



City Council Meeting

Time: Nov 17, 2021 06:30 PM

City of Mosier Wasco County is inviting you to a scheduled Zoom meeting.

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If you have technical issues or need assistance please call, text or email Jayme Bennett 541-490-7411

jayme.bennett@cityofmosier.com

I	6:30 pm	Call to Order/Roll Call – Mayor Burns	
II	6:32	Agenda corrections or additions	
III	6:35 pm	Business from the Audience - This is for Mosier residents and anyone else to express concerns, needs, or opportunities. Please keep your comments succinct and under two minutes. You may bring in written materials for Committee and Staff to review. The Facilitator can assign the issue to a future Committee, or to an appropriate staff member. Please realize that we cannot always offer a response immediately but will give the matter due consideration. We encourage the participation of all stakeholders in our community.	5 mins
IV	6:40 pm	Approval of: 10/20/2021 - Mtg Minutes	5 mins
V		BUSINESS	
1.	6:45 pm	Waste Connections – Jim Winterbottom	10 min
2.	6:55 pm	System Dev. Charges (SDC) Hearing – John Ghilarducci, FCSG	30 min
3.	7:25 pm	Public Right of Way Enforcement – John Grim, City Engineer	15 mins
4.	7:40 pm	Timbers Fundraiser for Mosier Center – Staff Report, Mayor Burns	15 mins
5.	7:55 pm	Audit and P&L Statement – Colleen Coleman, City Manager	15 mins
6.	8:10 pm	Agenda requests for next meeting/Schedules/Newsletter input	5 mins
7.	8:15 pm	Announcements	5mins
8.	8:20 pm	ADJOURN	



**City of Mosier City Council Meeting
October 20, 2021
6:30 PM ZOOM**

6:30 Mayor Burns calls the meeting to order.

Attendance: Mayor Burns, Charlie Cannon, Ron Wright, Witt Anderson, Peny Wallace
Absent Excused: Acasia Berry

Corrections Additions to Agenda - Scott Here providing updates as desired

Business From Audience:
Kim Kovalich, Grant Smith

Address City Council for anything? No.

Scott Hege: Had a commission mtg today and approval of Google project was agreed - 100m in fees and payments over a 15 year period. Larger picture of many other things to come in and around The Dalles. The agreement is done. They will build eventually; we don't know the timing.

COVID-19: Wasco County has not been declining with the State of Oregon. We are at around 100 cases per week. We are still messaging for people to get the vaccine, take it seriously, be aware. Vaccination rate for Wasco County 70% (depending on inclusion of young people or not). Herd immunity should be met by (projection) after first of year.

ICU beds are full in the district (HR and TD) - number varies from day to day and we have such a small number of beds.

Mayor inquires if cases can be quantified by zip code. Mosier has one of the highest vaccine rates in the county. If not the highest.

Motion for approval of the Minutes from 09/22/2021

1st: Peny Wallace

2nd: Charlie Cannon

Motion for approval of the Minutes from 10/06/2021

1st: Ron Wright

2nd: Witt Anderson

All in, no opposition, motion passes 6:39

Business Item I: Wastewater Treatment Plant (WWTP): John Grim

Achieved 2.5m grant for the design work to RH2

Basically, here for the proposal to amend contract for construction services -

Proposal includes designing all improvements in the facilities plan, subsurface discharge outfall, nutrient removal improvements, restroom design at treatment plant itself - the effluent quality will be improved. We feel this organic process, which doesn't require power, or structural use will bring great benefits, with a low footprint.

226,530 fee schedule is to 60% by May 2022 which is a big push. This will ensure the project is ready sufficiently for the New Market Tax Credit Funding.

Motion to approve contract and authorized City Manager to sign the contract.

Discussion:

Mayor Burns very excited, as is DEQ about not having any discharge to the Columbia River.

Our understanding is our projects will not be restricted from this financing opportunity- this moves our updates up - easy grant money compared to USDA red tape nightmare.

Ron- can the cost of restroom be itemized before moving forward?

Essential - financing is important and the restroom is important for the community - we can classify it differently as needed.

Motion for authorization of City Manager to sign the contract for RH2 Engineering as presented by John Grim tonight.

1st: Witt Anderson

2nd: Penny Wallace

All in favor, no opposition, motion passes 6:49

Project Updates:

Third Ave. Sidewalk: John Grim

90% done – punch list is done, small items outstanding, lots of comments on the drive through mailbox - some pro and some not.

Main piece of work left to do is landscaping the drainage swale – Main Street Mosier is doing that as volunteers - city buying materials. Currently just dirt - erosion control will come along with clean up in parking lot below the library.

Mayor Burns - what about the connectivity of the new pavement to the old pavement -

JG: The tack coat on the seam was missing, but the transition is smooth now.

Mayor Burns: From Post Office to City Hall: Little bits here and there of various materials, it can be confusing with the different mix of finishes.

JG: The drive through apron over the sidewalk was very complex and challenging - Crestline built what we designed. Limited in access and parking, and the drive thru area will be better once it is cleaned up and planted.

Colleen: Postmaster will assist us in moving the box as appropriate with the Legion Hall request. We will work moving forward to figure it out the best solution for the community and stakeholders. USPS wants to ensure the public has that drive thru access. Or somewhere near there as appropriate.

John Grim: Rock Creek Park gate arrived today. West side pump station started last week - excavation for the building done already.

As city council - we are going to do another section from 3rd to Brenna's - we are doing pieces at a time as we can afford to do it.

EV Charging Station: Finalized site to far East as possible. Appears to be potential conflict with Mosier Center Fire apparatus driveway if it got rotated - ie: If ODOT says no backing up fire trucks, for example - avoid conflict by relocation. Civil site work is almost done, and the electrical diagram is about 50% Katie is working on the Conditional Use Permit (CUP), which is the land use approach - ready to bid in the spring no problem.

Witt: Oregon E-bikes offered to provide the chargers for the bikes, so I want to make sure in your design that we have plugs and chargers to house them so some people have the ability to stop in and charge up - Jody will go to manufacturers and get us our connectors.

Grim- Stop sign will be repaired and replaced on Third Ave Sidewalk- it is back up with the free right turn, but too low currently.

Peny- 15 MPH on 5th street sign?

Grim and Carl have them and are locating specifics tomorrow on a site walk - Bottom of Blanchard and around the stanchions on the straight away - maybe near there.

That straight away is where they race up the hill.

I almost got hit a couple nights ago and I was coming down and they were coming up fast. And you must put yourself out there to even see if there is a car coming around - he wasn't expecting me.

Witt: Well number 5 cultural resources - any news? Going smooth?

Grim: Yes, going slow, phase 2 archaeology work hasn't started yet, will coordinate with RH2 and the firm they are using to do the work to is quite busy at present. I will follow up and get back.

Quin Clarkson: Shallow well, sedimentary, not in basalt - not surprising as that is seasonal - lucky when we did well number 4 - they got a backup water option to their house and they are feeling really good about the water project right now.

Kudos from Mayor on the multitude of projects. Lots of hard work.

JUF Funding update: Sadly, we got the news we are not getting the federal 1.5 million we were asking for. We were confident. It never got out of the committee so Merkley couldn't go to bat for it.

JUF MTG next week so we can discuss a strategy that is based on reality.

5m or 5.5m project is the goal. We and the Fire Dist. will need to look to hone down to essentials and the city has been heading this project and very involved - the biggest need for the community is the community center part of the building - not the city part.

Jill and colleen meet Monday morning at 9 to review restricted funding and ensure it is allocating properly for financial reporting.

Winter Schedules: Peny: Out of state and in Baja January and February, and part of November - always available for ZOOM.

Grim: End of Dec and early Jan - gone 28 days in march

Ron Wright- no plans at the moment

Jayne Bennet – no plans (moving next week)

Charlie Cannon- work sched can be hectic - but otherwise here.

Request for agenda items - Suzie Conklin Newsletter?

Winter hours - dark early - shifting to 6 pm mtgs? Discuss at following meeting.

If staff tells us we get to skip - then we skip the assumption is a mtg first and third mtg.

Financial reports to be re-distributed in a simplified format at the following meeting once there is ample access to the software programs and coordination.

More public outreach on projects and signage and community communications will be implemented.

Adjourn: 8:15



WASTE CONNECTIONS
Connect with the Future®

City of Mosier
PO Box 446
Mosier, Or. 97040

October 15, 2021

Attn:
Mayor Arlene Burns
Council Members

Dear Mayor Burns and Council Members:

The Dalles Disposal would like to respectfully request a rate adjustment averaging approximately 5.05% to help offset rising operational costs and tip fees. We request this adjustment to be effective January 1, 2022. Some examples of these increases include, but are not limited to, health care, and truck and equipment repair, fuel and containers.

We use The Consumer Price Index (CPI) for the Standard Metropolitan Statistical Area (West-C) to benchmark our changes in operational costs. The most recent July to July comparison increased 5.94% and we believe this is a good indicator of our overall experience. The Wasco County Landfill will be increasing both its gate rate and the pass-through Household Hazardous Waste tax by 5.05% effective January 1, 2022. We have incorporated these increases into the attached proposed rate schedule.

Individual rates change by different percentages based upon the disposal weight component of each rate.

We would like to be scheduled on the council agenda at your earliest convenience to discuss our proposal. We appreciate the continued opportunity to provide the City of Mosier with high quality solid waste service.

Sincerely,

Jim Winterbottom
District Manager

Enclosure: Proposed Rate Sheets



Waste Connections of Oregon, Inc.
dba The Dalles Disposal
Proposed City of Mosier Rates
Effective January 1, 2022

SERVICE	CURRENT RATE	5.05%	5.05%	TOTAL INCREASE	NEW RATE
		TOTAL LF INCREASE	BUSINESS INCREASE		
RESIDENTIAL					
CANS/ROLLCARTS					
Weekly					
- (1) 20 gal can	\$14.21	\$0.10	\$0.62	\$0.72	\$14.93
- (1) 32 gal can	\$24.20	\$0.17	\$1.06	\$1.23	\$25.43
- 90 gal rollcart	\$36.79	\$0.43	\$1.42	\$1.85	\$38.64
- 105 gal cart (Phase Out)	\$38.98	\$0.51	\$1.46	\$1.97	\$40.95
- each add'l can/cart added at price of 1st unit					
EOW					
- (1) 32 gal can	\$19.08	\$0.10	\$0.86	\$0.96	\$20.04
- 90 gal rollcart	\$33.15	\$0.26	\$1.41	\$1.67	\$34.82
Call In					
- (1) 32 gal can	\$16.33	\$0.05	\$0.78	\$0.83	\$17.16
- 90 gal rollcart	\$22.03	\$0.13	\$0.99	\$1.12	\$23.15
SPECIAL CHARGES					
* The following additional charges are assessed to customers whose cans, rollcarts or containers pose a potential safety risk to our employees due to the difficult and unsafe location of their service containers.					
Additional Charge:					
- Sunken Can	\$28.58	\$0.00	\$1.44	\$1.44	\$30.02
- Excess distance	\$28.58	\$0.00	\$1.44	\$1.44	\$30.02
- Steps/stairs	\$28.58	\$0.00	\$1.44	\$1.44	\$30.02
- Through gate	\$28.58	\$0.00	\$1.44	\$1.44	\$30.02
-extra can/bag/box	\$8.16	\$0.02	\$0.39	\$0.41	\$8.57
- loose yardage per yd	\$34.19	\$0.33	\$1.39	\$1.72	\$35.91
(over-the-top extra around conts-cans-rollcarts or on the ground)					
- bulk items (*Bring to transfer station)					
- Special off route trip fee	\$8.69	\$0.00	\$0.44	\$0.44	\$9.13
- return trip can	\$8.86	\$0.02	\$0.43	\$0.45	\$9.31
- return trip rollcart	\$8.88	\$0.02	\$0.43	\$0.45	\$9.33
- rollcart redelivery	\$12.36	\$0.00	\$0.62	\$0.62	\$12.98
- Off day PU	\$8.90	\$0.00	\$0.45	\$0.45	\$9.35
- Delinquent fee	\$15.60	\$0.00	\$0.79	\$0.79	\$16.39
(Acct delinquent after 30 days from billing)					
- NSF/unhonored check fee	\$36.79	\$0.00	\$1.86	\$1.86	\$38.65
- New Acct set up fee	\$8.00	\$0.00	\$0.40	\$0.40	\$8.40
- Change in service	\$8.00	\$0.00	\$0.40	\$0.40	\$8.40
(name/address/service)					

Waste Connections of Oregon, Inc.
dba The Dalles Disposal
Proposed City of Mosier Rates
Effective January 1, 2022

SERVICE	CURRENT RATE	5.05% TOTAL LF INCREASE	5.05% BUSINESS INCREASE	TOTAL INCREASE	NEW RATE
COMMERCIAL					
CANS/ROLLCARTS					
Weekly					
- (1) 32 gal can	\$31.47	\$0.17	\$1.42	\$1.59	\$33.06
- 90 gal rollcart	\$46.73	\$0.43	\$1.93	\$2.36	\$49.09
- each add'l can/cart added at price of 1st unit					
EOW					
- (1) 32 gal can	\$25.23	\$0.10	\$1.17	\$1.27	\$26.50
Call In					
- (1) 32 gal can	\$19.76	\$0.05	\$0.95	\$1.00	\$20.76
- 90 gal rollcart	\$26.60	\$0.13	\$1.22	\$1.35	\$27.95
SPECIAL CHARGES					
* The following additional charges are assessed to customers whose cans, rollcarts or containers pose a potential safety risk to our employees due to the difficult and unsafe location of their service containers.					
Additional Charge:					
- Sunken Can	\$28.58	\$0.00	\$1.44	\$1.44	\$30.02
- Excess distance	\$28.58	\$0.00	\$1.44	\$1.44	\$30.02
- Steps/stairs	\$28.58	\$0.00	\$1.44	\$1.44	\$30.02
- Through gate	\$28.58	\$0.00	\$1.44	\$1.44	\$30.02
-extra can/bag/box	\$8.16	\$0.02	\$0.39	\$0.41	\$8.57
- loose yardage per yd	\$34.19	\$0.33	\$1.39	\$1.72	\$35.91
(*extra garbage ontop or around cans and rollcarts which must be manually handled & placed in truck)					
- bulk items (*Bring to transfer station)					
- Special off route trip fee	\$8.69	\$0.00	\$0.44	\$0.44	\$9.13
- return trip can	\$8.86	\$0.02	\$0.43	\$0.45	\$9.31
- return trip rollcart	\$8.89	\$0.05	\$0.40	\$0.45	\$9.34
- rollcart redelivery	\$12.36	\$0.00	\$0.62	\$0.62	\$12.98
- Off day PU	\$8.90	\$0.00	\$0.45	\$0.45	\$9.35
- Delinquent fee	\$15.60	\$0.00	\$0.79	\$0.79	\$16.39
(Acct delinquent after 30 days from billing)					
- NSF/unhonored check fee	\$36.79	\$0.00	\$1.86	\$1.86	\$38.65
- New Acct set up fee	\$8.00	\$0.00	\$0.40	\$0.40	\$8.40
- Change in service	\$8.00	\$0.00	\$0.40	\$0.40	\$8.40
(name/address/service)					

