2,000			15
16	1,375	1,300	1,200	16	Audit	1,200			16
17	357	3,500	1,000	17	Maintenance and Supplies	3,500			17
18		600	500	18	Insurance	500			18
19	-	600	500	19	Signs	500			19
20	306	300	350	20	Office Supplies	350			20
21	-	150	150	21	Education and Travel	150			21
22	155		100	22	Training	100			22
23				23					23
24				24					24
25				25					25
26				26					26
27	12,083	21,250	16,500	27	TOTAL MATERIALS AND SERVICES	27,005	-	-	27
28				28	CAPITAL OUTLAY			28	
29	7,718	6,000	6,500	29	Pavement Inspection and Repair	6,500			29
30	-	4,000	10,000	30					30
31				31	3rd Ave and Washington Street Pedestrian and Stormwater Project	50,000			31
32				32					32
33				33					33
34				34					34
35	7,718		16,500	35	TOTAL CAPITAL OUTLAY	56,500	-	-	35
36	39,709	38,077	54,437	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	122,237	-	-	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 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-	4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7				7
8				8				8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-	-	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11				11
12				12				12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	-	-	-	13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	-	-	-	17 TOTAL DEBT SERVICE	-	-	-	17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-	21
22				22 INTERFUND TRANSFERS				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28	-	-	-	28 TOTAL INTERFUND TRANSFERS	-	-	-	28
29			5,000	29 OPERATING CONTINGENCY	5,000			29
30	-	-	5,000	30 Total Requirements NOT ALLOCATED	5,000			30
31	39,709	38,077	54,437	31 Total Requirements for ALL Org.Units/Programs within fund	122,237	-	-	31
32			9,519	32 Reserved for future expenditure	8,000			32
33	62,739	50,166		33 Ending balance (prior years)				33
34			3,896	34 UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	6,163			34
35	102,448	88,243	72,852	35 TOTAL REQUIREMENTS	141,400	-	-	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 which time the Joint Use Facility (JUF) Committee will propose a management plan for the new facility to their respective board/councils.

PRIOR YEAR ACCOMPLISHMENTS

During 2018-19, the City set aside a \$500,000 grant from the State of Oregon for the purpose of building the new facility. In addition, it allocated \$49,000 cash it received from the Team Mosier Settlement to this project. The Mosier Fire District also made the commitment to utilize their \$500,000 award from the Team Mosier Settlement named as funding for the Joint Use Facility. The City's funds are accounted for here in the 2019-2020 City budget as well as projected revenue from the Fire District.

As stated in the IGA, a JUF committee was formed to determine best recommendations to their Council/Board for proceeding through project implementation. The JUF committee consists of two members from the Fire District Board and two members from City Council. The committee's meetings have been public meetings, held most often at the Mosier Senior Center. Recommendations to the Fire District Board and City Council have included site alternatives, public selection of the architecture/engineering team, naming of the facility, fundraising plans and intergovernmental processes.

GOALS FOR CURRENT BUDGET YEAR

In 2018-19, the Mosier Center architecture/engineering team was selected by the City Council and Fire Board. In 2019-20, the architecture team will present their proposed scope and budget to the JUF Committee and contract with the City for design. Once schematic design is complete, a contractor will be solicited to join the team to go through the Construction Manager/General Contractor (CMGC) process. Public meetings will be held at each interim and final stage of design. Fundraising will be a large part of this year's efforts to get the project through to construction.

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 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
			500,000	1 Available cash on hand* (cash basis) or	500,000			1
2				2 Net working capital (accrual basis)				2
3	-	-	-	3 Previously levied taxes estimated to be received				3
4				4 Interest	15,000			4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7			49,000	7 City Team Mosier Award	49,000			7
8				8				8
9				9 Fire District Funds from UPRR	500,000			9
10				10 Interest from Fire District UPRR Funds	15,000			10
11			5,000	11 Ford Family Foundation Grant	5,000			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				27				27
28				28				28
29	-	-	554,000	29 Total resources	1,084,000	-	-	29
30			-	30	-	-	-	30
31	-	-		31				31
32	-	-	554,000	32 TOTAL RESOURCES	1,084,000	-	-	32

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

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
JOINT USE FACILITY
Administration

CITY OF MOSIER

	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2016-17	First Preceding Year 2017-18							
1				1	PERSONNEL SERVICES				1
2				2	Finance/Recorder/Administrator	5,953			2
3				3	Maintenance/Water Operator	2,780			3
4				4	Employee Benefits				4
5				5	City Manager	11,677			5
6				6					6
7				7					7
8	-	-	-	8	TOTAL PERSONNEL SERVICES	20,410	-	-	8
9				9					9
10				10	MATERIALS AND SERVICES				10
11				11					11
12				12	Land Use Planning (CUP, etc.)	5,000			12
13				13	Legal Fees	8,000			13
14				14	Architecture/Engineering Services (HEA Site Alternatives)	5,000			14
15				15	Other Contracted Services	10,000			15
16				16	Communications/Announcements	5,000			16
17				17	Maintenance and Supplies	500			17
18				18	Fundraising	6,500			18
19				19					19
20				20	Office Supplies/Printing	1,000			20
21				21	Travel	200			21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27	-	-	-	27	TOTAL MATERIALS AND SERVICES	41,200	-	-	27
28				28	CAPITAL OUTLAY				28
29				29	Architecture/Engineering Services				29
30	-			30	- Phase I Master Planning and Schematic Design	118,000			30
31				31	- Phase II Schematic Design through Construction Services	502,000			31
32				32	- Additional Site Services if Needed (Survey, Geotech, Etc.)	80,000			32
33				33	- Contingency 15%	104,463			33
34				34					34
35			-	35	TOTAL CAPITAL OUTLAY	804,463	-	-	35
36	-	-	-	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	866,073	-	-	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 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-	4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7				7				7
8				8				8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-	-	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11				11				11
12				12				12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	-	-	-	13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	-	-	-	17 TOTAL DEBT SERVICE	-	-	-	17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-	21
22				22 INTERFUND TRANSFERS				22
23				23 From Fire District Budget	515,000			23
24				24				24
25				25				25
26				26				26
27				27				27
28	-	-	-	28 TOTAL INTERFUND TRANSFERS	515,000	-	-	28
29				29 OPERATING CONTINGENCY	5,000			29
30	-	-	-	30 Total Requirements NOT ALLOCATED	5,000			30
31	-	-	-	31 Total Requirements for ALL Org.Units/Programs within fund	866,073	-	-	31
32				32 Reserved for future expenditure	206,764			32
33				33 Ending balance (prior years)				33
34				34 UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	6,163			34
35	-	-	-	35 TOTAL REQUIREMENTS	1,084,000	-	-	35

CITY OF MOSIER

small enough to make a difference

STORMWATER SDC FUND

PURPOSE

Stormwater planning is integral to many of the city's existing projects, such as streetscaping and water system improvements. The Stormwater SDC fund enables the city to track toward this goal.

