

CITY OF MOSIER
small enough to make a difference

Fiscal Year 2020/21

ADOPTED BUDGET

June 2020

CITY OF MOSIER
BUDGET FY 2020/2021

TABLE OF CONTENTS

BUDGET PARTICIPANTS	1
MOSIER FACTS	2
BUDGET PROCESS AND TIMELINE	3
BUDGET OVERVIEW	4
GENERAL FUND	5
WATER FUND	13
SEWER FUND	19
STREETS FUND	25
JOINT USE FACILITY FUND	29
STORMWATER FUND	33
PAYROLL OVERVIEW	36
APPENDIX	37
BUSINESS FRAMEWORK	38
CITY WORKPLAN	39
CITY ENGINEER BUDGET	42
CAPITAL PROJECT BUDGETS	43
CITY PLANNER BUDGET	48
CITY ATTORNEY BUDGET	49

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

Lacy Gries, 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	77.9 %
Hispanic or Latino	18.8%
Median Age	45.4
Residents Graduated from high school or higher	90.9%
Residents with Bachelor's degree or higher	22.3%
Average household size	2.2 persons
Median household income	\$41,250

Climate

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

Educational Institutions

North Wasco County School District

Mosier Community School K-8

High School

The Dalles High School

Colleges

Columbia Gorge Community College

City of Mosier FY 2020/21 Budget Process

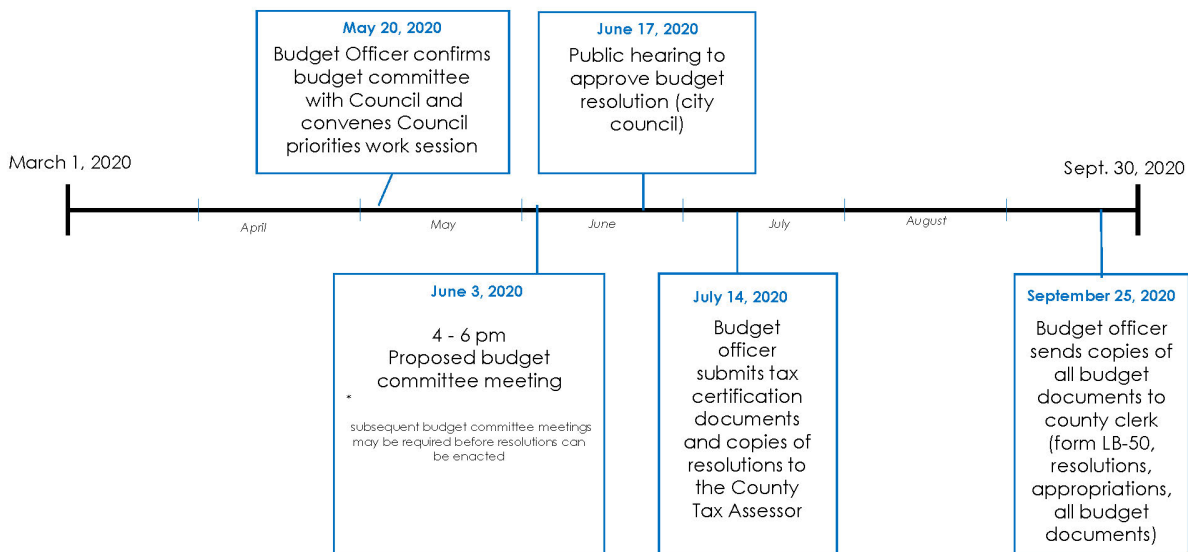
The intent of this document is to provide residents and other interested parties with a simple overview of the adopted City of Mosier Budget.

The City of Mosier operates on a fiscal year from July 1 - June 30. This proposed budget reflects FY 20/21, and thus July 1, 2020 - June 30, 2021.

Anyone may obtain more detailed budget information and copy of the City's official FY20/21 budget documents from City Hall or online at www.cityofmosier.com/budget. If you have specific questions, please contact the city manager at (541) 490-9758.

BUDGET TIMELINE

City of Mosier
2020/2021 Fiscal Year



CITY OF MOSIER

small enough to make a difference

Total Proposed Budget 2020/2021

\$4,090,738

	GENERAL	WATER	SEWER	STREETS	STORMWATER	JUF FACILITY
RESOURCES	\$503,303	\$1,887,984	\$671,000	\$117,400	\$40,051	\$871,000
Personnel Services	\$80,960	\$35,687	\$37,772	\$16,832	\$0	\$15,146
Materials & Services	\$135,750	\$132,925	\$116,800	\$21,600	\$1,160	\$50,970
Capital Outlay	\$105,211	\$ 715,530	\$22,945	\$60,000	\$11,000	\$642,463
Contingency	20,000	\$40,000	\$25,000	\$2,000	\$4,000	\$5,000
Debt Service	\$0	\$67,200	\$145,290	\$0	\$0	\$0
Reserved for Future Exp.	\$129,232	\$813,031	\$288,193	\$7,000	\$16,891	\$151,258
Unappropriated Ending Fund Balance	\$32,150	\$83,611	\$35,000	\$9,968	\$7,000	\$6,163
EXPENDITURES	\$503,303	\$1,887,984	\$671,000	\$117,400	\$40,051	\$871,000

GENERAL FUND

PURPOSE

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

PRIOR YEAR ACTIVITIES

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 \$929,000, using matching funds from the appraisal of the UPRR property awarded in the Team Mosier Settlement. If the grant is awarded, the City, will provide a supplemental budget to account for the change in annual revenue.

UPRR Site Acquisition and Joint Use Facility - In December 2019, the City took final possession of the UPRR property awarded in the Team Mosier settlement. The property extends from the Mosier Totem Plaza to Mosier Creek on the North side of Highway 30. The State of Oregon Ways and Means Committee donated \$500,000 for the Joint Use Facility to the City, which was matched by the Fire District's \$500,000 UPRR Settlement funds earmarked for the project. Both the UPRR funds and the grant were identified in the 2019/20 FY budget for planning, design and implementation of the City's joint use city hall/fire station/community center--aptly named 'Mosier Center'. The Joint Fire/City committee and the architect/engineering team were successful in working with Energy Trust of Oregon and completing Schematic Design of the project on a Path to Net Zero. Funds for the Joint Use "Mosier Center" have been transferred to the Special Revenue JUF Fund and are recognized there in the FY 2020/2021 budget.

PROPOSED PROGRESS FY 2020/2021

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 2020/2021 budget, City officials will tackle the following parts of this effort:

1. Training from League of Oregon Cities to address management policies and roles and responsibilities.
2. Ordinance updates to match the City Charter management framework.
3. Ordinance updates to match street improvement policies for pedestrian amenities, bicycle trails and stormwater improvements in the City's Transportation System Plan
4. Ordinance and Comprehensive Plan updates to regulate short term rentals and practical long term solutions for affordable housing city-wide.
5. Rate Schedule and Fees Updates
6. Streets SDC Study to address whether Transportation System Plan Capital Improvements warrant a new SDC.

RESOURCES
General 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 2017-18	First Preceding Year 2018-19								
1	173,042	176,910	750,050	1	Available cash on hand* (cash basis) or	250,492	250,492	250,492	1
2				2	Net working capital (accrual basis)				2
3	-	-		3	Previously levied taxes estimated to be received				3
4	1,580	8,000	10,000	4	Interest	8,000	8,000	8,000	4
5	-	-		5	Transferred IN, from other funds				5
6				6	OTHER RESOURCES				6
7	540	570	570	7	CIGARETTE Tax	480	480	480	7
8	7,717	7,800	7,300	8	OLCC Tax	7,300	7,300	7,300	8
9	4,800	6,000	5,435	9	STATE REVENUE SHARING	3,900	3,900	3,900	9
10	2,250		5,000	10	STATE GRANTS				10
11	1,000	1,000	1,000	11	DEPT LAND CONS & DEV	1,000	1,000	1,000	11
12	33,170	35,000	35,000	12	FRANCHISE FEES	35,000	35,000	35,000	12
13	-	650	1,300	13	MARIJUANA REVENUE	1,000	1,000	1,000	13
14	20	20	20	14	LIQUOR LICENSE	20	20	20	14
15	15,000	15,000	12,000	15	LAND USE FEES	15,000	15,000	15,000	15
16	-	-		16	PHOTOCOPIES				16
17	2,000	2,000	2,000	17	MISC REVENUES	2,000	2,000	2,000	17
18	-	-		18	STATE REVENUE - OTHER				18
19	3,500	4,000	4,000	19	ROCK CREEK PARKING	4,000	4,000	4,000	19
20	4,885	12,000	12,000	20	CONNECTION FEES - PARK SDC	13,000			20
21	1,300	1,300	1,800	21	CEMETERY PLOTS	1,200	1,200	1,200	21
22	300	500	500	22	CEMETERY INTERMENTS	400	400	400	22
23	66,340	51,340	66,340	23	STATE PARKS (MOSIER CENTER PLAZA / BIKE HUB)	79,511	79,511	79,511	23
24		49,000	(49,000)	24	See transfer LB 30 (to JUF)				24
25				25					25
26				26					26
27		500,000	(500,000)	27	See Transfer LB 30 (to JUF)				27
28				28					28
29	317,444	871,090	365,315	29	Total resources, except taxes to be levied	422,303	422,303	422,303	29
30		65,000	69,900	30	Taxes estimated to be received	81,000	81,000	81,000	30
31	62,451			31	Taxes collected in year levied				31
32	379,895	936,090	435,215	32	TOTAL RESOURCES	503,303	503,303	503,303	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 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
				PERSONNEL SERVICES					
2	11,154	5,791	14,883	2	Finance/Recorder/Administrator	11,906	11,906	11,906	2
3	1,312	1,911	2,780	3	Maintenance	2,085	2,085	2,085	3
4	4,145	7,020	12,679	4	Employee Benefits	7,042	7,042	7,042	4
5	17,059	11,359	23,355	5	City Manager	23,355	23,355	23,355	5
6				6					6
7				7					7
8	33,670	26,081	53,697	8	TOTAL PERSONNEL SERVICES	44,388	44,388	44,388	8
9				9					9
					MATERIALS AND SERVICES				
11	800	750	300	11	Electricity	300	300	300	11
12	-	870	850	12	Beautification/Art/Lighting/Signs	850			12
13	2,100	2,050	2,150	13	Telephone/Internet	2,200	2,200	2,200	13
14	6,500	8,000	6,000	14	Legal Fees (Land Use, Council Training, Contracts, Cost Recovery)	19,375	19,375	19,375	14
15	15,000	4,500	6,000	15	Contracted Services (Plowing and Gravel)	6,000	6,000	6,000	15
16	-	12,500	15,000	16	Engineering	20,000			16
17	20,000	13,000	35,010	17	Land Use Planning	32,000	32,000	32,000	17
18	6,700	5,410	6,000	18	Audit	12,000	12,000	12,000	18
19	2,500	1,500	2,000	19	Repairs & Maintenance	4,000	4,000	4,000	19
20	1,600	1,000	1,200	20	Insurance	1,300	1,300	1,300	20
21	-	3,500	3,500	21	Mayor / Council Expenses	3,500	3,500	3,500	21
22	1,700	2,000	2,000	22	Dues & Subscriptions	2,000			22
23	6,000	3,000	6,000	23	Office Supplies	6,000	6,000	6,000	23
24	548	600	1,200	24	Education, Travel	1,200	1,200	1,200	24
25	500	570	600	25	Advertising	600	600	600	25
26	-	600	600	26	Community Appropriations Grant	1,000	1,000	1,000	26
27		49,000		27	Community Project (See UPRR Funds transfer to JUF)				27
28	200	700	1,000	28	Miscellaneous	1,000	1,000	1,000	28
29	64,148	109,550	89,410	29	TOTAL MATERIALS AND SERVICES	113,325	113,325	113,325	29
					CAPITAL OUTLAY				
30	4,994	653	-	30					30
32				32	Streets SDC Study	11,600	11,600	11,600	32
33				33					33
34				34					34
35				35					35
36				36					36
37	4,994	653		37	TOTAL SPECIAL PROJECT FUNDS	11,600	11,600	11,600	37
38	102,812	136,284	143,107	38	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	169,313	169,313	169,313	38