**Waste Connections of Oregon, Inc.
dba The Dalles Disposal
Proposed City of Mosier Rates
Effective January 1, 2022**

SERVICE	CURRENT RATE	5.05%	5.05%	TOTAL INCREASE	NEW RATE
		TOTAL LF INCREASE	BUSINESS INCREASE		
CONTAINERS					
1 1/2 Yd Containers					
- Call In	\$45.48	\$0.27	\$2.03	\$2.30	\$47.78
- EOW	\$65.24	\$0.59	\$2.71	\$3.30	\$68.54
- 1XPW	\$130.58	\$1.18	\$5.42	\$6.60	\$137.18
- Additional day rate = # days x 1 x wk rate					
2 Yd Containers					
- Call In	\$59.92	\$0.36	\$2.66	\$3.02	\$62.94
- EOW	\$86.66	\$0.79	\$3.59	\$4.38	\$91.04
- 1XPW	\$173.02	\$1.57	\$7.17	\$8.74	\$181.76
- Additional day rate = # days x 1 x wk rate					
3 Yd Containers					
- Call In	\$90.87	\$0.54	\$4.05	\$4.59	\$95.46
- 1XPW	\$261.12	\$2.36	\$10.83	\$13.19	\$274.31
- Additional day rate = # days x 1 x wk rate					
SPECIAL CHARGES					
- Delivery	\$43.55	\$0.00	\$2.20	\$2.20	\$45.75
- Rent	\$42.52	\$0.00	\$2.15	\$2.15	\$44.67
- Rent-a-bin	\$96.59	\$0.00	\$4.88	\$4.88	\$101.47
- Loose yardage	\$34.19	\$0.33	\$1.39	\$1.72	\$35.91
Containers with difficult access (per cont.)					
- Not on solid surface	\$31.83	\$0.00	\$1.61	\$1.61	\$33.44
- Stuck in the mud	\$31.83	\$0.00	\$1.61	\$1.61	\$33.44
- Lodged in loose gravel	\$31.83	\$0.00	\$1.61	\$1.61	\$33.44
- Overweight	\$31.83	\$0.00	\$1.61	\$1.61	\$33.44
- Excess distance	\$31.83	\$0.00	\$1.61	\$1.61	\$33.44
- Rolloff curb	\$31.83	\$0.00	\$1.61	\$1.61	\$33.44
COMPACTORS					
* 50,000 max gross weight					
- Per compacted yard	\$37.69	\$0.92	\$0.99	\$1.91	\$39.60
- over 2 tons for 10 yds					
- over 4 tons for 20 yds					
- over 6 tons for 30 yds					
- over 50,000 GW x Fee (*Per each 2,000 lb excess)	\$378.75	\$0.00	\$19.13	\$19.13	\$397.88
- Extra miles over 15	\$3.74	\$0.00	\$0.19	\$0.19	\$3.93

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Proposed City of Mosier Rates
Effective January 1, 2022

SERVICE	CURRENT RATE	5.05%	5.05%	TOTAL INCREASE	NEW RATE
		TOTAL LF INCREASE	BUSINESS INCREASE		
DROP BOXES					
- 10 yd min fee empty	\$269.80	\$3.33	\$10.29	\$13.62	\$283.42
- 15 yd min fee empty	\$404.73	\$5.00	\$15.44	\$20.44	\$425.17
- 20 yd min fee empty	\$539.63	\$6.67	\$20.59	\$27.26	\$566.89
- 30 yd min fee empty	\$809.16	\$10.00	\$30.87	\$40.87	\$850.03
- 40 yd min fee empty	\$1,079.30	\$13.34	\$41.18	\$54.52	\$1,133.82
- Delivery	\$91.37	\$0.00	\$4.61	\$4.61	\$95.98
- 20 yd Comp/Corr haul fee	\$182.74	\$0.00	\$9.23	\$9.23	\$191.97
- Pickup	\$91.37	\$0.00	\$4.61	\$4.61	\$95.98
- Swap	\$91.37	\$0.00	\$4.61	\$4.61	\$95.98
- Ex miles over 15	\$3.74	\$0.00	\$0.19	\$0.19	\$3.93
- Overweight charge	\$50.61	\$0.00	\$2.56	\$2.56	\$53.17
- Demurrage per day after 5 days	\$17.73	\$0.00	\$0.90	\$0.90	\$18.63
- LS ydg	\$34.19	\$0.33	\$1.39	\$1.72	\$35.91
- over 2 tons for 10 yds					
- over 4 tons for 20 yds					
- over 6 tons for 30 yds					

Mosier SDCs Update

Wednesday, November 17, 2021

Prepared by FCS GROUP



Agenda

- **Background**
- **SDC Calculations**
 - » Transportation
 - » Parks
- **Comparison**



Agenda

- **Background**
- **SDC Calculations**
 - » Transportation
 - » Parks
- **Comparison**



Key Characteristics of SDCs

- SDCs are one-time charges, not ongoing rates. Paid at the time of development.
- SDCs are available for water, wastewater, stormwater, transportation, and parks.
- SDCs are for capital only, in both their calculation and in their use.
- SDCs include both existing and future (planned) infrastructure cost components.
- SDCs are for “system” facilities, not “local” facilities.



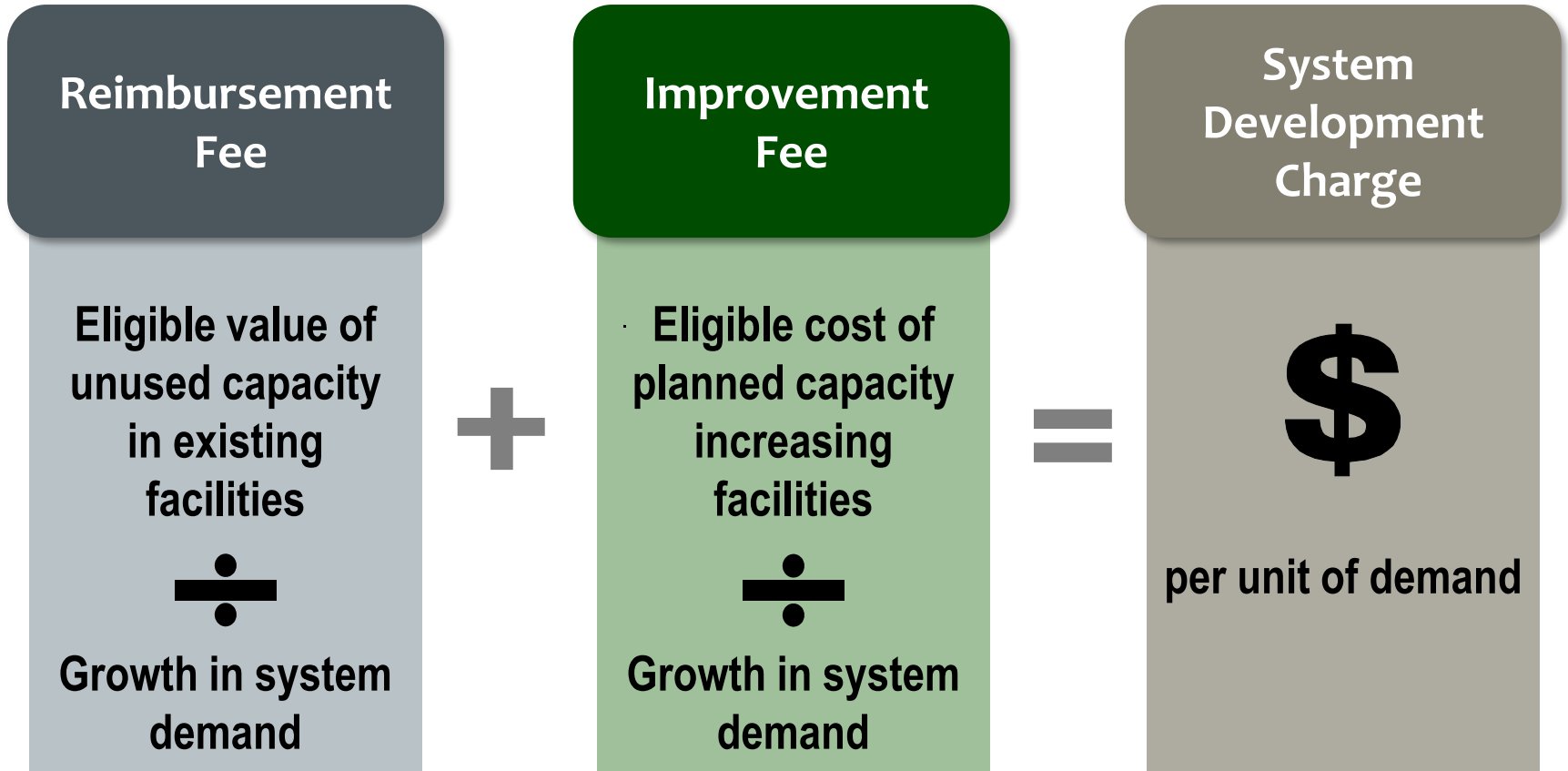
Legal Framework for SDCs

ORS 223.297 - 314, known as *the SDC Act*, provides “a uniform framework for the imposition of system development charges by governmental units” and establishes “that the charges may be used only for capital improvements.”





The SDC Calculation





Reducing SDCs for Affordable Housing

- **SB 1533, passed in 2016, provides for full or partial waivers of SDCs for affordable multi-family residential development.**
 - » Such waivers are to be funded with construction excise tax (CET) receipt.
 - » CET funds “buy down” the waivers for affordable multi-family developments.
- **Any waivers should be backfilled with other funding.**
 - » This protects other SDC payers from subsidies and partial execution of the SDC’s project list.
- **SDCs for single-family houses can vary depending on size, in some cases.**



Current SDCs

	Amount	Unit
Water	\$ 4,499	meter equivalent
Sewer	5,718	equivalent residential unit
Stormwater	931	equivalent dwelling unit
Transportation	-	
Parks	1,495	dwelling unit
Total for a SFR	\$ 12,643	



Agenda

- Background
- **SDC Calculations**
 - » Transportation
 - » Parks
- Comparison



Transportation: Growth

	2019	2020	2040	Growth	Growth Share
Population	455	475	586	111	18.86%
PM Peak Hour Vehicle Trip Ends	213	223	275	52	18.86%
PM Peak Hour Person Trip Ends	359	375	463	87	18.86%



Transportation: Improvement Fee Cost Basis

Project ID	Priority	Timing	Total Cost	Outside		SDC-Eligible
				Funding (%)	SDC Eligibility	Cost
A01-A03	Medium	2033-2042	691,500	75%	19%	32,608
B01.A	High	Unscheduled	124,000	0%	0%	-
B01.B	High	Unscheduled	800	0%	0%	-
Bo1.C	High	Unscheduled	800	0%	0%	-
B02	Low	Unscheduled	16,500	0%	0%	-
B03	Low	Unscheduled	16,500	0%	0%	-
B04	High	Unscheduled	84,000	0%	0%	-
B05.A	High	Unscheduled	16,500	0%	0%	-
B05.B	Low	Unscheduled	248,000	0%	0%	-
B05.C	High	Unscheduled	107,000	0%	0%	-
B05.D	High	Unscheduled	42,000	0%	0%	-
B06.A	High	Unscheduled	49,500	0%	0%	-
B06.B	High	Unscheduled	1,500	0%	0%	-
B07	High	Unscheduled	32,000	0%	0%	-
B08.A	High	Unscheduled	49,500	0%	0%	-
B08.B	High	Unscheduled	1,500	0%	0%	-
B09.A	High	Unscheduled	49,500	0%	0%	-
B09.B	High	Unscheduled	1,500	0%	0%	-



Transportation: Improvement Fee Cost Basis

Project ID	Priority	Timing	Total Cost	Outside		SDC-Eligible
				Funding (%)	SDC Eligibility	Cost
B10	High	Unscheduled	83,000	0%	0%	-
B11.A	High	Unscheduled	8,300	0%	0%	-
B11.B	High	Unscheduled	1,500	0%	0%	-
B11.C	High	Unscheduled	4,500	0%	0%	-
B11.D	High	Unscheduled	495,000	0%	0%	-
B11.E	Medium	Unscheduled	N/A	0%	0%	-
B12	Low	Unscheduled	6,600	0%	0%	-
B13	Medium	2028-2032	38,000	0%	19%	7,168
B14.A	Medium	2028-2032	165,000	75%	19%	7,781
B14.B	Medium	Unscheduled	62,000	0%	0%	-
B15	Medium	2028-2032	38,000	0%	19%	7,168
C01	Medium	Unscheduled	29,700	0%	0%	-
C02	Medium	2028-2032	231,000	75%	19%	10,893
C03	High	Unscheduled	6,600	0%	0%	-
C04.A	Medium	Unscheduled	3,300	0%	0%	-
C04.B	Medium	Unscheduled	1,500	0%	0%	-
Co4.C	High	2022-2027	1,155,000	90%	19%	21,786
C05.A	High	Unscheduled	3,300	0%	0%	-



Transportation: Improvement Fee Cost Basis

Project ID	Priority	Timing	Total Cost	Outside	SDC Eligibility	SDC-Eligible
				Funding (%)		Cost
C05.B	High	Unscheduled	6,600	0%	0%	-
C05.C	Medium	Unscheduled	8,300	0%	0%	-
D01	Low	Unscheduled	396,000	0%	0%	-
D02	Low	Unscheduled	50,000	0%	0%	-
Do3	Low	Unscheduled	6,600	0%	0%	-
E01.A	High	2022-2027	40,000	0%	19%	7,545
E01.B	Medium	2028-2032	106,000	0%	19%	19,994
E01.C	Medium	Unscheduled	206,000	0%	0%	-
E01.D	Medium	Unscheduled	990,000	0%	0%	-
E02.A	High	Unscheduled	1,200	0%	0%	-
E02.B	High	Unscheduled	500	0%	0%	-
E03	High	Unscheduled	9,100	0%	0%	-
E04.A	High	Unscheduled	4,100	0%	0%	-
E04.B	High	Unscheduled	2,500	0%	0%	-
E04.C	Medium	2033-2042	1,815,000	75%	19%	85,588
Total			\$ 7,506,800			\$ 200,530



Transportation: Calculated SDC

Cost Basis:	
Improvement Fee	\$ 200,530
Compliance Costs	35,840
Total Cost Basis	<u>\$ 236,370</u>
Growth in PM Peak Hour Person Trip Ends	87
Improvement Fee per PM Peak Hour Person Trip End	\$ 2,297
Compliance Fee per PM Peak Hour Person Trip End	411
Total SDC per PM Peak Hour Person Trip End	<u>\$ 2,708</u>

SDC for a Single-Family Residence: \$4,514

For the full transportation SDC schedule, see the methodology.



Sample SDCs

	ITE		New PM		
	Code	Unit of Measure	Peak Hour	Person Trip	Transportation
			Ends		SDC
Single-Family Detached Housing	210	Dwelling Units	1.67	\$	4,514
Multifamily Housing (Low-Rise)	220	Dwelling Units	0.53	\$	1,435
Multifamily Housing (Mid-Rise)	221	Dwelling Units	0.52	\$	1,408
Mobile Home Park	240	Dwelling Units	0.77	\$	2,097
General Office Building	710	1,000 SFGFA	1.50	\$	4,062
Supermarket	850	1,000 SFGFA	17.05	\$	46,171
Convenience Market	851	1,000 SFGFA	42.38	\$	114,768
Fast Casual Restaurant	930	1,000 SFGFA	23.79	\$	64,429
Quality Restaurant	931	1,000 SFGFA	7.35	\$	19,917
Fast-Food Restaurant with Drive-Through Window	934	1,000 SFGFA	34.82	\$	94,294

For the full transportation SDC schedule, see the methodology.



Agenda

- Background
- **SDC Calculations**
 - » Transportation
 - » Parks
- Comparison

Parks: Calculated SDC

- Before the final calculation, the costs bases must be adjusted downwards to compensate for existing fund balance.

Calculated SDC	
Cost Basis:	
Improvement Fee	\$ 224,565
Compliance Costs	35,840
Total Cost Basis	<hr/> \$ 260,405
Growth in Residents	111
Improvement Fee per Resident	\$ 2,032
Compliance Fee per Resident	324
Total SDC per Resident	<hr/> \$ 2,356
Total SDC per Dwelling Unit	\$ 3,447

- **Staff-recommended SDC: \$1,495 per dwelling unit**



Agenda

- Background
- SDC Calculations
 - » Transportation
 - » Parks
- **Comparison**



Comparison Table: Total SDC for a Single-Family Residence

	Water	Sewer	Stormwater	Transportation	Parks	Total SDC
Mosier (Proposed)	\$ 3,866	\$ 4,104	\$ 1,499	\$ 4,154	\$ 1,495	\$ 15,118
Hood River	4,451	2,005	756	2,097	5,064	14,373
Statewide Average*	4,507	3,709	973	4,339	3,804	13,135
Mosier (Current)	4,499	5,718	931	-	1,495	12,643
The Dalles	2,317	1,789	342	1,500	1,747	7,695

Source: League of Oregon Cities, 2020 System Development Charges Survey Report (table 11); Individual city government websites

*The "Total SDC" amount in this row is not equal to the sum of the other entries because not every city charges every SDC

Thank you! Questions?