PRIOR YEAR ACCOMPLISHMENTS

Due to several open spring and runoff issues throughout town, the City Engineer recommended a FY2018-19 \$30,000 transfer of Sewer SDC funds into the Stormwater SDC to pay for a stormwater plan. However, due to its large number of Capital projects, the City did not get the stormwater plan completed. These funds have been saved for use in FY 2019/20 with a plan to augment streetscape funding, assuring vegetative buffers, street trees and stormwater bioswales are incorporated into planned Mosier streetscapes projects such as the Mosier Hub, the 3rd & Washington project and the West Gateway. The stormwater plan will likely be developed in FY2020/21.

GOALS FOR CURRENT BUDGET YEAR

In the 2019-20 budget, stormwater planning and design will be accomplished as a contribution to the city's streetscape enhancements.

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 2016-17	First Preceding Year 2018-19						
1	7,034	13,903	14,955	1 Available cash on hand* (cash basis) or	55,369			1
2				2 Net working capital (accrual basis)				2
3				3 Previously levied taxes estimated to be received				3
4	20	62		4 Interest				4
5			30,000	5 Transferred IN, from SEWER Funds				5
6				6 OTHER RESOURCES				6
7	8,146	2,793	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	15,200	16,758	48,955	29 Total resources, except taxes to be levied	59,369	-	-	29
30			-	30 Taxes estimated to be received	-			30
31	-	-		31 Taxes collected in year levied				31
32	15,200	16,758	48,955	32 TOTAL RESOURCES	59,369	-	-	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 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-	4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7	245		1,000	7 Engineering				7
8				8				8
9	245	-	1,000	9 TOTAL MATERIALS AND SERVICES	-	-	-	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11			30,000	11 Stormwater Sreet Treatments	20,000			11
12				12				12
13	-	-	30,000	13 TOTAL CAPITAL OUTLAY	20,000	-	-	13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	-	-	-	17 TOTAL DEBT SERVICE	-	-	-	17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-	21
22				22 INTERFUND TRANSFERS				22
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	4,000			29
30	245	-	35,000	30 Total Requirements NOT ALLOCATED	24000	-	-	30
31	-	-	-	31 Total Requirements for ALL Org.Units/Progams within fund		-	-	31
32			-	32 Reserved for future expenditure	29,414			32
33	7,034	14,955		33 Ending balance (prior years)				33
34			13,758	34 UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	5,955			34
35	7,279	14,955	48,758	35 TOTAL REQUIREMENTS	59,369	-	-	35

CITY OF MOSIER

small enough to make a difference

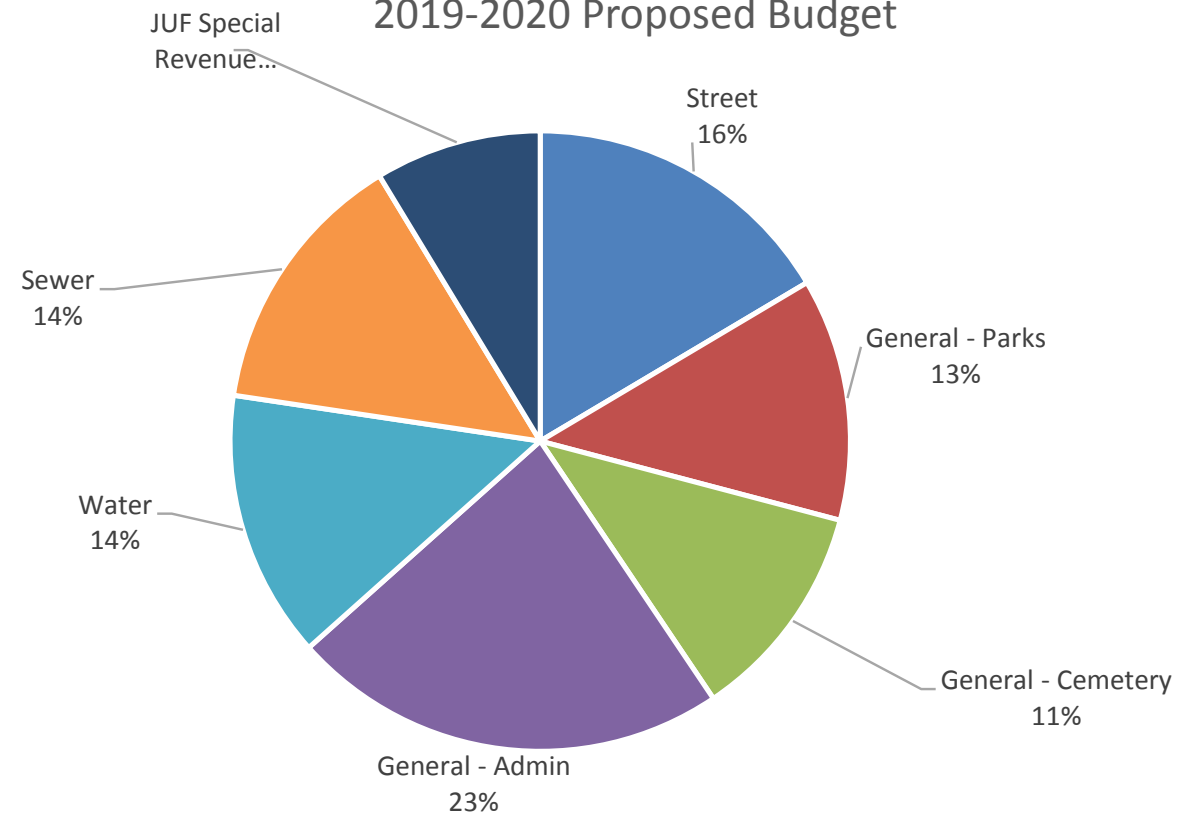
The City of Mosier has been impacted over the last few years by significant turnover, as many rural Oregon Cities have. In order to continue the long-term staff retention strategy, we are proposing an annual incremental increase in payroll and potential benefits. The proposed expansions are a 2% cost of living adjustment, and a potential 5% retirement benefits/performance bonus based on employee reviews and retention programs.

