

# CITY OF MOSIER

small enough to make a difference

## CITY COUNCIL MEETING

Wednesday June 23, 2021, 6:30 P.M.

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

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Topic: City of Mosier City Council Meeting

<https://us02web.zoom.us/j/84601793321?pwd=NW9aK3YzUUJhOU1aSzRraGtia1VpZz09>

Meeting ID: 846 0179 3321

Passcode: 404305

Dial by your location

+1 346 248 7799 US (Houston)

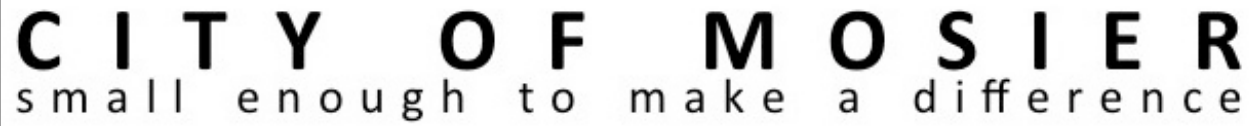
Meeting ID: 846 0179 3321

Passcode: 404305

Find your local number: <https://us02web.zoom.us/u/keEiASn86W>

## AGENDA

I	6:30 pm	<b>Call to Order/Roll Call – Mayor Burns</b>	
II	6:32	<b>Agenda corrections or additions</b>	
III	6:35 pm	<b>Business from the Audience</b> - 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	<b>Approval of: 06/09/21, 05/11/2021, 05/12/2021 - Mtg Minutes</b>	5 mins
V		<b>BUSINESS</b>	
1.	6:45 pm	<b>Adopt Budget as Corrected</b>	5 min
1.a	6:50	<b>Adopt Budget Resolution and Tax Ordinance</b>	5 min
2.	6:55 pm	<b>Update on Rock Creek Park Gate – Witt Anderson</b>	05 mins
3.	7:00 pm	<b>Mosier Center Update – Mayor Burns</b>	10 mins
4.	7:10 pm	<b>Budget Performance – Jayme Bennett</b>	10 mins
5.	7:20 pm	<b>Rafting – All</b>	15 mins
6.	7:35 pm	<b>ANNOUNCEMENTS</b>	5 mins
7.	7:40 pm	<b>ADJOURN</b>	



*Fiscal Year 2021/2022*

**Draft Budget**

June 2021

## **Mosier City Budget Process Participants**

### **Mayor and City Council**

Arlene Burns, Mayor

Witt Anderson, Council President

Peny Wallace, Council Member

Charlie Cannon, Council Member

Acasia Berry, Council Member

Greg Valitchka, Council Member

Ron Wright, Council Member

### **Budget Committee Members**

Robb Severdia

Andrea Rogers

Marc Berry

Susan Froelich

### **City Staff**

Colleen Coleman, City Manager/Budget Officer

Jayne Bennett, City Recorder/Finance Officer

## Mosier Facts

### City Statistics

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

### Climate

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

### Educational Institutions

#### North Wasco County School District

Mosier Community School K-8

#### High School

The Dalles High School

#### Colleges

Columbia Gorge Community College

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the City of Mosier will be held on **Wednesday, June 23rd, 2021 at 6:30 pm** online at:  
<https://us02web.zoom.us/j/89695027102?pwd=YVp6U2JqUTF1VUxGYTVHTWZtYWJaQT09>  
 1-312-626-6799 Meeting ID: 896 9502 7102 Passcode: 782756  
 The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the Mosier Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Mosier City Hall, by calling 541-490-7411. This budget is for an annual budget period. This budget was prepared on a

Contact: Colleen Coleman Telephone: (541) 490-9758 Email: colleen.coleman@cityofmosier.com

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	Actual Amount	Adopted Budget	Approved Budget
	2019-2020	This Year 220-21	Next Year 2021-2022
Beginning Fund Balance/Net Working Capital	2,106,249	1,846,927	1,205,829
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	640,245	678,300	1,099,000
Federal, State and all Other Grants, Gifts, Allocations and Donations	1,295,340	721,511	3,655,462
Revenue from Bonds and Other Debt	770,000	763,000	763,000
Interfund Transfers / Internal Service Reimbursements	(549,000)		
All Other Resources Except Current Year Property Taxes			
Current Year Property Taxes Estimated to be Received	69,900	81,000	89,000
<b>Total Resources</b>	<b>4,332,734</b>	<b>4,090,738</b>	<b>6,812,291</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	235,238	186,397	202,290
Materials and Services	306,485	459,205	523,000
Capital Outlay	3,215,290	1,557,149	2,687,000
Debt Service	205,490	212,490	212,500
Interfund Transfer from General Fund to Joint Use Facility Fund	(549,000)		
Contingencies	129,000	96,000	52,000
Unappropriated Ending Balance and Reserved for Future Expenditure	790,231	1,579,497	3,134,701
<b>Total Requirements</b>	<b>4,332,734</b>	<b>4,090,738</b>	<b>6,812,291</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *</b>			
Name of Organizational Unit or Program FTE for that unit or program			
General	984,215	503,303	1,130,636
FTE	1.00	1.00	1.50
Water	1,963,289	1,887,984	1,918,522
FTE	0.75	0.50	0.25
Sewer	649,461	671,000	622,416
FTE	0.75	0.25	0.25
Streets	141,400	117,400	321,087
FTE	0.25	0.25	0.00
Stormwater	59,369	40,051	30,157
FTE	0	0.25	0.00
Joint Use Facility (Mosier Center) JUF Fund	1,084,000	871,000	2,789,473
FTE	0	0.25	0.50
Interfund Transfer from General to JUF Fund	(549,000)		
FTE	0	0	0
<b>Total Requirements</b>	<b>4,332,734</b>	<b>4,090,738</b>	<b>6,812,291</b>
<b>Total FTE</b>	<b>2.75</b>	<b>2.5</b>	<b>2.5</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***  
 1) Again this year, the City is the fiscal sponsor of the proposed Joint Use Facility "Mosier Center" which contributes to a large beginning fund balance. 2) Also, the City's water systems upgrade project, funded by USDA includes a new emergency source well, new eastside pump station and new telemetry and is shown as 55% loan and 45% grant in the appropriate categories above.

