

# CITY OF MOSIER

small enough to make a difference

## MOSIER CITY COUNCIL MEETING

January 03, 2018 at 6:30 P.M.

*Mosier Senior Center at 500 Second Ave.*

I	6:30pm	Call to Order (please silence or turn-off cell phones)	
II		Agenda corrections or additions	5 min
III		<b>Business from the Audience</b> —This is an opportunity 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 Council and Staff to review. The Mayor can assign the issue to a future Council meeting, to a Council Committee, or to staff. Please realize that council cannot offer any response immediately, but will give the matter due consideration.	10 min
IV		Approval of City Council Meeting Minutes: 12/06/2017	
V		<b>BUSINESS</b>	
1.	6:45	Witt Anderson – Application for City Council review and discussion	15 min
2.	7:00 pm	Council Discussion – Review of Sample Plastic Bag Ban Ordinance	15 min
3.	7:15 pm	Council Discussion – Strategic Plan status / update – possible scheduling of Council work session	15 min
4.	7:30 pm	Staff Report –Nathan Pope – City of Mosier New Water Operator	10 min
5.	7:20 pm	Staff Report – Colleen – Year to Date Budget Report	10 min
6.	7:30 pm	Staff Report – Colleen – City Recorder/Finance Position to replace Kayla Nelson	15 min
7.	7:45 pm	Staff Report – Colleen – City Maintenance Truck and Snow Plow Plan	10 min
8.	7:55 pm	Announcements	5 min
VI	8:00 pm	Adjourn	

# CITY OF MOSIER

small enough to make a difference

PO Box 456 | 208 Washington Street, Mosier, OR 97040

Phone: 541.478.3505 | www.CityofMosier.com

## APPLICATION FOR COUNCIL VACANCY

Applicant Information	
Name:	George W. (Witt) Anderson
Phone Number:	503.334.6677
Mailing Address:	P. O. Box 667, Mosier, OR 97040
Email Address:	wittanderson@comcast.net
Physical Address of Home:	361 Ponderosa Place, Mosier, OR 97040
Position Applied For:	WittAnderson@comcast.net

Declaration of Interest:	
<p><b>Experience:</b> See attached resume and synopsis at right.</p> <p><b>Education:</b> University of Idaho, Moscow, Idaho - MS, Natural Resource Management, 1984, GPA 4.0  University of Maine, Orono, Maine - BS, Botany, 1976, GPA 3.3</p>	<p><b>INDEPENDENT CONSULTANT, 2013 TO PRESENT</b> Facilitator for Bonneville Power Administration and USACE Pacific Northwest regional review of the Columbia River Treaty.</p> <p><b>PROGRAMS DIRECTOR, NORTHWESTERN DIVISION, USACE, 2008-2012, SENIOR EXECUTIVE SERVICE.</b> Managed \$3+ billion civil works, military and environmental/interagency support programs and civil works budget development, defense and execution.</p> <p><b>DIRECTOR, JOINT PROGRAMS INTEGRATION OFFICE, US FORCES AFGHANISTAN, 2009-2010, SENIOR EXECUTIVE SERVICE</b> Planned, organized and staffed the first Joint Programs Integration Office in Kabul, Afghanistan.</p> <p><b>CHIEF, PLANNING, ENVIRONMENTAL RESOURCES, AND FISH POLICY AND SUPPORT DIVISION, NORTHWESTERN DIVISION, USACE, 2002-2008, GS-15</b> Provided strategic direction and management oversight for Planning programs, Columbia River Salmon Recovery Program and environmental missions of USACE in the Northwest.</p> <p><b>STAFF ASSISTANT, ENERGY AND WATER DEVELOPMENT SUBCOMMITTEE, APPROPRIATIONS COMMITTEE, U.S. HOUSE OF REPRESENTATIVES, 2000-2001</b> <b>WATER RESOURCES PLANNER AND BIOLOGIST, VARIOUS POSITIONS, GS-13 THROUGH GS-14, NORTHWESTERN DIVISION, USACE, 1987-2002</b></p> <p><b>WATER RESOURCES PLANNER, VARIOUS POSITIONS, WALLA WALLA DISTRICT, USACE, 1977-1987</b></p>

Special Skills:	Facilitation, negotiation, collaboration and coalition building. Program and project management, capital investments, regulatory programs, environmental restoration, independent review, budget development and appropriations processes, Columbia River Treaty, negotiations, Tribal trust responsibilities, international treaties.
Explain Interest:	As a retiree I have time to contribute to my community in various ways. Since moving to Mosier a little more than a year ago, I have followed Mosier City Council business and become interested in helping the City Council perform its functions. My background, experience and skills align with my desire to see the best government and means of governance take place in this great community. Should I be appointed to the Council, I will do my best to serve the interests of the citizens and City of Mosier.