	PROJECTED SALARY/ WAGE FOR 2019-2020					FY 2019-20	Prior Year Budget	Retention Program
	Salary	Unemployment 1.50%	Medicare 1.45%	Social Security 6.20%	Workmans Comp 2.22%			
City Manager	\$ 69,904.00	\$ 1,048.56	\$ 1,013.61	\$ 4,334.05	\$ 1,548.86	\$ 77,849.08	\$ 75,728.68	\$ 3,495.20
City Recorder / Finance Officer	\$ 53,456.00	\$ 801.84	\$ 775.11	\$ 3,314.27	\$ 1,184.42	\$ 59,531.65	\$ 57,910.16	\$ 2,672.80
Maintenance / Water Operator	\$ 49,920.00	\$ 748.80	\$ 723.84	\$ 3,095.04	\$ 1,106.08	\$ 55,593.76	\$ 38,220.71	\$ 2,496.00
Employee Benefits	\$ 42,264.00					\$ 42,264.00	\$ 23,400.00	
TOTAL	\$ 215,544.00	\$ 2,599.20	\$ 2,512.56	\$ 10,743.36	\$ 3,839.36	\$ 235,238.48	\$ 195,259.55	\$ 8,664.00

	SALARY WAGE ALLOCATION %							Total
	Street	General - Parks	General - Cemetary	General - Admin	Water	Sewer	JUF Special Revenue	
City Manager	15.00%	10.00%	10.00%	30.00%	10.00%	10.00%	15.00%	100.00%
City Recorder / Finance Officer	15.00%	10.00%	10.00%	25.00%	15.00%	15.00%	10.00%	100.00%
Maintenance / Water Operator	25.00%	25.00%	20.00%	5.00%	10.00%	10.00%	5.00%	100.00%
Employee Benefits	10.00%	5.00%	5.00%	30.00%	25.00%	25.00%		100.00%
TOTAL FTE'S	48.75%	38.75%	35.00%	58.75%	32.50%	32.50%	28.75%	275.00%

	SALARY WAGE ALLOCATION (w/benefits)							Total
	Street	General - Parks	General - Cemetary	General - Admin	Water	Sewer	JUF Special Revenue	
City Manager	\$ 11,678.00	\$ 7,785.00	\$ 7,785.00	\$ 23,355.00	\$ 7,785.00	\$ 7,785.00	\$ 11,677.00	\$ 77,850.00
City Recorder / Finance Officer	\$ 8,931.00	\$ 5,953.00	\$ 5,953.00	\$ 14,883.00	\$ 8,930.00	\$ 8,930.00	\$ 5,953.00	\$ 59,533.00
Maintenance / Water Operator	\$ 13,899.00	\$ 13,898.00	\$ 11,119.00	\$ 2,780.00	\$ 5,559.00	\$ 5,559.00	\$ 2,780.00	\$ 55,594.00
Employee Benefits	\$ 4,226.00	\$ 2,113.00	\$ 2,113.00	\$ 12,679.00	\$ 10,566.00	\$ 10,566.00	\$ -	\$ 42,263.00
TOTAL	\$ 38,734.00	\$ 29,749.00	\$ 26,970.00	\$ 53,697.00	\$ 32,840.00	\$ 32,840.00	\$ 20,410.00	\$ 235,240.00

Payroll By Fund 2019-2020 Proposed Budget



- Street
- General - Parks
- General - Cemetery
- General - Admin
- Water
- Sewer
- JUF Special Revenue

C I T Y O F M O S I E R
small enough to make a difference

FY 2019/2020 DRAFT BUDGET

APPENDIX

- City Staff Budgets
- City Capital Project Budgets

MOSIER CITY STAFF BUDGETS

City of Mosier - General/Water Maintenance Budget

Budget Fund	Number of Units	Cost per Unit	Estimated Subtotal
Water Budget			
Water Meter - 2"	1	\$700.00	\$700.00
Meter Registers - new and replacement	5	\$200.00	\$1,000.00
Locate Tool	1	\$5,000.00	\$5,000.00
Gate Valves	1	\$2,500.00	\$2,500.00
Misc. water meter fittings	1	\$1,000.00	\$1,000.00
Pump Station vault lid	1	\$1,000.00	\$1,000.00
Water quality testing	1	\$2,000.00	\$2,000.00
Water tools	1	\$500.00	\$500.00
Portable generator - 2,000 watts	1	\$1,500.00	\$1,500.00
Confined space entry equipment	1	\$3,000.00	\$3,000.00
Water System Maintenance Total			\$18,200.00
Streets & Storm Budget			
Traffic control	1	\$500.00	\$500.00
Street Signs	2	\$150.00	\$300.00
Stormwater cleaning - Vactor Truck	1	\$1,500.00	\$1,500.00
Bollards	4	\$250.00	\$1,000.00 *
Misc.	1	\$700.00	\$700.00
Streets System Maintenance Total			\$4,000.00
General Budget - Parks			
Equipment/Tools	1	\$1,500.00	\$1,500.00
Signage/Mirrors	1	\$500.00	\$500.00
Misc.	1	\$500.00	\$500.00
General Parks Maintenance Total			\$2,500.00
General - Cemetery			
Misc.	1	\$1,000.00	\$1,000.00
General Cemetery Maintenance Total			\$1,000.00

City of Mosier
Proposed Capital Projects, Reserves and Debt Expenses for FY 2019/20 Budget
Sewer