**FORM
LB-30**

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

City of Mosier

	Historical Data			REQUIREMENTS FOR: Parks Administration	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	First Preceding Year 2017-18	First Preceding Year 2018-19						
				PERSONNEL SERVICES				
2	-	2,896	5,953	2 Finance/Recorder/Administrator	2,977	2,977	2,977	2
3	5,249	7,644	13,898	3 Maintenance	4,170			3
4	-	1,170	2,113	4 Employee Benefits	1,408	1,408	1,408	4
5	-	11,359	7,785	5 City Manager	11,677	11,677	11,677	5
6				6				6
7				7				7
8	5,249	23,069	29,749	8 TOTAL PERSONNEL SERVICES	20,232	20,232	20,232	8
9				9				9
				MATERIALS AND SERVICES				
11	1,000		1,000	11 Beautification/Art/Lighting/Signs	1,000	1,000	1,000	11
12	500	500	650	12 Gas/Oil	650	650	650	12
13	6,000	5,000	5,000	13 Contracted Services	5,000	5,000	5,000	13
14	500	500	500	14 Audit	500	500	500	14
15	2,500	2,500	2,500	15 Maintenance & Supplies	2,500	2,500	2,500	15
16	500	500	500	16 Insurance	500	500	500	16
17	3,500	4,500	6,000	17 Chemical Toilets	6,000	6,000	6,000	17
18	200	500	500	18 Miscellaneous	500	500	500	18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25	14,700	14,000	16,650	25 TOTAL MATERIALS AND SERVICES	16,650	16,650	16,650	25
26				CAPITAL OUTLAY				
27	-	-		27 Mosier School and City Sign	2,500	2,500	2,500	27
28				28 Mosier Center Plaza and Hub	51,340	51,340	51,340	28
29				29				29
30				30				30
31				31				31
32				32				32
33	-	-	-	33 TOTAL CAPITAL OUTLAY	53,840	53,840	53,840	33
34	19,949	37,069	46,399	34 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	90,722	90,722	90,722	34

**FORM
LB-30**

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

City of Mosier

	Historical Data			REQUIREMENTS FOR: <u>Parks SDC</u>	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
1				PERSONNEL SERVICES				
2								2
3								3
4								4
5								5
6								6
7								7
8	-	-	-	TOTAL PERSONNEL SERVICES	-	-	-	8
9	-	-	-	Total Full-Time Equivalent (FTE)	-			9
10				MATERIALS AND SERVICES				
11				Legal Fees	-			11
12	-	450	450	Permit Fee	450	450	450	12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27	-	450	450	TOTAL MATERIALS AND SERVICES	450	-	-	27
28				CAPITAL OUTLAY				
29	-	68,000	51,340					29
30	1,363		28,171	Match for OPRD Mosier Hub Grant	13,171	13,171	13,171	30
31				Wasco County Match	15,000			31
32				Parks SDC Study	11,600	11,600	11,600	32
33								33
34								34
35	1,363	68,000	79,511	TOTAL CAPITAL OUTLAY	39,771	39,771	39,771	35
36	1,363	68,450	79,961	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	40,221	40,221	40,221	36

**FORM
LB-30**

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

City of Mosier

	Historical Data			REQUIREMENTS FOR: <u>Municipal Court Administration</u>	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
				PERSONNEL SERVICES					
2				2				2	
3				3				3	
4				4				4	
5				5				5	
6				6				6	
7				7				7	
8	-	-	-	8	TOTAL PERSONNEL SERVICES	-	-	-	8
9	-	-	-	9	Total Full-Time Equivalent (FTE)	-			9
					MATERIALS AND SERVICES				
11	5,000	3,000	2,000	11	Office Supplies	2,000	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	TOTAL MATERIALS AND SERVICES	2,000	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	TOTAL CAPITAL OUTLAY	-			35
36	5,000	3,000	2,000	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	2,000	2,000	2,000	36

FORM
LB-30

REQUIREMENTS SUMMARY
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 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	First Preceding Year 2017-18	First Preceding Year 2018-19							
				PERSONNEL SERVICES					
2	-	2,896	5,953	2	Finance/Recorder/Administrator	2,977	2,977	2,977	2
3	2,624	3,822	11,119	3	Maintenance	4,170	4,170	4,170	3
4	358	1,170	2,113	4	Employee Benefits	1,408			4
5	2,843	3,786	7,785	5	City Manager	7,785	7,785	7,785	5
6				6					6
7				7					7
8	5,825	11,674	26,970	8	TOTAL PERSONNEL SERVICES	16,340	16,340	16,340	8
9				9					9
					MATERIALS AND SERVICES				
11	1,000	350	1,000	11	Contracted Services	1,000	1,000	1,000	11
12				12					12
13	200	100	500	13	Audit	1,000	1,000	1,000	13
14	500	125	1,125	14	Maintenance & Supplies	1,125	1,125	1,125	14
15	200	125	150	15	Licenses and Permits	150	150	150	15
16	50		50	16	Office Supplies	50	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	1,950	700	2,825	27	TOTAL MATERIALS AND SERVICES	3,325	3,325	3,325	27
					CAPITAL OUTLAY				
29				29					29
30				30					30
31				31					31
32				32					32
33				33					33
34				34					34
35	-	-	-	35	TOTAL CAPITAL OUTLAY	-			35
36	7,775	12,374	29,795	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	19,665	19,665	19,665	36

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General

City of Mosier

(name of fund)

Line	Historical Data			REQUIREMENTS NOT ALLOCATED	Budget for Next Year			Line
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
1				PERSONNEL SERVICES NOT ALLOCATED				1
2								2
3								3
4	-	-	-	TOTAL PERSONNEL SERVICES	-	-	-	4
5	-	-	-	Total Full-Time Equivalent (FTE)	-	-	-	5
6				MATERIALS AND SERVICES NOT ALLOCATED				6
7								7
8								8
9	-	-	-	TOTAL MATERIALS AND SERVICES	-	-	-	9
10				CAPITAL OUTLAY NOT ALLOCATED				10
11								11
12								12
13	-	-	-	TOTAL CAPITAL OUTLAY	-	-	-	13
14				DEBT SERVICE				14
15								15
16								16
17	-	-	-	TOTAL DEBT SERVICE	-	-	-	17
18				SPECIAL PAYMENTS				18
19								19
20								20
21	-	-	-	TOTAL SPECIAL PAYMENTS	-	-	-	21
22				INTERFUND TRANSFERS				22
23								23
24			549,000	Transfer from General Fund to JUF Fund				24
25	-	-	549,000	TOTAL INTERFUND TRANSFERS		-	-	25
26	25,000	20,000	20,000	OPERATING CONTINGENCY	20,000	20,000	20,000	26
27	25,000	20,000	569,000	Total Requirements NOT ALLOCATED	20,000	20,000	20,000	27
28	198,944	257,177	301,262	Total Reqs. for ALL Org.Units/Programs within General Fund	341,921	341,921	341,921	28
29				RESERVED FOR FUTURE EXPENDITURES:				29
30		500,000	500,000					30
31		12,000	12,000	Ending Reserve Balance - Parks SDC	24,321	24,321	24,321	31
32	124,128	103,905	103,905	Reserved for Future Expenditures - Unspecified	104,911	104,911	104,911	32
33	124,128	615,905	615,905	TOTAL RESERVED FOR FUTURE EXPENDITURES	129,232	129,232	129,232	33
34				Ending balance (prior years) - Unrestricted				34
35				Ending balance (prior years) - Parks SDC				35
36			32,150	UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	32,150	32,150	32,150	36
37	348,072	893,082	1,518,317	TOTAL REQUIREMENTS	503,303	503,303	503,303	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 2020/21 water budget includes grant and loan dollars, water service revenues, SDC charges, and other miscellaneous revenue sources.

FY 19/20 ACCOMPLISHMENTS

Using the data collected and documented in the Water System Plan, which was completed FY 2016/17, the City applied for a USDA water system loan/grant funding package to implement the plan's recommended system upgrades. The USDA grant/loan resources were awarded in FY 2018/19 for \$1.4 million, with the requirement of a \$100,000 city match. The project secures a secondary water source and updates telemetry and eastside pump station facilities. In 2019/20, 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 new eastside pump station and update telemetry systems prior to constructing the new emergency well.

GOALS FOR FY20/21 BUDGET YEAR

1. The City Engineer and City Manager will work with RH2 Engineers and Council to permit, approve and secure the final site for the new emergency well, construct the new eastside pump station and upgrade telemetry. Once the well site is located and secured, the new well will be drilled and permitted with the Oregon Health Authority in FY 2022.
2. The City will contract directly with Jacobs Engineering 1/2 time for water operations and maintenance (and 1/2 time for 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 rate study to Council, which was started last fiscal year.
4. The City of Hood River has proposed to provide Mosier with utility billing services this fiscal year, which will streamline and regulate billing accuracy as well as provide the community with an online platform for bill pay.