The Applicant:

Received by City:

By: **Witt Anderson**

By: **Colleen Coleman**

Title: **Private Citizen**

Title: **City Manager**

Date: **12/12/17**

Date: **12/12/17**

# George W. Anderson

16980 NE Mountain Home Rd Sherwood, Oregon 97140

[wittanderson@comcast.net](mailto:wittanderson@comcast.net) TEL 503-334-6677

## Profile

Career Federal servant retired from Senior Executive Service in 2011 with 35 years of experience in civil works/water resources programs of the U.S. Army Corps of Engineers. Specialized experience in large dam and reservoir systems operation and management, international treaties, large scale environmental restoration programs in the Columbia and Missouri River Basins, and civil works planning services. Extensive experience in program management, budget development and defense, and stakeholder coalition building.

## Experience

### **INDEPENDENT CONSULTANT, 2013 TO PRESENT**

Facilitator for Bonneville Power Administration and USACE Pacific Northwest regional review of the Columbia River Treaty. Leading four NW States, 15 Tribes and 10 Federal agencies in development of a regional recommendation to the federal Administration and U.S. Department of State regarding the future of the Columbia River Treaty between the U.S. and Canada.

### **PROGRAMS DIRECTOR, NORTHWESTERN DIVISION, USACE, 2008-2012, SENIOR EXECUTIVE SERVICE**

Managed \$3+ billion civil works, military and environmental/interagency support programs and civil works budget development, defense and execution. Served as co-coordinator for the U.S. Entity managing implementation of the Columbia River Treaty and guided strategy and execution of the Columbia River Treaty Review. Led multi-discipline teams executing Missouri River systems water management operations during the historic 2011 flood event, established independent external review panel and assisted Commanding General in establishing the Missouri River Flood Task Force. Served as Assistant Secretary of Army representative and senior federal representative to the Missouri River Recovery Implementation Committee. Chaired the Regional Program Review Board and Co-Chaired the Regional Management Board. Supervised six GS-15 Division Chiefs and senior rated approximately 35 staff in a 120-person organization. Served as member of the Senior Executive USACE Steering Committee for 2011 Flood and Hurricane Repairs and post-flood assessments, and served as member of the Civil Works National Research Committee. Testified for USACE at Congressional hearings.

### **DIRECTOR, JOINT PROGRAMS INTEGRATION OFFICE, US FORCES AFGHANISTAN, 2009-2010, SENIOR EXECUTIVE SERVICE**

Planned, organized and staffed the first Joint Programs Integration Office in Kabul, Afghanistan. Executed oversight responsibilities for \$3.5 billion Afghanistan engineering and construction mission for Afghan National Army, Afghan National Police, and civilian infrastructure development facilities via two USACE Districts and the Air Force Center for Engineering and Environment. Established and Co-Chaired the U.S. Government Infrastructure Committee under the U.S. Department of State and authored the U.S. policies for water resources, roads and infrastructure development in coordination with USAID and Afghanistan Ministries.

### **CHIEF, PLANNING, ENVIRONMENTAL RESOURCES, AND FISH POLICY AND SUPPORT DIVISION, NORTHWESTERN DIVISION, USACE, 2002-2008, GS-15**

Provided strategic direction and management oversight for Planning programs, Columbia River Salmon Recovery Program and environmental missions of USACE in the Northwest. Served as lead agency representative to the Columbia River Hydrosystem Federal Caucus. Negotiated 10-year agreements with Tribes and States - the "Columbia Basin Fish Accords", which have a nearly \$1 billion value of outlays and multi-\$ billions in economic effects.