Updated: May 24, 2019

Sewer System Projects, Reserves and Debt Expenses					
WWTP Facilities Plan Update - Consulting Engineer	\$68,416	Finish in 2020			SDC capital reserve.
WWTP Facilities Plan Update - City Engineer	\$10,000	Finish in 2020			SDC capital reserve.
Sewer service repair (Hwy 30)	\$6,000	Finish in 2019			Sewer utility general fund
Emergency Reserve	\$50,000				Sewer utility general fund
OMGA Reserve	\$10,000				Sewer utility general fund
CWSRF Debt Reserve	\$56,000				Sewer utility general fund
WWTP project debt payments	\$116,730				SDC capital reserve.
Mosier Creek Bridge debt payment	\$7,000				Sewer utility general fund
Jacobs WWTP projects?		Nothing planned			
Water and Sewer Rate Study - Consultant	\$50,000	Finish in 2020			SDC capital reserve.
Water and Sewer Rate Study - City Engineer	\$5,000	Finish in 2020			SDC capital reserve.
Total	\$379,146				

City of Mosier
Stormwater and Transportation
Proposed Capital Projects, Reserves and Debt Expenses for FY 2019/20 Budget
Updated: May 24, 2019

Stormwater and Transportation Projects, Reserves and Debt Expenses				
Parks, Stormwater and Transportation SDC Study - FCSG	\$36,000	Finish in 2020		SDC capital reserves.
Parks, Stormwater and Transportation SDC Study - City Engineer	\$4,000	Finish in 2021		SDC capital reserves.
Hwy 30 Gateway Design - City engineering services	\$5,000	Finish in 2020		General fund? STIP Grant?
Tri-annual pavement inspection and crack sealing work	\$10,000	Finish in 2020		General fund.
TSP related code modifications	\$1,000	Finish in 2019		General fund.
3rd Ave Sidewalk Project (SCA)	\$50,000	Finish in 2020		ODOT SCA funding.
Total	\$106,000			
Misc. Projects				
JUF Design - City engineering services.	\$5,000	Finish in 2020		JUF Capital Reserve
Mosier Hub Design and construction.	\$51,340	Finish in 2020		State Parks Grant
UPRR Design and Construction at Rock Creek - City engineering services incl: inspection.	\$10,000	Finish in 2020		UPRR
Total	\$66,340			

Miscellaneous day to day engineering work including development services is not shown. See General Services workbook.

City of Mosier
Water
Proposed Capital Projects, Reserves and Debt Expenses for FY 2019/20 Budget

Updated: May 24, 2019

Water System Projects, Reserves and Debt Expenses					
Budget Items	Estimated Cost	Schedule/Status	FY 2019/20 Allocation	2020/21 Allocation	Funding
Water System Project Budget					
Water System Project - Foster Pepper interim financing and bonding counsel.	\$8,500	Finish in 2019			SDC capital reserve.
Water System Project - Interim financing expense.	\$40,000	Finish in 2019			SDC capital reserve. Need a firm quote from
Water System Project - City Engineer & City Planner staffing services	\$64,500	Finish in 2020			SDC capital reserve, IF, USDA grant capital reserves.
Water System Project - Legal	\$9,000	Finish in 2020			SDC capital reserve, IF, USDA grant capital reserves.
Water System Project - Consulting Engineer Design	\$238,000	Finish in 2020			SDC capital reserve, IF, USDA grant capital reserves.
Water System Project - Construction	\$936,000	Finish in 2020			IF, USDA grant capital reserves.
Water System Project - Contingency & Misc.	\$216,500	Finish in 2020			IF, USDA grant capital reserves.
Subtotal	\$1,512,500		\$1,285,625	\$226,875	<i>Note: estimating funds expensed in 2018/19 FY at</i>
<i>The water system project budget will be allocated as follows: \$100,000 cash match from SDCs. Subsequent to expensing 100% of the cash match, all expenses will be allocated to the Interim Financing loan until it is fully utilized and then additional expenses will be covered by the USDA grant. Carry over expense into 2020/21 FY is ball park. Will depend on RH2 schedule performance.</i>					
Reserves					
Emergency Reserve	\$50,000				Water utility general fund
Short Lived Asset Reserve	\$10,000				Water utility general fund
OMGA Reserve	\$15,000				Water utility general fund
Debt Reserve (USDA not applicable this fiscal year)					1st expense in 2021?
Subtotal	\$75,000				<i>Fund from the unrestricted available cash balance.</i>
Debt Payments					
Debt Payments (SDWRLF and IFA loan)	\$60,200				SDC capital reserve or other capital reserves.
Debt Payment (OTIB loan for Mosier Creek Bridge)	\$7,000				Water utility general fund
Future Debt Payment (USDA loan)	NA				1st payment due in 2021?
Subtotal	\$67,200				<i>Verify debt payments using amortization schedules.</i>
In House Repair/Maintenance Projects (one offs)					
Tanawasher Court meter relocation	\$5,000	Finish in 2019			Water utility general fund
Bollards at Center St. and at Tank No. 3	\$6,000	Finish in 2019			Water utility general fund
Check with Andy for others					
Subtotal	\$11,000				