RESOURCES
Water Fund

CITY OF MOSIER

	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 2017-18	First Preceding Year 2018-19						
1	257,336	313,614	355,569	1 Available cash on hand* (cash basis) or	283,384	283,384	283,384	1
2	-	-		2 Net working capital (accrual basis)				2
3	-	-		3 Previously levied taxes estimated to be received				3
4	1,852		10,000	4 Interest	10,000	10,000	10,000	4
5		-		5 Transferred IN, from other funds				5
6		-		6 OTHER RESOURCES				6
7		-		7				7
8	158,207	163,000	172,000	8 WATER SERVICE REVENUES	165,000	165,000	165,000	8
9			1,400,000	9 USDA LOAN - \$763,000 / USDA GRANT- \$637,000	1,400,000	1,400,000	1,400,000	9
10	600	951	1,020	10 MISC REVENUES (BULK WATER, ETC.)	400	400	400	10
11		10,000	10,000	11 STATE GRANTS	10,000	10,000	10,000	11
12	13,497	25,000	13,500	12 CONNECTION/SDC FEES	18,000	18,000	18,000	12
13	15,000	15,000		13 MOSIER CREEK BRIDGE GRANT (spent)				13
14		1,200	1,200	14 INVESTMENT INCOME	1,200	1,200	1,200	14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	446,492	528,765	1,963,289	29 Total resources, except taxes to be levied	1,887,984	1,887,984	1,887,984	29
30			-	30 Taxes estimated to be received	-			30
31	-	-		31 Taxes collected in year levied				31
32	446,492	528,765	1,963,289	32 TOTAL RESOURCES	1,887,984	1,887,984	1,887,984	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**

Water Fund

City of Mosier

Line	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget for Next Year			Line	
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
				PERSONNEL SERVICES					
2	6,971	17,373	8,930	2	City Recorder / Finance	14,883	14,883	14,883	2
3	13,122	13,377	5,559	3	Maintenance	2,085	2,085	2,085	3
4				4					4
5	3,038	5,850	10,566	5	Employee Benefits	7,042	7,042	7,042	5
6	14,216	18,932	7,785	6	City Manager	11,677	11,677	11,677	6
7				7					7
8	37,347	55,532	32,840	8	TOTAL PERSONNEL SERVICES	35,687	35,687	35,687	8
9				9	Total Full-Time Equivalent (FTE)				9
					MATERIALS AND SERVICES				
11	8,500	8,500	8,500	11	Utilities - Electricity, Water, Gas/Oil	8,500	8,500	8,500	11
12	3,200	3,600	3,600	12	Telephone	3,600	3,600	3,600	12
13	1,500	2,700	2,700	13	Legal Fees	2,700	2,700	2,700	13
14	22,000	6,000	10,000	14	Contract Services (HR Utility Billing and Jacobs Water Ops)	86,000	86,000	86,000	14
15	28,500	6,075	10,000	15	Engineering Services	10,000	10,000	10,000	15
16	2,500	2,500	2,500	16	Audit	2,500	2,500	2,500	16
17	38,300	8,500	18,500	17	Maintenance and Supplies	8,500	8,500	8,500	17
18	3,270	6,400	6,400	18	Insurance	3,925	3,925	3,925	18
19	750	800	1,500	19	Training	1,500	1,500	1,500	19
20	280	300	300	20	Fire Patrol	300	300	300	20
21	1,780	1,800	1,950	21	Water Samples	1,950	1,950	1,950	21
22	150	150	150	22	Dues and Subscriptions	150	150	150	22
23	500	500	500	23	Office Supplies	500	500	500	23
24	300	100	300	24	Licenses and Permits	300	300	300	24
25	1,000	3,500	3,500	25	Education and Outreach	2,500	2,500	2,500	25
26				26					26
27	112,530	51,425	70,400	27	TOTAL MATERIALS AND SERVICES	132,925	132,925	132,925	27
					CAPITAL OUTLAY				
29	11,000	11,000		29	Misc. Capital Outlay				29
30	6,791	6,791		30	Mosier Creek Bridge Loan Match				30
31				31					31
32				32					32
33				33					33
34				34					34
35	17,791	17,791	-	35	TOTAL CAPITAL OUTLAY	-			35
36	167,668	124,748	103,240	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	168,612	168,612	168,612	36

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

	Historical Data			REQUIREMENTS FOR: <u>Capital Reserve</u>	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	First Preceding Year 2017-18	First Preceding Year 2018-19						
1				PERSONNEL SERVICES				
2								2
3								3
4								4
5								5
6								6
7								7
8	-	-	-	TOTAL PERSONNEL SERVICES	-	-		8
9				Total Full-Time Equivalent (FTE)				9
10				MATERIALS AND SERVICES				10
11								11
12				USDA Water System Eastside PRV Project				12
13			8,500	Bond Counsel				13
14			40,000	Interim Finance Interest	25,000	25,000	25,000	14
15			64,500	City Engineer & City Planner	20,000	20,000	20,000	15
16			9,000	Legal	12,500	12,500	12,500	16
17			238,000	Consulting Engineer Design	150,000			17
18			936,000	Water System Project - Construction	300,000	300,000	300,000	18
19			216,500	Contingency & Misc.	50,000	50,000	50,000	19
20				Construction Inspection	7,000	7,000	7,000	20
21				USDA Water System New Well 5 Site				21
22				Site Evaluation/Permitting/Funding Application Update	32,700	32,700	32,700	22
23				Appraisal and Survey	2,250	2,250	2,250	23
24				Archaeological and Engineering	6,000	6,000	6,000	24
25				Legal and Title Report	3,500	3,500	3,500	25
26				Parcel Purchase or Easement	100,000	100,000	100,000	26
27	-	-	1,512,500	TOTAL MATERIALS AND SERVICES	708,950	708,950	708,950	27
28				CAPITAL OUTLAY				28
29	16,484		5,000	Misc. Capital Outlay (Add'l Water Source Survey)				29
30			31,500	Water Rates Study	6,580	6,580	6,580	30
31								31
32								32
33								33
34								34
35	16,484		36,500	TOTAL CAPITAL OUTLAY	6,580	6,580	6,580	35
36	16,484		1,549,000	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	715,530	715,530	715,530	36

**FORM
LB-30**

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

City of Mosier

	Historical Data			REQUIREMENTS FOR: SDC	Budget for Next Year		
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2017-18	First Preceding Year 2018-19					
1				PERSONNEL SERVICES			
2							
3							
4							
5							
6							
7							
8	-	-	-	TOTAL PERSONNEL SERVICES	-	-	-
9	-	-	-	Total Full-Time Equivalent (FTE)	-		
10				MATERIALS AND SERVICES			
11							
12				DEBT SERVICE			
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27	-	-	-	TOTAL MATERIALS AND SERVICES	-	-	-
28				CAPITAL OUTLAY			
29	19,247		-	USDA WATER SYSTEM PROJECT CITY MATCH			
30				Interim Finance Interest			
31			15,000	City Engineer and Planner (See USDA Water Project - Capital)			
32			66,500	Consulting Engineer (See USDA Project - Capital)			
33			8,500	Interim Financing and Bond Counsel (Capital)			
34			10,000	Bank Finance Fees (See USDA Project - Capital)			
35	19,247	-	100,000	TOTAL CAPITAL (See USDA Water Project - Capital)		-	-
36	19,247	-	100,000	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	-	-	-

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 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
				PERSONNEL SERVICES NOT ALLOCATED				
2			2					2
3			3					3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-	4
5				5 Total Full-Time Equivalent (FTE)				5
				MATERIALS AND SERVICES NOT ALLOCATED				
7			7					7
8			8					8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-	-	9
				CAPITAL OUTLAY NOT ALLOCATED				
11			11					11
12			12					12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	-	-	-	13
				DEBT SERVICE (SDC)				
15	60,276	54,800	54,800	15 Interest and Principal Payment - Water Loan	54,800	54,800	54,800	15
16	-	5,400	5,400	16 Interest and Principal Payment - Well 2/3	5,400	5,400	5,400	16
17	3,290	3,290	7,000	17 Mosier Creek Bridge Debt Service	7,000	7,000	7,000	17
18	63,566	63,490	67,200	18 TOTAL DEBT SERVICE	67,200	67,200	67,200	18
				SPECIAL PAYMENTS				
20			20					20
21			21					21
22	-	-	-	22 TOTAL SPECIAL PAYMENTS	-	-	-	22
				INTERFUND TRANSFERS				
24		-	-	24 SDC Funds for USDA Water System Grant City Match				24
25				25 USDA Water System Grant Funds				25
26				26				26
27				27				27
28				28				28
29	-	-	-	29 TOTAL INTERFUND TRANSFERS				29
30		40,000	12,300	30 OPERATING CONTINGENCY	40,000	40,000	40,000	30
31	63,490	103,490	75,790	31 Total Requirements NOT ALLOCATED	107,200	107,200	107,200	31
32	203,399	143,490	1,752,240	32 Total Requirements for ALL Org.Units/Progams within fund	884,142	884,142	884,142	32
				RESERVED FOR FUTURE EXPENDITURES:				
34			-	34 Ending Reserve Balance - Water SDC's	22,837	22,837	22,837	34
35			-	35 Ending Reserve Balance - Capital Improvement Reserve	701,173	701,173	701,173	35
36			-	36 Ending Reserve Balance - Debt Service	58,500	58,500	58,500	36
37			37,469	37 Reserved for future expenditure - Unspecified	30,521	30,521	30,521	37
38			37,469	38 TOTAL RESERVED FOR FUTURE EXPENDITURES	813,031	813,031	813,031	38
39	101,626	115,660		39 Ending Balance (prior years) - Unrestricted				39
40	145,711	189,148		40 Ending Balance (prior years) - Water SDC's				40
41	12,918	(3,526)		41 Ending Balance (prior years) - Capital Improvement Reserve				41
42	9,583	12,332		42 Ending Balance (prior years) - Debt Service				42
43			144,823	UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	83,611	83,611	83,611	43
44	536,727	560,594	2,010,322	44 TOTAL REQUIREMENTS	1,887,984	1,887,984	1,887,984	44

CITY OF MOSIER

small enough to make a difference

SEWER ENTERPRISE FUND

PURPOSE

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

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.

GOALS FOR CURRENT BUDGET YEAR

1. In FY 2020/21, the City engineer, manager and staff will work with Oregon DEQ, Regional Solutions and the RH2 science team to identify funding for the tertiary treatment outfall solution.