John Ghilarducci – Managing Principal

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Agenda

- **SDC Calculations**
 - » Water
 - » Sewer
 - » Stormwater
 - » Parks



Water: Growth

	2020	Buildout	Growth
ERUs	310	583	273
Meter Equivalents	270	507	237



Water: Improvement Fee Cost Basis

Project	Timing	Total Cost		Outside Funding	SDC Eligibility	SDC-Eligible Costs
3rd Ave. Steel Pipeline Replacement	2029	\$ 80,839	\$ -	-	0.0%	\$ -
Well No. 5 Including Telemetry	2021	1,199,806	479,923	46.4%	556,658	
Total		\$ 1,280,645	\$ 479,923			\$ 556,658



Water: Reimbursement Fee Cost Basis

	Well No. 4 and Distribution System	Tank No. 4 Offsite Improvements	Total
1 Original Cost	\$ 1,587,369	116,408	\$ 1,703,777
2 Capacity Remaining*	46.4%	46.8%	
3 Unadjusted Reimbursable Cost	\$ 736,471	\$ 54,436	\$ 790,907
4 Un-reimbursable Outstanding Debt	396,058	-	396,058
5 Adjusted Reimbursable Cost	\$ 340,413	\$ 54,436	\$ 394,849
6 Reimbursable Cost for Eastside BPS			70,000
7 Reimbursement Fee Cost Basis			\$ 464,849



Water: Calculated Citywide SDC

Cost Basis:	
Improvement Fee	\$ 416,100
Reimbursement Fee	464,849
Compliance Costs	35,840
Total Cost Basis	<u>\$ 916,790</u>
Growth in MCEs	237
Improvement Fee per MCE	\$ 1,754
Reimbursement Fee per MCE	1,960
Compliance Fee per MCE	151
Total SDC per MCE	<u>\$ 3,866</u>



Water: Mosier Bluffs Area Reimbursement Fee

- Storage Tank No. 4 was built with capacity specifically designated for the Mosier Bluffs Area.
- The cost for this facility can be collected as a reimbursement fee charged only in the Mosier Bluffs Area.

Original Cost	\$ 125,000
Available ERUs	18
Maximum Capacity	33
Eligible Capacity	55%
Eligible Cost	\$ 68,182



Water: Calculated Mosier Bluffs SDC

Cost Basis:	
Reimbursement Fee	\$ 68,182
Total Cost Basis	\$ 68,182
Growth in MCEs	18
Reimbursement Fee per MCE	\$ 3,788
Total SDC per MCE	\$ 3,788
Total SDC with Citywide SDC per MCE	\$ 7,653



Water: SDC Schedule

Citywide						
Meter	Equivalency Factor	Reimbursement Fee	Improvement Fee	Compliance Fee	Total SDC	
3/4-inch	1.00	\$ 1,960	\$ 1,754	\$ 151	\$ 3,866	
1-inch	2.50	4,900	4,386	378	9,664	
1 1/2-inch	5.00	9,800	8,772	756	19,328	
2-inch	8.00	15,680	14,035	1,209	30,924	
3-inch	16.00	31,360	28,071	2,418	61,848	
4-inch	25.00	48,999	43,861	3,778	96,638	
6-inch	50.00	97,999	87,722	7,556	193,276	
8-inch	80.00	156,798	140,355	12,089	309,242	

Mosier Bluffs							
Meter	Equivalency Factor	Reimbursement Fee	Improvement Fee	Compliance Fee	Total SDC	Total SDC with Citywide SDC	
3/4-inch	1.00	\$ 3,788	\$ -	\$ -	\$ 3,788	\$ 7,653	
1-inch	2.50	9,470	-	-	9,470	19,134	
1 1/2-inch	5.00	18,939	-	-	18,939	38,267	
2-inch	8.00	30,303	-	-	30,303	61,227	
3-inch	16.00	60,606	-	-	60,606	122,455	
4-inch	25.00	94,697	-	-	94,697	191,335	
6-inch	50.00	189,394	-	-	189,394	382,670	
8-inch	80.00	303,030	-	-	303,030	612,273	



Agenda

- **SDC Calculations**

- » Water
- » Sewer
- » Stormwater
- » Parks



Sewer: Growth

	2020	2040	Growth	Growth Share
Population	470	586	116	19.80%
EDUs	281	350	69	19.80%



Sewer: Improvement Fee Cost Basis

	Timing	Original Cost		Outside Funding	SDC Eligibility	SDC-Eligible Costs
Outfall Improvements	Unscheduled	\$ 462,000	\$ -	-	0.0%	\$ -
Aeration Basin Improvements	2022-2027	1,113,000	-	-	19.8%	220,321
Solids Handling System Improvements	2022-2027	514,000	-	-	19.8%	101,747
Asset Replacement	Unscheduled	397,000	-	-	0.0%	-
Total		\$ 2,486,000	\$ -	-		\$ 322,068

- The City may secure grant funding that would eliminate the improvement fee cost basis



Sewer: Reimbursement Fee Cost Basis

	2008 WWTP Project	Mosier Creek Bridge Pipe Crossing	Total
Original Cost	\$ 2,656,836	\$ 95,786	\$ 2,752,622
Outside Funding	340,000	-	340,000
Capacity Remaining	19.8%	19.8%	
Unadjusted Reimbursable Cost	525,927	18,961	544,888
Unreimbursable Outstanding Debt	207,337	7,825	215,162
Reimbursement Fee Cost Basis	\$ 318,590	\$ 11,136	\$ 329,726



Sewer: Calculated SDC

- Before the final calculation, the costs bases must be adjusted downwards to compensate for existing fund balance.

	With Grant Funding	Without Grant Funding
Cost Basis:		
Improvement Fee	\$ -	\$ 152,448
Reimbursement Fee	248,800	248,800
Compliance Costs	35,840	35,840
Total Cost Basis	\$ 284,640	\$ 437,088
Growth in EDUs	69	69
Improvement Fee per EDU	\$ -	\$ 2,198
Reimbursement Fee per EDU	3,587	3,587
Compliance Fee per EDU	517	517
Total SDC per EDU	\$ 4,104	\$ 6,302



Agenda

- **SDC Calculations**

- » Water
- » Sewer
- » Stormwater
- » Parks



Stormwater: Growth

	2020	Buildout	Growth
EDUs	310	583	273

- An equivalent dwelling unit (EDU) is defined to be the average impervious surface area of a single-family home – 3,500 square feet



Stormwater: Improvement Fee Cost Basis

	Timing	Original Cost	Outside Funding	SDC Eligibility	SDC-Eligible Cost
Stormwater Master Plan	2022-2027	\$ 48,750	\$ -	46.8%	\$ 22,797
Street Stormwater Retrofit & Capacity Improvements	2028-2042	836,290	334,516	46.8%	391,078
Total		\$ 885,040	\$ 334,516		\$ 413,875



Stormwater: Calculated SDC

Calculated SDC	
Cost Basis:	
Improvement Fee	\$ 372,969
Compliance Costs	35,840
Total Cost Basis	<hr/> \$ 408,809
Growth in EDUs	273
Improvement Fee per EDU	\$ 1,368
Compliance Fee per EDU	131
Total SDC per EDU	<hr/> \$ 1,499



Agenda

- **SDC Calculations**

- » Water
- » Sewer
- » Stormwater
- » Parks



Parks: Growth

- The 2019 Transportation System Plan expects that about 111 residents will arrive between 2020 and 2040
 - » Original estimates came from the Portland State University's *Coordinated Population Forecast for Wasco County, its Urban Growth Boundaries (UGB), and Area Outside UGBs 2016-2066*



Parks: Improvement Fee Cost Basis

Location	Description	Timing	Total Cost	Outside Funding	SDC Eligibility	SDC-Eligible Cost
NA	Park and Trail Master Plan	2022-2027	\$ 25,000	\$ 18,750	18.86%	\$ 4,716
Dog Walk Park Design	Tanawashee Development Landscaping/Access	2028-2032	300,000	275,000	18.86%	25,000
Rock Creek Park South	Trail, Landscaping, Parking	2022-2027	300,000	200,000	18.86%	56,587
Pocket Park	Trail Improvements (1,500 linear feet new)	2033-2042	91,200	68,400	18.86%	17,202
Pocket Park	Parking and circulation (12-20 cars plus circulation and turn around)	2033-2042	39,600	29,700	18.86%	7,469
Pocket Park	Picnic shelters	2033-2042	36,000	27,000	18.86%	6,790
Hub/Plaza Park	New bike hub and park plaza next to Mosier Center	2022-2027	979,000	870,000	18.86%	109,000
Waterfront Park	Complete trail system (1,500 - 1,750 linear feet on steep open graded side hill)	2033-2042	159,600	119,700	18.86%	30,104
Waterfront Park	Interpretive kiosks (3-5)	2033-2042	35,000	26,250	18.86%	6,602
Waterfront Park	Additional viewing platforms (2 or 3, 200-400 s.f. each)	2033-2042	9,600	7,200	18.86%	1,811
Trails	Trails through Mosier to Mosier Creek	2028-2032	152,000	114,000	18.86%	28,671
Total			\$ 2,127,000	\$ 1,756,000		\$ 293,952

- The total cost of the project list is \$2,127,000
- The total SDC-eligible cost of the project list is \$293,952



Parks: Calculated SDC

- Before the final calculation, the costs bases must be adjusted downwards to compensate for existing fund balance.

Calculated SDC	
Cost Basis:	
Improvement Fee	\$ 224,565
Compliance Costs	35,840
Total Cost Basis	\$ 260,405
Growth in Residents	111
Improvement Fee per Resident	\$ 2,032
Compliance Fee per Resident	324
Total SDC per Resident	\$ 2,356
Total SDC per Dwelling Unit	\$ 3,447

- **Staff-recommended SDC: \$1,495 per dwelling unit**

**BEFORE THE CITY COUNCIL
FOR THE CITY OF MOSIER, OREGON**

Resolution No. 2021- _____

**A Resolution Adopting Updated Methodologies for Water, Sewer,
Stormwater, and Parks System Development Charges and Establishing a
Transportation System Development Charge**

WHEREAS, the Mosier City Council under the authority of ORS 223.297 to 223.314 has adopted an ordinance providing for the establishment and collection of system development charges for the City’s water, sewer, stormwater, transportation, and parks systems, to provide equitable funding for the orderly growth and development of capital improvements in these five areas;

WHEREAS, the Mosier City Council, by resolution, may adopt changes to the methodology for calculating system development charges, and has heard presentations from City staff and consultants presenting an updated methodology calculation in a System Development Charge Update report dated August 19, 2021;

WHEREAS, pursuant to ORS 223.304(7), the methodology supporting updated system development charges was mailed to interested persons at least 90 days prior to the holding of a public hearing on November 17, 2021, and has been made available to the public at least 60 days prior to the public hearing;

WHEREAS, the Mosier City Council took public comment, has considered the updated methodology report, and finds it in the City’s best interests to adopt the updates as presented in the report and as set forth in this Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE MOSIER CITY COUNCIL:

Section 1. Adoption of Updated System Development Charge Methodology. The City Council hereby adopts the methodology report titled, “System Development Charge Update” dated August 19, 2021 (the “Updated Methodology Report”), which is attached hereto as **Exhibit A** and incorporated herein by this reference. The adoption of the Updated Methodology Report includes the adoption of all assumptions, conclusions, capital improvement project lists, and rate schedules included therein.

Section 2. Adoption of Water System Development Charges. The water system development charges fee schedule as identified in Table 7 of the Updated Methodology Report is hereby adopted.

Section 3. Adoption of Sewer System Development Charges. The sewer system development charges fee schedule as identified in Table 11 of the Updated Methodology Report is hereby adopted.

Section 4. Adoption of Stormwater System Development Charges. The stormwater system development charges fee schedule as identified in Table 13 of the Updated Methodology Report is hereby adopted.

Section 5. Adoption of Transportation System Development Charges. The transportation system development charges fee schedule as identified in Table 18 of the Updated Methodology Report is hereby adopted.

Section 6. Adoption of Parks System Development Charges. The parks system development charges fee schedule as identified in Table 20 of the Updated Methodology Report is hereby adopted.

Section 7. Effect on Previously Adopted Fees. This Resolution supersedes and replaces any and all previously adopted system development charge methodologies and fee schedules for the system development charges identified herein.

Section 8: Effective Date. The Updated Methodology Report and system development charges adopted herein shall take effect immediately on the date of adoption of this Resolution, and shall remain in effect unless superseded or repealed by action of the City Council.

INTRODUCED AND ADOPTED this 17th day of November 2021, by the Mosier City Council:

By: _____ Title: _____

Attest: By: _____ Title: _____

City of Mosier

SYSTEM DEVELOPMENT CHARGE UPDATE

Draft Report
August 19, 2021

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Section I. INTRODUCTION

This section describes the project scope and policy context upon which the body of this report is based.

I.A. PROJECT

The City of Mosier (City) provides a variety of services to its residences, including water, sewer, stormwater, parks, and transportation. The City imposes system development charges (SDCs) to recover eligible infrastructure costs and provide partial funding for the capital needs of four of these five different systems; it does not currently charge a transportation SDC. The existing SDCs are charged to all new developments within the City's boundaries. For a typical single-family home, the current SDCs are \$4,499 for water, \$5,718 for sewer, \$931 for stormwater, and \$1,495 for parks.

In 2019, the City engaged FCS GROUP to update the water system development charge. In 2021, the City engaged FCS GROUP to update its sewer, stormwater, and parks SDCs, as well as to calculate a new transportation SDC. Below is a table summarizing the current total SDC for a single-family residence, as well as the proposed total SDC and the statewide average.

Table 1: Comparison for the Total SDC for a Single-Family Residence

	Total SDC
Mosier (Proposed)	\$ 17,822
Statewide Average	13,135
Mosier (Current)	12,643

Source: League of Oregon Cities, 2020 System Development Charges Survey Report (table 11)

I.B. POLICY

SDCs are enabled by state statute, authorized by local ordinance, and constrained by the United States Constitution.

I.B.1. State Statute

Oregon Revised Statutes (ORS) 223.297 to 223.314 enable local governments to establish SDCs, which are one-time fees on development that are paid at the time of development or redevelopment

that creates additional demand for a city's facilities. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future users (i.e., growth).

ORS 223.299 defines two types of SDC:

- A reimbursement fee that is designed to recover “costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists”
- An improvement fee that is designed to recover “costs associated with capital improvements to be constructed”

ORS 223.304(1) states, in part, that a reimbursement fee must be based on “the value of unused capacity available to future system users or the cost of existing facilities” and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must “promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.” A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged (whether cash-financed or debt-financed).

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or that do not otherwise increase capacity for future users may not be included in the improvement fee calculation. An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged (whether cash-financed or debt-financed).

In addition to the reimbursement and improvement fees, ORS 223.307(5) states, in part, that “system development charge revenues may be expended on the costs of complying” with state statutes concerning SDCs, including “the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.”

I.B.2. Local Ordinance

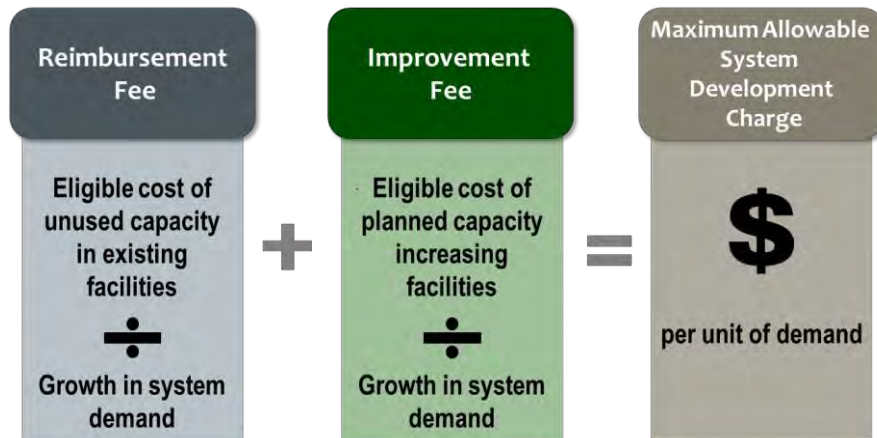
The City's code (chapter 3.05) authorizes and governs the imposition and expenditure of SDCs in the City.

I.B.3. United States Constitution

The United States Supreme Court has determined that SDCs, impact fees, or other exactions that comply with state and/or local law may still violate the United States Constitution if they are not proportionate to the impact of the development. The SDCs calculated in this report are designed to meet all constitutional and statutory requirements.

I.C. SDC BACKGROUND

In general, SDCs are calculated by adding a reimbursement fee component (if applicable) and an improvement fee component—both with potential adjustments. Each component is calculated by dividing the eligible cost by growth in units of demand. The unit of demand becomes the basis of the charge. Below is an illustration of this calculation:



The inputs used for calculating each component of an SDC are unique to each service. Our primary concern is that the growth in the denominator matches the growth assumed in the development of the project list. This may lead to growth or other assumptions differing among services.