	Rate or Amount Imposed 2019-20	Rate or Amount Imposed This Year 2020-21	Rate or Amount Approved Next Year 2021-22
Permanent Rate Levy (rate limit 1.4128 per \$1,000)	1.4128	1.4128	1.4128
Local Option Levy			
Levy For General Obligation Bonds			

<b>STATEMENT OF INDEBTEDNESS</b>		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		\$763,000
Other Borrowings	\$1,750,000	\$1,032,925
<b>Total</b>	<b>\$1,750,000</b>	<b>\$1,765,925</b>

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.  
 150-504-073-2 (Rev. 02-14)

## City of Mosier FY 2021/22 Budget Process

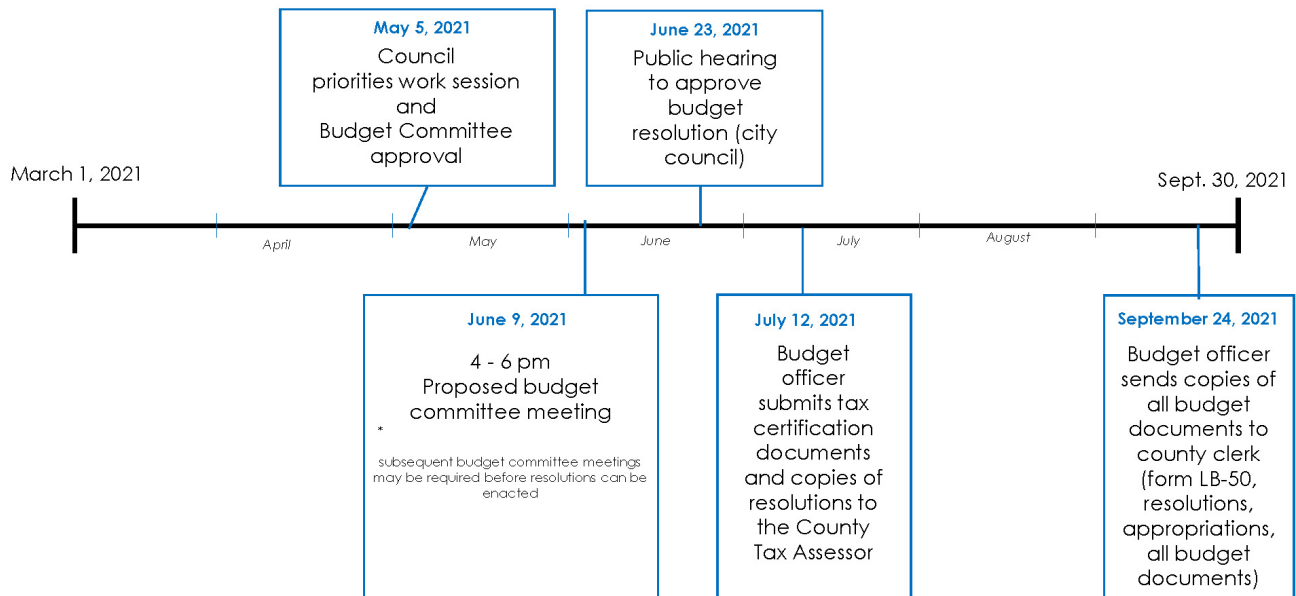
The intent of this document is to provide residents and other interested parties with a simple overview of the adopted City of Mosier Budget.

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

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

### BUDGET TIMELINE

*City of Mosier  
2021/2022 Fiscal Year*



## **FY 2021/22 Budget Message**

*As presented to the budget committee on June 9, 2021*

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

### **Highlights of Prior Year Accomplishments**

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

### **Get it in the Ground**

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

# CITY OF MOSIER

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

Summer/Fall 2021 include:

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

Summer/Fall 2022

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



# CITY OF MOSIER

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## GENERAL FUND

### PURPOSE

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

### PRIOR YEAR ACTIVITIES

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

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

### PROPOSED PROGRESS FY 2021/22

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

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

RESOURCES

General Fund

CITY OF MOSIER

(Name of Municipal Corporation)

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

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

**REQUIREMENTS SUMMARY**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM  
LB-30**

**General Fund**

**City of Mosier**

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

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

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

**General Fund**

**City of Mosier**

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

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

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

**General Fund**

**City of Mosier**

	Historical Data			REQUIREMENTS FOR: <u>Parks SDC</u>	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
				PERSONNEL SERVICES				
2			2				2	
3			3				3	
4			4				4	
5			5				5	
6			6				6	
7			7				7	
8	-	-	-	8	-	-	-	8
9	-	-	-	9	-	-	-	9
				MATERIALS AND SERVICES				
11		-	-	11	-	-	11	
12	450	450	450	12	450	450	12	
13				13		-	13	
14				14		-	14	
15				15		-	15	
16				16		-	16	
17				17		-	17	
18				18		-	18	
19				19		-	19	
20				20		-	20	
21				21		-	21	
22				22		-	22	
23				23		-	23	
24				24		-	24	
25				25		-	25	
26				26		-	26	
27	450	450	450	27	450	450	-	27
				CAPITAL OUTLAY				
29	68,000	51,340		29			29	
30		28,171	13,171	30	48,000	48,000	30	
31			15,000	31			31	
32			11,600	32	5,000	5,000	32	
33				33			33	
34				34			34	
35	68,000	79,511	39,771	35	53,000	53,000	-	35
36	68,450	79,961	40,221	36	53,450	53,450	-	36

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**General Fund**

City of Mosier

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

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

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

**General Fund**

**City of Mosier**

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

FORM  
LB-30

**REQUIREMENTS SUMMARY**  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

**General**  
(name of fund)

**City of Mosier**

	Historical Data			REQUIREMENTS NOT ALLOCATED	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
				PERSONNEL SERVICES NOT ALLOCATED				
2				2				2
3				3				3
4	-	-	-	4 <b>TOTAL PERSONNEL SERVICES</b>	-	-	-	4
5	-	-	-	5 <b>Total Full-Time Equivalent (FTE)</b>	-	-	-	5
				MATERIALS AND SERVICES NOT ALLOCATED				
7				7				7
8				8				8
9	-	-	-	9 <b>TOTAL MATERIALS AND SERVICES</b>	-	-	-	9
				CAPITAL OUTLAY NOT ALLOCATED				
11				11 OPRD Mosier Plaza and Hub Grant Remaining Funds for the Year	286,000	286,000		11
12				12 Cemetery Endowment Funds (Gabay Family)	6,000	6,000		12
13	-	-	-	13 <b>TOTAL CAPITAL OUTLAY</b>	292,000	292,000	-	13
				DEBT SERVICE				
15				15				15
16				16				16
17	-	-	-	17 <b>TOTAL DEBT SERVICE</b>	-	-	-	17
				SPECIAL PAYMENTS				
19				19				19
20				20				20
21	-	-	-	21 <b>TOTAL SPECIAL PAYMENTS</b>	-	-	-	21
				INTERFUND TRANSFERS				
23				23				23
24			549,000	24 Transfer from General Fund to JUF Fund				24
25	-	-	549,000	25 <b>TOTAL INTERFUND TRANSFERS</b>		-	-	25
26	25,000	20,000	20,000	26 <b>OPERATING CONTINGENCY</b>	20,000	20,000		26
27	25,000	20,000	569,000	27 <b>Total Requirements NOT ALLOCATED</b>	312,000	312,000	-	27
28	198,944	253,005	332,721	28 <b>Total Reqs. for ALL Org. Units/Programs within General Fund</b>	687,568	687,568	-	28
				RESERVED FOR FUTURE EXPENDITURES:				
30		500,000	500,000	30				30
31		12,000	12,000	31 Ending Reserve Balance - Parks SDC	24,000	24,000		31
32	124,128	103,905	103,905	32 Reserved for Future Expenditures - Unspecified	81,938	81,938		32
33	124,128	615,905	615,905	33 <b>TOTAL RESERVED FOR FUTURE EXPENDITURES</b>	105,938	105,938	-	33
34				34 Ending balance (prior years) - Unrestricted				34
35				35 Ending balance (prior years) - Parks SDC				35
36			32,150	36 <b>UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)</b>	25,130	25,130		36
37	348,072	888,910	1,549,776	37 <b>TOTAL REQUIREMENTS</b>	1,130,636	1,130,636	-	37