2. City staff will complete the professional 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. City Manager will work with City Engineer, UPRR and Jacobs Engineering to re-visit the as-built drawings that resulted from restoring the sewage treatment plant after the 2016 train derailment. The warrantee on 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 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
1	366,842	432,106	381,461	1 Available cash on hand* (cash basis) or	395,000	395,000	395,000	1
2				2 Net working capital (accrual basis)				2
3	-	-		3 Previously levied taxes estimated to be received				3
4	2,344		15,000	4 Interest	10,000	10,000	10,000	4
5	-	-		5 Transferred IN, from other funds				5
6		-		6 OTHER RESOURCES				6
7	224,400	234,000	240,000	7 Sewer Service Revenues	235,000	235,000	235,000	7
8	3,600	3,000	3,000	8 Misc. Income	3,000	3,000	3,000	8
9	17,154	19,000	10,000	9 Connection/SDC Fees	7,000	28,000	28,000	9
10	15,000	15,000		10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	629,340	703,106	649,461	29 Total resources, except taxes to be levied	650,000	671,000	671,000	29
30		-	-	30 Taxes estimated to be received	-	-	-	30
31	-			31 Taxes collected in year levied				31
32	629,340	703,106	649,461	32 TOTAL RESOURCES	650,000	671,000	671,000	32

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

**FORM
LB-30**

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

Sewer

City of Mosier

(name of fund)

		Historical Data					Budget For Next Year		
		Actual		Adopted Budget This Year Year 2019-20	REQUIREMENTS FOR:		Budget For Next Year		
		Second Preceding Year 2017-18	First Preceding Year 2018-19		<u>Administration</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
						PERSONNEL SERVICES			
2		-			2				2
3			5,733	5,559	3	Maintenance /Public Works	4,170	4,170	4,170
4		8,220	23,164	8,930	4	City Recorder/Finance	14,883	14,883	14,883
5		1,788	5,850	10,566	5	Employee Benefits	7,042	7,042	7,042
6		14,216	22,719	7,785	6	City Manager	11,677	11,677	11,677
7					7				7
8		24,224	57,466	32,840	8	TOTAL PERSONNEL SERVICES	37,772	37,772	37,772
9					9				9
						MATERIALS AND SERVICES			
11		10,200	10,000	10,000	11	Utilities	11,000	11,000	11,000
12		285	285	285	12	Telephone	300	300	300
13		1,000	1,000	2,000	13	Contracted Services	3,000	3,000	3,000
14		5,500	9,000	5,000	14	Engineering Services	5,000	5,000	5,000
15		53,841	60,000	60,000	15	OMI Contract (Wastewater Treatment Plant)	80,000	80,000	80,000
16		1,550	1,550	1,000	16	Audit	3,000	3,000	3,000
17		2,000	2,000	5,000	17	Maintenance & Supplies	5,000	5,000	5,000
18		2,860	2,860	2,860	18	Insurance	3,000	3,000	3,000
19		1,000	1,000	1,000	19	Office Supplies	1,500	1,500	1,500
20			350	1,000	20	Legal	2,500	2,500	2,500
21		2,000	2,200	2,200	21	Licenses & Permits	2,200	2,200	2,200
22		100	100	100	22	Miscellaneous Operating	300	300	300
23		5,000		-	23	Outfall inspection	-	-	-
24					24				24
25					25				25
26					26				26
27		85,336	90,345	90,445	27	TOTAL MATERIALS AND SERVICES	116,800	116,800	116,800
						CAPITAL OUTLAY			
29			3,290	7,000	29				29
30					30				30
31					31				31
32					32				32
33					33				33
34					34				34
35		-	3,290	7,000	35	TOTAL CAPITAL OUTLAY	-	-	-
36		109,560	151,101	130,285	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	154,572	154,572	154,572

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Sewer

City of Mosier

(name of fund)

	Historical Data			REQUIREMENTS FOR: 33 - Capital Reserve	Budget For Next Year				
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
				PERSONNEL SERVICES					
2				2				2	
3				3				3	
4				4				4	
5				5				5	
6				6				6	
7				7				7	
8	-	-	-	8	TOTAL PERSONNEL SERVICES	-	-	-	8
9	-	-	-	9	Total Full-Time Equivalent (FTE)	-			9
					MATERIALS AND SERVICES				
11				11				11	
12				12				12	
13				13				13	
14				14				14	
15				15				15	
16				16				16	
17				17				17	
18				18				18	
19				19				19	
20				20				20	
21				21				21	
22				22				22	
23				23				23	
24				24				24	
25				25				25	
26				26				26	
27	-	-	-	27	TOTAL MATERIALS AND SERVICES	-	-	-	27
					CAPITAL OUTLAY				
29	16,484	-	-	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	16,484	45,000	37,500	35	TOTAL CAPITAL OUTLAY	-	-	-	35
36	16,484	45,000	37,500	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	-	-	-	36

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Sewer

City of Mosier

(name of fund)

Line Item	Historical Data			REQUIREMENTS FOR: <u>Sewer SDC</u>	Budget For Next Year			Total			
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
	Second Preceding Year 2017-18	First Preceding Year 2018-19									
				PERSONNEL SERVICES							
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			
				DEBT SERVICE							
11							11				
12							12				
13				13	Principal and Interest Payments - Sewer Loans	135,000	135,000	135,000	13		
14				14	Mosier Creek Bridge Debt Service	3,290	3,290	3,290	14		
15				15	Mosier Creek Bridge Loan Match	7,000	7,000	7,000	15		
16							16				
17							17				
18							18				
19							19				
20							20				
21							21				
22							22				
23							23				
24							24				
25							25				
26							26				
27	-	-	-	27	TOTAL DEBT SERVICES			145,290	145,290	145,290	27
				CAPITAL OUTLAY							
29		75,000		29						29	
30				30						30	
31			68,416	31	WWTP Update Plan	13,220	13,220	13,220		31	
32			10,000	32	Sewer Rate Study	9,725	9,725	9,725		32	
33										33	
34										34	
35	-	75,000	78,416	35	TOTAL CAPITAL OUTLAY			22,945	22,945	22,945	35
36	-	75,000	78,416	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL			168,235	168,235	168,235	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 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Second Preceding Year 2017-18	First Preceding First Preceding Year 2018-19						
				PERSONNEL SERVICES NOT ALLOCATED				
2								2
3								3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-	4
5				5 Total Full-Time Equivalent (FTE)				5
				MATERIALS AND SERVICES NOT ALLOCATED				
7								7
8								8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-	-	9
				CAPITAL OUTLAY NOT ALLOCATED				
11								11
12								12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	-	-	-	13
				DEBT SERVICE -SDC				
15	73,013	73,013	135,000	15 SEE SDC SHEET				15
16	-	-	3,290	16 SEE SDC SHEET				16
17	73,013	73,013	138,290	17 TOTAL DEBT SERVICE	-	-	-	17
				SPECIAL PAYMENTS				
19								19
20								20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-	21
				INTERFUND TRANSFERS				
23		-	30,000	23 FROM SEWER TO STORMWATER FOR STORMWATER PLAN				23
24								24
25								25
26								26
27								27
28	-	-	30,000	28 TOTAL INTERFUND TRANSFERS	-	-	-	28
29		20,000	25,000	29 OPERATING CONTINGENCY	25,000	25,000	25,000	29
30	73,013	157,809	193,290	30 Total Requirements NOT ALLOCATED	25,000	25,000	25,000	30
31	126,044	271,101	246,201	31 Total Requirements for ALL Org.Units/Progams within fund	322,807	322,807	322,807	31
				RESERVED FOR FUTURE EXPENDITURES:				
33		32,868	174,970	33 Reserved for future expenditure - Unspecified	267,193	267,193	267,193	33
34				34 Sewer SDC		21,000	21,000	34
35		32,868	174,970	35 TOTAL RESERVED FOR FUTURE EXPENDITURES	288,193	288,193	288,193	35
36	99,809			36 Ending balance (prior years)				36
37	200,863			37 Ending Balance (prior years) - Water SDC's				37
38	69,236			38 Ending Balance (prior years) - Capital Improvement Reserve				38
39	62,198			39 Ending Balance (prior years) - Debt Service				39
40		322,312	35,000	40 UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	35,000	35,000	35,000	40
41	631,163	784,090	649,461	41 TOTAL REQUIREMENTS	650,000	671,000	671,000	41

CITY OF MOSIER

small enough to make a difference

SPECIAL REVENUE FUND - STREETS

PURPOSE

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

PRIOR YEAR ACCOMPLISHMENTS

The City's Transportation System Plan (TSP) was completed in FY18/19. 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.
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.
3. Completed final design of Washington and 3rd Avenue streetscape funded by ODOT Small Cities Allotment grant.
4. Contracted with plowing and gravel spreading and clean up for safe winter / spring road conditions

GOALS FOR CURRENT BUDGET YEAR

1. Continue working with ODOT through construction drawings of sidewalks, street trees, and bike lanes along Hwy 30 through the first 1/4 mile of town (West Gateway).
2. Implementation of the street repair plan written in 19/20 FY budget.
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 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
1	40,111	50,166	63,000	1 Available cash on hand* (cash basis) or	39,000	39,000	39,000	1
2				2 Net working capital (accrual basis)				2
3	-	-		3 Previously levied taxes estimated to be received				3
4	456	400	400	4 Interest	400	400	400	4
5				5 Transferred IN, from other funds				5
6				6 OTHER RESOURCES				6
7	25,925	28,000	28,000	7 ODOT Annual Revenue	28,000	28,000	28,000	7
8			50,000	8 SCA ODOT Grant	50,000	50,000	50,000	8
9				9				9
10				10				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	66,492	78,566	141,400	29 Total resources, except taxes to be levied	117,400	117,400	117,400	29
30		-	-	30 Taxes estimated to be received	-	-	-	30
31	-			31 Taxes collected in year levied				31
32	66,492	78,566	141,400	32 TOTAL RESOURCES	117,400	117,400	117,400	32

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

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
STREETS
Administration

	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
				PERSONNEL SERVICES				
2	2,788	5,791	8,929	2	Finance/Recorder/Administrator	5,953	5,953	5,953
3	3,937	5,733	13,899	3	Maintenance Public Works	4,170		
4	1,573	2,340	4,226	4	Employee Benefits	2,817	2,817	2,817
5	8,529	7,573	11,678	5	City Manager	3,892	3,892	3,892
6				6				
7				7				
8	16,827	21,437	38,732	8	TOTAL PERSONNEL SERVICES	16,832	16,832	16,832
9				9				
					MATERIALS AND SERVICES			
11	4,800	4,800	4,800	11	Utilities	4,800	4,800	4,800
12		3,000	8,905	12	Land Use Planning	3,000	3,000	3,000
13	-	1,000	1,000	13	Legal Fees	1,000	1,000	1,000
14	6,500	3,000	4,000	14	Contracted Services	5,000		
15	3,500	900	2,000	15	Engineering Services	2,000	2,000	2,000
16	1,300	1,200	1,200	16	Audit	3,000	3,000	3,000
17	3,500	1,000	3,500	17	Maintenance and Supplies	1,200	1,200	1,200
18	600	500	500	18	Insurance	500	500	500
19	600	500	500	19	Signs	500	500	500
20	300	350	350	20	Office Supplies	350	350	350
21	150	150	150	21	Education and Travel	150	150	150
22		100	100	22	Training	100	100	100
23				23				
24				24				
25				25				
26				26				
27	21,250	16,500	27,005	27	TOTAL MATERIALS AND SERVICES	21,600	21,600	21,600
					CAPITAL OUTLAY			
29	6,000	6,500	6,500	29	Pavement Repair	10,000	10,000	10,000
30	4,000	10,000		30				
31			50,000	31	3rd Ave and Washington Street Pedestrian and Stormwater Project	50,000	50,000	50,000
32				32				
33				33				
34				34				
35		16,500	56,500	35	TOTAL CAPITAL OUTLAY	60,000	60,000	60,000
36	38,077	54,437	122,237	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	98,432	98,432	98,432

