

106 West "B" Street  
P.O. Box 100  
Rainier, Oregon 97048



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**City of Rainier  
Budget Request Form**

**Date:**

**Requester:**

**Department:**

**Project Title:**

**Project Description:**

**Reason for Request:**

**Project Cost:**

**Project Timeline:**

**Have multiple bids been obtained?**

**Line Item(s) to be Used:**

**Remaining Funds in Line Item(s) if Requested is Granted:**

# General Ledger GL Fund Balances



User: Elisha  
 Printed: 4/9/2024 12:03:20 PM  
 Period 10 - 10  
 Fiscal Year 2024

Fund	Description	Beg Bal	Debits	Credits	End Bal
<b>10</b>	<b>General Fund</b>				
10	Asset	3,244,932.48	10,605.48	319,100.00	2,936,437.96
10	Liability	63,860.27	0.00	6,351.71	70,211.98
10	Fund Balance	2,362,478.44	0.00	0.00	2,362,478.44
10	Revenue	1,858,918.01	0.00	4,253.77	1,863,171.78
10	Expense	<u>1,040,324.24</u>	<u>319,100.00</u>	<u>0.00</u>	<u>1,359,424.24</u>
<b>10</b>	<b>General Fund</b>	<b>0.00</b>	<b>329,705.48</b>	<b>329,705.48</b>	<b>0.00</b>
<b>20</b>	<b>Debt Service Fund</b>				
20	Asset	364,095.76	0.00	0.00	364,095.76
20	Liability	0.00	0.00	0.00	0.00
20	Fund Balance	364,095.76	0.00	0.00	364,095.76
20	Revenue	843,661.16	0.00	0.00	843,661.16
20	Expense	<u>843,661.16</u>	<u>0.00</u>	<u>0.00</u>	<u>843,661.16</u>
<b>20</b>	<b>Debt Service Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>30</b>	<b>Sewer Fund</b>				
30	Asset	91,064.15	22,072.72	3,175.88	109,960.99
30	Liability	0.00	0.00	0.00	0.00
30	Fund Balance	290,603.59	0.00	0.00	290,603.59
30	Revenue	637,216.82	0.00	22,072.72	659,289.54
30	Expense	<u>836,756.26</u>	<u>3,175.88</u>	<u>0.00</u>	<u>839,932.14</u>
<b>30</b>	<b>Sewer Fund</b>	<b>0.00</b>	<b>25,248.60</b>	<b>25,248.60</b>	<b>0.00</b>
<b>40</b>	<b>Water Fund</b>				
40	Asset	246,228.51	16,557.43	53,175.83	209,610.11
40	Liability	24.35	0.00	0.00	24.35
40	Fund Balance	152,455.75	0.00	0.00	152,455.75
40	Revenue	699,231.50	0.00	16,557.43	715,788.93
40	Expense	<u>605,483.09</u>	<u>53,175.83</u>	<u>0.00</u>	<u>658,658.92</u>
<b>40</b>	<b>Water Fund</b>	<b>0.00</b>	<b>69,733.26</b>	<b>69,733.26</b>	<b>0.00</b>
<b>50</b>	<b>Timber Fund</b>				
50	Asset	1,594,132.67	0.00	0.00	1,594,132.67
50	Liability	0.00	0.00	0.00	0.00
50	Fund Balance	1,629,894.04	0.00	0.00	1,629,894.04
50	Revenue	0.00	0.00	0.00	0.00
50	Expense	<u>35,761.37</u>	<u>0.00</u>	<u>0.00</u>	<u>35,761.37</u>
<b>50</b>	<b>Timber Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>60</b>	<b>Street Fund</b>				
60	Asset	57,614.98	119,100.00	0.00	176,714.98
60	Liability	0.00	0.00	0.00	0.00
60	Fund Balance	77,877.13	0.00	0.00	77,877.13
60	Revenue	118,337.41	0.00	119,100.00	237,437.41