# CITY OF MOSIER

small enough to make a difference

## **WATER ENTERPRISE FUND**

### **PURPOSE**

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

### **FY 20/21 ACCOMPLISHMENTS**

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

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

### **GOALS FOR FY21/22 BUDGET YEAR**

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

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

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

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

**RESOURCES**

**Water Fund**

CITY OF MOSIER

FORM  
LB-20

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

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

**REQUIREMENTS SUMMARY**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM**

**LB-30**

**Water Fund**

**City of Mosier**

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

FORM  
LB-30

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

City of Mosier

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

FORM  
LB-30

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

City of Mosier

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

**REQUIREMENTS SUMMARY**  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

Water Fund

City of Mosier

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

# CITY OF MOSIER

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## SEWER ENTERPRISE FUND

### PURPOSE

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

### PRIOR YEAR ACCOMPLISHMENTS

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

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

### GOALS FOR CURRENT BUDGET YEAR

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

**RESOURCES**

**Sewer**

(Fund)

**City of Mosier**

(Name of Municipal Corporation)

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

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



**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

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

**Sewer**

**City of Mosier**

(name of fund)

	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget For Next Year			
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-19	First Preceding Year 2019-20						
				<b>PERSONNEL SERVICES</b>				
2			2				2	
3	5,733	5,559	4,170	3 Maintenance /Public Works	1,668	1,668	3	
4	23,164	8,930	14,883	4 City Recorder	3,096	3,096	4	
5	5,850	10,566	7,042	5 Employee Benefits	8,354	8,354	5	
6	22,719	7,785	11,677	6 City Manager	12,145	12,145	6	
7				7			7	
8	<b>57,466</b>	<b>32,840</b>	<b>37,772</b>	8 <b>TOTAL PERSONNEL SERVICES</b>	<b>25,263</b>	<b>25,263</b>	-	8
				<b>MATERIALS AND SERVICES</b>				
11	10,000	10,000	11,000	11 Utilities	10,000	10,000	11	
12	285	285	300	12 Telephone	300	300	12	
13	1,000	2,000	3,000	13 Contracted Services	12,000	12,000	13	
14	9,000	5,000	5,000	14 Engineering Services	5,000	5,000	14	
15	60,000	60,000	80,000	15 Jacobs WWTP Services	64,228	88,000	-	15
16	1,550	1,000	3,000	16 Audit	8,000	8,000	16	
17	2,000	5,000	5,000	17 Maintenance & Supplies	5,000	5,000	17	
18	2,860	2,860	3,000	18 Insurance	3,000	3,000	18	
19	1,000	1,000	1,500	19 Office Supplies	1,500	1,500	19	
20	350	1,000	2,500	20 Legal	2,500	2,500	20	
21	2,200	2,200	2,200	21 Licenses & Permits	2,500	2,500	21	
22	100	100	300	22 Hood River Billing Services	8,820	8,820	22	
23		-	-	23			23	
24				24			24	
25				25			25	
26				26			26	
27	<b>90,345</b>	<b>90,445</b>	<b>116,800</b>	27 <b>TOTAL MATERIALS AND SERVICES</b>	<b>122,848</b>	<b>146,620</b>	-	27
				<b>CAPITAL OUTLAY</b>				
29	3,290	7,000		29 HVAC	5,500	5,500	29	
30				30 Outfall inspection	1,500	1,500	30	
31				31			31	
32				32			32	
33				33			33	
34				34			34	
35	<b>3,290</b>	<b>7,000</b>	-	35 <b>TOTAL CAPITAL OUTLAY</b>	<b>7,000</b>	<b>7,000</b>	-	35
36	<b>151,101</b>	<b>130,285</b>	<b>154,572</b>	36 <b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	<b>155,111</b>	<b>178,883</b>	-	36

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

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

**Sewer**

**City of Mosier**

(name of fund)

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

## REQUIREMENTS SUMMARY

**FORM  
LB-30**

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

Sewer

City of Mosier

(name of fund)

	Historical Data				REQUIREMENTS FOR: <u>Sewer SDC</u>	Budget For Next Year			
	Actual		Adopted Budget This Year Year 2020-21			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 2018-19	First Preceding Year 2019-20							
1				1	PERSONNEL SERVICES				1
2				2					2
3				3					3
6				6					6
7				7					7
8	-	-	-	8	<b>TOTAL PERSONNEL SERVICES</b>	-	-	-	8
9	-	-	-	9	<b>Total Full-Time Equivalent (FTE)</b>	-			9
10				10	DEBT SERVICE				10
11				11					11
12				12					12
13			135,000	13	Principal and Interest Payments - Sewer Loans	135,000	135,000		13
14			3,290	14	Mosier Creek Bridge Debt Service	7,000	7,000		14
15			7,000	15	Mosier Creek Bridge Loan Match				15
16				16					16
23				23					23
24				24					24
25				25					25
26				26					26
27	-	-	145,290	27	<b>TOTAL DEBT SERVICES</b>	142,000	142,000	-	27
28				28	CAPITAL OUTLAY				28
29	75,000			29					29
31		68,416	13,220	31	WWTP Update Plan				31
32		10,000	9,725	32	Sewer SDC Study	5,000	5,000		32
33				33					33
34				34					34
35	75,000	78,416	22,945	35	<b>TOTAL CAPITAL OUTLAY</b>	5,000	5,000	-	35
36	75,000	78,416	168,235	36	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	147,000	147,000	-	36