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
STREETS

 (name of fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year			
	Actual		Adopted Budget This Year Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
				PERSONNEL SERVICES NOT ALLOCATED				
2			2					2
3			3					3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-	4
5				5 Total Full-Time Equivalent (FTE)				5
				MATERIALS AND SERVICES NOT ALLOCATED				
7			7					7
8			8					8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-	-	9
				CAPITAL OUTLAY NOT ALLOCATED				
11			11					11
12			12					12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	-	-	-	13
				DEBT SERVICE				
15			15					15
16			16					16
17	-	-	-	17 TOTAL DEBT SERVICE	-	-	-	17
				SPECIAL PAYMENTS				
19			19					19
20			20					20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-	21
				INTERFUND TRANSFERS				
23			23					23
24			24					24
25			25					25
26			26					26
27			27					27
28	-	-	-	28 TOTAL INTERFUND TRANSFERS	-	-	-	28
29			5,000	29 OPERATING CONTINGENCY	2,000	2,000	2,000	29
30	-	-	5,000	30 Total Requirements NOT ALLOCATED	2,000	2,000	2,000	30
31	38,077	54,437	122,237	31 Total Requirements for ALL Org.Units/Programs within fund	98,432	98,432	98,432	31
32			9,519	32 Reserved for future expenditure	7,000	7,000	7,000	32
33	62,739	50,166		33 Ending balance (prior years)				33
34			3,896	34 UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	9,968	9,968	9,968	34
35	100,816	104,603	140,652	35 TOTAL REQUIREMENTS	117,400	117,400	117,400	35

CITY OF MOSIER

small enough to make a difference

SPECIAL REVENUE FUND - JOINT USE FACILITY 'MOSIER CENTER'

PURPOSE

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

PRIOR YEAR ACCOMPLISHMENTS

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

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

**RESOURCES
JOINT USE FACILITY**

Fund

CITY OF MOSIER

(Name of Municipal Corporation)

Historical Data				RESOURCE DESCRIPTION	Budget for Next Year			
Actual		Adopted Budget This Year Year 2019-20	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2017-18	First Preceding Year 2018-19							
1	500,000	500,000	1	Available cash on hand* (cash basis) or	843,000	843,000	843,000	1
2			2	Net working capital (accrual basis)				2
3	-	-	3	Previously levied taxes estimated to be received				3
4		15,000	4	Interest	23,000	23,000	23,000	4
5			5	Transferred IN, from other funds				5
6			6	OTHER RESOURCES				6
7	49,000	49,000	7	City Team Mosier Award				7
8			8	Oregon Energy Trust	5,000	5,000	5,000	8
9		500,000	9	Fire District Funds from UPRR				9
10		15,000	10	Interest from Fire District UPRR Funds				10
11	5,000	5,000	11	Ford Family Foundation Grant				11
12			12					12
13			13					13
14			14					14
15			15					15
16			16					16
17			17					17
18			18					18
19			19					19
20			20					20
21			21					21
22			22					22
23			23					23
24			24					24
25			25					25
26			26					26
27			27					27
28			28					28
29	-	554,000	29	Total resources	871,000	871,000	871,000	29
30		-	30		-	-	-	30
31	-	-	31					31
32	-	554,000	32	TOTAL RESOURCES	871,000	871,000	871,000	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

JOINT USE FACILITY

CITY OF MOSIER

Administration

	Historical Data			REQUIREMENTS FOR: <u>Administration</u>	Budget for Next Year				
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2017-18	First Preceding Year 2018-19							
				PERSONNEL SERVICES					
2			5,953	2	Finance/Recorder/Administrator	5,953	5,953	5,953	2
3			2,780	3	Maintenance/Water Operator				3
4				4	Employee Benefits	1,408	1,408	1,408	4
5			11,677	5	City Manager	7,785	7,785	7,785	5
6				6					6
7				7					7
8	-	-	20,410	8	TOTAL PERSONNEL SERVICES	15,146	15,146	15,146	8
9				9					9
					MATERIALS AND SERVICES				
11				11					11
12			5,000	12	Land Use Planning (CUP, etc.)	1,020	1,020	1,020	12
13			8,000	13	Legal Fees	6,250	6,250	6,250	13
14			5,000	14	Engineering Services	5,000	5,000	5,000	14
15			10,000	15	Other Contracted Services	10,000	10,000	10,000	15
16			5,000	16	Communications/Announcements	5,000	5,000	5,000	16
17			500	17	Maintenance and Supplies	500	500	500	17
18			6,500	18	Fundraising	22,000	22,000	22,000	18
19				19					19
20			1,000	20	Office Supplies/Printing	1,000	1,000	1,000	20
21			200	21	Travel	200	200	200	21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27	-	-	41,200	27	TOTAL MATERIALS AND SERVICES	50,970	50,970	50,970	27
					CAPITAL OUTLAY				
29				29	Architecture/Engineering Services				29
30	-		118,000	30	- Phase I Master Planning and Schematic Design				30
31			502,000	31	- Phase II Schematic Design through Construction Services	463,000	463,000	463,000	31
32			80,000	32	- Additional Site Services if Needed (Survey, Geotech, Etc.)	75,000	75,000	75,000	32
33			104,463	33	- Contingency 15%	104,463	104,463	104,463	33
34				34					34
35			804,463	35	TOTAL CAPITAL OUTLAY	642,463	642,463	642,463	35
36	-	-	866,073	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	708,579	708,579	708,579	36

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 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
1				PERSONNEL SERVICES NOT ALLOCATED				1
2								2
3								3
4	-	-	-	4 TOTAL PERSONNEL SERVICES	-	-	-	4
5				5 Total Full-Time Equivalent (FTE)				5
6				MATERIALS AND SERVICES NOT ALLOCATED				6
7								7
8								8
9	-	-	-	9 TOTAL MATERIALS AND SERVICES	-	-	-	9
10				CAPITAL OUTLAY NOT ALLOCATED				10
11								11
12								12
13	-	-	-	13 TOTAL CAPITAL OUTLAY	-	-	-	13
14				DEBT SERVICE				14
15								15
16								16
17	-	-	-	17 TOTAL DEBT SERVICE	-	-	-	17
18				SPECIAL PAYMENTS				18
19								19
20								20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-	21
22				INTERFUND TRANSFERS				22
23			515,000	23 From Fire District Budget				23
24								24
25								25
26								26
27								27
28	-	-	515,000	28 TOTAL INTERFUND TRANSFERS		-	-	28
29			5,000	29 OPERATING CONTINGENCY	5,000	5,000	5,000	29
30	-	-	5,000	30 Total Requirements NOT ALLOCATED	5,000	5,000	5,000	30
31			866,073	31 Total Requirements for ALL Org.Units/Programs within fund	708,579	708,579	708,579	31
32			206,764	32 Reserved for future expenditure	151,258	151,258	151,258	32
33				33 Ending balance (prior years)				33
34			6,163	UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	6,163	6,163	6,163	34
35	-	-	1,084,000	35 TOTAL REQUIREMENTS	871,000	871,000	871,000	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 FY2019-20 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 2020-2021 budget provides an \$11,160.00 allowance for a stormwater SDC study.

GOALS FOR CURRENT BUDGET YEAR

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

Utilize \$11,160 for stormwater SDC study.

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 2017-18	First Preceding Year 2018-19						
1	13,903	14,955	55,369	1 Available cash on hand* (cash basis) or	36,051	36,051	36,051	1
2				2 Net working capital (accrual basis)				2
3				3 Previously levied taxes estimated to be received				3
4	62			4 Interest				4
5		30,000		5 Transferred IN, from SEWER Funds				5
6				6 OTHER RESOURCES				6
7	2,793	4,000	4,000	7 Connection/SDC Fees	4,000	4,000	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	16,758	48,955	59,369	29 Total resources, except taxes to be levied	40,051	40,051	40,051	29
30			-	30 Taxes estimated to be received	-			30
31	-	-		31 Taxes collected in year levied				31
32	16,758	48,955	59,369	32 TOTAL RESOURCES	40,051	40,051	40,051	32

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

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

	Historical Data			REQUIREMENTS 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 2017-18	First Preceding Year 2018-19						
				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		1,000		7 Engineering	1,160	1,160	1,160	7
8				8				8
9		1,000		9 TOTAL MATERIALS AND SERVICES	1,160	1,160	1,160	9
				CAPITAL OUTLAY NOT ALLOCATED				
11		30,000	20,000	11 Stormwater SDC Study	11,000	11,000	11,000	11
12				12				12
13	-	30,000	20,000	13 TOTAL CAPITAL OUTLAY	11,000	11,000	11,000	13
				DEBT SERVICE				
15				15				15
16				16				16
17	-	-	-	17 TOTAL DEBT SERVICE	-	-	-	17
				SPECIAL PAYMENTS				
19				19				19
20				20				20
21	-	-	-	21 TOTAL SPECIAL PAYMENTS	-	-	-	21
				INTERFUND TRANSFERS				
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28	-	-	-	28 TOTAL INTERFUND TRANSFERS	-	-	-	28
29			4,000	29 OPERATING CONTINGENCY	4,000	4,000	4,000	29
30	-	31,000	24,000	30 Total Requirements NOT ALLOCATED	12,160	12,160	12,160	30
31	-	-	28,000	31 Total Requirements for ALL Org.Units/Programs within fund	16,160	16,160	16,160	31
32			13,369	32 Reserved for future expenditure	16,891	16,891	16,891	32
33	7,034	14,955		33 Ending balance (prior years)				33
34			18,000	UNAPPROPRIATED ENDING FUND BALANCE (Reserved for First Quarter Operations)	7,000	7,000	7,000	34
35	7,034	45,955	59,369	35 TOTAL REQUIREMENTS	40,051	40,051	40,051	35

CITY OF MOSIER

small enough to make a difference

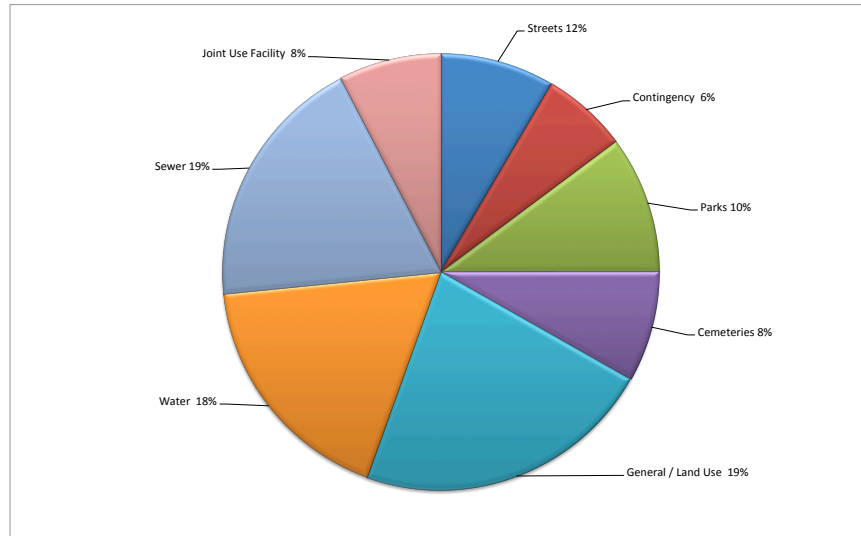
PAYROLL ACTIVITY

This year, in response to the Covid-19 pandemic, City staff has elected to freeze their cost of living adjustments. Also, instead of hiring a full time water operator/maintenance person, we've opted for an hourly, up to half time maintenance staff member who resides in Mosier to perform public works. Water operations, like sewer operations will be performed through contract service providers. Budgets for those services are shown in the 'materials and services' sections of the water and sewer budgets.