<b>Fund</b>	<b>Description</b>	<b>Beg Bal</b>	<b>Debits</b>	<b>Credits</b>	<b>End Bal</b>
60	Expense	<u>138,599.56</u>	<u>0.00</u>	<u>0.00</u>	<u>138,599.56</u>
<b>60</b>	<b>Street Fund</b>	<b>0.00</b>	<b>119,100.00</b>	<b>119,100.00</b>	<b>0.00</b>
<b>63</b>	<b>Section 1</b>				
63	Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>63</b>	<b>Section 1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>64</b>	<b>Section 1</b>				
64	Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>64</b>	<b>Section 1</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>65</b>	<b>Public Properties Fund</b>				
65	Asset	0.00	0.00	0.00	0.00
65	Liability	0.00	0.00	0.00	0.00
65	Fund Balance	0.00	0.00	0.00	0.00
65	Revenue	0.00	0.00	0.00	0.00
65	Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>65</b>	<b>Public Properties Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>70</b>	<b>Internal Governmental Svc Fund</b>				
70	Asset	0.00	0.00	0.00	0.00
70	Liability	0.00	0.00	0.00	0.00
70	Fund Balance	0.00	0.00	0.00	0.00
70	Revenue	0.00	0.00	0.00	0.00
70	Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>70</b>	<b>Internal Governmental Svc Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>80</b>	<b>State Revenue Sharing Fund</b>				
80	Asset	0.00	0.00	0.00	0.00
80	Liability	0.00	0.00	0.00	0.00
80	Fund Balance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>80</b>	<b>State Revenue Sharing Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>81</b>	<b>Special Projects Fund</b>				
81	Asset	234,693.45	200,000.00	0.00	434,693.45
81	Liability	0.00	0.00	0.00	0.00
81	Fund Balance	312,284.83	0.00	0.00	312,284.83
81	Revenue	0.00	0.00	200,000.00	200,000.00
81	Expense	<u>77,591.38</u>	<u>0.00</u>	<u>0.00</u>	<u>77,591.38</u>
<b>81</b>	<b>Special Projects Fund</b>	<b>0.00</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>0.00</b>
<b>83</b>	<b>Sewer Cap Imp Fund</b>				
83	Asset	270,137.41	0.00	0.00	270,137.41
83	Liability	592,583.60	0.00	0.00	592,583.60
83	Fund Balance	432,151.50	0.00	0.00	432,151.50
83	Revenue	19,143.98	0.00	0.00	19,143.98
83	Expense	<u>773,741.67</u>	<u>0.00</u>	<u>0.00</u>	<u>773,741.67</u>
<b>83</b>	<b>Sewer Cap Imp Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Fund</b>	<b>Description</b>	<b>Beg Bal</b>	<b>Debits</b>	<b>Credits</b>	<b>End Bal</b>
<b>84</b>	<b>Water Cap Imp Fund</b>				
84	Asset	308,333.63	0.00	0.00	308,333.63
84	Fund Balance	417,395.43	0.00	0.00	417,395.43
84	Revenue	1,840.00	0.00	0.00	1,840.00
84	Expense	<u>110,901.80</u>	<u>0.00</u>	<u>0.00</u>	<u>110,901.80</u>
<b>84</b>	<b>Water Cap Imp Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>85</b>	<b>Transportation Cap Imp Fund</b>				
85	Asset	29,408.54	50,000.00	0.00	79,408.54
85	Liability	0.00	0.00	0.00	0.00
85	Fund Balance	472,103.75	0.00	0.00	472,103.75
85	Revenue	0.00	0.00	50,000.00	50,000.00
85	Expense	<u>442,695.21</u>	<u>0.00</u>	<u>0.00</u>	<u>442,695.21</u>
<b>85</b>	<b>Transportation Cap Imp Fund</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>
<b>90</b>	<b>Library Trust Fund</b>				
90	Asset	77,347.95	0.00	0.00	77,347.95
90	Liability	0.00	0.00	0.00	0.00
90	Fund Balance	82,136.99	0.00	0.00	82,136.99
90	Revenue	416.88	0.00	0.00	416.88
90	Expense	<u>5,205.92</u>	<u>0.00</u>	<u>0.00</u>	<u>5,205.92</u>
<b>90</b>	<b>Library Trust Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>91</b>	<b>Dare Fund</b>				
91	Asset	0.00	0.00	0.00	0.00
91	Liability	0.00	0.00	0.00	0.00
91	Fund Balance	0.00	0.00	0.00	0.00
91	Revenue	0.00	0.00	0.00	0.00
91	Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>91</b>	<b>Dare Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>92</b>	<b>Vehicle Equipment Replacement</b>				
92	Asset	0.00	0.00	0.00	0.00
92	Liability	0.00	0.00	0.00	0.00
92	Fund Balance	0.00	0.00	0.00	0.00
92	Revenue	0.00	0.00	0.00	0.00
92	Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>92</b>	<b>Vehicle Equipment Replacement</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Grand Total</b>		<b>0.00</b>	<b>793,787.34</b>	<b>793,787.34</b>	<b>0.00</b>

**2023/2025  
Adopted Budget  
City of Rainier  
Sewer Fund**

<b>Sewer Fund Resources</b>			<b>Biennial Budget</b>		
<b>2022/2023 Adopted</b>	<b>Account</b>	<b>Description</b>	<b>2023/2025 Proposed</b>	<b>2023/2025 Approved</b>	<b>2023/2025 Adopted</b>
454,199	30-000-470000	Beginning Cash	277,129	277,129	277,129
486,453	30-000-410005	G O Bond Tax Assessment	-	-	-
500	30-000-430008	Hook-Up Fees	500	500	500
720,000	30-000-450001	Sewer Revenue	1,440,000	1,440,000	1,440,000
280,000	30-000-450005	Sludge Revenue	500,000	500,000	500,000
100	30-000-460001	Miscellaneous Revenue	200	200	200
<b>1,941,252</b>		<b>Sewer Fund Revenue Total</b>	<b>2,217,829</b>	<b>2,217,829</b>	<b>2,217,829</b>

<b>Sewer Operations Requirements</b>			<b>Biennial Budget</b>		
<b>2022/2023 Adopted</b>	<b>Account</b>	<b>Description</b>	<b>2023/2025 Proposed</b>	<b>2023/2025 Approved</b>	<b>2023/2025 Adopted</b>
		<b>Personnel Services</b>			
-	30-300-610002	Finance Director/ Budget Officer	-	-	-
22,729	30-300-610005	City Administrator	49,307	49,307	49,307
25,125	30-300-610006	Account Clerk	53,669	53,669	53,669
39,214	30-300-610007	UB Clerk	87,497	87,497	87,497
10,000	30-300-610008	Overtime	20,000	20,000	20,000
13,635	30-300-610012	Finance Clerk	28,591	28,591	28,591
51,721	30-300-610201	Director of Public Works/Supervisor	114,629	114,629	114,629
21,241	30-300-610202	Lead Person	45,738	45,738	45,738
-	30-300-610203	Utility Worker I	-	-	-
95,135	30-300-610205	Utility Worker 1 & II/ Operator	209,410	209,410	209,410
5,000	30-300-610206	Seasonal Worker	-	-	-
		<b>Sewer Operations Requirements (continued)</b>			

**Biennial Budget**

<b>2022/2023 Adopted</b>	<b>Account</b>	<b>Description</b>	<b>2023/2025 Proposed</b>	<b>2023/2025 Approved</b>	<b>2023/2025 Adopted</b>
57,623	30-300-614001	Retirement	152,036	152,036	152,036
-	30-300-614002	VEBA	46,577	46,577	46,577
21,328	30-300-615001	FICA	4,812	4,812	4,812
11,514	30-300-615002	Worker's Compensation	25,188	25,188	25,188
77,431	30-300-615003	Health Insurance	154,862	154,862	154,862
<b>451,696</b>		<b>Personnel Services Total</b>	<b>992,316</b>	<b>992,316</b>	<b>992,316</b>
		<b>Materials &amp; Services</b>			
5,000	30-300-615000	Fee/Misc.	30,000	30,000	30,000
13,000	30-300-620010	Supplies	25,000	25,000	25,000
60,000	30-300-620014	Power & Phone	120,000	120,000	120,000
5,500	30-300-620016	Fuel-Public Works	12,000	12,000	12,000
600	30-300-620017	Clothing Allowance	1,500	1,500	1,500
1,500	30-300-620018	Uniforms	3,200	3,200	3,200
1,500	30-300-620019	Postage	3,000	3,000	3,000
35,000	30-300-620111	Lab Supplies/Chemicals	70,000	70,000	70,000
1,200	30-300-620112	Small Tools	2,400	2,400	2,400
5,000	30-300-620113	NPDES Permit	10,000	10,000	10,000
20,000	30-300-620201	Professional Services	40,000	40,000	40,000
-	30-300-620205	Contracted Services	6,000	6,000	6,000
500	30-300-621003	Publications	1,000	1,000	1,000
7,500	30-300-621011	Audit	16,000	16,000	16,000
14,000	30-300-621015	Insurance	37,145	37,145	37,145
3,500	30-300-621017	Training	7,000	7,000	7,000