FORM  
LB-30

**REQUIREMENTS SUMMARY**  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

Sewer  
Administration

City of Mosier

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year		
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Second Preceding Year 2018-19	First Preceding First Preceding Year 2019-20					
				PERSONNEL SERVICES NOT ALLOCATED			
2			2				2
3			3				3
4	-	-	-	4 <b>TOTAL PERSONNEL SERVICES</b>	-	-	-
5			5	5 <b>Total Full-Time Equivalent (FTE)</b>			5
				MATERIALS AND SERVICES NOT ALLOCATED			
7			7	7 OPERATING EMERGENCY	32,000	32,000	7
8			8				8
9	-	-	-	9 <b>TOTAL MATERIALS AND SERVICES</b>	32,000	32,000	-
				EMERGENCY CAPITAL AND OPERATIONS			
11			11	11 CAPITAL EMERGENCY	50,000	50,000	11
12			12	12 SHORT LIVED ASSET EMERGENCY	15,000	15,000	12
13	-	-	-	13 <b>TOTAL CAPITAL EMERGENCY</b>	65,000	65,000	-
				DEBT RESERVE			
15	73,013	135,000	15	15 DEBT RESERVE	55,775	55,775	15
16	-	3,290	16				16
17	73,013	138,290	-	17 <b>TOTAL DEBT RESERVE</b>	55,775	55,775	-
				SPECIAL PAYMENTS			
19			19				19
20			20				20
21	-	-	-	21 <b>TOTAL SPECIAL PAYMENTS</b>	-	-	-
				INTERFUND TRANSFERS			
23		30,000	23	23 FROM SEWER TO STORMWATER FOR STORMWATER PLAN			23
24			24				24
25			25				25
26			26				26
27			27				27
28	-	30,000	28	28 <b>TOTAL INTERFUND TRANSFERS</b>	-	-	-
29	20,000	25,000	25,000	29 <b>OPERATING CONTINGENCY</b>	25,000	25,000	29
30	157,809	193,290	25,000	30 <b>Total Requirements NOT ALLOCATED</b>	177,775	177,775	-
31	271,101	246,201	31	31 <b>Total Requirements for ALL Org./Units/Programs within fund</b>	302,111	325,883	31
				RESERVED FOR FUTURE EXPENDITURES:			
33	32,868	174,970	267,193	33 Reserved for future expenditure - Unspecified	107,530	87,758	33
34			21,000	34 Sewer SDC			34
35	355,675	174,970	288,193	35 <b>TOTAL RESERVED FOR FUTURE EXPENDITURES</b>	107,530	87,758	-
36			36	36 Ending balance (prior years)			36
37			37	37 Ending Balance (prior years) - Water SDC's			37
38			38	38 Ending Balance (prior years) - Capital Improvement Reserve			38
39			39	39 Ending Balance (prior years) - Debt Service			39
40	322,312	35,000	35,000	40 <b>UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)</b>	35,000	31,000	40
41	1,106,897	649,461	671,000	41 <b>TOTAL REQUIREMENTS</b>	622,416	622,416	-

# CITY OF MOSIER

small enough to make a difference

## **SPECIAL REVENUE FUND - STREETS**

### **PURPOSE**

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

### **PRIOR YEAR ACCOMPLISHMENTS**

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

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

### **WORKPLAN FOR FY 21/22**

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

**RESOURCES**  
**STREETS**

Fund

**CITY OF MOSIER**

(Name of Municipal Corporation)

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

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

**REQUIREMENTS SUMMARY**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM  
LB-30**

**STREETS**

Administration

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

FORM  
LB-30

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

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



# CITY OF MOSIER

small enough to make a difference

## **SPECIAL REVENUE FUND - JOINT USE FACILITY 'MOSIER CENTER'**

### **PURPOSE**

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

### **PRIOR YEAR ACCOMPLISHMENTS**

During 2020-21, City staff, Fire District Chief, architect, contractor and fundraising consultant worked with Mayor Burns, Witt Anderson and Phil Evans on separate assignments to gain support from granting foundations, State legislature lottery and ARRA funding, Senate Community allocation funding and to develop accurate and timely construction cost estimating of the new facility through the following accomplishments:

1. Successful schematic design update with Minarik Architecture Team and Kirby Nagelhout Construction along with three updated construction cost estimates
2. Completion of fundraising graphic materials and narratives for three major grant applications, including site development funding from Oregon Parks, State lottery funds, State ARRA funding and Senate Community earmark funding as well as meetings with Ford Family Foundation and Meyer Memorial Trust.
3. Development of sources and uses document to assess current financial standing for the project and appeal to Fire District Board for approval of general bond funding.
4. City Council approvals, resolutions and legal documentation of second Site Restoration agreement to transfer over one million dollars from the original agreement to the JUF.

### **GOALS FOR CURRENT BUDGET YEAR**

In 2021-2022, the JUF Committee will determine the best path forward to raise an additional \$3 million and review schematic design drawings, moving into the design development phase in order to hone the building's services to meet community needs and budget constraints. Key tasks and deliverables include:

1. JUF committee public meetings every two months to discuss progress and approve fundraising and design direction
2. Coordination of architect/CMGC contractors to move further into design development and finalize a working construction budget.
3. Coordination of the fundraising committee and management of the capital campaign
4. Grantwriting appeals to foundations and public agencies as well as appeals to community and regional individual donors for their support of the project.

**RESOURCES**  
**JOINT USE FACILITY**

Fund

**CITY OF MOSIER**  
(Name of Municipal Corporation)

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

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

**REQUIREMENTS SUMMARY**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM  
LB-30**

**JOINT USE FACILITY**

**CITY OF MOSIER**

Administration

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

**FORM  
LB-30**

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

**CITY OF MOSIER**

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

# CITY OF MOSIER

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## **STORMWATER SDC FUND**

### **PURPOSE**

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

### **PRIOR YEARS ACTIVITIES AND ACCOMPLISHMENTS**

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

### **GOALS FOR CURRENT BUDGET YEAR**

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

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

**RESOURCES**  
**Stormwater SDC**

(Fund)

**CITY OF MOSIER**

(Name of Municipal Corporation)

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

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

FORM  
LB-30

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

CITY OF MOSIER

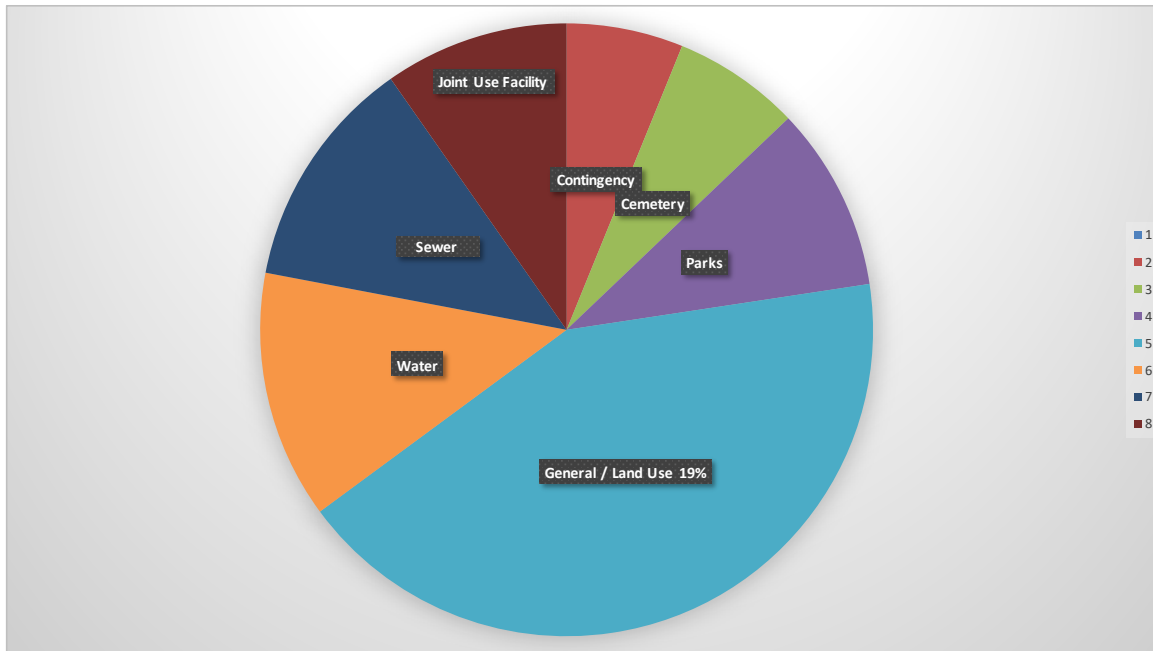
	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2020-21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2018-19	First Preceding Year 2019-20							
				PERSONNEL SERVICES NOT ALLOCATED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