The calculations for all five SDCs (water, sewer, stormwater, parks, and transportation) are detailed in the following sections.

Section II. WATER SDC

This section provides the detailed calculations of the maximum allowable water SDC.

II.A. GROWTH

The calculation of projected growth begins with defining the units by which current and future demand will be measured. Then, using the best available data, we quantify the current level of demand and estimate a future level of demand. The difference between the current level and the future level is the growth in demand that will serve as the denominator in the SDC calculations.

II.A.1. Unit of Measurement

A good unit of measurement allows an agency to quantify the incremental demand of development or redevelopment that creates additional demand for water facilities. A great unit of measurement allows an agency to distinguish different levels of demand added by different kinds of development or redevelopment.

For water SDCs, the meter size necessary for a development is broadly used as a measure of its potential water demand. In order to compare meters and calculate the total demand of the system, meters are often compared by their flow rates and measured by their resulting meter capacity equivalents (MCEs). In this system, the smallest meter employed by the City has one MCE, and every larger meter has a larger number of MCEs based on their relative flow rates.

Currently, the City charges its water SDC using the MCE method. Flow rates are based on the American Water Work Association's (AWWA) flow rates assuming a 5/8" meter base. This method is also used for this water SDC calculation.

II.A.2. Growth in Demand

The City had 270 MCEs and 310 equivalent residential units of water demand (ERUs) as of 2020. According to the water system master plan, the water system will have 583 ERUs at buildout. If MCEs grow at the same rate as population, there will be 507 MCEs at buildout, which means there will be a growth of 237 MCEs.

These calculations are summarized in **Table 2** below. The growth of 237 MCEs will be the denominator for the SDC calculation.

Table 2: Growth in MCEs for the Water SDC Calculation

	2020	Buildout	Growth
ERUs	310	583	273
Meter Equivalents	270	507	237

Source: City staff, 2016 Water System Plan

On occasion, a city will separate out SDC cost bases for different locations. In the City’s case, a separate improvement fee has been charged to new developments in the Mosier Bluffs area to capture the cost for a storage tank that only benefits that area. Mosier Bluffs is expected to add 18 MCEs between now and buildout, which will be important to recall when calculating the reimbursement fee for that area.

II.B. IMPROVEMENT FEE

An improvement fee is the eligible cost of planned projects per unit of growth that such projects will serve. Since we have already calculated growth (denominator) above, we will focus here on the improvement fee cost basis (numerator).

II.B.1. Eligibility

A project’s eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users. Where possible, specific details about a project can provide an eligibility percentage.

The eligibility percentages for projects on the water SDC list were taken from the 2016 Water System Plan. Specifically, the eligibility for the 3rd Ave. Steel Pipeline Replacement Project was taken from Section 6.5 of that plan, and the eligibility for the Well No. 5 Project was taken from Worksheet 5-1.

II.B.2. Improvement Fee Cost Basis

Table 3 below shows all the projects in the water system improvement fee cost basis. The eligibility for each project is shown in the SDC Eligibility column, and the SDC-Eligible Costs column shows that full amount of the improvement fee cost basis is \$556,658.

Table 3: Water SDC Improvement Fee Cost Basis

Project	Timing	Total Cost	Outside Funding	SDC Eligibility	SDC-Eligible Costs
3rd Ave. Steel Pipeline Replacement	2029	\$ 80,839	\$ -	0.0%	\$ -
Well No. 5 Including Telemetry	2021	1,199,806	479,923	46.4%	556,658
Total		\$ 1,280,645	\$ 479,923		\$ 556,658

Source: City staff, 2016 Water System Plan Section 6.5 and Worksheet 5-1

II.C. REIMBURSEMENT FEE

A reimbursement fee is the eligible cost of the water system facilities available for future users per unit of growth that such facilities will serve. Since growth was calculated above, we will focus on the eligible cost of the water facilities available for future users. That is, we will focus on the cost of reimbursable water system facilities.

On occasion, a city will separate out SDC cost bases for different locations. In the City’s case, a separate improvement fee has been charged to new developments in the Mosier Bluffs area to capture the cost for a storage tank that only benefits Mosier Bluffs. As that tank is now completed, there is

reimbursable capacity for inclusion in a reimbursement fee. But, since that facility only benefits developments in Mosier Bluffs, the reimbursement fee can only be charged in that area.

However, there are some facilities that benefit the entire city that are eligible for inclusion in a reimbursement fee, which will be discussed first.

II.C.1. Reimbursement Fee Cost Basis for Citywide Facilities

According to the City, there are three water system facilities with capacity for future users. For two of these facilities, Well No. 4 (and distribution system) and Offsite Improvements for Tank No. 4, the original cost is shown in the first row of **Table 4** below. According to the 2016 Water System Plan, there is capacity remaining for these citywide assets and it is shown in the second row of the table below. Multiplying the first and the second rows results in the unadjusted reimbursable cost of both facilities shown in the third row. Because new developments will pay for outstanding debt in their water rates, outstanding debt must be removed from the cost basis to the extent that the debt provided capacity for those users. That amount is shown in row four below. After subtracting that amount from the unadjusted reimbursable costs, the reimbursable amount for those assets is shown in row five.

In addition, the City recently spent SDC improvement fees on the Eastside Booster Pump Station (BPS). Because SDC improvement fees can only be spent on facilities that provide capacity for future users, the amount spent can be included in the SDC. That \$70,000 amount is shown in row six of **Table 4**. The final reimbursement fee cost basis is \$464,849, as shown in the table's final row.

Table 4: Reimbursement Fee Cost Basis Citywide Water System Facilities

	Well No. 4 and Distribution System	Tank No. 4 Offsite Improvements	Total
1 Original Cost	\$ 1,587,369	116,408	\$ 1,703,777
2 Capacity Remaining*	46.4%	46.8%	
3 Unadjusted Reimbursable Cost	\$ 736,471	\$ 54,436	\$ 790,907
4 Un-reimbursable Outstanding Debt	396,058	-	396,058
5 Adjusted Reimbursable Cost	\$ 340,413	\$ 54,436	\$ 394,849
6 Reimbursable Cost for Eastside BPS			70,000
7 Reimbursement Fee Cost Basis			\$ 464,849

Source: City staff, 2016 Water System Plan Worksheet 5-1

*Total capacity taken from Worksheet 5-1 of the 2016 Water System Plan

II.C.2. Reimbursement Fee Cost Basis Mosier Bluffs Facilities

In addition to the reimbursement fee cost basis calculated in the previous section, a small amount of reimbursable cost exists for Storage Tank No. 4, a storage tank designed to specifically benefit the residents of Mosier Bluffs. According to the City, the original cost of the tank was \$125,000. In addition, in 2020 there were 18 available ERUs in Mosier Bluffs, out of a total capacity of 33. This means that 54.55 percent of Storage Tank No. 4 is available for future users, or \$68,182 of the original cost. Because there are no other adjustments to be made, that is also the total reimbursable amount for Storage Tank No. 4.

II.D. CALCULATED SDC

The section applies some adjustments to the improvement and reimbursement fee cost bases, and then divides that by the expected growth. This is done for both the citywide facilities and for the facilities local to Mosier Bluffs. The result is a total SDC per MCE for both citywide and Mosier Bluffs developments, which can then be applied to each meter size using the City’s flow factors.

II.D.1. Adjustments

No adjustments for outstanding reimbursement fee fund balance are necessary because the City currently charges only an improvement fee. However, the City estimates that \$140,558 should be removed from the improvement fee cost basis to account for outstanding fund balance. In addition, \$35,840 should be added to the cost basis to collect the compliance costs allowed by statute.

No adjustments are necessary for the Mosier Bluffs reimbursement fee.

II.D.2. Calculated SDC

Table 5 below summarizes the calculation of the citywide water SDC. As shown, the maximum allowable SDC is \$3,866 per MCE.

Table 5: Calculated Water SDC

Cost Basis:	
Improvement Fee	\$ 416,100
Reimbursement Fee	464,849
Compliance Costs	35,840
Total Cost Basis	\$ 916,790
Growth in MCEs	237
Improvement Fee per MCE	\$ 1,754
Reimbursement Fee per MCE	1,960
Compliance Fee per MCE	151
Total SDC per MCE	\$ 3,866

Source: City staff, previous tables.

In addition, **Table 6** shows the calculated SDC for the Mosier Bluffs area. This SDC is only to be charged in the Mosier Bluffs area. However, because Mosier Bluffs also benefits from the citywide facilities, new developments in the Mosier Bluffs area should also be charged the calculated SDC shown in **Table 5**.

Table 6: Calculated Water SDC for the Mosier Bluffs Area

Cost Basis:	
Reimbursement Fee	\$ 68,182
Total Cost Basis	\$ 68,182
Growth in MCEs	18
Reimbursement Fee per MCE	\$ 3,788
Total SDC per MCE	\$ 3,788

Source: City staff, previous tables.

Table 7 below shows the full water SDC fee schedule and the additive Mosier Bluffs charge.

Table 7: Water SDC Fee Schedule

Citywide							
Meter	Equivalency Factor	Reimbursement Fee	Improvement Fee	Compliance Fee	Total SDC		
3/4-inch	1.00	\$ 1,960	\$ 1,754	\$ 151	\$ 3,866		
1-inch	2.50	4,900	4,386	378	9,664		
1 1/2-inch	5.00	9,800	8,772	756	19,328		
2-inch	8.00	15,680	14,035	1,209	30,924		
3-inch	16.00	31,360	28,071	2,418	61,848		
4-inch	25.00	48,999	43,861	3,778	96,638		
6-inch	50.00	97,999	87,722	7,556	193,276		
8-inch	80.00	156,798	140,355	12,089	309,242		

Mosier Bluffs							
Meter	Equivalency Factor	Reimbursement Fee	Improvement Fee	Compliance Fee	Total SDC		
3/4-inch	1.00	\$ 3,788	\$ -	\$ -	\$ 3,788		
1-inch	2.50	9,470	-	-	9,470		
1 1/2-inch	5.00	18,939	-	-	18,939		
2-inch	8.00	30,303	-	-	30,303		
3-inch	16.00	60,606	-	-	60,606		
4-inch	25.00	94,697	-	-	94,697		
6-inch	50.00	189,394	-	-	189,394		
8-inch	80.00	303,030	-	-	303,030		

Section III. SEWER SDC

This section provides the detailed calculations of the maximum allowable sewer SDC.

III.A. GROWTH

The calculation of projected growth begins with defining the units by which current and future demand will be measured. Then, using the best available data, we quantify the current level of demand and estimate a future level of demand. The difference between the current level and the future level is the growth in demand that will serve as the denominator in the SDC calculations.

III.A.1. Unit of Measurement

As stated previously, a good unit of measurement allows an agency to quantify the incremental demand of development or redevelopment that creates additional demand for sewer facilities. A great unit of measurement allows an agency to distinguish different levels of demand added by different kinds of development or redevelopment.

For sewer SDCs, the gallons of water needed per day is the most important measure of demand. To compare different developments and calculate the total demand of the system, the demand of a development is often measured by its estimated daily demand as expressed in equivalent dwelling units (EDUs), where one EDU represents the average daily demand of a single-family residential dwelling unit in the city.

The 2020 Wastewater Facilities Plan Amendment defines an EDU as the average load of one single-family dwelling, and Table 2-3 of that plan provides an outline of the EDUs for other development types. In addition, the plan provides an estimate of the growth in EDUs, which will be the unit of measurement for the sewer SDC.

III.A.2. Growth in Demand

The City had 281 EDUs in 2020. According to the sewer system master plan, the population at the time was 470, and will increase to 586 by 2040. If EDUs grow at the same rate as population, there will be 350 EDUs in 2040, which means there will be a growth of 69 EDUs. The growth share, or the percentage of EDUs in 2040 that will arrive between 2020 and 2040, is 19.80 percent.

These calculations are summarized in **Table 8** below. The growth of 69 MCEs will be the denominator for the SDC calculation, and the growth share of 19.80 percent will be useful when calculating the eligibility of selected projects on the project list.

Table 8: Growth in EDUs for the Sewer SDC Calculation

	2020	2040	Growth	Growth Share
Population	470	586	116	19.80%
EDUs	281	350	69	19.80%

Source: 2020 Wastewater Facility Plan Amendment, Table 2-2.
Assumes 1.67 people per EDU.

III.B. IMPROVEMENT FEE

An improvement fee is the eligible cost of planned projects per unit of growth that such projects will serve. Since we have already calculated growth (denominator) above, we will focus here on the improvement fee cost basis (numerator).

III.B.1. Eligibility

A project’s eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users. Where possible, specific details about a project can provide an eligibility percentage. However, when this is not possible, projects can still be sorted into three broad categories.

The first category is for projects that do not provide capacity for future users. Such projects may be purely replacement projects, or they may be solving a deficiency in the sewer system. Projects in this category are zero percent eligible. The second category is for projects that are purely for future users, such as when new pipe is laid to provide for a new development. These projects are 100 percent eligible. Finally, projects that provide capacity that will be roughly equally shared between current and future users are eligible at the growth share percentage discussed in **Section III.A** or 19.8 percent.

Projects for consideration in the improvement fee cost basis were all sorted into these three categories.

III.B.2. Improvement Fee Cost Basis

Projects in the improvement fee cost basis were provided by the City’s 2020 Wastewater Facility Plan Amendment. Each project was sorted into one of the three categories discussed above based on the descriptions provided in the plan and discussions with staff.

Table 9: Sewer SDC Improvement Fee Cost Basis below shows all the projects in the sewer system improvement fee cost basis. The eligibility for each project is shown in the SDC Eligibility column, and the SDC Eligible Costs column shows that full amount of the improvement fee cost basis is \$322,068.

Table 9: Sewer SDC Improvement Fee Cost Basis

	Timing	Original Cost	Outside Funding	SDC Eligibility	SDC-Eligible Costs
Outfall Improvements	Unscheduled	\$ 462,000	\$ -	0.0%	\$ -
Aeration Basin Improvements	2022-2027	1,113,000	-	19.8%	220,321
Solids Handling System Improvements	2022-2027	514,000	-	19.8%	101,747
Asset Replacement	Unscheduled	397,000	-	0.0%	-
Total		\$ 2,486,000	\$ -		\$ 322,068

Source: 2020 Wastewater Facility Plan Amendment, Table 7-12

It is important to note that the City recently received notice that they will be receiving a large grant for the sewer system. As a result, it is possible the projects outlined above could be entirely funded by outside sources. If that is the case, the SDC-eligible costs would be eliminated. Two scenarios are listed in the final sewer SDC calculation to provide the City the means to adjust to either situation.

III.C. REIMBURSEMENT FEE

A reimbursement fee is the eligible cost of the sewer facilities available for future users per unit of growth that such facilities will serve. Since growth was calculated above, we will focus on the eligible cost of the sewer facilities available for future users. That is, we will focus on the cost of reimbursable sewer facilities.

III.C.1. Reimbursement Fee Cost Basis

The City has two primary sewer facilities with available capacity, as shown in **Table 10** below. The original cost for these facilities is shown in the first row. There was some outside funding for the 2008 wastewater treatment plant project, which is shown in row two below. Because these assets were sized to accommodate all growth through 2040, the growth share calculated in **Section III.A** represents the capacity remaining for these assets, as shown in row three. The fourth row shows the unadjusted reimburseable costs, after removing outside funding to the extent that it provided capacity for future growth. The outstanding debt allocated to growth is shown in row five, and the reimbursement fee cost basis is shown in the final row.

Table 10: Reimbursement Fee Cost Basis for the Sewer SDC

	2008 WWTP Project	Mosier Creek Bridge Pipe Crossing	Total
Original Cost	\$ 2,656,836	\$ 95,786	\$ 2,752,622
Outside Funding	340,000	-	340,000
Capacity Remaining	19.8%	19.8%	
Unadjusted Reimbursable Cost	525,927	18,961	544,888
Unreimbursable Outstanding Debt	207,337	7,825	215,162
Reimbursement Fee Cost Basis	\$ 318,590	\$ 11,136	\$ 329,726

Source: City staff, previous tables

III.D. CALCULATED SDC

This section combines the eligible costs from the improvement fee cost basis and the reimbursement fee cost basis and applies some adjustments. The result is a total SDC per EDU, which can then be applied to each new development based on the City’s estimates of its EDUs.