City of Mosier - Nick Kraemer Workplan/Budget 2019/2020

Category	Hours Per Month	# Active Months	Total Annual Hours	Hourly Rate	Estimated Subtotal
TASK 1: Current Planning/Site Development Application Review					
Review Site Development Permits	5.00	12.00	60.00	\$65.00	\$3,900.00
General Land Use Questions	7.00	12.00	84.00	\$65.00	\$5,460.00
Land Use Review Processes (Type II & III) (ADUs & CUPs)	3.00	6.00	36.00	\$65.00	\$2,340.00
Misc Land Use Issues and Agency Responses	5.00	12.00	60.00	\$65.00	\$3,900.00
Task 1: Current Planning Costs Total					\$15,600.00
TASK 2: Comprehensive Plan Updates					
Update Buildable Lands Inventory (Needs, Strategies, and CC Meetings)	10.00	3.00	30.00	\$65.00	\$1,945.00
Housing Element (Short Term Rental and Affordable Housing issues) (Inventory and Workshop(s))	10.00	3.00	30.00	\$65.00	\$1,945.00
Update various elements of 2004 Draft Comp Plan (demographics section, public facilities, etc.)	15.00	3.00	45.00	\$65.00	\$2,920.00
*Some consultant time may be required (GIS, housing specialist, City Engineer) to complete these updates	10.00	3.00	30.00	\$65.00	\$1,945.00
Comp Plan adoption process (findings, work with DLCDC, public hearings)	15.00	2.00	30.00	\$65.00	\$1,945.00
Task 2: Comprehensive Plan Updates					\$10,700.00
TASK 3: Transportation System Plan (TSP) Zoning Ordinance Updates					
Draft TSP Updates into Staff Report and review with City Staff/ODOT	15.00	1.00	15.00	\$65.00	\$975.00
Public Hearing (notice, staff report, attendance, follow up)	20.00	1.00	20.00	\$65.00	\$1,300.00
Complete adoption process, DLCDC notice, and finalize in Zoning Ordinance	15.00	1.00	15.00	\$65.00	\$975.00
Task 3: Transportation System Plan (TSP) Zoning Ordinance Updates					\$3,250.00
TASK 4: Housing (STR & ADU) Related Ordinance Updates					
Draft STR & ADU Updates into Staff Report and review with City Staff/DLCDC	20.00	1.00	20.00	\$65.00	\$1,300.00
Public Hearings (2) (notice, staff report, attendance, follow up)	15.00	3.00	45.00	\$65.00	\$2,925.00
Complete adoption process, DLCDC notice, and finalize in Zoning Ordinance	15.00	1.00	15.00	\$65.00	\$975.00
Task 4: Housing (STR & ADU) Related Ordinance Updates					\$5,200.00
TASK 5: Grant Related Projects					
SCA sidewalk improvement projects	3.00	6.00	18.00	\$65.00	\$1,170.00
Joint Use Facility	3.00	12.00	36.00	\$65.00	\$2,340.00
Hwy 30 STIP Funds Transportation Project Review and Coordination	10.00	6.00	60.00	\$65.00	\$3,900.00
USDA Water Infrastructure Land Use Review	12.00	3.00	36.00	\$65.00	\$2,335.00
Task 5: Grant Related Project Costs Total					\$9,745.00
TASK 6: Preliminary Research on Specific Topics & Committee Meetings					
Short Term Rental Regulatory Frameworks	3.00	3.00	9.00	\$65.00	\$585.00
Affordable Housing/ADU/Multi-family outreach and research	3.00	3.00	9.00	\$65.00	\$585.00
Economic Development/Main Street Revitalization	3.00	3.00	9.00	\$65.00	\$585.00

Category	Hours Per Month	# Active Months	Total Annual Hours	Hourly Rate	Estimated Subtotal
Task 6: Preliminary Research Costs Total					\$1,755.00
TASK 7: Administration and Communication with City Staff					
Monthly/Weekly Check-in with City Staff	3.00	12.00	36.00	\$65.00	\$2,340.00
Task 7: Admin Costs Total					\$2,340.00
MATERIALS					
Special production work including survey materials, oversized maps, etc (upon request)					(reimbursed at cost)
Materials Costs Total					\$0.00
ESTIMATED GRAND TOTAL					\$48,590.00

City of Mosier - Nick Kraemer Workplan/Timeline 2019/2020

2019						2020					
June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

TASK 1: Current Planning/Site Development Application Review

- Review Site Development Permits
- General Land Use Questions
- Land Use Review Processes (Type II & III)
- Misc Land Use Issues and Agency Responses



TASK 2: Comprehensive Plan Updates

- Update Buildable Lands Inventory (Needs, Strategies, and CC Meetings)
- Housing Element (STR and ADU/Affordable Housing issues)
- Update various elements of 2004 Draft Comp Plan
- Comp Plan adoption process (findings, work with DLCD, public hearings)



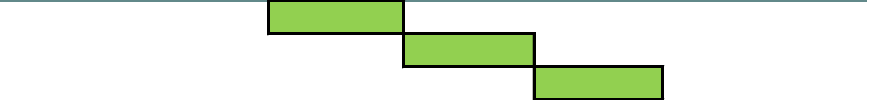
TASK 3: Transportation System Plan (TSP) Zoning Ordinance Updates

- Draft TSP Updates into Staff Report and review with City Staff/ODOT
- Public Hearing (notice, staff report, attendance, follow up)
- Complete adoption process, DLCD notice, and finalize in Zoning Ordinance



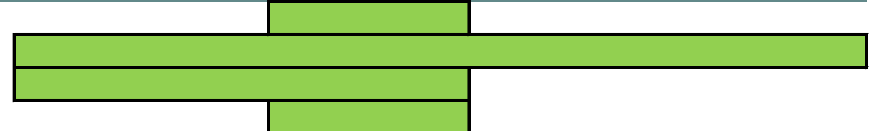
TASK 4: Housing (STR & ADU) Related Ordinance Updates

- Draft STR & ADU Updates into Staff Report and review with City Staff/DLCD
- Public Hearings (2) (notice, staff report, attendance, follow up)
- Complete adoption process, DLCD notice, and finalize in Zoning Ordinance



TASK 5: Grant Related Projects

- SCA sidewalk improvement projects
- Joint Use Facility
- Hwy 30 STIP Funds Transportation Project Review and Coordination
- USDA Water Infrastructure Land Use Review



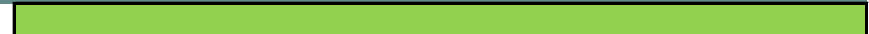
TASK 6: Preliminary Research on Specific Topics & Committee Meetings

- Vacation Rental Regulatory Frameworks
- Affordable Housing
- Economic Development/Main Street Revitalization



TASK 7: Administration and Communication with City Staff

- Monthly/Weekly Check-in with City Staff



MOSIER CAPITAL PROJECTS BUDGETS

EXHIBIT B - Budget

05.30.2019

Mosier Joint Use Facility (JUF)

Minarik Architecture, Inc (MA)