SALARY WAGE ALLOCATION %

	Street	Contingency	General - Parks	General - Cemetery	General/Land Use	Water	Sewer	JUF Special Revenue	Total
City Manager	Not Allowable		5.00%	5.00%	45.00%	15.00%	15.00%	15.00%	100.00%
City Recorder / Finance Officer			5.00%	15.00%	60.00%	5.00%	5.00%	10.00%	100.00%
Maintenance			15.00%	15.00%	5.00%	10.00%	5.00%	0.00%	50.00%
Contingency		12.50%							
Employee Benefits (health and retirement)	0.00%		5.00%	5.00%	35.00%	25.00%	25.00%	5.00%	0.00%
<b>TOTAL FTE'S (2.5)</b>	<b>0.00%</b>	<b>0.00%</b>	<b>17.50%</b>	<b>27.50%</b>	<b>107.50%</b>	<b>25.00%</b>	<b>22.50%</b>	<b>25.00%</b>	<b>250.00%</b>

SALARY WAGE ALLOCATION (w/benefits)

	Street	Contingency	General - Parks	General - Cemetery	Gen Adm- Land Use	Water	Sewer	JUF Special Revenue	FY 21-22 TL
City Manager	\$		\$ 4,048.14	\$ 4,048.14	\$ 36,433.29	\$ 12,144.43	\$ 12,144.43	\$ 12,144.43	\$ 80,962.86
City Recorder / Finance Officer	\$ -		\$ 3,095.63	\$ 9,286.90	\$ 37,147.59	\$ 3,095.63	\$ 3,095.63	\$ 6,191.26	\$ 61,912.65
Maintenance	\$ -		\$ 5,003.44	\$ 5,003.44	\$ 1,667.81	\$ 3,335.63	\$ 1,667.81	\$ -	\$ 16,678.13
Contingency		\$ 12,764.29							\$ 12,764.29
Employee Benefits (health and retirement)	\$ -		\$ 1,670.70	\$ 1,670.70	\$ 11,694.90	\$ 8,353.50	\$ 8,353.50	\$ 1,670.70	\$ 33,414.00
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 12,658.27</b>	<b>\$ 13,817.91</b>	<b>\$ 20,009.18</b>	<b>\$ 86,943.59</b>	<b>\$ 26,929.19</b>	<b>\$ 25,261.37</b>	<b>\$ 20,006.39</b>	<b>\$ 205,731.93</b>





**CITY OF MOSIER**  
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*Fiscal Year 2021/22*

**Budget Appendix**

# City of Mosier FY 2021/2022 Workplan

## Capital Projects, Associated Planning and Ordinance Updates

#	Project	2018	2019	2020	2021	2022	2023	COST
1	STR, Tree Protection Ordinances and Other Ordinance Updates							\$ 13,250
2	Housing Related Ordinance Updates							\$ 7,200
3	3rd Ave/Wash (const. due 10/10/21)							\$ 50,000
4	USDA Water System Update (\$1,829,993 TL)							
	Eastside BPS & Telemetry Construction							\$ 455,700
	Permitting/Engineering							\$ 564,846
	Well #5 Construction							\$ 809,447
5	Mosier Center (\$6,500,000 TL)							\$ 2,789,473
6	Mosier Center Plaza and Hub (Completion Due May '23)							\$ 979,000
7	UPRRR Property Deed/JUF Master Plan							\$ 18,000
6	WWTP Feasibility Assessment/Update							\$ 75,000
8	Water/Sewer Rate Study							\$ 65,000
9	SDC Studies							\$ 45,000
10	Mosier West Gateway/Hwy 30 ODOT (Not in Budget)							\$ 650,000
11	Derailment Site Restoration							\$ 200,000
12	Electric Utility Options Feasibility Assess.							\$ 50,000
13	EV Charging Station							\$ 215,000
14	Streetlight LED Retrofit							\$ 6,000
15	Mosier Plateau Trail Extension							
16	Quarry Development							
	TOTAL							\$ 6,922,466

**KEY**

Feasibility
Funding
Contracting
Design/Permitting/Bids
Ordinance Update
Implementation

City of Mosier  
 Water Project  
 Project Cost Estimate for Well No. 5 PER Amendment  
 JG: Updated 5/26/21

### Water Project - Cost Estimates all Phases

Project Description and Line Item	Units	Unit Price	Quantity	Total
<b>Well No. 5 Construction</b>				
Well Drilling	LS	\$ 205,925	1	\$ 205,925
Wellhead Improvements	LS	\$ 150,000	1	\$ 250,000
Construction Subtotal				\$ 455,925
Construction Contingency (15%)				\$ 68,389
<b>Total Construction</b>				<b>\$ 809,447</b>
<b>Eastside BPS &amp; Telemetry Construction</b>				
New Pump/PRV Station	LS	\$ 250,000	1	\$ 300,000
Telemetry and Control System - System Wide	LS	\$ 25,000	2	\$ 134,000
Construction Subtotal				\$ 434,000
Construction Contingency (5%)				\$ 21,700
<b>Total Construction</b>				<b>\$ 455,700</b>
<b>Consultant Design Team Estimate</b>				
RH2 Consulting Team - Contracted Fee	LS	\$ 285,133	1	\$ 285,133
RH2 Consulting Team - Proposed Fee Amendment	LS	\$ 121,833	1	\$ 121,833
<b>Total Design Engineering</b>				<b>\$ 406,966</b>
<b>Mosier In-House Expenses</b>				
Permitting and Approval Fees	LS	\$ 20,000	1	\$ 20,000
Property Acquisition Expense	LS	\$ 40,000	1	\$ 40,000
Contracted Engineering and Planning Services	LS	\$ 65,380	1	\$ 65,380
Proposed Amendment to Contracted Services	LS	\$ 35,000	1	\$ 35,000
Staff Legal	LS	\$ 9,000	1	\$ 9,000
Bond Counsel	LS	\$ 8,500	1	\$ 8,500
<b>Total</b>				<b>\$ 157,880</b>

<b>Grand Total</b>	<b>\$ 1,829,993</b>
<b>Funded Budget</b>	<b>\$ 1,522,418</b>
<b>Deficit</b>	<b>\$ 307,575</b>
	20.2%



## City of Mosier - John Grim & Associates (JGA) - Engineering Services - FY 21/22

<b>GENERAL FUND</b>		
Development-Related Services - Cost Recovery	\$	25,000
General Services/Misc. Projects	\$	15,000
Subtotal	\$	40,000
<b>WATER ENTERPRISE FUND</b>		
General Engineering Services	\$	5,000
<b>SEWER ENTERPRISE FUND</b>		
General Engineering Services	\$	5,000
Contracted HVAC Work	\$	12,500
Contracted Outfall Inspection	\$	1,500
Subtotal	\$	19,000
<b>STREET FUND</b>		
General Engineering Services	\$	1,000
JG - 3rd Ave. Sidewalk	\$	3,000
JG - Hwy 30 - Phase 1	\$	3,000
JG - EV Charging Station	\$	5,000
Subtotal	\$	12,000
<b>STORMWATER FUND</b>		
General Engineering Services	\$	1,000
<b>PARKS FUND</b>		
Contracted Rock Creek Park Gate Equipment & Installation	\$	20,000
<b>TOTAL GENERAL SERVICES</b>		<b>\$97,000</b>