### **STAFF ASSISTANT, ENERGY AND WATER DEVELOPMENT SUBCOMMITTEE, APPROPRIATIONS COMMITTEE, U.S. HOUSE OF REPRESENTATIVES, 2000-2001**

Performed Committee staff oversight and appropriations development for Corps of Engineers and Bureau of Reclamation programs. Developed recommended funding levels in program accounts and line items for the FY 2000 Supplemental and FY 2001 Regular Appropriations Bills. Oversaw Committee investigative

staff reviewing alleged misconduct in the Upper Mississippi River Navigation Study and prepared recommendations for Committee response to Department of Army and White House proposals for reforming the Corps of Engineers.

**WATER RESOURCES PLANNER AND BIOLOGIST, VARIOUS POSITIONS, GS-13 THROUGH GS-14, NORTHWESTERN DIVISION, USACE, 1987-2002**

Managed the \$1.4 billion Columbia River Fish Mitigation Project for implementing improvements at eight main-stem dams on the Columbia and Snake Rivers to meet Endangered Species Act requirements and enable continued operation and output of the system for originally authorized purposes of flood risk reduction, hydropower, navigation and other uses. Led planning programs for the region including General Investigations.

**WATER RESOURCES PLANNER, VARIOUS POSITIONS, WALLA WALLA DISTRICT, USACE, 1977-1987**

Managed the Malheur Lake Flood Damage Reduction Feasibility Study and shepherded the recommended plan to and through the Board of Engineers for Rivers and Harbors.

## Education

University of Idaho, Moscow, Idaho - MS, Natural Resource Management, 1984, GPA 4.0

University of Maine, Orono, Maine - BS, Botany, 1976, GPA 3.3

## Skills

Facilitation, negotiation, collaboration and coalition building. Program and project management, water resources planning, river and reservoir operations, hydropower capital investments, regulatory programs, environmental restoration, overseas contingency operations, independent review, budget development and appropriations processes, Columbia River Treaty, negotiations, Tribal trust responsibilities, international treaties.

## Awards

Silver DeFleury

Bonneville Power Administration Award for Exceptional Public Service

Meritorious Civilian Service Award

Commanders Award for Civilian Service

Superior Civilian Service Award

Portland Federal Executive Board Nominee for Federal Employee of the Year

Walla Walla District Professional Employee of the Year

HQUSACE Outstanding Planning Achievement Award (Team)

## Referrals

BG John R. McMahon, Commander, Northwestern Division (retired)

LTG William Grisoli, Department of the Army

Mr. Steven Wright, Administrator, Bonneville Power Administration (retired)

Mr. Michael Carrier, USFWS

Governor Kulongoski (retired)



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ORDINANCE NO. 2030

An Ordinance Amending Title 8 (Health and Safety) of the Hood River Municipal Code, by Adding a New Chapter 8.15 (Single-Use Plastic Carryout Bags) and Imposing Restrictions on the Distribution of Single-Use Plastic Bags in the City.

The Hood River City Council adopts the following findings:

WHEREAS, the City of Hood River is an Oregon home-rule charter municipal corporation with a City Charter that grants it all the powers and authority that the constitution, statutes and common law of the United States and this State expressly or impliedly grant or allow as though each such power was specifically enumerated; and

WHEREAS, as a City located at the confluence of two regionally significant rivers that drain to the Pacific Ocean, too many single-use plastic bags are released or find their way into the environment, either being blown by the wind into the Hood River or Columbia River or as part of stormwater flow; and

WHEREAS, the Council recognizes that the contamination of rivers, lakes and the oceans of the world by plastics, including plastic film bags, is a significant form of environmental pollution that is demonstrably harmful to wildlife; and

WHEREAS, plastic consumer waste, including single-use plastic bags, are a significant form of highly persistent environmental pollution that is harmful to wildlife; and

WHEREAS, plastic bag contamination of yard debris, household compost, waste paper recycling and other waste recovery streams damages sorting and processing machinery, impedes resource recovery, and contaminates loads of otherwise reusable or recyclable material; and

WHEREAS, the use of single-use plastic or paper craft bags for day-to-day retail shopping consumes significant amounts of raw material and energy in the manufacture, waste collection, processing and waste disposal; and

WHEREAS, the use of reusable bags for day-to-day retail purchases reduces these troubling sources of contamination and reduces the need to manufacture plastic film and craft paper bags from raw material, and collect and land-fill them after their single use; and

WHEREAS, the Council also seeks to reduce the environmental, energy and related costs associated with the manufacture and disposal of single-use plastic and craft paper bags and to encourage the use of reusable bags for day-to-day shopping throughout the City of Hood River; and

WHEREAS, the City desires to amend the Hood River Municipal Code (HRMC) by adopting Chapter 8.15 that would achieve these policy objectives and toward that end, held a duly noticed public hearing for consideration of such an ordinance, set forth in Exhibit A, attached hereto and by this reference incorporated herein, at its regular meeting on December 12, 2016, at which time the Council took public testimony on the proposal.