500	30-300-622020	Membership/Dues	1,000	1,000	1,000
1,500	30-300-622021	Travel	3,000	3,000	3,000
60,000	30-300-622502	Bio-Solid Disposal	90,000	90,000	90,000
60,000	30-300-622504	Repair & Maintenance	80,000	80,000	80,000
<b>Sewer Operations Requirements (continued)</b>			<b>Biennial Budget</b>		

2022/2023 Adopted	Account	Description	2023/2025 Proposed	2023/2025 Approved	2023/2025 Adopted
5,000	30-300-622505	Vehicle Equipment Maintenance	15,000	15,000	15,000
7,500	30-300-622510	IT Support	15,000	15,000	15,000
5,800	30-300-624009	Mayor/Council	2,000	2,000	2,000
1,000	30-300-630128	Software Support/Maintenance	12,000	12,000	12,000
<b>315,100</b>		<b>Materials &amp; Services Total</b>	<b>602,245</b>	<b>602,245</b>	<b>602,245</b>
<b>Capital Outlay</b>					
7,500	30-300-630210	Technology Infrastructure	-	-	-
<b>7,500</b>		<b>Capital Project Outlay Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>774,296</b>		<b>Sewer Operations Total</b>	<b>1,594,561</b>	<b>1,594,561</b>	<b>1,594,561</b>

<b>Unallocated Requirements</b>			<b>Biennial Budget</b>		
2022/2023 Adopted	Account	Description	2023/2025 Proposed	2023/2025 Approved	2023/2025 Adopted
<b>Transfers</b>					
486,453	30-300-640300	Transfer: GO Bond Debt Service	-	-	-
190,555	30-300-640306	Trans: Debt-DEQ SRF	378,900	378,900	378,900
18,732	30-300-640310	Trans: Debt - A Street	37,500	37,500	37,500
260,000	30-300-640006	Trans: Sewer Capital	-	-	-
<b>955,740</b>		<b>Transfers Total</b>	<b>416,400</b>	<b>416,400</b>	<b>416,400</b>

48,000	30-300-650001	Contingency	206,868	206,868	206,868
<b>1,003,740</b>		<b>Unallocated Total</b>	<b>623,268</b>	<b>623,268</b>	<b>623,268</b>
163,216	30-300-649998	Reserved for Future Use	-	-	-
-		Unappr. Ending Fund Balance	-	-	-
		Ending Fund Balance - Actual			
<b>1,941,252</b>		<b>TOTAL REQUIREMENTS</b>	<b>2,217,829</b>	<b>2,217,829</b>	<b>2,217,829</b>



**2023/2025  
Adopted  
Budget  
City of Rainier  
Sewer Capital  
Fund**

**Sewer Capital Improvement Resources**

**Biennial Budget**

2022/2023 Adopted	Account	Description	2023/2025 Proposed	2023/2025 Approved	2023/2025 Adopted
838,151	83-000-470000	Beginning Balance	400,910	400,910	400,910
	83-000-420017	DEQ SRF WWTP (A Street) - Grant/Loan	800,000	800,000	800,000
8,000	83-000-430011	Sewer SDC	8,000	8,000	8,000
111,613	83-000-420011	Federal Infrastructure Aid	-	-	-
-		State Infrastructure Aid	308,630	308,630	308,630
260,000	83-000-467102	Transfer: Sewer Fund	-	-	-
<b>1,217,764</b>		<b>Sewer Capital Improv. Fund Resource Total</b>	<b>1,517,540</b>	<b>1,517,540</b>	<b>1,517,540</b>

**Sewer Capital Improvement Requirements**

**Biennial Budget**

2022/2023 Adopted	Account	Description	2023/2025 Proposed	2023/2025 Approved	2023/2025 Adopted
		<b>Capital Outlay</b>			
592,584	83-830-630010	Infrastructure A Street	-	-	-
75,000	83-830-630111	WW Master Plan Review	300,000	300,000	300,000
-	83-830-630201	Meter Replacement	4,000	4,000	4,000
-	83-830-633038	WWTP: Engineering	-	-	-
90,000	83-830-633039	WWTP Project-Site Improvement	410,000	410,000	410,000
100,000	83-830-633041	I & I	53,540	53,540	53,540
40,000	83-830-633042	GPS/GIS Mapping	-	-	-
40,000	83-830-638026	Vehicle/Equipment Replacement	50,000	50,000	50,000
100,000	83-830-638027	Collection System Rehabilitation/Replacement	500,000	500,000	500,000
180,000	83-830-638028	WW Equipment	50,000	50,000	50,000

**Sewer Capital Improvement Requirements  
(continued)**

**Biennial Budget**

2022/2023 Adopted	Account	Description	2023/2025 Proposed	2023/2025 Approved	2023/2025 Adopted
-		Utility Billing Folder/Stuffer	8,000	8,000	8,000
-		SEP Project	73,450	73,450	73,450
<b>1,217,584</b>		<b>Capital Outlay Total</b>	<b>1,448,990</b>	<b>1,448,990</b>	<b>1,448,990</b>
<b>1,217,584</b>		<b>Sewer Capital Improvement Total</b>	<b>1,448,990</b>	<b>1,448,990</b>	<b>1,448,990</b>

**Unallocated Requirements**

**Biennial Budget**

2022/2023 Adopted	Account	Description	2023/2025 Proposed	2023/2025 Approved	2023/2025 Adopted
180	83-830- 649998	Reserved	-	-	-
-		Unappr. Ending Fund Balance	68,550	68,550	68,550
		Ending Fund Balance - Actual			
<b>1,217,764</b>		<b>TOTAL REQUIREMENTS</b>	<b>1,517,540</b>	<b>1,517,540</b>	<b>1,517,540</b>