III.D.1. Adjustments

To adjust for outstanding fund balance, \$169,620 must be removed from the improvement fee cost basis, and \$13,622 must be removed from the reimbursement fee cost basis. In addition, \$35,840 should be added to the cost basis to collect the compliance costs allowed by statute.

III.D.2. Calculated SDC

Table 11 below summarizes the calculation of the sewer SDC. As discussed in **Section III.B.2**, two scenarios are shown depending on whether the City receives grant funding for the construction of its sewer projects. If the City receives grant funding, the maximum allowable sewer SDC is \$4,104 per EDU. If the City doesn’t receive the funding, the maximum allowable sewer SDC is \$6,302 per EDU.

Table 11: Calculated Sewer SDC

	With Grant Funding	Without Grant Funding
Cost Basis:		
Improvement Fee	\$ -	\$ 152,448
Reimbursement Fee	248,800	248,800
Compliance Costs	35,840	35,840
Total Cost Basis	\$ 284,640	\$ 437,088
Growth in EDUs	69	69
Improvement Fee per EDU	\$ -	\$ 2,198
Reimbursement Fee per EDU	3,587	3,587
Compliance Fee per EDU	517	517
Total SDC per EDU	\$ 4,104	\$ 6,302

Source: City staff, previous tables

Section IV. STORMWATER SDC

This section provides the detailed calculations of the maximum allowable stormwater SDC.

IV.A. GROWTH

The calculation of projected growth begins with defining the units by which current and future demand will be measured. Then, using the best available data, we quantify the current level of demand and estimate a future level of demand. The difference between the current level and the future level is the growth in demand that will serve as the denominator in the SDC calculations.

IV.A.1. Unit of Measurement

As stated previously, a good unit of measurement allows an agency to quantify the incremental demand of development or redevelopment that creates additional demand for stormwater facilities. A great unit of measurement allows an agency to distinguish different levels of demand added by different kinds of development or redevelopment.

For stormwater SDCs, the added impervious surface area of a development is the most often used measurement of its stormwater system demand. However, if the City lacks information on the impervious surface area of developments in the City, it may resort to other, less common methods of estimating stormwater demand. In the City's case, the number of residents added by a development has formed its basis for charging the stormwater SDC. The number of residents is measured using equivalent dwelling units (EDUs).

As the 2016 Water System Plan provides an estimate of the growth in EDUs until buildout, EDUs will be the unit of measurement for the stormwater SDC.

IV.A.2. Growth in Demand

The City had 310 EDUs in 2020. According to the water system master plan, that number will grow to 583 by buildout. That means the growth in EDUs over the planning period is 273. The growth share, or the percentage of EDUs at buildout that will arrive between 2020 and buildout, is 46.8 percent.

These calculations are summarized in **Table 2** in **Section II.A.2**. The growth of 273 EDUs will be the denominator for the SDC calculation, and the growth share of 46.8 percent will be useful when calculating the eligibility of selected projects on the project list.

IV.B. IMPROVEMENT FEE

An improvement fee is the eligible cost of planned projects per unit of growth that such projects will serve. Since we have already calculated growth (denominator) above, we will focus here on the improvement fee cost basis (numerator).

IV.B.1. Eligibility

A project’s eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users. Where possible, specific details about a project can provide an eligibility percentage. However, when this is not possible, projects can still be sorted into three broad categories.

The first category is for projects that do not provide capacity for future users. Such projects may be purely replacement projects, or they may be solving a deficiency in the stormwater system. Projects in this category are zero percent eligible. The second category is for projects that are purely for future users, such as when new pipe is laid to provide for a new development. These projects are 100 percent eligible. Finally, projects that provide capacity that will be roughly equally shared between current and future users are eligible at the growth share percentage discussed in **Section III.AIV.A** or 46.8 percent.

Projects for consideration in the improvement fee cost basis were all sorted into these three categories.

IV.B.2. Improvement Fee Cost Basis

Projects in the improvement fee cost basis were provided by City staff. Each project was sorted into one of the three categories discussed above based on the descriptions provided.

Table 12 below shows all the projects in the stormwater system improvement fee cost basis along with the cost for those projects. Outside funding is shown in the next column. The eligibility for each project is shown in the SDC Eligibility column. The SDC-Eligible Cost column shows that the full amount of the improvement fee cost basis is \$413,875.

Table 12: Stormwater SDC Improvement Fee Cost Basis

	Timing	Original Cost	Outside Funding	SDC Eligibility	SDC-Eligible Cost
Stormwater Master Plan	2022-2027	\$ 48,750	\$ -	46.8%	\$ 22,797
Street Stormwater Retrofit & Capacity Improvements	2028-2042	836,290	334,516	46.8%	391,078
	Total	\$ 885,040	\$ 334,516		\$ 413,875

Source: City staff

IV.C. CALCULATED SDC

The City does not find any available capacity in its stormwater system, and so only an improvement fee is appropriate for inclusion in its stormwater SDC.

The remainder of this section makes some adjustments to the improvement cost basis and then calculates a final SDC. The result is a total SDC per EDU, which can then be applied to each new development based on the City’s estimates of its EDUs.

IV.C.1. Adjustments

To adjust for outstanding fund balance, \$40,907 must be removed from the improvement fee cost basis. In addition, \$35,840 should be added to the cost basis to collect the compliance costs allowed by statute.

IV.C.2. Calculated SDC

Table 13 below summarizes the calculation of the stormwater SDC. As shown, the maximum allowable SDC per EDU is \$1,499.

Table 13: Calculated Stormwater SDC

Calculated SDC	
Cost Basis:	
Improvement Fee	\$ 372,969
Compliance Costs	35,840
Total Cost Basis	\$ 408,809
Growth in EDUs	273
Improvement Fee per EDU	\$ 1,368
Compliance Fee per EDU	131
Total SDC per EDU	\$ 1,499

Source: City staff, previous tables

To charge the stormwater SDC to a non-residential development, the City should use the average impervious surface area of a single-family residence to represent one EDU, and then measure the impervious surface area of the development in terms of EDUs.

Section V. TRANSPORTATION SDC

This section provides the detailed calculations of the maximum allowable transportation SDC.

V.A. GROWTH

The calculation of projected growth begins with defining the units by which current and future demand will be measured. Then, using the best available data, we quantify the current level of demand and estimate a future level of demand. The difference between the current level and the future level is the growth in demand that will serve as the denominator in the SDC calculations.

V.A.1. Unit of Measurement

Once again, a good unit of measurement allows an agency to quantify the incremental demand of development or redevelopment that creates additional demand for transportation facilities. A great unit of measurement allows an agency to distinguish different levels of demand added by different kinds of development or redevelopment.

For transportation SDCs, a common unit of growth is the PM peak hour person trip end. A PM peak hour person trip end represents one person departing or arriving at a particular property during the peak travel time of the afternoon by any means. For example, a vehicle with three passengers arriving at a property would generate three person trip ends, and a bike with one passenger would generate one trip end.

V.A.2. Growth in Demand

The City recently finished its transportation system plan (TSP). However, estimating person trip ends was not a part of its planning process. To estimate person trip ends, FCS GROUP contacted the Oregon Department of Transportation (ODOT) to access their *Oregon Small Urban Models* (OSUM). Through coordination with ODOT and use of their OSUM model for The Dalles (a comparable city to Mosier), PM peak hour vehicle trip ends were calculated for Mosier as of 2019. Then, using the *National Household Travel Survey* for 2017 conducted by the U.S. Department of Transportation, the PM peak hour vehicle trip end total was converted to person trip ends. Finally, using population estimates from the TSP, the growth in PM peak hour person trip ends was calculated.

These numbers are summarized in **Table 14** below. The growth of 87 PM peak hour person trip ends will be the denominator for the SDC calculation, and the growth share of 18.86 percent will be useful when calculating the eligibility of selected projects on the project list.

Table 14: Growth in PM Peak Hour Person Trip Ends for the Transportation SDC

	2019	2020	2040	Growth	Growth Share
Population	455	475	586	111	18.86%
PM Peak Hour Vehicle Trip Ends	213	223	275	52	18.86%
PM Peak Hour Person Trip Ends	359	375	463	87	18.86%

Source: FCS GROUP, Oregon Department of Transportation, and US Census Bureau, 2019 ACS 5-Year Estimates (2019 trip ends and population); City staff (population estimates); U.S. Department of Transportation, 2017 National Household Travel Survey (person trip conversion factor of 1.68).

V.B. IMPROVEMENT FEE

An improvement fee is the eligible cost of planned projects per unit of growth that such projects will serve. Since we have already calculated growth (denominator) above, we will focus here on the improvement fee cost basis (numerator).

V.B.1. Eligibility

A project’s eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users. Where possible, specific details about a project can provide an eligibility percentage. However, when this is not possible, projects can still be sorted into three broad categories.

The first category is for projects that do not provide capacity for future users. Such projects may be purely replacement projects, or they may be solving a deficiency in the transportation system. Projects in this category are zero percent eligible. The second category is for projects that are purely for future users, such as when new road is laid to provide for a new development. These projects are 100 percent eligible. Finally, projects that provide capacity that will be roughly equally shared between current and future users are eligible at the growth share percentage discussed in **Section V.A**, or 18.86 percent.

Projects for consideration in the improvement fee cost basis were all sorted into these three categories.

V.B.2. Improvement Fee Cost Basis

Projects in the improvement fee cost basis were taken from the City’s 2019 Transportation System Plan. More detailed descriptions of each project are provided there.

Table 15: Transportation SDC Improvement Fee Cost Basis below shows all the projects in the transportation system improvement fee cost basis. The outside funding percentage is shown in the Outside Funding (%) column. The eligibility for each project is shown in the SDC Eligibility column, and the SDC-Eligible Cost column shows that full amount of the improvement fee cost basis is \$200,530. Note that this column is calculated by first removing outside funding from the total cost of each project, and then multiplying that cost by the eligibility shown in the SDC Eligibility column.

Table 15: Transportation SDC Improvement Fee Cost Basis

Project ID	Priority	Timing	Total Cost	Outside		SDC-Eligible
				Funding (%)	SDC Eligibility	Cost
A01-A03	Medium	2033-2042	691,500	75%	19%	32,608
B01.A	High	Unscheduled	124,000	0%	0%	-
B01.B	High	Unscheduled	800	0%	0%	-
Bo1.C	High	Unscheduled	800	0%	0%	-
B02	Low	Unscheduled	16,500	0%	0%	-
B03	Low	Unscheduled	16,500	0%	0%	-
B04	High	Unscheduled	84,000	0%	0%	-
B05.A	High	Unscheduled	16,500	0%	0%	-
B05.B	Low	Unscheduled	248,000	0%	0%	-
B05.C	High	Unscheduled	107,000	0%	0%	-
B05.D	High	Unscheduled	42,000	0%	0%	-
B06.A	High	Unscheduled	49,500	0%	0%	-
B06.B	High	Unscheduled	1,500	0%	0%	-
B07	High	Unscheduled	32,000	0%	0%	-
B08.A	High	Unscheduled	49,500	0%	0%	-
B08.B	High	Unscheduled	1,500	0%	0%	-
B09.A	High	Unscheduled	49,500	0%	0%	-
B09.B	High	Unscheduled	1,500	0%	0%	-
B10	High	Unscheduled	83,000	0%	0%	-
B11.A	High	Unscheduled	8,300	0%	0%	-
B11.B	High	Unscheduled	1,500	0%	0%	-
B11.C	High	Unscheduled	4,500	0%	0%	-
B11.D	High	Unscheduled	495,000	0%	0%	-
B11.E	Medium	Unscheduled	N/A	0%	0%	-
B12	Low	Unscheduled	6,600	0%	0%	-
B13	Medium	2028-2032	38,000	0%	19%	7,168
B14.A	Medium	2028-2032	165,000	75%	19%	7,781
B14.B	Medium	Unscheduled	62,000	0%	0%	-
B15	Medium	2028-2032	38,000	0%	19%	7,168
C01	Medium	Unscheduled	29,700	0%	0%	-
C02	Medium	2028-2032	231,000	75%	19%	10,893
C03	High	Unscheduled	6,600	0%	0%	-
C04.A	Medium	Unscheduled	3,300	0%	0%	-
C04.B	Medium	Unscheduled	1,500	0%	0%	-
Co4.C	High	2022-2027	1,155,000	90%	19%	21,786
C05.A	High	Unscheduled	3,300	0%	0%	-
C05.B	High	Unscheduled	6,600	0%	0%	-
C05.C	Medium	Unscheduled	8,300	0%	0%	-
D01	Low	Unscheduled	396,000	0%	0%	-
D02	Low	Unscheduled	50,000	0%	0%	-
Do3	Low	Unscheduled	6,600	0%	0%	-
E01.A	High	2022-2027	40,000	0%	19%	7,545
E01.B	Medium	2028-2032	106,000	0%	19%	19,994
E01.C	Medium	Unscheduled	206,000	0%	0%	-
E01.D	Medium	Unscheduled	990,000	0%	0%	-
E02.A	High	Unscheduled	1,200	0%	0%	-
E02.B	High	Unscheduled	500	0%	0%	-
E03	High	Unscheduled	9,100	0%	0%	-
E04.A	High	Unscheduled	4,100	0%	0%	-
E04.B	High	Unscheduled	2,500	0%	0%	-
E04.C	Medium	2033-2042	1,815,000	75%	19%	85,588
Total			\$ 7,506,800			\$ 200,530

Source: City staff, 2019 Transportation System Plan.

V.C. CALCULATED SDC

There is no capital investment in the City’s existing streets system eligible for reimbursement. In the absence of reimbursable capacity, the improvement fee cost basis is the only basis needed for finishing the transportation SDC calculation.

The remainder of this section applies some adjustments to the improvement fee cost basis, and then divides that by the expected growth. The result is a total SDC per PM peak hour person trip end, which can then be applied to each land use using *Trip Generation*, 10th edition, published by the Institute of Transportation Engineers.

V.C.1. Adjustments

No adjustments for outstanding improvement fee fund balance are necessary because the City does not currently charge a transportation SDC. However, the City estimates that \$35,840 should be added to the cost basis to collect the compliance costs allowed by statute.

V.C.2. Calculated SDC

Table 16 below summarizes the calculation of the transportation SDC. As shown, the full SDC is \$2,708 per PM peak hour person trip end.

Table 16: Calculated Transportation SDC

Cost Basis:	
Improvement Fee	\$ 200,530
Compliance Costs	35,840
Total Cost Basis	\$ 236,370
Growth in PM Peak Hour Person Trip Ends	87
Improvement Fee per PM Peak Hour Person Trip End	\$ 2,297
Compliance Fee per PM Peak Hour Person Trip End	411
Total SDC per PM Peak Hour Person Trip End	\$ 2,708

Source: City staff, previous tables

Table 17: Transportation SDC

Fee Schedule for Selected Residential Land Uses

	ITE		PM Peak	New Trip	Person Trip	New PM	Transportation SDC
	Code	Unit of Measure	Hour Vehicle Trip Ends	Conversion Factor	Conversion Factor	Peak Hour Person Trip Ends	
	Single-Family Detached Housing	210	Dwelling Units	0.99	1.00	1.68	
Multifamily Housing (Low-Rise)	220	Dwelling Units	0.56	1.00	0.95	0.53 \$	1,435
Multifamily Housing (Mid-Rise)	221	Dwelling Units	0.44	1.00	1.18	0.52 \$	1,408
Mobile Home Park	240	Dwelling Units	0.46	1.00	1.68	0.77 \$	2,097

Source : ITE, *Trip Generation Manual*, 10th edition; U.S. Department of Transportation, 2017 National Household Travel Survey (person trip conversion factor of 1.68). Abbreviations: ITE = Institute of Transportation Engineers.

Table 18 Table 17 below shows the transportation SDC schedule for select land uses. The full schedule is provided in **Table 18: Full Transportation SDC Fee Schedule**. Questions about individual land uses should be addressed by consulting the latest edition of the *Trip Generation*, published by the Institute of Transportation Engineers. Please note that the PM peak hour person trip ends are adjusted from the vehicle trip data provided in the manual.