**City of Mosier - Katie Skakel Workplan/Budget 2021/2022**

Category	Hours Per Month	# Active Months	Total Annual Hours	Hourly Rate	Estimated Subtotal
<b>TASK 1: Current Planning/Site Development Application Review</b>					
Review Site Development Permits	6.00	12.00	72.00	\$90.00	\$6,480.00
General Land Use Questions	4.00	12.00	48.00	\$90.00	\$4,320.00
Land Use Review Processes (Type II & III)	7.00	12.00	84.00	\$90.00	\$7,560.00
Misc Land Use Issues and Agency Responses	3.00	12.00	36.00	\$90.00	\$3,240.00
Compliance issues and TMDL reporting	6	12	72	\$90.00	\$6,480.00
<b>Task 1: Current Planning Costs Total</b>					<b>\$28,080.00</b>
<b>TASK 2: Long Range Planning Activities</b>					
Tree Protection Zoning Ordinance and Updates	3.00	4.00	12.00	\$90.00	\$1,080.00
Zoning Ordinance Updates (Affordable Housing, spill over from short term)	10.00	8.00	80.00	\$90.00	\$7,200.00
Pursue DLCD/Statewide Planning/Comp Plan Update Grants	4.00	2.00	8.00	\$90.00	\$720.00
Mosier Hub review	5.00	2.00	10.00	\$90.00	\$900.00
<b>Task 2: Long Range Planning Costs Total</b>					<b>\$9,900.00</b>
<b>TASK 3: Grant Related Projects</b>					
Natural Hazard Mitigation Plan	12.00	10.00	120.00	\$90.00	\$10,800.00
Hwy 30 FLAP - Federal Acquisition Review and Coordination	2.00	2.00	4.00	\$90.00	\$360.00
Water System Project	8	5	35	\$90.00	
<b>Task 3: Grant Related Project Costs Total</b>					<b>\$11,160.00</b>
<b>TASK 4: Administration and Communication with City Staff</b>					
Monthly/Weekly Check-in with City Staff	3.00	12.00	36.00	\$90.00	\$3,240.00
<b>Task 4: Admin Costs Total</b>					<b>\$3,240.00</b>
<b>MATERIALS</b>					
Special production work including survey materials, oversized maps, etc (upon request)					(reimbursed at cost)
<b>Materials Costs Total</b>					<b>\$0.00</b>
<b>ESTIMATED GRAND TOTAL</b>					<b>\$52,380.00</b>

## City of Mosier - Legal Services Budget Estimate for FY 2021-22

Category	Annual Hour Estimate	Hourly Rate	Estimated Subtotal
<b>General Legal Matters</b>			
General legal inquiries and guidance, contracts and procurements, public meetings and records, local budget law, franchise matters, fees and charges, elections, code enforcement and abatement, attendance at meetings, drafting and review of legal instruments such as ordinances, resolutions, orders, and proclamations, application of municipal code, legal support for contractors	60.00	\$125.00	\$7,500.00
<b>General Legal Matters Total Estimate</b>			<b>\$7,500.00</b>
<b>Land Use Matters</b>			
Land use legislation, attendance at public hearings, review of land use applications, guidance on procedure, findings, and decision	40.00	\$125.00	\$5,000.00
<b>Land Use Matters Total Estimate</b>			<b>\$5,000.00</b>
<b>Special Projects</b>			
Joint Use Facility	50.00	\$125.00	\$3,000.00
Municipal Code Updates	20.00	\$125.00	\$1,500.00
Comprehensive Plan Update	15.00	\$125.00	\$1,875.00
Council Inquiry and Training	19.00	\$125.00	\$2,375.00
USDA Water System Update (See City Engineer's estimate for legal fees)			
<b>Special Projects Total Estimate</b>			<b>\$8,750.00</b>
<b>Specialized Legal Expertise</b>			
Land use appeals and litigation strategy	3.00	\$300.00	\$900.00
Other matters requiring legal expertise (e.g., Water Law, Natural Resources Law, Employment Law, Tax Law, Specialized Real Estate Transactions, other areas)	4.00	\$350.00	\$1,400.00
<b>Specialized Legal Expertise Total Estimate</b>			<b>\$2,300.00</b>
<b>TOTAL ESTIMATE</b>			<b>\$23,550.00</b>

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the City of Mosier will be held on **Wednesday, June 23rd, 2021 at 6:30 pm** online at:  
<https://us02web.zoom.us/j/89695027102?pwd=YVp6U2JqUTF1VUxGYTVHTWZtYWJaQT09>  
 1-312-626-6799 Meeting ID: 896 9502 7102 Passcode: 782756  
 The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the Mosier Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Mosier City Hall, by calling 541-490-7411. This budget is for an annual budget period. This budget was prepared on a

Contact: Colleen Coleman Telephone: (541) 490-9758 Email: colleen.coleman@cityofmosier.com

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	Actual Amount	Adopted Budget	Approved Budget
	2019-2020	This Year 220-21	Next Year 2021-2022
Beginning Fund Balance/Net Working Capital	2,106,249	1,846,927	1,205,829
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	640,245	678,300	1,099,000
Federal, State and all Other Grants, Gifts, Allocations and Donations	1,295,340	721,511	3,655,462
Revenue from Bonds and Other Debt	770,000	763,000	763,000
Interfund Transfers / Internal Service Reimbursements	(549,000)		
All Other Resources Except Current Year Property Taxes			
Current Year Property Taxes Estimated to be Received	69,900	81,000	89,000
<b>Total Resources</b>	<b>4,332,734</b>	<b>4,090,738</b>	<b>6,812,291</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	235,238	186,397	202,290
Materials and Services	306,485	459,205	523,000
Capital Outlay	3,215,290	1,557,149	2,687,000
Debt Service	205,490	212,490	212,500
Interfund Transfer from General Fund to Joint Use Facility Fund	(549,000)		
Contingencies	129,000	96,000	52,000
Unappropriated Ending Balance and Reserved for Future Expenditure	790,231	1,579,497	3,134,701
<b>Total Requirements</b>	<b>4,332,734</b>	<b>4,090,738</b>	<b>6,812,291</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *</b>			
Name of Organizational Unit or Program FTE for that unit or program			
General	984,215	503,303	1,130,636
FTE	1.00	1.00	1.50
Water	1,963,289	1,887,984	1,918,522
FTE	0.75	0.50	0.25
Sewer	649,461	671,000	622,416
FTE	0.75	0.25	0.25
Streets	141,400	117,400	321,087
FTE	0.25	0.25	0.00
Stormwater	59,369	40,051	30,157
FTE	0	0.25	0.00
Joint Use Facility (Mosier Center) JUF Fund	1,084,000	871,000	2,789,473
FTE	0	0.25	0.50
Interfund Transfer from General to JUF Fund	(549,000)		
FTE	0	0	0
<b>Total Requirements</b>	<b>4,332,734</b>	<b>4,090,738</b>	<b>6,812,291</b>
<b>Total FTE</b>	<b>2.75</b>	<b>2.5</b>	<b>2.5</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***  
 1) Again this year, the City is the fiscal sponsor of the proposed Joint Use Facility "Mosier Center" which contributes to a large beginning fund balance. 2) Also, the City's water systems upgrade project, funded by USDA includes a new emergency source well, new eastside pump station and new telemetry and is shown as 55% loan and 45% grant in the appropriate categories above.