**2023-2025  
Adopted Budget  
City of Rainier  
Water Fund**

		<b>Water Fund Resources</b>	<b>Biennial Budget</b>		
<b>2022/2023</b>			<b>2023/2025</b>	<b>2023/2025</b>	<b>2023/2025</b>
<b>Adopted</b>	<b>Account</b>	<b>Description</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
399,616	40-000-470000	Beginning Balance	181,618	181,618	181,618
2,500	40-000-430008	Hook-Up Fees	5,000	5,000	5,000
500	40-000-430009	Water Deposits	1,000	1,000	1,000
960,000	40-000-450002	Water Revenue	1,800,000	1,800,000	1,800,000
4,000	40-000-460001	Miscellaneous Revenue	10,000	10,000	10,000
<b>1,366,616</b>		<b>Water Fund Revenue Total</b>	<b>1,997,618</b>	<b>1,997,618</b>	<b>1,997,618</b>

		<b>Water Operations Requirements</b>	<b>Biennial Budget</b>		
<b>2022/2023</b>			<b>2023/2025</b>	<b>2023/2025</b>	<b>2023/2025</b>
<b>Adopted</b>	<b>Account</b>	<b>Description</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
		<b>Personnel Services</b>			
-	40-400-610002	Finance Director/Budget Officer	-	-	-
22,729	40-400-610005	City Administrator	49,307	49,307	49,307
25,125	40-400-610006	Account Clerk	53,669	53,669	53,669
39,214	40-400-610007	UB Clerk	87,497	87,497	87,497
10,000	40-400-610008	Overtime	20,000	20,000	20,000
13,635	40-400-610012	Finance Clerk	28,591	28,591	28,591
51,721	40-400-610201	Supervisor/Director of Public Works	114,629	114,629	114,629
42,481	40-400-610202	Lead Person	91,477	91,477	91,477
-	40-400-610203	Utility Worker I	-	-	-
95,135	40-400-610205	Utility Worker I & II/Operator	209,410	209,410	209,410
5,000	40-400-610206	Seasonal Worker	-	-	-
		<b>Water Operations Requirements (continued)</b>		<b>Biennial Budget</b>	

2022/2023			2023/2025	2023/2025	2023/2025
Adopted	Account	Description	Proposed	Approved	Adopted
61,795	40-400-614001	Retirement	163,127	163,127	163,127
	40-400-614002	VEBA	50,076	50,076	50,076
22,953	40-400-615001	FICA	27,933	27,933	27,933
12,789	40-400-615002	Worker's Compensation	5,172	5,172	5,172
83,528	40-400-615003	Health Insurance	167,056	167,056	167,056
<b>486,105</b>		<b>Personnel Services Total</b>	<b>1,067,944</b>	<b>1,067,944</b>	<b>1,067,944</b>
		<b>Materials &amp; Services</b>			
7,000	40-400-615000	Fee/Misc.	18,000	18,000	18,000
10,000	40-400-620010	Supplies	20,000	20,000	20,000
45,000	40-400-620014	Power & Phone	96,000	96,000	96,000
5,500	40-400-620016	Fuel-Public Works	12,000	12,000	12,000
600	40-400-620017	Clothing Allowance	1,200	1,200	1,200
1,500	40-400-620018	Uniforms	3,500	3,500	3,500
1,500	40-400-620019	Postage	3,000	3,000	3,000
25,000	40-400-620111	Lab Supplies/Chemicals	60,000	60,000	60,000
2,000	40-400-620112	Small Tools	4,000	4,000	4,000
4,500	40-400-620115	Water Sampling	7,000	7,000	7,000
8,000	40-400-620201	Professional Services	16,000	16,000	16,000
6,000	40-400-620205	Contracted Services	5,250	5,250	5,250
500	40-400-621003	Publications	1,000	1,000	1,000
7,500	40-400-621011	Audit	16,000	16,000	16,000
14,000	40-400-621015	Insurance	37,145	37,145	37,145
3,000	40-400-621017	Training	6,000	6,000	6,000

600	40-400-622020	Membership/Dues	1,200	1,200	1,200
1,000	40-400-622021	Travel	2,000	2,000	2,000
50,000	40-400-622504	Repair & Maintenance	120,000	120,000	120,000

**Water Operations Requirements  
(continued)**

**Biennial Budget**

2022/2023			2023/2025	2023/2025	2023/2025
Adopted	Account	Description	Proposed	Approved	Adopted
5,000	40-400-622505	Vehicle Equipment Maintenance	15,000	15,000	15,000
7,500	40-400-622510	IT Support	15,000	15,000	15,000
1,000	40-400-624009	Mayor/Council	2,000	2,000	2,000
50	40-400-626001	Water Deposits	100	100	100
5,800	40-400-630128	Software Support/Maintenance	8,900	8,900	8,900
<b>212,550</b>		<b>Materials &amp; Services Total</b>	<b>470,295</b>	<b>470,295</b>	<b>470,295</b>
		<b>Capital Outlay</b>			
7,500	40-400-630210	Technology Infrastructure	-	-	-
<b>7,500</b>		<b>Capital Outlay Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>706,155</b>		<b>Water Operations Total</b>	<b>1,538,239</b>	<b>1,538,239</b>	<b>1,538,239</b>

**Unallocated Requirements**

**Biennial Budget**

2022/2023			2023/2025	2023/2025	2023/2025
-	Account	Description	Proposed	Approved	Adopted
		<b>Transfers</b>			
162,336	40-400-640106	Trans: Debt Service Fund	138,800	138,800	138,800
300,000	40-400-640006	Trans: Water Capital Fund	100,000	100,000	100,000
<b>462,336</b>		<b>Transfers Total</b>	<b>238,800</b>	<b>238,800</b>	<b>238,800</b>
9,000	40-400-650001	Contingency	220,579	220,579	220,579
<b>471,336</b>		<b>Unallocated Total</b>	<b>459,379</b>	<b>459,379</b>	<b>459,379</b>

189,125	40-400-649998	Reserved for Future Use	-	-	-
-		Unappr. Ending Fund Balance	-	-	-
		Ending Fund Balance - Actual			