Table 17: Transportation SDC Fee Schedule for Selected Residential Land Uses

	ITE		PM Peak			New PM		Transportation SDC	
			Code	Unit of Measure	Hour	New Trip	Person Trip		Peak Hour
					Vehicle Trip Ends	Conversion Factor	Conversion Factor		Person Trip Ends
Single-Family Detached Housing	210	Dwelling Units	0.99	1.00	1.68	1.67	\$ 4,514		
Multifamily Housing (Low-Rise)	220	Dwelling Units	0.56	1.00	0.95	0.53	\$ 1,435		
Multifamily Housing (Mid-Rise)	221	Dwelling Units	0.44	1.00	1.18	0.52	\$ 1,408		
Mobile Home Park	240	Dwelling Units	0.46	1.00	1.68	0.77	\$ 2,097		

Source : ITE, Trip Generation Manual, 10th edition; U.S. Department of Transportation, 2017 National Household Travel Survey (person trip conversion factor of 1.68). Abbreviations: ITE = Institute of Transportation Engineers.

Table 18: Full Transportation SDC Fee Schedule

Land Use	ITE		PM Peak			New PM		Transportation SDC	
			Code	Unit of Measure	Hour	New Trip	Person Trip		Peak Hour
					Vehicle Trip Ends	Conversion Factor	Conversion Factor		Person Trip Ends
General Light Industrial	110	1,000 SFGFA	0.63	1.00	1.68	1.06	\$ 2,873		
Industrial Park	130	1,000 SFGFA	0.40	1.00	1.68	0.67	\$ 1,824		
Manufacturing	140	1,000 SFGFA	0.67	1.00	1.68	1.13	\$ 3,055		
Warehousing	150	1,000 SFGFA	0.19	1.00	1.68	0.32	\$ 866		
Mini-Warehouse	151	1,000 SFGFA	0.17	1.00	1.68	0.29	\$ 775		
Utility	170	1,000 SFGFA	2.27	1.00	1.68	3.82	\$ 10,351		
Specialty Trade Contractor	180	1,000 SFGFA	1.97	1.00	1.68	3.32	\$ 8,983		
Single-Family Detached Housing	210	Dwelling Units	0.99	1.00	1.68	1.67	\$ 4,514		
Multifamily Housing (Low-Rise)	220	Dwelling Units	0.56	1.00	0.95	0.53	\$ 1,435		
Multifamily Housing (Mid-Rise)	221	Dwelling Units	0.44	1.00	1.18	0.52	\$ 1,408		
Mid-Rise Residential with 1st-Floor Commercial	231	Occupied Dwelling Unit	0.37	1.00	5.14	1.90	\$ 5,145		
Mobile Home Park	240	Dwelling Units	0.46	1.00	1.68	0.77	\$ 2,097		
Senior Adult Housing - Detached	251	Dwelling Units	0.30	1.00	1.68	0.51	\$ 1,368		
Senior Adult Housing - Attached	252	Dwelling Units	0.26	1.00	1.68	0.44	\$ 1,186		
Congregate Care Facility	253	Dwelling Units	0.18	1.00	2.44	0.44	\$ 1,192		
Assisted Living	254	1,000 SFGFA	0.48	1.00	1.68	0.81	\$ 2,189		
Recreational Homes	260	Dwelling Units	0.28	1.00	1.68	0.47	\$ 1,277		
Timeshare	265	Dwelling Units	0.63	1.00	1.68	1.06	\$ 2,873		
Residential Planned Unit Development	270	Dwelling Units	0.69	1.00	1.68	1.16	\$ 3,146		
Hotel	310	Rooms	0.60	1.00	1.68	1.01	\$ 2,736		
Motel	320	Rooms	0.38	1.00	1.68	0.64	\$ 1,733		
Campground/Recreational Vehicle Park	416	Acres	0.98	1.00	1.68	1.65	\$ 4,469		
Multipurpose Recreational Facility	435	1,000 SFGFA	3.58	1.00	1.68	6.03	\$ 16,324		
Multiplex Movie Theater	445	Movie Screens	13.73	1.00	1.68	23.12	\$ 62,605		
Ice Skating Rink	465	1,000 SFGFA	1.33	1.00	1.68	2.24	\$ 6,064		
Soccer Complex	488	Fields	16.43	1.00	1.68	27.66	\$ 74,916		
Health/Fitness Club	492	1,000 SFGFA	3.45	1.00	1.68	5.81	\$ 15,731		
Recreational Community Center	495	1,000 SFGFA	2.31	1.00	1.51	3.49	\$ 9,451		
Elementary School	520	1,000 SFGFA	1.37	1.00	1.68	2.31	\$ 6,247		
Middle School/Junior High School	522	1,000 SFGFA	1.19	1.00	1.68	2.00	\$ 5,426		
High School	530	1,000 SFGFA	0.97	1.00	1.68	1.63	\$ 4,423		
Junior/Community College	540	1,000 SFGFA	1.86	1.00	1.68	3.13	\$ 8,481		
Church	560	1,000 SFGFA	0.49	1.00	1.68	0.83	\$ 2,234		
Day Care Center	565	1,000 SFGFA	11.12	1.00	1.68	18.72	\$ 50,704		
Prison	571	Beds	0.05	1.00	1.68	0.08	\$ 228		
Fire and Rescue Station	575	1,000 SFGFA	0.48	1.00	1.68	0.81	\$ 2,189		
Library	590	1,000 SFGFA	8.16	1.00	1.68	13.74	\$ 37,207		
Hospital	610	1,000 SFGFA	0.97	1.00	1.67	1.62	\$ 4,387		
Nursing Home	620	1,000 SFGFA	0.59	1.00	1.68	0.99	\$ 2,690		
Clinic	630	1,000 SFGFA	3.28	1.00	2.48	8.15	\$ 22,071		
Animal Hospital/Veterinary Clinic	640	1,000 SFGFA	3.53	1.00	1.68	5.94	\$ 16,096		
General Office Building	710	1,000 SFGFA	1.15	1.00	1.30	1.50	\$ 4,062		

Land Use	ITE		PM Peak	New Trip	Person Trip	New PM	Transportation
	Code	Unit of Measure	Hour Vehicle Trip Ends	Conversion Factor	Conversion Factor	Peak Hour Person Trip Ends	
Small Office Building	712	1,000 SFGFA	2.45	1.00	1.68	4.13 \$	11,171
Single Tenant Office Building	715	1,000 SFGFA	1.71	1.00	1.68	2.88 \$	7,797
Medical-Dental Office Building	720	1,000 SFGFA	3.46	1.00	1.14	3.96 \$	10,724
Government Office Building	730	1,000 SFGFA	1.71	1.00	1.68	2.88 \$	7,797
United States Post Office	732	1,000 SFGFA	11.21	1.00	1.68	18.87 \$	51,114
Office Park	750	1,000 SFGFA	1.07	1.00	1.68	1.80 \$	4,879
Research and Development Center	760	1,000 SFGFA	0.49	1.00	1.45	0.71 \$	1,923
Business Park	770	1,000 SFGFA	0.42	1.00	1.68	0.71 \$	1,915
Tractor Supply Store	810	1,000 SFGFA	1.40	1.00	1.68	2.36 \$	6,384
Construction Equipment Rental Store	811	1,000 SFGFA	0.99	1.00	1.68	1.67 \$	4,514
Building Materials and Lumber Store	812	1,000 SFGFA	2.06	1.00	1.68	3.47 \$	9,393
Free-Standing Discount Superstore	813	1,000 SFGFA	4.33	0.71	1.68	5.18 \$	14,018
Variety Store	814	1,000 SFGFA	6.84	0.66	1.68	7.60 \$	20,584
Free-Standing Discount Store	815	1,000 SFGFA	4.83	0.83	1.68	6.75 \$	18,279
Hardware/Paint Store	816	1,000 SFGFA	2.68	0.74	1.68	3.34 \$	9,043
Nursery (Garden Center)	817	1,000 SFGFA	6.94	1.00	1.68	11.69 \$	31,644
Nursery (Wholesale)	818	1,000 SFGFA	5.18	1.00	1.68	8.72 \$	23,619
Shopping Center	820	1,000 SFGFA	3.81	0.66	2.03	5.12 \$	13,852
Factory Outlet Center	823	1,000 SFGFA	2.29	1.00	1.68	3.86 \$	10,442
Automobile Sales (New)	840	1,000 SFGFA	2.43	1.00	2.11	5.13 \$	13,892
Automobile Sales (Used)	841	1,000 SFGFA	3.75	1.00	1.68	6.31 \$	17,099
Recreational Vehicle Sales	842	1,000 SFGFA	0.77	1.00	1.68	1.30 \$	3,511
Automobile Parts Sales	843	1,000 SFGFA	4.91	0.57	1.68	4.71 \$	12,761
Tire Store	848	1,000 SFGFA	3.98	0.72	1.68	4.82 \$	13,066
Tire Superstore	849	1,000 SFGFA	2.11	1.00	1.68	3.55 \$	9,621
Supermarket	850	1,000 SFGFA	9.24	0.64	2.88	17.05 \$	46,171
Convenience Market	851	1,000 SFGFA	49.11	0.49	1.76	42.38 \$	114,768
Convenience Market with Gasoline Pumps	853	1,000 SFGFA	49.29	0.34	1.68	28.22 \$	76,415
Discount Supermarket	854	1,000 SFGFA	8.38	0.79	1.68	11.15 \$	30,186
Discount Club	857	1,000 SFGFA	4.18	0.63	1.68	4.43 \$	12,008
Farmers Market	858	Acres	179.84	1.00	2.16	389.09 \$	1,053,676
Wholesale Market	860	1,000 SFGFA	1.76	1.00	1.68	2.96 \$	8,025
Sporting Goods Superstore	861	1,000 SFGFA	2.02	1.00	1.68	3.40 \$	9,211
Home Improvement Superstore	862	1,000 SFGFA	2.33	0.58	2.03	2.74 \$	7,429
Electronics Superstore	863	1,000 SFGFA	4.26	0.60	1.68	4.30 \$	11,655
Toy/Children's Superstore	864	1,000 SFGFA	5.00	1.00	1.68	8.42 \$	22,799
Baby Superstore	865	1,000 SFGFA	1.82	1.00	1.68	3.06 \$	8,299
Pet Supply Superstore	866	1,000 SFGFA	3.55	1.00	1.68	5.98 \$	16,187
Office Supply Superstore	867	1,000 SFGFA	2.77	1.00	1.68	4.66 \$	12,630
Book Superstore	868	1,000 SFGFA	15.83	1.00	1.68	26.65 \$	72,180
Discount Home Furnishing Superstore	869	1,000 SFGFA	1.57	1.00	1.68	2.64 \$	7,159
Bed and Linen Superstore	872	1,000 SFGFA	2.22	1.00	1.68	3.74 \$	10,123
Department Store	875	1,000 SFGFA	1.95	1.00	1.68	3.28 \$	8,891
Apparel Store	876	1,000 SFGFA	4.12	1.00	1.05	4.32 \$	11,699
Arts and Crafts Store	879	1,000 SFGFA	6.21	1.00	1.68	10.46 \$	28,316
Pharmacy/Drugstore without Drive-Through Window	880	1,000 SFGFA	8.51	0.47	3.15	12.59 \$	34,098
Pharmacy/Drugstore with Drive-Through Window	881	1,000 SFGFA	10.29	0.51	1.68	8.84 \$	23,929
Marijuana Dispensary	882	1,000 SFGFA	21.83	1.00	1.68	36.76 \$	99,539
Furniture Store	890	1,000 SFGFA	0.52	0.47	1.68	0.41 \$	1,114
Beverage Container Recycling Depot	895	1,000 SFGFA	10.10	1.00	1.68	17.01 \$	46,053
Medical Equipment Store	897	1,000 SFGFA	1.24	1.00	1.68	2.09 \$	5,654
Liquor Store	899	1,000 SFGFA	16.37	1.00	1.78	29.16 \$	78,967
Walk-in Bank	911	1,000 SFGFA	12.13	1.00	1.68	20.42 \$	55,309
Drive-in Bank	912	1,000 SFGFA	20.45	0.65	0.42	5.53 \$	14,962
Hair Salon	918	1,000 SFGFA	1.45	1.00	1.68	2.44 \$	6,612
Copy, Print, and Express Ship Store	920	1,000 SFGFA	7.42	1.00	1.68	12.49 \$	33,833
Drinking Place	925	1,000 SFGFA	11.36	1.00	1.68	19.13 \$	51,798
Food Cart Pod	926	Food Carts	3.08	1.00	1.68	5.19 \$	14,044
Fast Casual Restaurant	930	1,000 SFGFA	14.13	1.00	1.68	23.79 \$	64,429
Quality Restaurant	931	1,000 SFGFA	7.80	0.56	1.68	7.35 \$	19,917
High-Turnover (Sit-Down) Restaurant	932	1,000 SFGFA	9.77	0.57	1.99	11.06 \$	29,946

Land Use	ITE		PM Peak	New Trip	Person Trip	New PM	Transportation
	Code	Unit of Measure	Hour Vehicle Trip Ends	Conversion Factor	Conversion Factor	Peak Hour Person Trip Ends	
Fast-Food Restaurant without Drive-Through Window	933	1,000 SFGFA	28.34	1.00	1.68	47.72 \$	129,223
Fast-Food Restaurant with Drive-Through Window	934	1,000 SFGFA	32.67	0.50	2.13	34.82 \$	94,294
Fast-Food Restaurant with Drive-Through Window and No Indoor Seating	935	1,000 SFGFA	42.65	1.00	1.68	71.81 \$	194,472
Coffee/Donut Shop without Drive-Through Window	936	1,000 SFGFA	36.31	1.00	2.18	79.09 \$	214,180
Coffee/Donut Shop with Drive-Through Window	937	1,000 SFGFA	43.38	1.00	0.69	29.97 \$	81,160
Coffee/Donut Shop with Drive-Through Window and No Indoor Seating	938	1,000 SFGFA	83.33	0.11	1.68	15.43 \$	41,796
Bread/Donut/Bagel Shop without Drive-Through Window	939	1,000 SFGFA	28.00	1.00	1.68	47.15 \$	127,672
Bread/Donut/Bagel Shop with Drive-Through Window	940	1,000 SFGFA	19.02	1.00	1.68	32.03 \$	86,726
Quick Lubrication Vehicle Shop	941	1,000 SFGFA	8.70	1.00	1.68	14.65 \$	39,670
Automobile Care Center	942	1,000 SFGFA	3.11	1.00	1.68	5.24 \$	14,181
Automobile Parts and Service Center	943	1,000 SFGFA	2.26	1.00	1.68	3.81 \$	10,305
Gasoline/Service Station	944	Vehicle Fueling Posi	14.03	0.58	1.68	13.70 \$	37,104
Gasoline/Service Station with Convenience Market	945	Vehicle Fueling Posi	13.99	0.44	1.68	10.36 \$	28,068
Self-Service Car Wash	947	Wash Stalls	5.54	1.00	1.68	9.33 \$	25,261
Automated Car Wash	948	Car Wash Tunnels	77.50	1.00	1.68	130.49 \$	353,378
Car Wash and Detail Center	949	Wash Stalls	13.60	1.00	1.68	22.90 \$	62,012
Truck Stop	950	Vehicle Fueling Posi	8.41	1.00	1.68	14.16 \$	38,347
Super Convenience Market/Gas Station	960	Vehicle Fueling Posi	22.96	1.00	1.68	38.66 \$	104,691
Winery	970	1,000 SFGFA	7.31	1.00	1.68	12.31 \$	33,332

Source: ITE, Trip Generation Manual, 10th edition; U.S. Department of Transportation, 2017 National Household Travel Survey (person trip conversion factor of 1.68). Abbreviations: ITE = Institute of Transportation Engineers.

Section VI. PARKS SDC

This section provides the detailed calculations of the maximum allowable parks SDC.

VI.A. GROWTH

The calculation of projected growth begins with defining the units by which current and future demand will be measured. Then, using the best available data, we quantify the current level of demand and estimate a future level of demand. The difference between the current level and the future level is the growth in demand that will serve as the denominator in the SDC calculations.

VI.A.1. Unit of Measurement

As stated previously, a good unit of measurement allows an agency to quantify the incremental demand of development or redevelopment that creates additional demand for park facilities. A great unit of measurement allows an agency to distinguish different levels of demand added by different kinds of development or redevelopment.

For parks SDCs, the most defensible unit of demand is population, as residents of the city are who primarily use the City's park facilities. While the City doesn't have a parks master plan, the 2019 Transportation System Plan provides an estimate of population which will form the basis for parks SDC.

VI.A.2. Growth in Demand

According to the 2019 Transportation System Plan, the City had 475 residents in 2020, and is forecasted to have 586 residents in 2040. That means the growth in residents over the planning period is 111. The growth share, or the percentage of residents in 2040 that will arrive between 2020 and 2040, is 18.86 percent.