NOW THEREFORE, the City Council for the City of Hood River ordains as follows:

Section 1. Incorporation of Recitals: The foregoing recitals are adopted and incorporated herein by this reference and made a part hereof as findings in support of the regulations hereby adopted.

Section 2. Amendment. Title 8 (Health and Safety) of the Hood River Municipal Code is hereby amended by adding a new Chapter 8.15 (Single-Use Plastic Carryout Bags) consisting of the provisions set forth in Exhibit A, attached hereto and incorporated herein by this reference.

Section 3. Severability. If any provision, paragraph, word, section, or article of this Ordinance or HRMC Chapter 8.15 is invalidated by any court of competent jurisdiction, the remaining provisions,

paragraphs, words, sections and chapters shall not be affected and shall continue in full force and effect.

READ FOR THE FIRST TIME on December 12, 2016.

READ FOR THE SECOND TIME and adopted on January 9, 2017. This Ordinance shall take effect after the second reading.

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Paul Blackburn, Mayor

ATTEST:

Jennifer Gray, City Recorder APPROVED AS TO FORM:

Daniel Kearns, City Attorney

Exhibit A

#### Chapter 8.15 - SINGLE-USE PLASTIC CARRYOUT BAGS

Section:

8.15.010 - Purpose

8.15.020 - Definitions

8.15.030 - Supervision and Enforcement by the City Manager

8.15.040 - Retail Bag Regulations

8.15.050 - Enforcement and penalties

8.15.010 - Purpose. The purposes of this Chapter include the following:

1. To reduce the amount of environmental pollution by a particularly pernicious form of litter – the single-use plastic bag – and to reduce the amount of raw material and energy consumed in the manufacture and disposal of single-use plastic and craft paper bags for retail shopping;
2. To reduce plastic bag contamination of yard debris, household compost, waste paper recycling and other waste recovery streams and thereby reduce the damage to sorting and processing machinery that impedes resource recovery and recycling;
3. To reduce the significant amounts of raw material and energy used in the manufacture, waste collection, and disposal of single-use plastic and paper craft bags that people obtain from retail establishments for day-to-day retail shopping; and
4. To encourage the use of reusable bags by consumers for all day-to-day retail shopping.

8.15.020 - Definitions. The following terms shall have the indicated meanings as used in this Chapter, unless the context indicates otherwise.

1. "ASTM Standard" means the current American Society for Testing and Materials (ASTM)'s International D-6400.
2. "Barrel size paper bag" means a paper carryout bag with approximate dimensions of 12 inches wide × 7 inches deep × 13-18 inches tall or a capacity of 1,100 to 1,600 cubic inches.
3. "City" means the City of Hood River, Oregon.
4. "City Manager" means the City Manager for the City of Hood River or the City Manager's designee acting under his or her direction.
5. "Recyclable Paper Bag" means a paper bag that meets all of the following requirements:
  - a) Is 100% recyclable and contains a minimum of 40% post-consumer recycled content;
  - b) Is capable of composting consistent with the timeline and specifications of the ASTM Standard.
6. "Retail Establishment" means any store, shop, sales outlet, or vendor located within the City of Hood River that sells goods at retail. Retail Establishment does not include any establishment where the primary business is the preparation of food or drink:
  - a) For consumption by the public;
  - b) In a form or quantity that is consumable then and there, whether or not it is consumed within the

confines of the place where prepared; or

c) In consumable form for consumption outside the place where prepared.

7. "Reusable Bag" means a bag with handles that is either:

- a) Made of cloth or other machine washable material, or
- b) Made of durable plastic that is at least 2.25 mils thick.

8. "Single-Use Plastic Carryout Bag" means a plastic bag made from synthetic or natural organic materials that is provided by a Retail Establishment to a customer at the point of sale for use to transport or carry away purchases from the Retail Establishment. A Single-use Plastic Carryout Bag does not include:

- a) A reusable bag.
- b) A plastic bag provided by a Retail Establishment to a customer at a time other than the time of checkout; or
- c) Pharmacy prescription bags.