	Rate or Amount Imposed 2019-20	Rate or Amount Imposed This Year 2020-21	Rate or Amount Approved Next Year 2021-22
Permanent Rate Levy (rate limit 1.4128 per \$1,000)	1.4128	1.4128	1.4128
Local Option Levy			
Levy For General Obligation Bonds			

<b>STATEMENT OF INDEBTEDNESS</b>		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		\$763,000
Other Borrowings	\$1,750,000	\$1,032,925
<b>Total</b>	<b>\$1,750,000</b>	<b>\$1,765,925</b>

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.  
 150-504-073-2 (Rev. 02-14)



# CITY OF MOSIER

small enough to make a difference

## RESOLUTION #2021-08- ADOPTING THE BUDGET

BE IT RESOLVED that the City Council for the City of Mosier hereby adopts the Budget as approved by the Budget Committee for fiscal year 2021-2022 in the amount of \$6,812,291 now on file at the office of the City Manager.

## RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2021, and for the purposes shown below, are hereby appropriated as follows:

*\*Administration – includes Personnel and Materials and Services for this Fund*

### General Fund

Administration*	\$265,350
Capital Outlay	\$292,000
Operating Contingency	\$20,000
Reserved for Future Expenditure	\$81,938
Unappropriated Ending Balance	<u>\$25,130</u>
<b>Fund TOTAL</b>	<b>\$684,418</b>

### Streets Fund

Administration*	\$39412
Capital Outlay	\$265,000
Operating Contingency	\$2,000
Reserved for Future Expenditure	\$14,675
Unappropriated Ending Balance	<u>\$0</u>
<b>Fund TOTAL</b>	<b>\$78,566</b>

### Water Fund

Administration*	\$158,964
Capital Outlay	\$1,400,000
Debt Service	\$67,200
Operating Contingency	\$50,000
Reserved for Future Expenditure	\$125,500
Unappropriated Ending Balance	<u>\$116,858</u>
<b>Fund TOTAL</b>	<b>\$1,918,522</b>

### Sewer Fund

Administration*	\$148,111
Capital Outlay	\$7,000
Debt Service	\$142,000
Operating Contingency	\$25,000
Reserved for Future Expenditure	\$265,305
Unappropriated Ending Balance	<u>\$35,000</u>
<b>Fund TOTAL</b>	<b>\$622,416</b>

### Stormwater SDC Fund

Administration	\$1,000
Capital Outlay	\$5,000
Operating Contingency	\$2,000
Reserved for Future Expenditure	\$22,157
Unappropriated Ending Balance	<u>\$2,000</u>
<b>Fund TOTAL</b>	<b>\$30,157</b>

### JUF

Administration*	\$72257
Capital Outlay	\$633000
Debt Service	\$0
Operating Contingency	\$5000
Reserved for Future Expenditure	\$2072783
Unappropriated Ending Balance	<u>\$6,163</u>
<b>Fund TOTAL</b>	<b>\$2,789,473</b>

TOTAL APPROPRIATIONS	<u>6,627,140</u>
UNAPPROPRIATED ENDING FUND BALANCE	<u>\$185,151</u>
<b>TOTAL BUDGET</b>	<b>\$6,812,291</b>

**RESOLUTION LEVYING TAXES & CATEGORIZING LEVY**

BE IT RESOLVED that the City Council for the City of Mosier hereby imposes the taxes provided for in the adopted budget at the rate of \$1.4128 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized upon the assessed value of all taxable property within the district.

	<u>General Government</u>	<u>Excluded from Limitation</u>
Permanent Rate	\$1.4128/\$1,000	0

ADOPTED AND APPROPRIATED by the City Council of the City of Mosier at a regular meeting on Wednesday the 23rd day of June, 2021.

Attest:

\_\_\_\_\_  
Arlene Burns, Mayor

\_\_\_\_\_  
Colleen Coleman, Budget Officer/City Mgr.



## **CITY COUNCIL MEETING**

**Wednesday May 19, 2021 6:30 P.M.**

Please join our meeting online or by phone at the following link or phone number:

Join Zoom Meeting

<https://us02web.zoom.us/j/83039991674?pwd=REtYOFJzUWV3d0Y2ZWJjb0t5S25yZz09>

Meeting ID: 830 3999 1674

Passcode: 971468

One tap mobile +12532158782,,83039991674#,,,,\*971468# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

## **CITY COUNCIL EXECUTIVE SESSION**

**3:15 p.m. Tuesday, 5/11/21**

*under ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.*

**Mayor Burns calls to order 3:15**

**Witt Anderson**

**Peny Wallace**

**Jayne Bennett**

**Ron Wright**

**Laura Westmeyer**

**John Grim**

**Adjourn 3:40**



## CITY COUNCIL MEETING

Wednesday June 23, 2021 6:30 P.M.

Please join our meeting online or by phone at the following link or phone number:

Join Zoom Meeting

<https://us02web.zoom.us/j/83039991674?pwd=REtYOFJzUWV3d0Y2ZWJjb0t5S25yZz09>

Meeting ID: 830 3999 1674

Passcode: 971468

One tap mobile +12532158782,,83039991674#,,,,\*971468# US (Tacoma)

Dial by your location

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## PUBLIC MEETING MINUTES

May 12, 2021

3:30 PM ZOOM

**Mayor Burns calls to order 3:30**

Mayor Burns

Witt Anderson

Peny Wallace

Ron Wright

Colleen Coleman City Manager

Laura Westmeyer City Attorney

Jayme Bennett City Recorder

## **Vote to agree to amend the Site Restoration Agreement for the Union Pacific (UP) Settlement**

Mayor Burns: For the record, Greg Valitchka texted to let the City Council know he is aligned with everything, he cannot call in for this meeting.

We went into executive session yesterday and discussed the amendment to the UP settlement and called this public meeting to discuss further and vote (or not) to accept the terms (or reject).

Any questions?

No questions.

Is the City of Mosier City Council ready to vote to accept the amendment to the UP settlement?

**Witt Anderson moves to approve that the City Council accept the amendment to the site restoration agreement with UP, as previously discussed.**

**2<sup>nd</sup>: Penny Wallace**

**All in, motion passes no opposition 3:33**

We will regroup as a City and review designs and think about the parking access, but likely a simplified version of the restoration with the vegetation remaining the priority. By managing it internally, we are removing Jacobs as project leads for efficiency and timeliness.

When Colleen returns from vacation, we will reach out and begin the process. This results in roughly 1m more for the Mosier Center, which is the priority of the community. This will help us get over the finish line on fundraising and encourages more state and federal participation.