The growth of 111 residents will be the denominator for the SDC calculation, and the growth share of 18.86 percent will be useful when calculating the eligibility of selected projects on the project list.

VI.B. IMPROVEMENT FEE

An improvement fee is the eligible cost of planned projects per unit of growth that such projects will serve. Since we have already calculated growth (denominator) above, we will focus here on the improvement fee cost basis (numerator).

VI.B.1. Eligibility

A project's eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users. Where possible, specific details about a project can provide an eligibility percentage. However, when this is not possible, projects can still be sorted into three broad categories.

The first category is for projects that do not provide capacity for future users. Such projects may be purely replacement projects, or they may be solving a deficiency in the parks system. Projects in this category are zero percent eligible. The second category is for projects that are purely for future users, such as when a new park is added to provide for a new development. These projects are 100 percent eligible. Finally, projects that provide capacity that will be roughly equally shared between current and future users are eligible at the growth share percentage discussed in **Section VI.A**, or 18.86 percent.

Projects for consideration in the improvement fee cost basis were all sorted into these three categories.

VI.B.2. Improvement Fee Cost Basis

Projects in the improvement fee cost basis were provided by City staff. Every project was identified as serving both existing and future users equally, and so every project uses the growth share of 18.86 as its eligibility percentage.

Table 19: Parks SDC Improvement Fee Cost Basis below shows all the projects in the parks system improvement fee cost basis along with the cost for those projects. Outside funding is shown in the next column. The eligibility for each project is shown in the SDC Eligibility column. The SDC-Eligible Cost column shows that the full amount of the improvement fee cost basis is \$293,952. Note that the costs in this column represent the lesser of either the project’s total cost minus outside funding, or the total cost multiplied by the project’s SDC eligibility.

Table 19: Parks SDC Improvement Fee Cost Basis

Location	Description	Timing	Total Cost	Outside Funding	SDC Eligibility	SDC-Eligible Cost
NA	Park and Trail Master Plan	2022-2027	\$ 25,000	\$ 18,750	18.86%	\$ 4,716
Dog Walk Park Design	Tanawashee Development Landscaping/Access	2028-2032	300,000	275,000	18.86%	25,000
Rock Creek Park South	Trail, Landscaping, Parking	2022-2027	300,000	200,000	18.86%	56,587
Pocket Park	Trail Improvements (1,500 linear feet new)	2033-2042	91,200	68,400	18.86%	17,202
Pocket Park	Parking and circulation (12-20 cars plus circulation and turn around)	2033-2042	39,600	29,700	18.86%	7,469
Pocket Park	Picnic shelters	2033-2042	36,000	27,000	18.86%	6,790
Hub/Plaza Park	New bike hub and park plaza next to Mosier Center	2022-2027	979,000	870,000	18.86%	109,000
Waterfront Park	Complete trail system (1,500 - 1,750 linear feet on steep open graded side hill)	2033-2042	159,600	119,700	18.86%	30,104
Waterfront Park	Interpretive kiosks (3-5)	2033-2042	35,000	26,250	18.86%	6,602
Waterfront Park	Additional viewing platforms (2 or 3, 200-400 s.f. each)	2033-2042	9,600	7,200	18.86%	1,811
Trails	Trails through Mosier to Mosier Creek	2028-2032	152,000	114,000	18.86%	28,671
Total			\$ 2,127,000	\$ 1,756,000		\$ 293,952

Source: City staff

VI.C. CALCULATED SDC

There is no capital investment in the City’s existing streets system eligible for reimbursement, and so only an improvement fee is appropriate for inclusion in its parks SDC.

The remainder of this section makes some adjustments to the improvement cost basis and then calculates a final SDC. The result is a total SDC per resident, which can then be applied to each new development based on US Census Bureau data showing the average occupancy of a dwelling unit in the City.

VI.C.1. Adjustments

To adjust for outstanding fund balance, \$69,387 must be removed from the improvement fee cost basis. In addition, \$35,840 should be added to the cost basis to collect the compliance costs allowed by statute.

VI.C.2. Calculated SDC

Table 20: Calculated Parks SDC below summarizes the calculation of the parks SDC. As shown, the maximum allowable is \$2,356 per resident, or \$3,447 per dwelling unit.

Table 20: Calculated Parks SDC

Calculated SDC	
Cost Basis:	
Improvement Fee	\$ 224,565
Compliance Costs	35,840
Total Cost Basis	\$ 260,405
Growth in Residents	111
Improvement Fee per Resident	\$ 2,032
Compliance Fee per Resident	324
Total SDC per Resident	\$ 2,356
Total SDC per Dwelling Unit	\$ 3,447

Source: City staff, previous tables; 2015-2019 American Community Survey 5-Year Estimates, Tables B25024 and B25033 (residents per dwelling unit)

CITY OF MOSIER

small enough to make a difference

Staff Report

Meeting Date: 11/17/21

Staff: Colleen Coleman, City Manager

Agenda Titles: Portland Timbers Auction & Paddle Raise Fundraiser for Mosier Center

Agenda Action: Council Review

Fiscal Impact: After expenses, and with generous match of \$40K, revenue ~ \$108,000 for Mosier Center

Portland Timbers Auction/Fundrasier 11/07/2021

- 1) Fundraising staff was at the Stadium community room for set up at 11am.
- 2) Check in started at 12:30 p.m.
- 3) Auction got started at 1:00 pm
- 4) Big Thank You to Mike Golub and Portland Timbers team for donation of event space, catered refreshments and game tickets for participants = \$16,000 donation
- 5) Also big thanks to Steve Seymour for serving as our fantastic auctioneer!
- 6) Guests included many permanent Mosier residents, but about ½ were Portland area Analemma Coterie members and Gorge enthusiasts.
- 7) Auction items generously donated by our community included:
 - a. **Columbia River Trip for 6 in Dory Boats**
 - i. Donors Witt Anderson and Arlene Burns (guides)
 - ii. Suzi Conklin (lunch chef)
 - iii. Winning bid was \$925.00
 - b. **Analemma Winery Dinner & Luxury Lodgings for 6 guests**
 - i. Donors Kris Fade and Mark DeResta
 - ii. Hood River Inn
 - iii. Winning bid was \$2,525.00
 - c. **John Chao Vision Quest Book**
 - i. Donor John Chao
 - ii. Winning bid was \$525.00
 - d. **Oregon E-Bikes Gazelle T-9 red electric bike**
 - i. Donor Jodie Gates at Oregon E-Bikes
 - ii. Reserve expense to the City was \$1,714.00
 - iii. Winning bid was \$3,000
 - iv. Total toward our cause: \$1,286.00

- e. **Myrna's Art / Idiot's Grace Wine**
 - i. Donor Myrna Anderson Painting and Case of Idiot's Grace Wine
 - ii. Reserve of \$300.00 for Myrna's Painting
 - iii. Winning bid was \$955.00
 - f. **eNRG Willamette River Kayak Tour for 8**
 - i. Sam Drevo, Kurt Doettger and eNRG Kayaking
 - ii. Winning bid was \$625.00
 - g. **Dinner with French Chef at Mayor's Home**
 - i. Donor Marie Mourou and Arlene Burns
 - ii. 1st Winning bid - \$4,075 + 2nd Winning bid \$2,500 = \$6,575.00
 - h. **Wind Lover's Pkg**
 - i. Donors Steve Fisher, Jen Smasne, The Mosier Place, Randonee Coffee, Mosier Rock Ck Park Pass and Case of Runcible Cider
 - ii. Winning bids 2 @ \$1,000 each = \$2,000.00
 - i. **Home Landscape Design and Tree Service**
 - i. Donors Elisha Garry and Cruz' Tree Service
 - ii. Winning bid was \$1,425.00
 - j. **Sailing on the Columbia for 4**
 - i. Donor Monte Junker and his 42' sailboat, MoCo, Mosier Cabins and Brenna's Market
 - ii. Winning bid – 1st at \$2,000 + 2nd at \$1,500 = \$3,500.00
 - k. **TOTAL AUCTION PLEDGES - \$22, 050.00**
- 8) **Total Paddle Raise Pledges - \$53,950.00**
- 9) **TOTAL Auction plus Paddle Raise Pledges plus \$40,000 generous match = \$116,005.00**
- 10) **Expenses approximately \$7,850.00.00**
- 11) **GRAND TOTAL REVENUE \$108,155.00**
- 12) **Post Event Management**
- a. Invoices for all pledges went out Tuesday, 11/09/2021
 - b. Thank you notes to Donors went out Tuesday 11/09 and Wednesday, 11/10
 - c. Veterans Day Holiday Thursday, 11/11/21 – staff out
 - d. Special Thank you notes –
 - i. **Celilo Gift Certificate to Steve and Vicki Seymour, Weds, 11/10/21**
 - ii. **Flowers sent to Analemma Winery for Kris Fade & Mark DeResta, Weds 11/10/21**
 - iii. **Flowers sent to Fade Family in Seattle, Friday 11/12/21**
 - iv. **Special Thank you notes from Mayor Burns to Mike Golub, Richard & Susan Fade, Kris Fade, Marie Mourou**
 - e. Thank you notes with tax receipt for pledge pmts. Tues/Weds/Friday last week and continuing this week
- 13) Thank you to Jill Burnette and her husband, Eric Burnette for schlepping equipment, donated items and setup, as well as a brilliant job on the event preparations.

City of Mosier
Profit & Loss by Class
July 2019 through June 2020

	GEN FUND			WATER FUND		
	ACTUALS	BUDGET	Q1	ACTUALS	BUDGET	Q1
Income						
BEGIN FUND BALANCE	177,586.00	177,586.00		312,526.00	312,526.00	
· State Revenue (state shared rev)	3,920.00	13,250.00	29.58%			
· Franchise Fees	7,465.00	36,000.00	20.74%			
· Local utility/SDC Revenue		5,980.00	0.00%	70,685.00	199,000.00	35.52%
· Other Revenue (park, permits,CR,%)	12,092.00	74,620.00	16.20%		1,400,000.00	
· Taxes-Property	2,356.00	89,000.00	2.65%			
· Grant Revenue	75,000.00	734,200.00	10.22%			
Total Income (Begin Bal + Revenue)	278,419.00	1,130,636.00	24.62%	383,211.00	1,911,526.00	20.05%
Expense						
· Personal Services	13,629.50	54,518.00	25.00%	6,315.25	25,261.00	25.00%
· Material and Services	27,858.00	210,832.00	13.21%	28,540.00	133,703.00	21.35%
· Capital Outlay > 5,000	7,823.00	292,000.00	2.68%	38,445.00	1,400,000.00	2.75%
· Debt Service					67,200.00	0.00%
· budgeted reserves		127,068.00			292,358.00	
Total Expense	49,310.50			73,300.25		
CURRENT FUND BALANCE	356,176.50			602,268.75		

City of Mosier
Profit & Loss by Class
July 2019 through June 2020

	SEWER FUND		Q1	JUF FUND		Q1
	ACTUALS	BUDGET		ACTUALS	BUDGET	
Income						
BEGIN FUND BALANCE	352,000.00	352,000.00		309,473.00	309,473.00	
· State Revenue (state shared rev)						
· Franchise Fees						
· Local utility/SDC Revenue	49,320.00	262,416.00	18.79%			
· Other Revenue (park, permits,CR,%)		8,000.00				
· Taxes-Property				1,100,000.00	1,100,000.00	100.00%
· Grant Revenue				174,871.00	1,380,000.00	12.67%
Total Income (Begin Bal + Revenue)	401,320.00	622,416.00	64.48%	1,584,344.00	2,789,473.00	56.80%
Expense						
· Personal Services	1,533.75	6,135.00	25.00%	5,001.75	20,007.00	25.00%
· Material and Services	26,980.00	141,976.00	19.00%	2,100.00	52,520.00	4.00%
· Capital Outlay > 5,000	5,000.00	7,000.00	71.43%	24,311.00	633,000.00	3.84%
· Debt Service	59,549.00	142,000.00	41.94%			
· budgeted reserves		325,305.00			2,072,783.00	
Total Expense	93,062.75			31,412.75		
CURRENT FUND BALANCE	633,562.25			1,552,931.25		

City of Mosier
Profit & Loss by Class
July 2019 through June 2020

	STORMWATER	STORMWATER		STREETS	STREETS	
	ACTUALS	BUDGET	Q1	ACTUAL	BUDGET	Q1
Income						
BEGIN FUND BALANCE	26,157.00	26,157.00		28,087.00	28,087.00	
· State Revenue (state shared rev)				8,551.00	28,000.00	30.54%
· Franchise Fees						
· Local utility/SDC Revenue	931.00	4,000.00	23.28%			
· Other Revenue (park, permits,CR,%)						
· Taxes-Property						
· Grant Revenue					265,000.00	
Total Income (Begin Bal + Revenue)	27,088.00	30,157.00	89.82%	36,638.00	321,087.00	11.41%
Expense						
· Personal Services				2,203.00	8,812.00	25.00%
· Material and Services		1,000.00		5,765.00	30,600.00	18.84%
· Capital Outlay > 5,000		5,000.00		6,100.00	265,000.00	2.30%
· Debt Service						
· budgeted reserves		26,157.00			56,087.00	
Total Expense				14,068.00		
CURRENT FUND BALANCE	4,000.00			78,657.00		

Staff Report

Meeting Date: 11/17/21

Staff: Colleen Coleman, City Manager

Agenda Titles: Audit Update

Agenda Action: Review

Fiscal Impact: More accurate accounting practices

City Manager Notes:

City staff and Councilor Berry had an exit review on the auditor's findings related to the city's financial and state compliance procedures. The following is a summary of our exit review and list of significant findings that have been corrected since we began the audit process. Other subsequent findings listed on page 2 are long term goals for the City as it gains more capacity for additional professional staff, as well as a revenue base to support more sophisticated accounting software, and record keeping. **Our experience with this auditor has been a training in how to proceed with more attention to government accounting practices. The level of reporting detail that they require daily will take significantly more time than we are currently allotted in our positions, given the City's goals for new project development. They noted that small cities like ours, where staff members wear many hats, are rarely able to follow every recommendation.** However, this fiscal year, our goal is to implement one recommendation at a time and assure accurate accounting and public notice practices are followed, using our newly developed internal controls procedures (attached).

Completion of final audit November 12, 2021.

Material weaknesses and associated significant deficiencies:

- A. **Material Weakness** - Lack of segregation of duties. The City has a small staff and does not have the ability to adequately segregate duties. Many governments in the State of Oregon are in the same boat. The City should implement compensating controls to mitigate these risks. Compensating controls include reviews and documented approvals of all financial activity including bills, payroll, journal entries, bank reconciliation, receipts, deposits, and financial reports. **Remedied with internal control procedures--attached.**

Associated significant deficiencies:

- 1) The City does not have documented processes and procedures around business practices and internal control. We recommend internal control is documented in writing over all accounting areas. **Remedied—see attached internal control doc.**
- 2) QuickBooks accounting software is used. QuickBooks is not designed to segregate self-balancing funds and may allow users to delete transactions without any audit trail remaining. We recommend that the City evaluate the risk of using this program and consider purchasing an accounting software package specifically designed for

governments. This is common in small cities like ours, we have evaluated the cost and at this time recommend staying with QB with long term plans to change to a better software in the next few years.

- 3) All journal entries should be documented with proper back up and should be reviewed and approved by someone other than the person preparing and entering the journal entry. Remedied -- Lack of review of journal entries was due to lack of staff training and inexperience with the city's financial system. We've remedied this by hiring a certified govt. bookkeeper for QuickBooks. The bookkeeper will issue all approved payments and make all approved journal entries with review by City manager. See attached internal controls document.
- 4) The city needs to purchase a lock box instead of using the door slot for customers dropping off checks.

B. **Material Weakness-** Lack of regular financial reporting to Council. Remedy: New bookkeeper will be providing financial reports to Council quarterly as per City resolution requirements.

C. **Material Weakness:** Overall Lack of general SKE (Skills, Knowledge and Experience) - City Staff appear to need training on how to set up governmental accounting processes, use of accounting software and account for transactions. Remedy: Subsequent to fiscal year end the City contracted with a bookkeeper to assist in the reconciliation and update to the books as well as put appropriate govt. reporting and business practices in place.

D. **Material Weakness:** During testing of the City's bids and quotes processes (subject to ORS 279s), the auditor noted that the City has a set of ordinances governing procurement procedures. City Ordinance 3.01.040, states that the City requires "all such awards must be in compliance with state law (ORS 279A, 279B, and 279C)." The City ordinance in general appears to follow ORS in some instances and restricts contracting processes in others. The City's \$\$ thresholds in the ordinances are below the state standard and it appears the ordinance has not been updated to reflect any changes in recent ORS amendments. Remedy: Auditor recommends that the governing body reviews this section of city ordinances and evaluates its necessity and relevance and takes appropriate action as they see fit.