1,366,616

TOTAL REQUIREMENTS

1,997,618

1,997,618

1,997,618

**2023-2025  
Adopted Budget  
City of Rainier  
Water Capital Improvement Fund**

**Water Capital Improv. Resources**

**Biennial Budget**

2022/2023			2023/2025	2023/2025	2023/2025
Adopted	Account	Description	Proposed	Approved	Adopted
341,656	84-000-470000	Beginning Balance	439,966	439,966	439,966
300,000	84-000-467102	Transfer: Water Fund	100,000	100,000	100,000
5,000	84-000-467107	SDC Revenue	1,800	1,800	1,800
70,000	84-000-460012	Water System Master Plan Grant	-	-	-
111,613	84-000-420011	Federal Infrastructure Aid	-	-	-
-	84-000-	State Infrastructure Aid	509,000	509,000	509,000
100,000	84-000-420012	WTP Insurance Reimbursement	-	-	-
<b>928,269</b>		<b>Water Capital Improv. Resources Total</b>	<b>1,050,766</b>	<b>1,050,766</b>	<b>1,050,766</b>

**Water Capital Improv. Requirements**

**Biennial Budget**

2022/2023			2023/2025	2023/2025	2023/2025
Adopted	Account	Description	Proposed	Approved	Adopted
		<b>Capital Outlay</b>			
52,000	84-840-630014	Water Project: A Street	-	-	-
-	84-840-630201	Meter Replacement	4,000	4,000	4,000
75,000	84-840-633038	Consulting/Engineering	-	-	-
230,000	84-840-633039	WTP Project-Site Improvement	250,000	250,000	250,000
-	84-840-633040	D Street Loop	-	-	-
231,071	84-840-633042	WTP Fire	-	-	-
-	84-840-633043	Water System Master Plan (Consulting)	-	-	-

150,000	84-840-633045	Water Line/Valves/Hydrants	546,766	546,766	546,766
150,000	84-840-633046	Reservoirs	150,000	150,000	150,000

**Water Capital Improv. Requirements  
(continued)**

**Biennial Budget**

2022/2023 Adopted	Account	Description	2023/2025 Proposed	2023/2025 Approved	2023/2025 Adopted
-		Utility Billing Folder/Stuffer	8,000	8,000	8,000
40,000	84-840-638026	Vehicle/Equipment Replacement	50,000	50,000	50,000
<b>928,071</b>		<b>Capital Outlay Total</b>	<b>1,008,766</b>	<b>1,008,766</b>	<b>1,008,766</b>
<b>928,071</b>		<b>Water Capital Improv. Requirements Total</b>	<b>1,008,766</b>	<b>1,008,766</b>	<b>1,008,766</b>

**Unallocated Requirements**

**Biennial Budget**

2022/2023 Adopted	Account	Description	2023/2025 Proposed	2023/2025 Approved	2023/2025 Adopted
198	84-840-649998	Reserved	-	-	-
		Unappr. Ending Fund Balance	42,000	42,000	42,000
		Ending Fund Balance - Actual			
<b>928,269</b>		<b>TOTAL REQUIREMENTS</b>	<b>1,050,766</b>	<b>1,050,766</b>	<b>1,050,766</b>



**2023-2025  
Adopted Budget  
City of Rainier  
Street Fund**

<b>Street Fund Resources</b>			<b>Biennial Budget</b>		
<b>2022/2023</b>			<b>2023/2025</b>	<b>2023/2025</b>	<b>2023/2025</b>
<b>Adopted</b>	<b>Account</b>	<b>Description</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
258,823	60-000-470000	Beginning Balance	80,585	80,585	80,585
114,480	60-000-410001	Current Taxes	-	-	-
4,579	60-000-410002	Prior Taxes	-	-	-
140,000	60-000-420006	State Street Allotment	280,000	280,000	280,000
-	60-000-460001	Miscellaneous Revenue	100	100	100
-	60-000-467114	Transfer from General Fund	238,200	238,200	238,200
<b>517,882</b>		<b>Street Fund Revenue Total</b>	<b>598,885</b>	<b>598,885</b>	<b>598,885</b>

<b>Street Operations Requirements</b>			<b>Biennial Budget</b>		
<b>2022/2023</b>			<b>2023/2025</b>	<b>2023/2025</b>	<b>2023/2025</b>
<b>Adopted</b>	<b>Account</b>	<b>Description</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
		<b>Personnel Services</b>			
-	60-600-610002	Finance Director/Budget Officer	-	-	-
13,637	60-600-610005	City Administrator	29,585	29,585	29,585
2,792	60-600-610006	Account Clerk	5,963	5,963	5,963
2,500	60-600-610008	Overtime	5,000	5,000	5,000
5,747	60-600-610201	Supervisor/Director of Public Works	12,736	12,736	12,736
7,080	60-600-610202	Lead Person	15,246	15,246	15,246
-	60-600-610203	Utility Worker I	-	-	-
8,561	60-600-610205	Utility Worker I & II	18,795	18,795	18,795
5,000	60-600-610206	Seasonal Labor	-	-	-
8,139	60-600-614001	Retirement	21,342	21,342	21,342
-	60-600-614002	VEBA	6,680	6,680	6,680
3,084	60-600-615001	FICA	3,420	3,420	3,420

<b>Street Operations Requirements (continued)</b>			<b>Biennial Budget</b>		
<b>2022/2023</b>			<b>2023/2025</b>	<b>2023/2025</b>	<b>2023/2025</b>
<b>Adopted</b>	<b>Account</b>	<b>Description</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
1,578	60-600-615002	Worker's Compensation	408	408	408
9,958	60-600-615003	Health Insurance	19,916	19,916	19,916

<b>68,076</b>		<b>Personnel Services Total</b>	<b>139,091</b>	<b>139,091</b>	<b>139,091</b>
		<b>Materials &amp; Services</b>			
7,000	60-600-620010	Supplies	15,000	15,000	15,000
25,000	60-600-620014	Power & Phone	50,000	50,000	50,000
4,000	60-600-620016	Fuel-Public Works	9,000	9,000	9,000
200	60-600-620017	Clothing Allowance	400	400	400
1,500	60-600-620018	Uniforms	3,000	3,000	3,000
1,500	60-600-620112	Small Tools	3,000	3,000	3,000
5,000	60-600-620201	Professional Services	10,000	10,000	10,000
-	60-600-620205	Contracted Services	15,250	15,250	15,250
500	60-600-621003	Publications	500	500	500
7,500	60-600-621011	Audit	16,000	16,000	16,000
14,000	60-600-621015	Insurance	37,145	37,145	37,145
1,000	60-600-621017	Training	1,000	1,000	1,000
10,000	60-600-622018	Street Signs	20,000	20,000	20,000
150	60-600-622020	Membership/Dues	150	150	150
500	60-600-622021	Travel	500	500	500
30,000	60-600-622504	Repair & Maintenance	60,000	60,000	60,000
6,000	60-600-622505	Vehicle Equipment Maintenance	15,000	15,000	15,000
7,500	60-600-622510	It Support	15,000	15,000	15,000
4,800	60-600-630128	Software Support/Maintenance	8,900	8,900	8,900
<b>126,150</b>		<b>Materials &amp; Services Total</b>	<b>279,845</b>	<b>279,845</b>	<b>279,845</b>