	PROJECTED SALARY/ WAGE FOR 2020-2021								
	Salary	Unemployment 1.50%	Medicare 1.45%	Social Security 6.20%	Workmans Comp 2.22%	FYE 20-21	JUF	Prior Year Budget	Retirement 5.00%
City Manager	\$ 69,904.00	\$ 1,048.56	\$ 1,013.61	\$ 4,334.05	\$ 1,548.86	\$ 77,849.08	\$ -	\$ 77,849.08	\$ 3,495.20
City Recorder / Finance Officer	\$ 53,456.00	\$ 801.84	\$ 775.11	\$ 3,314.27	\$ 1,184.42	\$ 59,531.65	\$ -	\$ 59,531.65	\$ 2,672.80
Maintenance	\$ 18,720.00	\$ 280.80	\$ 271.44	\$ 1,160.64	\$ 414.78	\$ 20,847.66	\$ -	\$ 55,593.76	\$ -
Contingency	\$ 11,366.40	\$ -	\$ 170.50	\$ 164.81	\$ 704.72	\$ 251.85	\$ -	\$ 12,658.27	\$ -
Employee Benefits (health and retirement)	\$ 28,168.00	\$ -	\$ -	\$ -	\$ -	\$ 28,168.00	\$ -	\$ 42,264.00	\$ -
TOTAL	\$ 181,614.40	\$ 2,301.70	\$ 2,224.97	\$ 9,513.68	\$ 3,399.91	\$ 199,054.66	\$ -	\$ 235,238.49	\$ 6,168.00

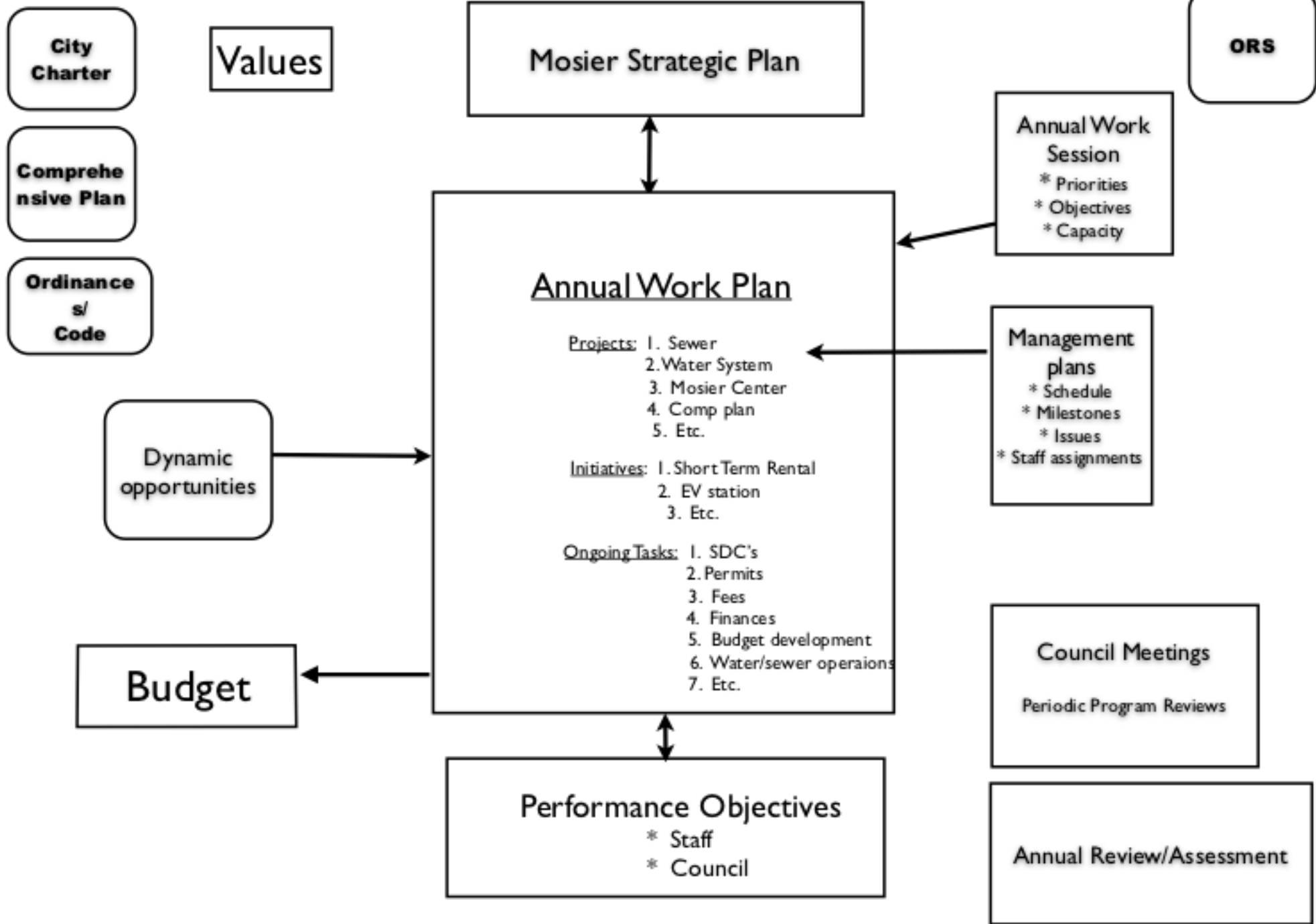
	SALARY WAGE ALLOCATION %								
	Street	Contingency	General - Parks	General - Cemetry	General - Admin	Water	Sewer	JUF Special Revenue	Total
City Manager	15.00%		15.00%	10.00%	20.00%	15.00%	15.00%	10.00%	100.00%
City Recorder / Finance Officer	10.00%		5.00%	5.00%	20.00%	25.00%	25.00%	10.00%	100.00%
Maintenance	10.00%		10.00%	10.00%	5.00%	5.00%	10.00%	0.00%	50.00%
Contingency		12.50%							
Employee Benefits (health and retirement)	10.00%		5.00%	5.00%	25.00%	25.00%	25.00%	5.00%	0.00%
TOTAL FTES (2.5)	32.50%	12.50%	27.50%	22.50%	43.75%	43.75%	47.50%	20.00%	250.00%

	SALARY WAGE ALLOCATION (w/benefits)									
	Street	Contingency	General - Parks	General - Cemetry	Gen Adm- Land Use	Water	Sewer	JUF Special Revenue	2020-2021 Total	Prior Year Total
City Manager	\$ 3,892.45		\$ 11,677.36	\$ 7,784.91	\$ 23,354.73	\$ 11,677.36	\$ 11,677.36	\$ 7,784.91	\$ 77,849.08	\$ 77,849.08
City Recorder / Finance Officer	\$ 5,953.16		\$ 2,976.58	\$ 2,976.58	\$ 11,906.33	\$ 14,882.91	\$ 14,882.91	\$ 5,953.16	\$ 59,531.65	\$ 59,531.65
Maintenance	\$ 4,169.53		\$ 4,169.53	\$ 4,169.53	\$ 2,084.77	\$ 2,084.77	\$ 4,169.53	\$ -	\$ 20,847.66	\$ 55,594.00
Contingency		\$ 12,658.27							\$ 12,658.27	\$ -
Employee Benefits (health and retirement)	\$ 2,816.80		\$ 1,408.40	\$ 1,408.40	\$ 7,042.00	\$ 7,042.00	\$ 7,042.00	\$ 1,408.40	\$ 28,168.00	\$ 42,263.00
TOTAL	\$ 16,831.95	\$ 12,658.27	\$ 20,231.88	\$ 16,339.42	\$ 44,387.83	\$ 35,687.04	\$ 37,771.81	\$ 15,146.47	\$ 199,054.66	\$ 235,237.73






Fiscal Year 2020/21

Budget Appendix



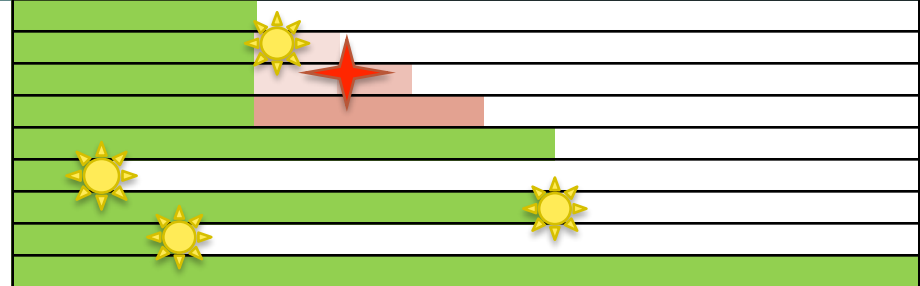
City of Mosier - Workplan/Timeline 2020/2021

 Presentation or Report
 Council Decision
 Committee Mtg

2020						2021					
June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

TASK 1: Administrative / Financial Systems Upgrade

- Analysis of Best Practices and Costs for Utility Billing & Bookeeping
- Presentation of Cost/Benefit of Options to Council
- Council Decision
- Contracting with IGA or Finance Contractor
- Quickbooks Expert to Update Current Books
- Audit Requests Complete
- Internal Controls Review/ Evaluation/ Financial Report to Council
- Auditor Presentation to Council
- Archival Organization



TASK 2: Public Works Administration

- Tools Inventory and Organization / Inventory Report
- Water System Locates and Weekly Check on Tanks/Well
- Truck Maintenance / Truck Condition Report
- Street Repairs, Landscape Maintenance, Hydrant Flushing
- Parks and Cemetery Maintenance
- Tree Maintenance and Cleanup following Urban Forestry Plan
- Snow Removal/Gravel Spreading/Gravel Removal



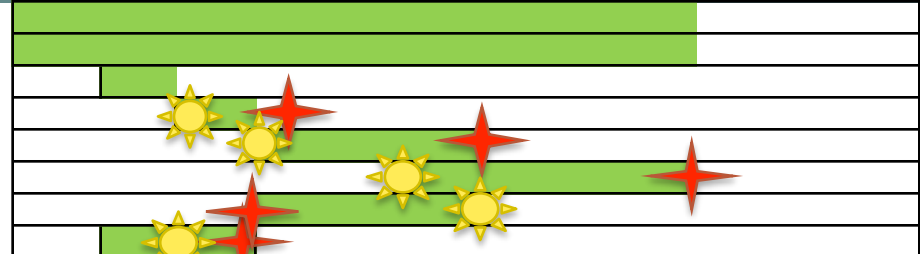
TASK 3: Current Planning/Site Development Application Review

- Finance and Budget Administration (ongoing thruout)
- Public Notice / Meeting Minutes / Communications
- Review Site Development Applications
- General Land Use Questions
- Land Use Review Processes (Type II & III)
- Misc Land Use Issues and Agency Responses



TASK 4: Long Range Planning Activities (Toward Comprehensive Plan Update)