E. **Final Comments:**

There were many instances of bookkeeping and procedural errors, due to lack of adequate number of staff for the workload and staff training. Errors have been corrected through this budgeting process and with our new bookkeeper we should be able to follow our proposed internal controls as well as slowly update city purchasing/contracting and record keeping practices to be more germane with municipal auditing requirements.

The auditor recommended the City follow ORS contracting practices more closely and update the City ordinances to match State laws and recommended practices. They also recommended that consulting staff (engineer/planner) receive performance reviews and follow contracting procedures, whereby, the city put out an RFP once their contract has expired. We will review the city's purchasing ordinances with our attorney and bring recommendations to Council and update as needed. City manager will provide performance reviews for consulting staff and be sure we follow ORS guidelines for renewing contracts or hiring new professional consulting staff.

Group: City of Mosier

Location: Mosier, OR

Salary Range: \$52,000 - \$70,000

Deadline Date: 12/20/2021

Posted Date: 11/18/2021

Website: cityofmosier.com

Contact Information for Applicants

Colleen Coleman

colleen.coleman@cityofmosier.com

541-490-9758

The City of Mosier, Oregon (population 470) in Wasco County is recruiting its next City Manager. This position provides a unique opportunity for an experienced manager to help guide this growing community located in the heart of the Columbia River Gorge. Mosier is a diverse, family-friendly community that serves as the “living room” to the larger Mosier Valley community with its downtown located along the historic Columbia River Highway, halfway between Hood River and The Dalles, Oregon. The community has experienced impressive growth (in the last 10 years) and is poised for continued prosperity. Council is currently overseeing five major development projects with a total construction budget of \$11 million.

The City seeks a City Manager with strong management and leadership skills who is proficient in all aspects of municipal government management. Experience in community/economic development, urban renewal, intergovernmental service partnerships, as well as public finance are highly desired. Effective collaboration and communication skills are essential.

As the administrative head of the City serving at the pleasure of the City

Council, the City Manager supervises 4 consultants (city bookkeeper, city engineer, city planner, city attorney) and one part time public works officer and oversees an annual budget of approximately \$7 million. Compensation is \$52,000 - \$70,000 (DOQ), plus excellent benefits.

A Bachelor's degree in Public Administration, Planning, Political Science, or related field, and at least three (3) years of upper-level government management experience are required. An advanced degree in Public Administration or related field, and/or 10 years of increasingly responsible public sector experience is preferable. Experience and/or training in urban renewal, community development, public finance, union relations, human resources, intergovernmental relations, and contracting is highly desired.

Candidates are encouraged to review additional information on the following link: www.jensenstrategies.com/recruitment/MosiercityManager.

To be considered, candidates must email the following applications materials to emily@jensenstrategies.com, no later than December 20, 2021, as separate attachments:

- (1) a concise cover letter summarizing relevant background and qualifications for the position;
- (2) a resume;
- (3) a supplemental application form*; and
- (4) Veterans Only: a completed and signed Oregon Veteran's Preference form* with supporting documentation (DD-214 or DD-215).

*Supplemental and Veteran Forms available at: www.cityofmosier.com

Questions may be directed to:
Colleen Coleman
(503) 477-8847
colleen.coleman@cityofmosier.com

The City of Mosier is an Equal Opportunity Employer.

POSITION DESCRIPTION

Class Title: City Manager

Purpose of Position

The City Manager is the Chief Administrative Officer (CAO) of the City of Mosier. As CAO, the City Manager plans and directs the activities of all City departments in accordance with policies determined by the City Council. Performs the various duties outlined in the City of Mosier Charter. This position is appointed by and serves the Mayor and City Council and is responsible to City Council. For the purposes of this document the Mayor is included as City Council.

Essential Duties and Responsibilities: This position provides management of City resources through the following duties. The duties are listed in no particular order of importance.

City Council: Perform duties as directed by the City Council to include:

- Provide professional advice to the City Council;
- Attend all meetings of the City Council unless excused by the Mayor;
- Develops and reinforces with City Council organizational goals set by the Council;
- Keep the Mayor and Council informed of the affairs of the City, needs and issues by collecting, analyzing, summarizing and reporting information on the issues;
- Preparing monthly and annual reports regarding the affairs and departments of the City;
- Prepare and submit to Council recommendations relative to all matters requiring Council action, placing before Council such facts, information and reports as are available to ensure the making of informed decisions;
- Be accessible to Council members; respond to requests and answer questions from Councilors in a timely manner;
- Other duties as directed by Council as a whole, and other duties that may be prescribed in the City Charter, or required by state, federal, and/or local laws.

Fiscal Management:

- As Budget Officer, prepares and submits the annual budget and budget message to Budget Committee;
- Oversee and manage the financial affairs of the City in a sound manner, assuring potential sources of revenue are identified and analyzed with appropriate recommendations to Council, and that the City's expenses are consistent with the Council's objectives and direction;
- Review and approve departmental needs and estimates; transmit budget documents to City council for review and approval. Oversee the administration of the approved budget and monitor overall expenditures to ensure compliance with the approved budget;
- Develop and recommend fiscal policies for City operations;
- Provide oversight on budget implementation by the City Recorder (scheduling expenditures, analyzing variances, anticipate short and long-term issues and initiate corrective actions to control budget management);

- Provide supervision to employees and contracted staff to assure operations within their areas of assigned responsibility are performed within budget;
- Oversee grant proposals, process, administration, and final products including timely reporting and response to grantor's requests and correspondence.

Community Relations:

- Ensures efficiency and effectiveness in delivery of services to all customers;
- Identify and anticipate community service needs;
- Represent the City before the public and maintain, through cooperative leadership, both within and outside the City, a program of publicity and public relations to keep the public informed of the activities, needs and accomplishments;
- Meet with private citizens and interest groups seeking information or bringing complaints and attempts to resolve problems tactfully and fairly;
- Work with various citizen and business groups to encourage and develop economic opportunities. Attend meeting and represent the City in various organizations and groups. Explain City issues and projects and encourage citizen participation and support;
- Performs strategic planning on various committees and boards as assigned by Council;
- Accessible to the public
- Shows self-control with public and in difficult situations
- Liaison between Council and various service users, regulatory agencies, the public, media and others.

Decision making:

- Recommend programs and services according to the changing needs of the City;
- Submit to Council a clear and detailed explanation of any proposed procedures which would involve either departure from established policy or the expenditure of substantial sums and to abide by and support the decision of Council;
- Analyzing the need and prepare in draft for such ordinances and policies that may be deemed necessary or desirable for the health, welfare, and safety of the City or for the improvement of services and make appropriate recommendations to the Council for adoption.

Operational/Charter Responsibilities:

- Performs employee evaluations and oversees completion of annual performance evaluation;
- Oversees the preparation and implementation of all City operating procedures;
- Operation of all public utilities owned and operated by the City and have oversight over all City property;
- Produces positive city staff results by coaching, counseling, motivating, and disciplining employees;
- Ensures that all ordinances are administered fairly and that all the provisions of all franchises, leases, contract, permits, and privileges granted by the City are fulfilled;
- Supervise the operation of all city departmental activities, execution of the budget and implementation of policy as established by the City Council
- Provide city staff at appropriate staffing levels; Hire, discipline and discharge.
- Represent the City at the regional, state and federal levels; serve on boards and committees, to include the League of Oregon Cities, Oregon City/County Managers Association, or State of Oregon and other intergovernmental agencies.
- Plans and organizes workloads and staff assignments;

- Attend all meetings of other governmental agencies at which matters pertaining or may pertain to the City appear on the agenda or are expected to be raised, or keep informed of proceedings of these meetings;
- Confer with department managers and other staff on varied operating and administrative problems, review departmental plans, programs, and procedures, and suggest new innovations or methods to improve the standard of services provided by the City. Assess community needs and develop policy options for Council consideration;
- Coordinates projects with other governmental agencies;

Personal Traits:

- Providing leadership and direction in developing short and long-term plans and programs and preparing support documentation to meet the operational needs;
- Promotes the flow of communication inside and outside the organization;
- Promotes and encourages a healthy staff environment by motivating, empowering, supporting, and considering staff input to implement team decisions;
- Oversees and encourages the professional development of employees;
- Providing oversight to assure compliant and effective use of budgeted funds, personnel, materials, facilities, and time;
- Set an example of loyalty and integrity to Councilors;
- Maintain knowledge of governmental trends, proposed and adopted municipal, state, and federal legislation and their effects on the City's operations and recommended appropriate action to the Council.
- Maintains professional and technical knowledge by attending educational workshops, conferences, and participating in professional organizations;

OTHER DUTIES INCLUDE:

Operational and Administrative

Land Use Planning:

- Help applicants with initial application and land use processes
- Work with City Planner, City Engineer, and Applicant through application process
- Respond to complaints and compliancy issues
- Track requirements, utility connections procedure, application schedule
- Public Hearings: prepare notices, schedule meetings
- Site Development Inspections

Partnership Requests (ODOT, LJD ACT, MCEDD, OPRD, ODF, Mosier Watershed Council, MCCOG)

- Presentations
- Surveys and Compliance Forms (PSU, LOC, Oregon Health Authority, other State Agencies)
- Participation in and Facilitation of Meetings

Prepare City Council Meetings

- Minutes, Agenda, Packets
- Staff Reports
- Organize presenters
- Attend all meetings
- Coordinate with other staff in Preparation of Ordinances and Resolutions
- Prepare necessary notices for public and media

Grants and Technical Assistance Opportunities

- Grant Writing

- Grant Management
- Contracts, MOUs, Agreements
- Attend necessary meetings

Cemetery Supervisor

- Assist families with plot identification and application processes
- Work with Funeral Homes to gather all documentation and record online and in paper files
- Locate plots for burials and markers
- Work with State compliancy needs (yearly audit, etc)
- Organize volunteers and projects

Elections

- Work with County and applicants to plan for Council/Mayor election
- Submit all materials according to schedule and law

All Infrastructure Needs (Water, Sewer, Streets)

- Respond to water, sewer, streets, storm water issues
- Work with staff and contracted professionals to ensure ongoing maintenance, compliance, and capital improvement needs are met
- Utility billing challenges and tracking
- Project Management for Capital Improvement Projects
- Operational and Maintenance planning, coordination, implementation

Parks

- Plan and Organize seasonal operational and maintenance needs (season and day passes, maintenance, portapotty, special projects, etc)
- Work with volunteers at Rock Creek Park
- Plan for capital improvements

Liability

- Work with CIS to reduce the City's exposure to liability
- Work with Attorney and City Contract Professionals to reduce City's exposure to liability (land use, infrastructure, etc)
- Complete CIS requirements (W/C, asset reviews, volunteer requirements, etc.)

Finance:

- Budget—work with City Recorder to prepare annual budget
- Audit—work with City Recorder to prepare for audit

Staff and Contracted Staff:

- Manage ongoing O&M
- Manage staff's special projects
- Manage, hire, fire

Capital Projects

- Feasibility, Funding, Management

Events

- City Event planning and management

Legal

- Prepare contracts for attorney review
- Prepare and record ordinances and Resolutions
- Issue and Record liens

- File documents according to State Archive Rules

Website

- Website maintenance and updates
- Continued website development

Public Outreach

- Develop all public outreach materials
- Post all public outreach materials

Regional Meetings Attendance

Attend and participate in important Regional Meetings like the LJD ACT meeting, CGTA, Regional Solutions, Wasco County Emergency Management

Emergency Management

- Complete ICS coursework required for City Manager Position (FEMA)
- Work with Emergency Management Teams to prepare for emergencies

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree , advanced degree in public administration desired but not necessary, and a minimum five (5) years of progressively responsible municipal or public administration work.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern public administration theory, principles, and practices; working knowledge of municipal finance, land use planning, human resources, public safety, public works, and community development;

(B) Skill in preparing and administering municipal budgets; skill in planning, directing, and administering municipal programs; skill in operating the listed tools and equipment;

(C) Ability to prepare and analyze comprehensive reports; ability to maintain efficient and effective municipal systems and procedures; ability to effectively hire, train, evaluate, and supervise staff; ability to establish and maintain effective working relationships with employees and City officials.

(D) Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three months. Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, internet and email, and spreadsheet software; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Noise levels at public appearances may differ.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. A pre-employment drug screen is required.

Approved: Director of Personnel and Finance

THIS IS AN EXEMPT POSITION PER FLSA 541.119

City Charter of 2009

Section 23. City Manager. The City Council may create the office of City Manager, in which case, the position shall be governed by this section.

- (1) The City Manager is the administrative head of the City government.
- (2) The City Manager shall be appointed by the Mayor and confirmed by a majority of the Council. The appointment shall be without regard to political considerations and based solely on administrative qualifications.
- (3) The manager need not reside in the City or the State when appointed.
- (4) Upon accepting the appointment, the manager shall furnish the City a bond in an amount and with a surety approved by the Council. The City shall pay the bond premium.
- (5) The manager shall be appointed for a definite or an indefinite term and may only be removed by the Mayor with a concurring vote of a majority of the Council.
- (6) The manager's duties shall be to:
 - (a) Attend all Council meetings unless excused by the Council or Mayor;
 - (b) Keep the Council advised of the affairs and needs of the City;
 - (c) See that the provisions of all ordinances are administered to the satisfaction of the council;
 - (d) See that all terms of franchises, leases, contracts, permits, and privileges granted by the City are fulfilled;
 - (e) Appoint, discipline and remove appointive personnel, except appointees made by the Mayor or Council;
 - (f) Supervise and control the manager's appointees in their service to the City;
 - (g) Organize and reorganize the departmental structure of City government;
 - (h) Prepare and transmit to the Council an annual City budget;
 - (i) Supervise City contracts;
 - (j) Supervise operation of all City-owned public utilities and property; and
 - (k) Perform other duties as the Council prescribes consistently with this Charter.
- (7) The manager may not control:
 - (a) The Council;
 - (b) The Municipal Judge in the judge's judicial functions; or,
 - (c) Except as the Council authorizes, appointive personnel of the City whom the manager does not appoint.
- (8) The manager and other personnel whom the Council designates may sit with the Council but may not vote on questions before it. The manager may take part in all Council discussions.
- (9) When the manager is absent from the City or unable to act as manager, or when the office of manager becomes vacant, the Council shall appoint a manager pro tem, who has the powers and duties of manager, except that the manager pro tem may appoint or remove personnel only with approval of the Council. No person may be manager pro tem for longer than six consecutive months.
- (10) Except in Council meetings, no Council member may directly or indirectly, by suggestion or otherwise, attempt to influence the manager or a candidate for the office of manager in the appointment, discipline, or removal of personnel or in decisions regarding City property or contracts. A violator of this prohibition may be removed from office by a court of competent jurisdiction. In Council meetings, members of the Council may discuss with, or suggest to, the manager anything pertinent to City affairs.

Examples of Performance Measures

City Council:

- Attend 100% of Council Meetings (unless excused)
- Respond to Council inquiries within 24 hours (90%)
- Council packet available____days prior to meeting (90%)
- Reporting (Reports submitted regularly/on-time – 90%)
 - Y Weekly Issues Log?
 - Y Weekly Notes?
 - Y Monthly Dept. Breakdown?
 - Y What's on Tap?

Fiscal Management:

- Budget Schedule presented in January
- Budget process not rushed
- Balanced budget/Budget message presented/approved IAW Budget Schedule
- Budget & budget report formats understandable
- New revenue generators (#?)
- GF deficit reduced by____% or \$____this evaluation period
- Monthly/Quarterly budget report (90% on-time)
- Grants completed/submitted on-time.

Community Relations:

- # customer complaints relating to City services/employees
- # citizen complaints specifically relating to City Manager
- # citizen compliments relating to City services/employees
- # citizen compliments relating to City Manager
- Attendance at public events
- Attendance at assigned Board/Committee meetings
- Public Information (Newsletters/Website)

Decision making:

- Shows Fairness and integrity when dealing with the public
- Provide clear/accurate options for Council decision
- Staff involvement in decision making process

Operations:

- # customer complaints relating to City services/employees
- Evaluations completed on-time
- Dispute resolution for claims settled within 90 days
- # grievances/staff complaints filed
- Annual goals/objectives accomplished (80%)