**Street Operations Requirements  
(continued)**

**Biennial Budget**

<b>2022/2023</b>			<b>2023/2025</b>	<b>2023/2025</b>	<b>2023/2025</b>
<b>Adopted</b>	<b>Account</b>	<b>Description</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
		<b>Capital Outlay</b>			
-	60-600-630132	Street Improvement	-	-	-
-	60-600-638026	Vehicle/Equipment Replacement	-	-	-
7,500	60-600-630134	Technology Infrastructure	-	-	-
-	60-600-630210	Technology Infr PC	-	-	-
<b>7,500</b>		<b>Capital Outlay Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>201,726</b>		<b>Street Operations Total</b>	<b>418,936</b>	<b>418,936</b>	<b>418,936</b>

**Unallocated Requirements**

**Biennial Budget**

<b>2022/2023</b>			<b>2023/2025</b>	<b>2023/2025</b>	<b>2023/2025</b>
<b>Adopted Budget</b>	<b>Account</b>	<b>Description</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
		<b>Transfers</b>			
224,829	60-600-640106	Transfer: Transportation Capital	100,000	100,000	100,000
<b>224,829</b>		<b>Transfers Total</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
27,000	60-600-650001	Contingency	70,000	70,000	70,000

<b>251,829</b>		<b>Unallocated Total</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>
64,327	60-600-649998	Reserved for Future Use	-		
-		Unappr. Ending Fund Balance	9,949	9,949	9,949
		Ending Fund Balance - Actual			
<b>517,882</b>		<b>TOTAL REQUIREMENTS</b>	<b>598,885</b>	<b>598,885</b>	<b>598,885</b>

**2023-2025  
Adopted Budget  
City of Rainier  
Transportation Capital Improvement Fund**

<b>Transportation Capital Improv. Resources</b>			<b>Biennial Budget</b>		
<b>2022/2023</b>			<b>2023/2025</b>	<b>2023/2025</b>	<b>2023/2025</b>
<b>Adopted</b>	<b>Account</b>	<b>Description</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
347,029	85-000-470000	Beginning Cash Balance	216,947	216,947	216,947
100,000	85-000-420029	SCA Grant	120,000	120,000	120,000
212,461	85-000-460018	TSP Grant	150,000	150,000	150,000
-	85-000-460011	REDCO	-	-	-
224,829	85-000-467114	Transfer: Street Fund	100,000	100,000	100,000
<b>884,319</b>		<b>Transp. Capital Improv. Resources Total</b>	<b>586,947</b>	<b>586,947</b>	<b>586,947</b>

<b>Transp. Capital Improv. Requirements</b>			<b>Biennial Budget</b>		
<b>2022/2023</b>			<b>2023/2025</b>	<b>2023/2025</b>	<b>2023/2025</b>
<b>Adopted</b>	<b>Account</b>	<b>Description</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
		<b>Capital Outlay</b>			
610,696	85-850-630015	A Street Project-Streets	-	-	-
-	85-850-630039	Site Improvement	116,947	116,947	116,947
130,000	85-850-630132	City Street Improvement	150,000	150,000	150,000
100,000	85-850-633021	SCA Project	120,000	120,000	120,000
-	85-850-638034	TSP update	150,000	150,000	150,000
40,000	85-850640318	Vehicle/Equipment Replacement	50,000	50,000	50,000
<b>880,696</b>		<b>Capital Outlay Total</b>	<b>586,947</b>	<b>586,947</b>	<b>586,947</b>
<b>880,696</b>		<b>Transp. Capital Improv. Requirements Total</b>	<b>586,947</b>	<b>586,947</b>	<b>586,947</b>

<b>Unallocated Requirements</b>			<b>Biennial Budget</b>		
<b>2022/2023</b>			<b>2023/2025</b>	<b>2023/2025</b>	<b>2023/2025</b>
<b>Adopted</b>	<b>Account</b>	<b>Description</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
3,623	85-850-649998	Reserved	-	-	-
-		Unappr. Ending Fund Balance	-	-	-
		Ending Fund Balance - Actual			
<b>884,319</b>		<b>TOTAL REQUIREMENTS</b>	<b>586,947</b>	<b>586,947</b>	<b>586,947</b>

**2023-2025  
Adopted Budget  
City of Rainier  
Special Projects Fund**

<b>Special Projects Fund Resources</b>			<b>Biennial Budget</b>		
<b>2022/2023 Adopted</b>	<b>Account</b>	<b>Description</b>	<b>2023/2025 Proposed</b>	<b>2023/2025 Approved</b>	<b>2023/2025 Adopted</b>
219,000	81-000-470000	Beginning Balance	308,014	308,014	308,014
-	81-000-460001	Miscellaneous	-	-	-
-	81-000-460010	Fox Creek Grant	-	-	-
-	81-000-460011	REDCO	-	-	-
75,000	81-000-460012	Strategic Planning Grant	75,000	75,000	75,000
150,000	81-000-460018	ODOT TGM Grant	150,000	150,000	150,000
-	81-000-460021	ODOT Trail Grant	-	-	-
34,099	81-000-460040	NOEA-WRA Wetland Mitigation	34,099	34,099	34,099
300,000	81-000-467114	Transfer: General Fund	400,000	400,000	400,000
<b>778,099</b>		<b>Special Projects Fund Resource Total</b>	<b>967,113</b>	<b>967,113</b>	<b>967,113</b>