8.15.030 - Supervision and Enforcement by the City Manager. The regulation of Single-use Plastic Carryout Bags in the City under this Chapter and enforcement shall be under the supervision of the City Manager or the Manager's designee.

#### 8.15.040 - Retail Bag Regulations.

1. Prohibition on Single-use Plastic Carryout Bags. Retail Establishments shall not provide or make available Single-use Plastic Carryout Bags or non-Recyclable Paper Bags.

2. Requirements for paper bags. When a Retail Establishment makes a paper bag available to a customer at the point of sale, the bag shall meet the definition of a Recyclable Paper Bag. For Barrel Size Paper Bags, Retail Establishments shall charge the customer a reasonable cost of not less than 5 cents per bag.

3. Reusable Bags shall be made available. All Retail Establishments shall make Reusable Bags available at a reasonable cost to all customers.

4. Exceptions. A Retail Establishment shall make available to customers who use a voucher issued under the Women, Infants and Children Program established in the Oregon Health Authority under ORS 409.600 a Reusable Bag or a Recyclable Paper Bag at no cost upon request at the point of sale.

#### 8.15.050 - Enforcement and penalties.

1. Responsible Party. A person who is in charge or in control of a Retail Establishment or who exercises authority over a Retail Establishment that is not in compliance with this Chapter 8.15 shall be liable for any violations of this Chapter.
2. Separate offense. Each Single-use Plastic Carryout Bag or non-Recyclable Paper Bag provided or made available to a customer, and each Barrel Size Recyclable Paper Bag provided or made available to customers without charging a minimum of 5 cents per bag shall be deemed a separate violation of this Chapter and a separate offense.
3. Penalty. A violation of this Chapter is a Civil Infraction enforceable under HRMC Chapter 1.10 (Civil Enforcement), with a minimum fine of not less than \$200 for each offense.
4. Enforcement implementation. Enforcement of this Chapter shall begin March 1, 2017 for retailers with more than 50 full-time equivalent employees, and shall begin July 1, 2017 for retailers with 50 or fewer full-time equivalent employees.

# Nathan D. Pope

NathanDPope@live.com • 1203 Blakeley Way, The Dalles, OR 97058 • 541-980-9321

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## Objectives

Seeking to expand my skills and knowledge with an excellent career opportunity.

## Experience

Chenoweth Water PUD | The Dalles, OR 97058

Water Operator 2008-Present

Operating & maintaining wells, booster pumps, control valves, meters, fire hydrants, heavy equipment, chemical pumps, SCADA system along with telemetry, water mainline installation & repairs, cross connection program, data entry of well and pump usages, backflows, inventory, meter reading, customer service, maintaining CEU's for multiple state certifications including attending multiple short schools.

Round-Top Window Products | The Dalles, OR 97058

Lead Custom Fabricator 2002-2008

Supervise and oversee production to meet daily shipment quotas and customer specs.

Custom Window fabrication

Use of geometry, miter saw, single-point welder and misc. equipment

Have traveled to assist to start a new facility

Use of various computer programs

Skamania Sanitary Service | White Salmon, WA

Garbage Truck Driver/Laborer 2006

Perform daily garbage routes

Obtain Class B CDL

Maintenance on trucks and heavy equipment (hydraulic repair, welding)

## Skills/Education

First Aid/CPR (Exp. 04/2017), ODOT Flagger (Exp. 04/2018), Class B Commercial Driver License, State Certified Water Distribution Level 2, State Certified Cross Connection Specialist, State Certified Backflow Tester, General Equivalency Diploma, Fast learner, multi-tasked, self-starter, independent & team worker, detail oriented, technologically coordinated, familiar with a variety of computer programs, great customer service knowledge and skills, very strong work ethic.