### **Announcements:**

Colleen Coleman spoke with Jacobs, UP is rebuilding the tire berm and we are going to put out to bid in the next month. They were asked to wait and first reach out to Fruit Growers prior to commencement of any work.

Mayor Burns spoke to Arthur at Wasco County regarding the large piece of road being undermined west of the bridge Eastbound to the tunnels, beyond Rock Creek Bridge.

Colleen Coleman will be on vacation for 2 weeks, and per the Charter for the City of Mosier this requires a Pro Tempore to avoid interruption of her time off.

Along the lines of the succession resolution – the City of Mosier continues to function, and daily affairs are not disrupted. City Attorney Laura Westmeyer prepared a resolution per the insurance requirements, not to exceed 21 days – authority of giving the duties to Jayme and allowing a \$5,000 spending limit, to take actions as the City Manager under the State of Emergency that is declared.

Mayor signs and City Recorder attests. Recommendation is the Mayor signs and Council President attests.

**Ron Wright moves to approve 2021-07 Jayme Bennett Pro Tempore until June 2 (21 days)**

**2<sup>nd</sup>: Witt Anderson**

**All in favor, motion passes, no opposition 3:53**

**Meeting closes 3:55**



## **CITY COUNCIL MEETING**

**Wednesday June 23, 2021 6:30 P.M.**

**Please join our meeting online or by phone at the following link or phone number:**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83039991674?pwd=REtyOFJzUWV3d0Y2ZWJjb0t5S25yZz09>**

**Meeting ID: 830 3999 1674**

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**Dial by your location**

**+1 253 215 8782 US (Tacoma)**

## **PUBLIC MEETING MINUTES**

**June 09, 2021**

**Mayor Burns calls to order 6:30**

Mayor Burns

Witt Anderson

Peny Wallace

Ron Wright

Greg Valitchka

Acasia Berry

Colleen Coleman City Manager

Jayne Bennett City Recorder

John Grim City Engineer

**Additions or Corrections to the Agenda:**

**Addition: Financial update (waiting on Jayme to arrive to the mtg).**

No business from the audience.

5/11 Executive Mtg Mins approval

Corrections on the minutes: Greg Valitchka was in attendance, marked absent.

Acacia: regarding the signature authority – it was oversight of your spending (to Jayme) as Pro Tempore not a spending authority.

Jayme explains the spending authority under the State of Emergency. City Council requests review of expenditures going forward. In the new budget year, we will produce a list of the expenditures and possibly revisit Colleen's spending authority so it can adhere to the budget rather than the \$5,000 limit. The services that are contracted are already rendered prior to payment, therefore the spending authority/payment is a moot point. Jayme is not on the accounts as a signer. Whatever the City Council decides is appropriate for a way forward, we will implement.

Acacia would like to also review our internal control policies and help with revisions and feedback if needed. Jayme also explains the roles and responsibilities have changed so much since the initial policies were created, that part of the audit will be producing new policies as corrective action.

**Acasia Berry makes a motion to pass the minutes from 05/19 with the above-mentioned changes.**

**2<sup>nd</sup>: Ron Wright**

**All in, no opposition, motion passes 6:45**

**Approval of Exec Session Mins: Acasia would like to mention the minutes are limited to attendance, arrival, and departure times.**

**Jayme will revise the minutes to strike the discussion and show attendance, start and closing time.**

**Acasia would like these minutes moved to the next City Council Meeting for approval along with the May 12 Public Meeting Minutes.**

John Grim has a letter from RH2 to the City and John Grim reviewing the bid selection for USDA project. USDA has reviewed and agrees with the recommendation for approval of selection. John Grim reviews the criteria and process for the council.

Questions:

Mayor Burns asks about the bathroom project at the WWTP – John Grim is first speaking with USDA, then will circle back.

Acasia inquires about the HVAC line-item amount. John Grim explains the quote process for the materials and supplies went in the site development portion of the bid.

Colleen also reminds Grim to keep an eye on change orders. A low bid can often result in change orders.



**Witt Anderson moves that the City Council in their capacity as the Contract Review Board for Mosier, awards Phase I of the Water System Improvement Project to Odyssey, as outlined in RH2's letter.**

**2<sup>nd</sup>: Peny Wallace**

**All in, no opposition, motion passes 6:52**

Jayne emails the spreadsheet to City Council to show the fund balance used to prepare the budget for FYE 2022-the QB file is split between the new bookkeeper and the City Hall. The information has not been updated, so all reporting is coordinated between Tammy and Jayme. The spreadsheet is not the new chart of accounts, and the dates are not accurately reflected.

The new FY 2022 will have quarterly financial reporting along with supplemental budgets. Supplemental budgets are very common and allow for more participation in projects for the City Council.

The spreadsheet does not reflect the items that require manual entry into Quickbooks via journal entries at the end of the fiscal year. Jayme will produce a budget performance document for the next meeting.

Mayor Burns also wants to encourage our subcommittees with all of their hard work to update council as they see fit or appropriate.

Ron Wright explains the process the STR committee is using – reviewed the survey process and approach. Greg Valitchka also spoke to the process, echoing Ron's words. Mayor Burns also suggested additional resources to be utilized (LOC).

Synopsis being evenly split between no regulation to regulation. Overwhelmingly, sense of community and small town feel was a priority across the board.

Mayor Burns thanks the subcommittee for their hard work.

**Witt Anderson Update on Rock Creek Park:**

Colleen received some input on the fee structure of the 50.00 park pass. Several people attended the Parks Committee meeting. Mostly local residents: Emily and Nate Stranz, Wilton (Martin?), Bonnie Fromm, Colleen Coleman, John Bloomster, Witt Anderson, Ron Right, Pete Wright, Amy, Tiffany Stranz

History lesson post 1996 flood, the work done by volunteers, the train derailment. Maintenance issues were brought up. Conversation around the spit and the maintenance – tabled until later.

Colleen reviewed the city's participation, and showed the map of the boundaries etc. Revenue was reviewed, which led to the 50.00 discussion, aversion to it by some. The committee will receive free passes, if they choose. Those that do not have the finances to pay to park can reach out to City Recorder at the City Hall 541-490-7411 [jayme.bennett@cityofmosier.com](mailto:jayme.bennett@cityofmosier.com)

Jayne suggests the mechanism for financial hardship qualifications go through CAP as an objective third party.

This is just a committee that provides advice and recommendations, not a decision-making authority. Risks (tree maintenance, safety etc) were discussed and identified.

Deconflicting the issues with kiting and small children were discussed as well as access to Mosier Creek for other park users.

Jayne mentions the school children are a large population of park users.

Mayor Burns also comments on the school children using the park and being grateful to learn that they are doing outdoor classes there. She wants to ensure the school is considered with our efforts on the parks committee. Also wants to note the bathroom solution at the WWTP could really be a good one, as we are able to provide the amenity, we have not abandoned it.

Colleen wants to also propose solutions and drawings, rather than an open concept for feedback. This will assist folks with being caught up on the process in the past, and how we got to where we are.

River float day proposed: everyone is open to the concept, the date will be discussed and decided at the next meeting. This is a social event, not discussing or deciding on city matters. This is an opportunity to team build and connect with nature and celebrate.

**Adjourn 8:05**