<b>Special Projects Requirements</b>			<b>Biennial Budget</b>		
<b>2022/2023 Adopted</b>	<b>Account</b>	<b>Description</b>	<b>2023/2025 Proposed</b>	<b>2023/2025 Approved</b>	<b>2023/2025 Adopted</b>
		<b>Capital Outlay</b>			
80,000	81-810-630100	Building Improvements	50,000	50,000	50,000
100,000	81-810-630144	City Hall	355,000	355,000	355,000
136,000	81-810-630215	Site Improvement	63,015	63,015	63,015
-	81-810-633046	City-Wide Clean-up	-	-	-
135,000	81-810-633060	Park Improvements/Plan	150,000	150,000	150,000
-	81-810-633063	Library Planning Grant Match	-	-	-
-	81-810-633064	Riverfront Trail Design/Construction	-	-	-
75,000	81-810-633070	Update Strategic Plan	75,000	75,000	75,000
150,000	81-810-633071	Update Comp/Zone Plan	150,000	150,000	150,000

<b>Special Projects Requirements (continued)</b>			<b>Biennial Budget</b>		
<b>2022/2023 Adopted</b>	<b>Account</b>	<b>Description</b>	<b>2023/2025 Proposed</b>	<b>2023/2025 Approved</b>	<b>2023/2025 Adopted</b>
50,000	81-810-633073	Fox Creek Feasibility Study	-	-	-
15,000	81-810-633074	Donation Projects (Benches, Gazebo)	15,000	15,000	15,000
18,000	81-810-633075	Vehicle (Mower)	-	-	-
<b>759,000</b>		<b>Capital Outlay Total</b>	<b>858,015</b>	<b>858,015</b>	<b>858,015</b>
<b>759,000</b>		<b>Special Projects Total</b>	<b>858,015</b>	<b>858,015</b>	<b>858,015</b>

		Unallocated Requirements	Biennial Budget		
2022/2023			2023/2025	2023/2025	2023/2025
Adopted	Account	Description	Proposed	Approved	Adopted
19,099	81-810-649998	Reserved	-		
-		Unappr. Ending Fund Balance	109,098	109,098	109,098
	0	Ending Fund Balance - Actual			
<b>778,099</b>		<b>TOTAL REQUIREMENTS</b>	<b>967,113</b>	<b>967,113</b>	<b>967,113</b>

**City of Rainier**  
**Public Works Department Budget Review**  
**May 6, 2024 City Council Work Session**

**Public Works Fund Overview**

The budget for the City of Rainier's public works department consists of approximately seven funds. They are as follows:

- Sewer Fund
- Sewer Capital Improvement Fund
- Water Fund
- Water Capital Improvement Fund
- Street Fund
- Transportation Capital Improvement Fund
- Special Projects Fund

The sewer and water funds are **enterprise funds**. Revenue generated from the sewer and water services that the City provides to residential, commercial and industrial customers is deposited into these funds. The salaries and benefits of employees in the public works and administrative departments are paid partially from these funds. Additionally, these funds are used to transfer funds to other funds, including the debt service and water capital funds.

Three of the public works funds are **capital improvement funds**. They are used to account for the construction, replacement, repair, planning, engineering and site improvements for transportation, water and sewer.

Unlike the enterprise funds, the capital improvement funds don't generate revenue for the City. Some line items are, however, set up under the resources category of those funds for outside grant and loan funding opportunities. These three funds are funded internally from transfers from the street, water and sewer funds.

The **Street Fund** is primarily funded with gas tax apportionments from the State of Oregon and a transfer of property tax funds from the General Fund. It is used to fund staff salaries and benefits for public works and administration and to transfer funds to the transportation capital fund.

The **Special Projects Fund** accounts for the planning, engineering, design, professional services and construction for site and building improvements and other various projects that do not fall under the water, sewer or transportation improvement categories. Projects are funded by transfer from operating funds, including the General Fund. Like the capital improvement funds, there are line items set up under the resource category so the City can receive outside state and federal grant funds.

## 2023-25 Biennium Budget Revenues and Recommendations

The budget that was adopted by the City Council on June 5, 2023 was based on future revenue projections. That was nearly one year ago, and it's easier now to get a clearer picture of how likely the City is to receive some of those revenues and if those projections have met those previous expectations.

What follows is a breakdown of projected revenues for each individual fund and where they currently stand.

The **Sewer Fund** included anticipated revenue of \$500,000 for the 2023-25 biennium based on funds received from the City accepting and processing sludge from its various vendors.

Out of an abundance of caution, the City has closed its septage receiving during times of heavy rains so as not to incur any additional violations, fines or penalties from the Department of Environmental Quality. This has caused septage revenue to be well below projections.

To rectify this situation, **staff recommends that the City increase the fees that it charges customers for the receiving of septage.** This service has impacts on the City's wastewater plant facility that must be mitigated. **Staff recommends installing a meter** to allow for a more accurate accounting of the amount of septage being delivered by vendors. **Staff also recommends the installation of the septage receiver that is already at the public works facility.** That piece of equipment will prevent much of the wear and tear on the system that is caused by the septage being processed.

Projected sewer revenue in the sewer fund appears to be in line with revenues received to date in the 2023-25 biennium.

The **Sewer Capital Improvement Fund** includes a line item in the resources category for State Infrastructure Aid. Although city officials did lobby the Legislature for sewer project funds during the 2023 and 2024 sessions, Rainier was not included in the list of cities that were awarded those funds. As such, **the \$308,630 listed in that line item will not be received by the City and will not be able to be expended.**

An additional line item was included in that category for DEQ SRF WWTP Grant/Loan, in the amount of \$800,000. The City was successful in applying for a partially forgivable \$400,000 loan that will be used to fund the Wastewater Master Plan required under its agreement with DEQ.

An expenditure listed in the Sewer Capital Improvement plan is \$73,450 for a Supplemental Environmental Project (SEP). This would involve the installation of bioswale facilities near Fernhill Road.



Whenever the City is fined by DEQ, it has the option of putting some of that fine amount towards a project aimed at mitigating environmental impacts.

The SEP that was previously approved by DEQ had an estimated cost of \$153,750. Conversely, the fines given to the City by DEQ total approximately \$67,380.

Subsequent to the SEP being approved by DEQ, public works staff has developed a solution for the inflow and infiltration issues near Fernhill with a projected cost well below the estimated \$153,750.

Given the large disparity (over \$85,000) between the SEP cost and the fine amount, the complexity of the SEP, the time it would take to administer it and the deadlines involved, **staff recommends that the City simply pay the DEQ fine instead of doing the SEP.**

At this point, the projected revenues in the **Water Fund** appear to be accurate. Staff has no major revenue-related concerns or recommendations about this particular fund.