PHASE 1a - SITE SELECTION AND PLANNING (SP)	Basic Services	Misc Services	
SP Fee	\$ 15,000	\$ -	Lump Sum
Reference Scope Document - Exhibit A			
SP Miscellaneous Services			
Landscape Design - Overall Site Review		\$ 2,000	Allowance
SP Reimbursables			
Travel, Postage, Delivery, Copies, Mark-Up (10%)		\$ 1,500	Allowance
Column Total	\$ 15,000	\$ 3,500	
Phase 1a Total (Basic + Miscellaneous Services)	\$18,500		
PHASE 1b - SCHEMATIC DESIGN (SD) JUF	Basic Services	Misc Services	
SD Basic Services	\$ 61,040		Lump Sum
Reference Scope Document - Exhibit A			
SD Miscellaneous Services			
ZE Design Charrette (ETO Reimbursement up to \$10k)		\$ -	
ZE Design and ETO Management (\$15,500 / 75% ETO Reimbursement)		\$ 3,875	Allowance
ZE Daylighting Analysis (\$5,000 / 75% ETO Reimbursement)		\$ 1,250	Allowance
ZE Shoebox Energy Model (\$10,500 / 75% ETO Reimbursement)		\$ 2,625	Allowance
Landscape Design - Preliminary Review		\$ 3,500	Allowance
GCCM Selection Support		\$ 1,800	Allowance
Cost Estimator (1) During SD		\$ -	Part of GCCM Contract
Fundraising Support		\$ 1,500	Allowance
SD Team/Community Meetings			
Committee Meetings, First 2		\$ -	Included in Basic
Committee Meetings, Each Additional Meeting		\$ 2,250	Allowance Per Mtg
Public Engagement Mtg #1		\$ 2,250	Lump Sum
Public SD Presentation		\$ 2,250	Lump Sum
SD Reimbursables			
Travel, Postage, Delivery, Copies, Mark-Up (10%)		\$ 5,000	Allowance
SD Travel			
TCA Travel for Community Meetings (3) In Person		\$ 5,967	Allowance
McKinstry Travel & Community Meetings		\$ -	
Miller Travel		\$ 1,000	Allowance
Allowance Contingency @ 18%		\$ 5,178	
Column Total	\$ 61,040	\$ 38,445	
PHASE 1b TOTAL (Basic + Miscellaneous Services)	\$99,485		
PHASE 1a + 1b Total	\$117,985		

EXHIBIT B - Budget (cont)
Mosier Joint Use Facility (JUF)

05.30.2019

Minarik Architecture, Inc (MA)

Lump Sum

Where stipulated the lump sum will be invoiced on a percent complete basis

Allowance

Fees for services by professional, technical and clerical personnel of Minarik Architecture, Inc (MA) will be charged according to time expended on the project where an hourly rate is stipulated at the following rates:

Principal	130 \$/hr
Senior Project Architect/Manager	120 \$/hr
Project Architect	110 \$/hr
Architectural Staff	85 \$/hr
Clerical	64 \$/hr

Exhibit B
City of Mosier - Water System Improvement Project
JGA Fee Estimate
10/31/18

	CITY ENGINEER	CITY PLANNER	TOTAL LABOR EXPENSE	TOTAL EXPENSE	TOTAL COST
Task 1 - Interim Financing/Bonding	HOURS				
A Coord. Foster Pepper Work	8		\$1,160	\$0	\$1,160
B Contact Banks/Lenders	2		\$290	\$0	\$290
C Prepare Staff Report re: Financing Recommendation	2		\$290	\$0	\$290
D USDA/City Meetings and Coordination	16		\$2,320	\$0	\$2,320
E Review FP Interim Financing and Bonding Documents	8		\$1,160	\$0	\$1,160
F Coordinate Agreements/Resolutions with City	4		\$580	\$0	\$580
G Interim Financing Admin. and Closeout			\$0	\$0	\$0
H Revenue Bond Issuance Admin.			\$0	\$0	\$0
Subtotal	40	0	\$5,800	\$0	\$5,800
Task 2 - Engineering Procurement					
A Prepare RFQ/RFP (City to issue)	8		\$1,160	\$0	\$1,160
B Pre-selection Coordination/Correspondance	4		\$580	\$0	\$580
C Selection and Staff Report re: Consultant Selection	8		\$1,160	\$0	\$1,160
D Negotiate Consultant Agreement (EJCDC)	4		\$580	\$0	\$580
E USDA/City Meetings and Coordination	8		\$1,160	\$0	\$1,160
Subtotal	32	0	\$4,640	\$0	\$4,640
Task 3 - Engineering Design & Approvals					
A Respond to RFIs	24		\$3,480	\$0	\$3,480
B Team Design Meetings/Correspondance	40	5	\$6,150	\$0	\$6,150
C Design Review (30/60/90/final)	24		\$3,480	\$0	\$3,480
D Cost Estimate Review (30/final)	8		\$1,160	\$0	\$1,160
E Pay Request/Budget Review	24		\$3,480	\$0	\$3,480
F Coord. Water Right Acquisition/OWRD	8		\$1,160	\$0	\$1,160
G City Staff/City Council Meetings	8	2	\$1,300	\$0	\$1,300
H USDA Design Review Coord.	8		\$1,160	\$0	\$1,160
I Permitting and Approvals	8	28	\$3,120	\$0	\$3,120
Subtotal	152	35	\$24,490	\$0	\$24,490
Task 4 - USDA Administration					
A Sole Source Procurement Exception	4		\$580	\$0	\$580
B Consultant Agreement Approval	2		\$290	\$0	\$290
C Rights of Way Approval	2		\$290	\$0	\$290
D Polices and Procedures	2		\$290	\$0	\$290
E VA/ERP Update	8		\$1,160	\$0	\$1,160
F O&M Budget Update	4		\$580	\$0	\$580
G Rate Analysis	8		\$1,160	\$0	\$1,160
H General Admin. Work/Project Closeout	8		\$1,160	\$0	\$1,160
Subtotal	38	0	\$5,510	\$0	\$5,510
Task 5 - Bidding and Construction					
A Coord. Bidding Process	4		\$580	\$0	\$580
B Contractor/Engineer RFIs/Addendums	8		\$1,160	\$0	\$1,160
C Pre-bid Mtg, Bid Opening and Bid Tab Review	12		\$1,740	\$0	\$1,740
D Staff Report Recommendation for Award	4		\$580	\$0	\$580
E USDA Award Approval & Agreement Coord.	4		\$580	\$0	\$580
F USDA and City NTP. Attend Precon.	8		\$1,160	\$0	\$1,160
G Benchmark Inspection Services Only	48		\$6,960	\$0	\$6,960
H Change Order Review and Approval	8		\$1,160	\$0	\$1,160
I Budget Tracking and Pay Request Approval	20		\$2,900	\$0	\$2,900
J Monthly Construction Meetings	24		\$3,480	\$0	\$3,480
K As-Built Dwg Review	8		\$1,160	\$0	\$1,160
L Commissioning Inspections	8		\$1,160	\$0	\$1,160
M Substantial Completion and Final Inspections	16		\$2,320	\$0	\$2,320
Subtotal	172	0	\$24,940	\$0	\$24,940
Total All Tasks	434	35	\$65,380	\$ -	\$65,380