**City of Mosier - Actual vs. Budget**

As of: December 27, 2017

YTD as of 12/27/17

	General			Water			Sewer			Stormwater			Streets			TOTAL		
	Actual	Budget	% to Budget	Actual	Budget	% to Budget	Actual	Budget	% to Budget	Actual	Budget	% to Budget	Actual	Budget	% to Budget	Actual	Budget	% to Budget
<b>Personnel Services</b>	\$ 28,522	\$ 44,744	64%	\$ 14,986	\$ 37,347	40%	\$ 12,873	\$ 24,224	53%	\$ -	N/A		\$ 6,158	\$ 16,827	37%	\$ 62,539	\$ 123,142	51%
<b>Materials and Services</b>	\$ 40,617	\$ 86,200	47%	\$ 52,374	\$ 112,530	47%	\$ 25,520	\$ 85,336	30%	\$ -	N/A		\$ 6,256	\$ 21,250	29%	\$ 124,767	\$ 305,316	41%
<b>Capital Outlay</b>		\$ 68,000	0%	\$ 7,220	\$ 17,791	41%		\$ 6,791	0%	\$ -	N/A			\$ 10,000	0%	\$ 7,220	\$ 102,582	7%
<b>Contingency</b>		\$ 25,000	0%		\$ 40,000	0%		\$ 20,000	0%	\$ 3,000	0%			\$ 5,000	0%	\$ -	\$ 93,000	0%
<b>TOTAL</b>	<b>\$ 69,138</b>	<b>\$ 223,944</b>	<b>31%</b>	<b>\$ 74,580</b>	<b>\$ 207,668</b>	<b>36%</b>	<b>\$ 38,393</b>	<b>\$ 136,351</b>	<b>28%</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>0%</b>	<b>\$ 12,414</b>	<b>\$ 53,077</b>	<b>23%</b>	<b>\$ 194,526</b>	<b>\$ 624,040</b>	<b>31%</b>

**Reserves Not Included Above**

	Actual	Budget	% to Budget	Actual	Budget	% to Budget	Actual	Budget	% to Budget	Actual	Budget	% to Budget	Actual	Budget	% to Budget	TOTAL RESERVES	
Reserved for Future*	\$ 32,612	0%		\$ 37,469	0%		\$ 32,868	0%		\$ -	0%		\$ 9,519	0%	\$ -	0%	\$ 112,468
Unappropriated Ending Fund**	\$ 124,128	0%		\$ 164,283	0%		\$ 322,312	0%		\$ 13,758	0%		\$ 3,896	0%	\$ 13,758	0%	\$ 614,619
<b>TOTAL RESERVES</b>																	<b>\$ 727,087</b>

\* May not be used unless a special budgeting session is called that includes budgeting and review by budget committee and Council and final approval by Council

\*\* May not be used unless a dire emergency or 'act of God' and then a special budget process must be followed



## City Recorder Position Open

The City of Mosier seeks a detail oriented City Recorder to perform a variety of routine and complex financial and administrative tasks for Mosier's City Hall. This is an appointed position established by City Charter.

### How to Apply

Please submit cover letter / resume / references and Veterans Preference form to **City of Mosier City Manager, Colleen Coleman** at [colleen.coleman@cityofmosier.com](mailto:colleen.coleman@cityofmosier.com) or at P.O. Box 456, Mosier, OR 97058 by 5pm, January 15, 2018.

### *Veteran's Preference:*

Qualifying veterans may be eligible for employment preference under Oregon law. If you are a veteran and would like to be considered for veteran's preference you must complete and submit the attached veteran's preference form and include it with your application materials before the submission deadline.

### Supervision Received

Works under the general direction and supervision of the City Manager and at the pleasure of the Mayor and City Council.

### Work Status/Schedule

Half Time (20 hrs), FSLA non-exempt

### Wage: DOE

### Essential Duties

#### *Administration:*

Provides administrative support for the City Manager and serves as custodian of City public documents. Keeps official records of the City; authenticates ordinances and resolutions; maintains the record of all City Council meetings.

#### *Finance:*

Responsible for municipal accounts receivable, accounts payable, utility billing, System Development Charge program and accurate maintenance of the City's accounts. Maintains internal control system for tracking revenue and expenditure, and safeguarding city assets.

#### *Payroll / Human Resources:*

Processes monthly payroll and quarterly state and federal payroll tax payments. Prepares annual W-2's and 1099's. Maintains personnel files as required by Federal, State, and City law. Maintains records of safety, training, and medical files as needed.

#### *Budget Preparation:*

Prepares annual budget for the Budget Committee under the supervision of the City Manager/Budget Officer. Submits documents to Wasco County, State Department of Revenue, or other entity as needed, in compliance with current Local Budget Law or grant requirements.