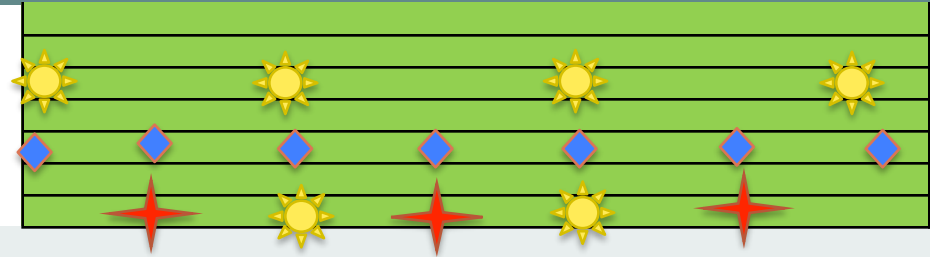
- Finance and Budget Administration
- Public Notice / Meeting Minutes / Communications
- Council Training with League of OR Cities
- Management Ordinances Update with City Attorney
- Zoning Ordinance Updates (Transportation System Plan)
- Zoning Ordinance Updates (Short Term Rentals and Affordable Housing)
- Pursue DLC/Statewide Planning/Comp Plan Update Grants
- Fee Schedule Update



TASK 5: Capital Projects Administration

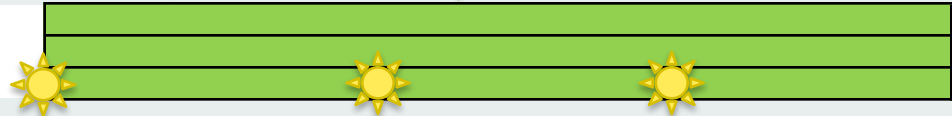
Mosier Center (Joint Use Facility)

- Fundraising and Grant Administration Management
- Fundraising Reports Every Few Months
- Public Notice / Meeting Minutes / Communications
- Committee Coordination
- Finance and Budget Administration
- Design Review



Hwy 30 West Gateway / ODOT

- Public Notice / Meeting Minutes / Communications
- City Staff Planning, Engineering and Contract Review Administration



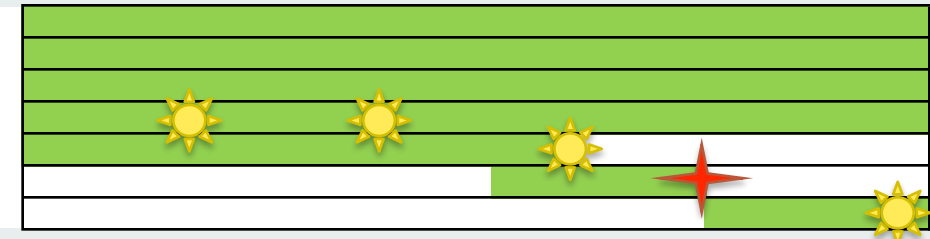
Water System Project - Well #5

- Finance and Budget Administration
- Public Notice / Meeting Minutes / Communications
- Alternative Site Evaluation and Report
- Property Acquisition (Federal Rules)
- PER & NEPA Amendments
- USDA Supplemental Funding Application



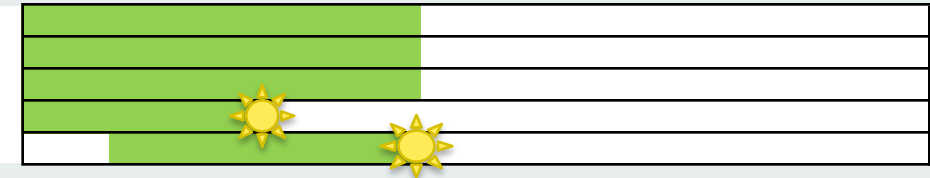
Water System Project - Eastside BPS Design & Construction

- Finance and Budget Administration
- Public Notice / Meeting Minutes / Communications
- City Engineering Services, Bonding, Inspection, etc.
- PS&E
- Bidding and Award
- Construction



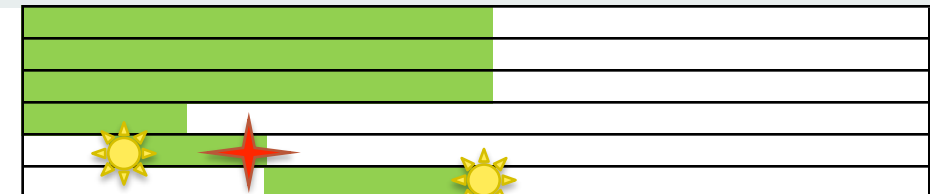
Rate Study

- Finance and Budget Administration
- Public Notice / Meeting Minutes / Communications
- Phase 1 Water & Sewer Rates and Water SDCs
- Phase 2 Parks, Stormwater & Transportation SDCs



WWTP Facilities Plan Update

- Finance and Budget Administration
- Public Notice / Meeting Minutes / Communications
- Complete Draft Plan
- Presentation to Council, Revisions & Approval
- DEQ Review and Approval



3rd Ave Sidewalk Project

Finance and Budget Administration
Design Review / Tracking / Communications
Construction



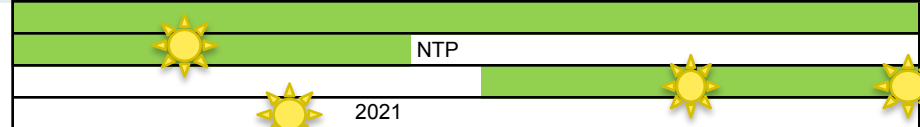
Rock Creek Park / Derailment Site Restoration

Public Notice / Meeting Minutes / Communications
Design Review / Tracking



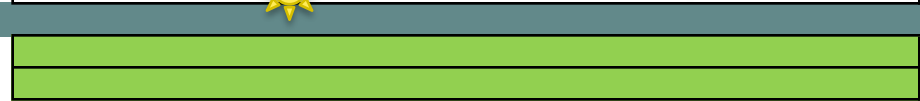
Mosier Hub Project

Secure Additional Funding thru Current OPRD Grant
Design Update
Construction



TASK 6: Administration and Communication with City Staff

Monthly/Weekly Check-in with City Staff
Public Administration (Answering Public Requests)



Staff Participation:

- TASK 1: City Recorder, City Manager, Outside Consultants (Auditor, QB Expert, City of Hood River)
- TASK 2: City Manager, City Engineer, Water DRC, Public Works Staff
- TASK 3: All Staff except Public Works
- TASK 4: All Staff except Public Works
- TASK 5: All Staff except Public Works
- TASK 6: All Staff

City of Mosier - John Grim & Associates (JGA) - General Engineering Services - FY 20/21

GENERAL FUND						
PROJECTS	Hours Per Month	# Active Months	Total Annual Hours	Hourly Rate	Estimated Subtotal	
TASK 1: Development-Related Services - Cost Recovery						
Review Site Development Permits - Cost Recovery	3.00	12.00	36.00	\$135.00		\$4,860.00
SDP Inspections/Coordination with Contractors - Cost Recovery	3.00	12.00	36.00	\$135.00		\$4,860.00
Tanawashee Subdivision - Final Plat Phase 3 - Cost Recovery	8.00	1.00	8.00	\$135.00		\$1,080.00
Tanawashee Subdivision - Phases 4 and 5 Design Review - Cost Recovery	8.00	3.00	24.00	\$135.00		\$3,240.00
Tanawashee Subdivision - Phases 4 and 5 Construction Inspection - CR	-	-	-	\$135.00		\$0.00
10 Speed Site Plan Review - 2nd and Final Submittals - Cost Recovery	8.00	2.00	16.00	\$135.00		\$2,160.00
10 Speed Construction Inspection - Cost Recovery	4.00	4.00	16.00	\$135.00		\$2,160.00
Assist Planner with Misc Land Use Issues and Agency Responses	2.00	12.00	24.00	\$135.00		\$3,240.00
Task 1 Total						\$21,600.00
TASK 2: General Services/Misc. Projects						
Meeting, calls, emails on a day to day basis	4.00	12.00	48.00	\$135.00		\$6,480.00
Update fees and charges schedule	4.00	1.00	4.00	\$135.00		\$540.00
Task 2 Total						\$7,020.00
					Total General Fund	\$28,620.00
					Cost Recovery Portion	\$21,600.00
					Net Cost to City	\$7,020.00
WATER ENTERPRISE FUND						
TASK 3: General Water Services						
General Day to Day Water Services	6.00	12.00	50.00	\$135.00		\$6,750.00
Assist with Training new Operator	8.00	3.00	24.00	\$135.00		\$3,240.00
Task 3 Total						\$9,990.00
					Total Water Fund	\$9,990.00
SEWER ENTERPRISE FUND						
TASK 4: General Sewer Services						
Day to Day Sewer Services, Coord. With Jacobs, Regulatory, etc.	3.00	12.00	36.00	\$135.00		\$4,860.00
Task 4 Total						\$4,860.00
					Total Sewer Fund	\$4,860.00
STREET FUND						
TASK 5: General Street Services						
Day to Day Street and Transportation-related Engineering	1.50	12.00	18.00	\$135.00		\$2,430.00
3rd Ave Sidewalk Design Review Services (no inspection)	3.70	2.00	7.41	\$135.00		\$1,000.00
Task 5 Total						\$3,430.00
TASK 6: Transportation System Plan (TSP) Zoning Ordinance Updates						
Draft TSP Updates into Staff Report and review with City Staff/ODOT	8.00	1.00	8.00	\$135.00		\$1,080.00
Public Hearing (notice, staff report, attendance, follow up)	-	-	-	\$135.00		\$0.00
Complete adoption process, DLCD notice, and finalize in Zoning Ordinance	-	-	-	\$135.00		\$0.00
Task 6 Total						\$1,080.00
TASK 7: PA/PM Pavement Repair Work						
Acquire Contractor & Inspect Work	4.00	2.00	8.00	\$135.00		\$1,080.00
Task 7 Total						\$1,080.00
					Total Street Fund	\$5,590.00
STORMWATER FUND						
TASK8: General Stormwater Services						
Day to Day Stormwater Engineering Services	1.00	6.00	6.00	\$135.00		\$810.00
Stormwater Plan - Optional						
Task 8 Total						\$810.00
					Total Stormwater Fund	\$810.00
					ESTIMATED GRAND TOTAL	\$49,870.00
					COST RECOVERY PORTION	\$21,600.00
					NET COST TO CITY	\$28,270.00

City of Mosier - Hwy 30 Gateway Project - Capital Project Expenses - FY 20/21

STREET FUND

TASK 1: Hwy 30 Gateway Project

DESCRIPTION	Hours Per Month	# Active Months	Total Annual Hours	Hourly Rate	Estimated Subtotal	Comments
City Engineering Services	4.00	12.00	30.00	\$135.00	\$4,050.00	Based on 2 more design submittals and engineering review plus attendance at 1 CC meeting and ODOT meetings. Assuming no construction in FY 20/21.
Task 1 Total					\$4,050.00	

Need to add in the City's cash match (??) and grant funding contributions(??)