RATE ITEM	RATE
Project Engineer/Principal	\$145
Project Planner	\$105
Project Drafter	\$98
Administrative Assistant	\$65
AutoCAD Plots (full size)	\$6
AutoCAD Plots (half size)	\$3
Printing	\$0
Copies of Plan	\$75
City Attorney	\$125
City Planner	\$70

EXHIBIT A1.B

City of Mosier

Water System Improvements Project

Design and Construction Engineering Services

Fee Estimate

Description	Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Classification					
PART 1 - BASIC SERVICES					
Task 1 Project Management	61	\$ 10,780	\$ -	\$ 87	\$ 10,867
1.1 Provide Direction, Coordination, and Oversight to RH2 Project Team	39	\$ 6,678	\$ -	\$ -	\$ 6,678
1.2 Prepare for and Attend Kickoff and Coordination Meetings	12	\$ 2,428	\$ -	\$ 87	\$ 2,515
1.3 Create, Monitor, and Update Internal Project Schedule	10	\$ 1,674	\$ -	\$ -	\$ 1,674
Task 2 Conceptual Design and Alternatives Evaluation	40	\$ 6,162	\$ -	\$ 24	\$ 6,186
2.1 Develop Siting Alternatives and Conceptual Drawings	28	\$ 4,146	\$ -	\$ 24	\$ 4,170
2.2 Coordinate City Review of Alternatives	6	\$ 1,008	\$ -	\$ -	\$ 1,008
2.3 Identify Additional Background Data Required for Design	6	\$ 1,008	\$ -	\$ -	\$ 1,008
Task 3 Well Drilling and Development	36	\$ 6,021	\$ 54,023	\$ 87	\$ 60,131
3.1 Prepare Water Rights Transfer Application	4	\$ 517	\$ 3,990	\$ -	\$ 4,507
3.2 Prepare Well Design and Assist with Bidding	15	\$ 2,474	\$ 14,490	\$ -	\$ 16,964
3.3 Provide Well 5 Construction and Testing Observation	14	\$ 2,526	\$ 27,983	\$ 87	\$ 30,596
3.4 Prepare Analysis and Documentation	3	\$ 504	\$ 7,560	\$ -	\$ 8,064
Task 4 Preliminary Design	239	\$ 38,156	\$ 8,463	\$ 557	\$ 47,176
4.1 Obtain Topographic Survey	9	\$ 1,352	\$ 7,518	\$ -	\$ 8,870
4.2 Prepare Legal Descriptions	2	\$ 291	\$ 945	\$ -	\$ 1,236
4.3 Perform Desktop Geotechnical Evaluation/Prepare Technical Memorandum	10	\$ 1,795	\$ -	\$ -	\$ 1,795
4.4 Develop Design Criteria and Prepare Technical Memorandum	12	\$ 2,157	\$ -	\$ -	\$ 2,157
4.5 Prepare Site Plans for Well Drilling	13	\$ 1,917	\$ -	\$ -	\$ 1,917
4.6 Prepare Preliminary Design for Well No. 5	64	\$ 9,862	\$ -	\$ 60	\$ 9,922
4.7 Prepare Preliminary Design for Eastside BPS	67	\$ 10,501	\$ -	\$ 60	\$ 10,561
4.8 Prepare Preliminary Design for Telemetry Improvements	29	\$ 4,801	\$ -	\$ 116	\$ 4,917
4.9 Prepare Technical Specifications	16	\$ 2,421	\$ -	\$ -	\$ 2,421
4.10 Prepare Opinion of Construction Costs	9	\$ 1,533	\$ -	\$ -	\$ 1,533
4.11 Attend Design Review Meeting	8	\$ 1,526	\$ -	\$ 321	\$ 1,847
Task 5 Final Design	380	\$ 58,716	\$ -	\$ 804	\$ 59,520
5.1 Prepare Final Design for Well No. 5	117	\$ 17,649	\$ -	\$ -	\$ 17,649
5.2 Prepare Final Design for Eastside BPS	117	\$ 17,649	\$ -	\$ -	\$ 17,649
5.3 Prepare Final Design for Telemetry Improvements	36	\$ 5,980	\$ -	\$ -	\$ 5,980
5.4 Prepare Technical Specifications	30	\$ 4,878	\$ -	\$ -	\$ 4,878
5.5 Prepare Non-Technical Specifications	24	\$ 3,052	\$ -	\$ -	\$ 3,052
5.6 Prepare Opinion of Construction Costs	15	\$ 2,343	\$ -	\$ -	\$ 2,343
5.7 Perform Quality Control Review	12	\$ 2,608	\$ -	\$ -	\$ 2,608
5.8 Attend Design Review Meeting	8	\$ 1,526	\$ -	\$ 804	\$ 2,330
5.9 Finalize Documents	21	\$ 3,031	\$ -	\$ -	\$ 3,031
Task 6 Permitting for Well and BPS Facility Construction	32	\$ 4,894	\$ -	\$ 5	\$ 4,899
6.1 Building Permit Application and Coordination	5	\$ 795	\$ -	\$ 2	\$ 797
6.2 OHA Plan Review and Coordination	5	\$ 795	\$ -	\$ 2	\$ 797
6.3 Incorporate Permit Comments	22	\$ 3,304	\$ -	\$ 2	\$ 3,306
Task 7 Services During Bidding for Well and BPS Facility Construction	29	\$ 4,035	\$ -	\$ 489	\$ 4,524
7.1 Prepare Bid Advertisement	5	\$ 673	\$ -	\$ -	\$ 673
7.2 Prepare and Post Bid Documents	8	\$ 878	\$ -	\$ 402	\$ 1,280
7.3 Assist in Bid Administration and Award	16	\$ 2,484	\$ -	\$ 87	\$ 2,571
Task 8 Services During Construction for Well and BPS Facility Construction	271	\$ 41,302	\$ -	\$ 2,970	\$ 44,272
8.1 Prepare and Provide Construction Contract Documents	11	\$ 1,018	\$ -	\$ 2,006	\$ 3,024
8.2 Attend Pre-construction Conference	13	\$ 2,115	\$ -	\$ 92	\$ 2,207
8.3 Provide Construction Contract Administration Support Services and Attend Construction Meetings	72	\$ 11,100	\$ -	\$ -	\$ 11,100
8.4 Review Technical Submittals	36	\$ 5,454	\$ -	\$ -	\$ 5,454
8.5 Review Requests for Information and Change Orders	24	\$ 4,032	\$ -	\$ -	\$ 4,032
8.6 Provide Periodic Field Observation	64	\$ 9,432	\$ -	\$ 698	\$ 10,130
8.7 Assist in Startup, Testing, and Project Closeout	26	\$ 4,458	\$ -	\$ 174	\$ 4,632
8.8 Prepare Record Drawings	25	\$ 3,693	\$ -	\$ -	\$ 3,693
Subtotal PART 1 - BASIC SERVICES Tasks	1088	\$ 170,066	\$ 62,486	\$ 5,024	\$ 237,576
PART 2 - ADDITIONAL SERVICES					
Task 9 Application for a Permit to Use Groundwater	2	\$ 369	\$ 4,200	\$ -	\$ 4,569
9.1 Prepare and Submit Application to OWRD	2	\$ 369	\$ 4,200	\$ -	\$ 4,569
Task 10 Additional Resident Project Representation	36	\$ 5,188	\$ 37,800	\$ -	\$ 42,988
10.1 Provide Supplemental RPR Services	36	\$ 5,188	\$ 37,800	\$ -	\$ 42,988
Subtotal PART 2 - ADDITIONAL SERVICES Tasks	38	\$ 5,557	\$ 42,000	\$ -	\$ 47,557
PROJECT TOTAL	1126	\$ 175,623	\$ 104,486	\$ 5,024	\$ 285,133