***Other Duties:***

Adheres to established City and State policies and ordinances, including Safety and Conduct rules. Communicates official plans, policies and procedures to Council, staff and the general public.

**Minimum Qualifications**

***Education and Experience:***

Associates degree in business, accounting or a closely related field and five (5) years of related experience, or any equivalent combination of education and experience

***Knowledge, Skills and Abilities:***

- Working knowledge of the principles and practices of modern public finance; office practices and procedures; modern records management including legal requirements for recording, retention, and disclosure; knowledge of Government Funds and Enterprise Funds.
- Fluency in QuickBooks
- Working knowledge of personal computers, including MS Office programs. Basic knowledge of website maintenance (Wordpress).
- Ability to learn the utility billing program.
- Familiarity with time keeping and Payroll requirements.
- Ability to maintain effective working relationships with City officials, other City employees and the public

***Special Requirements:***

Valid State Driver's license or ability to obtain one. Must be able to be bonded

***Physical Demands:***

The position occasionally is required to move or lift up to 25 pounds and regularly requires sitting for long periods of time and walking up to 100 yards on a daily basis. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Work Environment:***

Typical business office open to the public. Noise level is typical of most office environments.

***Equipment:***

Computer, electronic calculator, printer, copy machine, telephone, etc.

# City of Mosier, Oregon

## Veterans' Preference Form

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please call LGPI at (503) 588-2251.

**This completed form and the required documentation must be submitted at the time you submit your application materials.**

**A. QUALIFIED VETERAN QUESTIONS:** You may claim veterans' preference if you check at least one of the boxes below and provide proof of eligibility by submitting a copy of your DD-214 or 215.

ORS 408.225(f)

- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

**B. QUALIFIED DISABLED VETERAN QUESTIONS:** You may claim additional employment preference if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents:

1. A copy of your DD-214 or 215, Certificate of Release or Discharge, Copy 4, and
2. A public employment preference letter from the United States Department of Veterans Affairs.  
To order the letter, call 1-800-827-1000 and request a public employment preference letter.

ORS 408.225(c)

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

\_\_\_\_\_  
Print Name

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

ORS 408.225-230

*Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming disabled veteran preference you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.*

**City of Mosier Public Works Truck and Snow Plowing Proposals**  
**Submitted by Colleen Coleman, City Manager**

**12/29/17**

**Truck Proposal**

- 1) The current City of Mosier maintenance truck poses a safety liability to the public and is unsafe for our employees to drive on the freeway and in icy conditions.
- 2) The Mosier Fire District has offered to sell their best  $\frac{3}{4}$  - 1-ton truck to the city for a nominal cost. This exchange will happen around the first of February.
- 3) If there is a need for a four-wheel drive truck before then, the city manager will rent a vehicle from Enterprise or Rent a Center (thereby covering its liability).
- 4) If the Fire District Truck is in significantly better condition than the one we have, the City will accept the offer of the truck. After the City takes possession of the Fire District vehicle, the city manager and maintenance personnel will review its condition and determine its life expectancy (mechanic's diagnostics test).
- 5) Meanwhile, the city manager will commence research with other municipalities to find a newer surplus vehicle that is a 3/4 or 1-ton pickup truck with functional 4-wheel drive, automatic transmission, towing package and 8ft. or longer truck bed (EX: The City of Dufur received two 1-ton 4-wheel drive trucks from the City of Gresham for \$1 each.)
- 6) The goal is to acquire a truck that will last 5-10 years with regular maintenance.
- 7) If a donated truck cannot be found, the city manager and maintenance staff will propose a phased savings plan to the budget committee to be approved by City Council for purchase of a newer or new truck within the timeframe of the Fire District truck's life expectancy (by then there may be an affordable electric one on the market) --before the current Mosier Fire District Vehicle is unsafe.

**Snow Plowing Plan**

- 1) For the 2017/2018 winter season, the City of Mosier is under contract with John Godwin for plowing.
- 2) Once the Mosier Fire District truck is evaluated for its ability to carry and operate a plow, the city manager and Mosier maintenance staff will research surplus snow plow options from other local municipalities and if one is found, prepare for plowing during the 2019-2020 season.
- 3) If the Mosier Fire District truck is not able to carry and operate a snow plow, then the City will need to continue the current snow plow contract or hire another provider until we are able to get a truck that has capacity for plowing.