City of Mosier - Rate Study - Capital Project Expenses - FY 20/21

WATER FUND									
TASK 1: Water System Rate Study									
DESCRIPTION	Hours Per Month	# Active Months	Total Annual Hours	Hourly Rate	Estimated Subtotal	FY 19/20 Utilization	FY 20/21 Budget	Comments	
JGA - RFIs, FCSG Mtgs and City Council Meeting	4.00	2.00	8.00	\$145.00	\$1,160.00	\$580.00	\$580.00	Assuming the rate study continues into FY 20/21.	
FCSG Rate Study - Water Rates and SDCs					\$36,000.00	\$30,000.00	\$6,000.00		
Task 1 Total Water Fund					\$37,160.00	\$30,580.00	\$6,580.00		
SEWER FUND									
TASK 2: Sewer Rate Study									
JGA - RFIs, FCSG Mtgs and City Council Meeting	4.00	2.00	8.00	\$145.00	\$1,160.00	\$580.00	\$580.00	Assuming the rate study continues into FY 20/21.	
FCSG Rate Study - Sewer Rates & SDCs					\$24,145.00	\$15,000.00	\$9,145.00	Added in the Phase 2 SDC expense of \$4,145	
Task 2 Total Sewer Fund					\$25,305.00	\$15,580.00	\$9,725.00		
STREET FUND									
TASK 3: Street SDC Study									
JGA - Phase 2 Street SDCs - CC Hearing and FCSG Meetings/RFIs	4.00	2.00	8.00	\$145.00	\$1,160.00	\$0.00	\$1,160.00		
FCSG Rate Study - Street SDCs					\$10,000.00		\$10,000.00		
Task 3 Total Street Fund					\$11,160.00	\$0.00	\$11,160.00	General Fund	
GENERAL FUND									
TASK 4: Stormwater SDC Study									
JGA - Phase 2 Stormwater SDCs - CC Hearing, CIP Development and FCSG Meetings/RFIs.	4.00	2.00	8.00	\$145.00	\$1,160.00	\$0.00	\$1,160.00		
FCSG Rate Study - Stormwater SDCs					\$10,000.00		\$10,000.00		
Task 4 Total General Fund Stormwater					\$11,160.00	\$0.00	\$11,160.00	General Fund	
TASK 5: Parks SDC Study									
JGA - Phase 2 Parks SDCs - CC Hearing, CIP Development and FCSG Meetings/RFIs.	4.00	2.00	8.00	\$145.00	\$1,160.00	\$0.00	\$1,160.00		
FCSG Rate Study - Parks SDCs					\$10,000.00		\$10,000.00		
Task 5 Total General Fund Parks					\$11,160.00	\$0.00	\$11,160.00	Parks SDC	
Total General Fund					\$22,320.00	\$0.00	\$22,320.00		
ESTIMATED GRAND TOTAL					\$95,945	\$46,160	\$49,785		

City of Mosier - Rock Creek Park - Capital Project Expenses - FY 20/21

PARKS FUND

TASK 1: Derailment Related Work

DESCRIPTION	Hours Per Month	# Active Months	Total Annual Hours	Hourly Rate	Estimated Subtotal	Comments
Rock Creek Park Restoration - City Engineering Services incl. Inspection	8.00	6.00	48.00	\$135.00	\$6,480.00	
WWTP Warranty Inspection & Documentation	8.00	1.00	8.00	\$135.00	\$1,080.00	
Task 1 Total			All Cost Recovery		\$7,560.00	

City of Mosier - Water Project - Capital Project Expenses - FY 20/21

WATER FUND

DESCRIPTION	Hours Per Month	# Active Months	Total Annual Hours	Hourly Rate	Estimated Subtotal	FY 19/20 Utilization	FY 20/21 Budget	FY 21/22 Budget	Comments
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TASK 1: Water System Project - New Well 5 Site

JGA Expense

Well No. 5 - Alternative Site Evaluation	22.00	2.00	44.00	\$145.00	\$6,380.00	\$5,000.00	\$1,380.00		Identify parcel/easements for purchase.
Well No. 5 - Property Acquisition (Federal Rules)	40.00	2.00	80.00	\$145.00	\$11,600.00	\$0.00	\$11,600.00		Staff expense to acquire parcel/easements.
Well No. 5 - PER & NEPA Amendments	16.00	6.00	96.00	\$145.00	\$13,920.00	\$0.00	\$13,920.00		As required by USDA
Well No. 5 - USDA Supplemental Funding Application	40.00	1.00	40.00	\$145.00	\$5,800.00	\$0.00	\$5,800.00		Assuming we need additional funding for the new Well 5 Site
Subtotal City Engineering					\$37,700.00	\$5,000.00	\$32,700.00	\$0.00	

Contract Services

Appraisal Services					\$750.00	\$0.00	\$750.00		Ballpark. Need proposals.
Surveying Services					\$1,500.00	\$0.00	\$1,500.00		Ballpark. Need proposals.
Archaeological Services					\$1,000.00	\$0.00	\$1,000.00		Ballpark. Need proposals.
Legal Services (LW)					\$2,500.00	\$0.00	\$2,500.00		Ballpark. Need proposals.
Title Report					\$1,000.00	\$0.00	\$1,000.00		Ballpark. Need proposals.
RH2/GSI Team Additional Services					\$50,000.00	\$2,000.00	\$5,000.00	\$43,000.00	Ballpark. Need proposals.
Parcel Purchase					\$100,000.00	\$0.00	\$100,000.00		Highest expense scenario. Hopefully we can get low-cost easements.
Subtotal Contract Services					\$156,750.00	\$2,000.00	\$111,750.00	\$43,000.00	
Well 5 Site Acquisition Budget					\$194,450.00	\$7,000.00	\$144,450.00	\$43,000.00	Ballpark additional funding needed from USDA

TASK 2: Water System Project - USDA Approved Budget

USDA Funded Budget

City Engineering and Planning (JG and NK)					\$52,880	\$20,000	\$20,000	\$12,880	JGA plus Nick Kraemer. Reference approved PSA.
Architectural and engineering fees (RH2)					\$285,133	\$65,000	\$150,000	\$70,133	RH2. Reference approved PSA.
Project inspection fees (JGA only)					\$12,500	\$0	\$7,000	\$5,500	JGA. Reference approved PSA.
Interest					\$50,000	\$0	\$25,000	\$25,000	Interim financing
Legal (Foster and LW)					\$17,500	\$5,000	\$12,500	\$0	Laura W. plus Foster. Reference approved contracts.
Construction					\$935,925	\$0	\$300,000	\$635,925	
Subtotal					\$1,353,938	\$90,000	\$514,500	\$749,438	
Contingencies					\$168,480	\$0	\$50,000	\$118,480	
Total USDA Funding & Cash Match					\$1,522,418	\$90,000	\$564,500	\$867,918	
ESTIMATED GRAND TOTAL					\$1,716,868	\$97,000	\$708,950	\$910,918	

The additional cost for the new Well 5 site is a WAG at this time. The expense shown is based on the assumption that the well can be located next to the existing pipeline and no new pipeline is necessary to connect to the water system. An actual estimate is needed after a parcel is found.

City of Mosier - WWTP Facilities Plan Update - Capital Project Expenses - FY 20/21

SEWER FUND
TASK 1: WWTP Facilities Plan Update - JGA Services

DESCRIPTION	Hours Per Month	# Active Months	Total Annual Hours	Hourly Rate	Estimated Subtotal	FY 19/20 Utilization	FY 20/21 Budget	Comments
JGA - PA/PM, RFIs, Consultant mtgs & City Council Presentation	12.00	3.00	36.00	\$145.00	\$5,220.00	\$2,000.00	\$3,220.00	Estimated remaining expense.
Task 1 Total					\$5,220.00	\$2,000.00	\$3,220.00	

TASK 2: WWTP Facilities Plan Update - RH2 Engineering Services

WWTP Plan Update					\$68,500.00	\$58,500.00	\$10,000.00	\$51K spent as of 5/1/20
Task 2 Total					\$68,500.00	\$58,500.00	\$10,000.00	
ESTIMATED GRAND TOTAL					\$73,720	\$60,500	\$13,220	

City of Mosier - City Planner Workplan/Budget 2020/2021

Category	Hours Per Month	# Active Months	Total Annual Hours	Hourly Rate	Estimated Subtotal
TASK 1: Current Planning/Site Development Application Review					
Review Site Development Permits	6.00	12.00	72.00	\$85.00	\$6,120.00
General Land Use Questions	4.00	12.00	48.00	\$85.00	\$4,080.00
Land Use Review Processes (Type II & III)	5.00	6.00	30.00	\$85.00	\$2,550.00
Misc Land Use Issues and Agency Responses	3.00	12.00	36.00	\$85.00	\$3,060.00
Task 1: Current Planning Costs Total					\$15,810.00
TASK 2: Long Range Planning Activities					
Zoning Ordinance Updates (Transportation System Plan and Streets)	15.00	3.00	45.00	\$85.00	\$3,825.00
Zoning Ordinance Updates (Short Term Rentals and Affordable Housing)	15.00	4.00	60.00	\$85.00	\$5,100.00
Pursue DLCD/Statewide Planning/Comp Plan Update Grants	4.00	2.00	8.00	\$85.00	\$680.00
Updated Fee Schedule	15.00	2.00	30.00	\$85.00	\$2,550.00
Task 2: Long Range Planning Costs Total					\$12,155.00
TASK 3: Grant Related Projects					
Joint Use Facility	1.00	12.00	12.00	\$85.00	\$1,020.00
Hwy 30 STIP Funds Transportation Project Review and Coordination	5.00	4.00	20.00	\$85.00	\$1,700.00
Task 3: Grant Related Project Costs Total					\$2,720.00
TASK 4: Administration and Communication with City Staff					
Monthly/Weekly Check-in with City Staff	3.00	12.00	36.00	\$85.00	\$3,060.00
Task 4: Admin Costs Total					\$3,060.00
MATERIALS					
Special production work including survey materials, oversized maps, etc (upon request)					(reimbursed at cost)
Materials Costs Total					\$0.00
ESTIMATED GRAND TOTAL					\$33,745.00

City of Mosier - Legal Services Budget Estimate for FY 2020-21

Category	Annual Hour Estimate	Hourly Rate	Estimated Subtotal
General Legal Matters			
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
General Legal Matters Total Estimate			\$7,500.00
Land Use Matters			
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
Land Use Matters Total Estimate			\$5,000.00
Special Projects			
Joint Use Facility	50.00	\$125.00	\$6,250.00
Municipal Code Updates	20.00	\$125.00	\$2,500.00
Comprehensive Plan Update	15.00	\$125.00	\$1,875.00
Council Trainings	20.00	\$125.00	\$2,500.00
USDA Water System Update (See City Engineer's estimate for legal fees)			
Special Projects Total Estimate			\$13,125.00
Specialized Legal Expertise			
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
Specialized Legal Expertise Total Estimate			\$2,300.00
TOTAL ESTIMATE			\$27,925.00