EXHIBIT B - Preliminary

City of Mosier

Wastewater Facilities Plan Amendment

Fee Estimate

Tom Coleman, PhD
RH2 Engineers and Scientists

Task	Description	Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 1	Update Basic Planning Data	35	\$ 5,591	\$ -	\$ 709	\$ 6,300
1.1	Update buildable lands inventory data	3	\$ 465	\$ -	\$ 40	\$ 505
1.2	Review population projections	3	\$ 465	\$ -	\$ 40	\$ 505
1.3	Review general sewer system mapping	5	\$ 876	\$ -	\$ 64	\$ 940
1.4	Review land use compatibility statement	3	\$ 465	\$ -	\$ 40	\$ 505
1.5	Review WWTP influent flow and loading data	12	\$ 1,913	\$ -	\$ 167	\$ 2,080
1.6	Update the determination of the EDUs	9	\$ 1,407	\$ -	\$ 358	\$ 1,765
Task 2	Existing Facilities Summary Assessment	51	\$ 8,670	\$ -	\$ 580	\$ 9,250
2.1	Create a list of equipment for maintenance or replacement	17	\$ 2,811	\$ -	\$ 219	\$ 3,030
2.2	Review sewer collection system data	10	\$ 1,627	\$ -	\$ 138	\$ 1,765
2.3	Review the post-2008 WWTP facility records	4	\$ 608	\$ -	\$ 72	\$ 680
2.4	Review the Rock Creek Park/Train Derailment restoration plans	5	\$ 840	\$ -	\$ 80	\$ 920
2.5	Estimate probable costs for major maintenance or replacement items	15	\$ 2,784	\$ -	\$ 71	\$ 2,855
Task 3	Evaluate Feasibility of Indirect Discharge to Replace Existing Outfall	59	\$ 10,978	\$ 5,750	\$ 572	\$ 17,300
3.1	Review well logs and perform on-site assessment	19	\$ 3,507	\$ 3,163	\$ 366	\$ 7,035
3.2	Develop conceptual design of the indirect discharge system	11	\$ 2,181	\$ 863	\$ 57	\$ 3,100
3.3	Determine location and ownership of the indirect discharge area	7	\$ 1,140	\$ 863	\$ 32	\$ 2,035
3.4	Provide narrative supporting the indirect discharge location	11	\$ 2,128	\$ 863	\$ 64	\$ 3,055
3.5	Estimate probable costs to develop indirect discharge	11	\$ 2,022	\$ -	\$ 53	\$ 2,075
Task 4	Identify and Evaluate Optimization Measures for the Existing WWTP	58	\$ 9,904	\$ -	\$ 606	\$ 10,510
4.1	Perform simulations with computational model	26	\$ 4,396	\$ -	\$ 344	\$ 4,740
4.2	Summarize model predictions	12	\$ 1,966	\$ -	\$ 164	\$ 2,130
4.3	Estimate probable costs for aeration basin modifications	20	\$ 3,542	\$ -	\$ 98	\$ 3,640
Task 5	Identify Options for Thickening or Dewatering of Biosolids	29	\$ 4,733	\$ -	\$ 337	\$ 5,070
5.1	Develop options for thickening or dewatering equipment	21	\$ 3,414	\$ -	\$ 291	\$ 3,705
5.2	Estimate probable costs for recommended solids handling option	8	\$ 1,319	\$ -	\$ 46	\$ 1,365
Task 6	Prepare Facilities Plan Amendment	104	\$ 18,468	\$ -	\$ 1,602	\$ 20,070
6.1	Draft Wastewater Facilities Plan Amendment	32	\$ 5,178	\$ -	\$ 407	\$ 5,585
6.2	Estimate total project cost	9	\$ 1,448	\$ -	\$ 132	\$ 1,580
6.3	Summarize permitting requirements and project schedule	11	\$ 1,640	\$ -	\$ 145	\$ 1,785
6.4	Incorporate financial evaluation by City into Amendment	8	\$ 1,538	\$ -	\$ 42	\$ 1,580
6.5	Provide draft Amendment for review and meeting with City	22	\$ 4,332	\$ -	\$ 438	\$ 4,770
6.6	Provide draft Amendment for review and meeting with DEQ	22	\$ 4,332	\$ -	\$ 438	\$ 4,770
PROJECT TOTAL		336	\$ 58,344	\$ 5,750	\$ 4,406	\$ 68,500