The **Water Capital Improvement Fund** includes a line item under resources for \$509,000 in state infrastructure aid. The City was not awarded any State Infrastructure Aid during the 2023 or 2024 legislative sessions. Therefore, **that \$509,000 is not available to be spent.**

Staff has no other revenue-related concerns or recommendations about this fund.

The **Street Fund's** resources include a transfer of \$238,200 from the General Fund. **On April 9, staff transferred approximately \$119,100 from the General Fund. The other \$119,100 will be transferred after July 1.**

The **Transportation Capital Improvement Fund** includes a resource line item for the **SCA Grant**. That is an ODOT program and it is a reimbursement grant. However, the program does allow for cities to request half of that funding in advance of the project's completion.

The City was awarded approximately \$120,802 for the Fox Street project. **On April 9, staff formally requested \$60,401 of those funds from ODOT officials.** Those funds have been received by the City.

The Fox Street project must be completed by August 1, with full documentation submitted to ODOT in order for the City to be eligible for the next round of funding. Applications for that next round open June 1, and the City can apply for up to \$250,000. However, if the Fox Street project is not completed on time, the City will be removed from the eligibility list.

Additionally, the Transportation Capital Improvement Fund includes a resource line item of \$100,000 from a transfer from the Street Fund. **On April 9, staff transferred approximately**

**\$50,000 from the Street Fund to the Transportation Capital Improvement Fund. The other \$50,000 will be transferred after July 1.**

As part of the long-completed A Street Project, the City is eligible for \$200,000 through a fund exchange program. Staff has submitted the paperwork and is awaiting ODOT's completion of its own internal processes. It is unlikely that these funds will be received prior to June 30, but should be available afterwards for the second half of the City's 2023-25 biennium budget.

Yet another resource line item is for TSP Grant, in the amount of \$150,000. Staff has completed the pre-application process for \$400,000 in funding for that project. **If those funds are not awarded by ODOT, they cannot be spent and the Transportation System Plan update cannot be done in this budget cycle.**

The **Special Projects Fund** resources include line items for a series of grants. As of this point, the City is unlikely to receive any of those and so those funds cannot be spent. These resources need to be removed from the budget when the Budget Committee convenes to make its mid-biennial adjustments.

Most of the resources in the Special Projects fund come from a General Fund transfer of \$400,000. **On April 9, staff transferred approximately \$200,000 from the General Fund to the Special Projects fund. The other \$200,000 will be transferred after July 1.**

The Special Projects Fund is being used for City Hall improvements. That includes priority projects such as the ongoing remodel of the administrative office and a roof replacement. There is also a line item for park improvements, which includes the recent work on the bathrooms.

Future projects may also include improvements to the dog park property and a break room at city hall, but that will all depend on available funding after the completion of current projects.

## Other Budgetary Recommendations and Observations

1. First and foremost, staff recommends that the City prioritize public works projects based on necessity and budgetary realities. Projects that are time sensitive or already underway should be finished first as a matter of top priority. Those that are still in the planning stages should be done next, and some could possibly be budgeted for in the 2025-26 fiscal year or beyond.
2. The City's amended Mutual Agreement and Order with DEQ sets forth specific projects and timelines consistent with council's top goal for years of achieving compliance with that agency. Staff recommends that this be a top priority.

For instance, that MAO sets a completion deadline of August 31, 2024 for the Wastewater Master Plan to be submitted. That work is underway and is being funded through a partially forgivable loan provided through DEQ's Clean Water State Revolving Fund. The next major deadline is November 31, 2024, and is for obtaining all necessary project approvals and funding. By September 30, 2025, the City is required to complete the design and obtain DEQ approval for Collection System and wastewater treatment plant projects. Lastly, those projects themselves are required to be completed by June 30, 2027.

Those specific deadlines should be used to guide public works priorities, projects and budgetary decisions for the next few budget cycles.

3. During its March 14, 2022 work session, council set the goal of examining a two-year budget. The current budget was put together and adopted with the aim of meeting that goal. However, continued high inflation has made it difficult to align anticipated project costs with the reality of what those are ultimately becoming.

While a two-year budget may seem like a good way to plan long-term projects, it may actually be doing the opposite. It's not always possible to plan every project, because needs change over time and can do so rapidly. The bottom line is that unexpected events occur that need to be addressed. Those can't always be forecast multiple years in advance. As such, staff recommends reverting back to a one-year budget starting with the 2025-26 fiscal year.

4. A rate study is currently being conducted by the Rural Communities Assistance Corporation on the City's behalf. That project is in the data gathering stage and its findings won't be known until the end of 2024 or the beginning of 2025. The recommendations made in that study may better help align the City's financial resources with the costs of maintaining and upgrading its water and wastewater infrastructure.
5. Effective immediately, City staff has started implementing the use of the attached Budget Request Form. This will serve to formalize the process in which department heads approach council with funding requests for projects and/or capital assets and expenditures. It will

better enable projects and expenses to be tracked and will also increase transparency for council and the public.

6. It's also worth noting that many of the Public Works funds started the 2023-25 biennial budget with robust beginning fund balances. Because of the many projects that have been started and the high costs resulting from inflation, staff believes that future beginning fund balances will not be as robust. Staff and council will have to plan accordingly.

Lastly, I would like to thank city staff for its collaborative efforts in helping to put this all together. I feel that the recommendations outlined in this document will go a long way towards ensuring the future success of the public works department and the City itself.

At Your Service,

W. Scott Jorgensen, Executive MPA  
City Administrator and Budget Officer

**Public Works Staff  
May 2024**

Six Total Positions:

- Director
- Operator—*vacant*
- Utility II
- Utility II
- Utility I
- Utility I

*DEQ Requirement:*

**Water Plant**—Level II with a filter endorsement

**Wastewater Plant**—Wastewater Treatment Grade III or Above

*Current Staff Certifications:*

**Operator**—*vacant*

**Utility II**—certified Level I Wastewater Collections and Level I Water Distribution; certified cross connection specialist; scheduled to take water treatment test

**Utility II**—Grade II water treatment and distribution; Grade II wastewater collection and treatment; has applied for further water certifications

**Utility I**—certified cross connection specialist; interested in becoming a back flow tester; open to learning the water and wastewater plants

**Utility I**—no certifications in water or wastewater; has three years of full time operators experience in the wastewater plant and is currently a backup; interested in becoming a Utility 2; interested in collections, distribution and wastewater treatment certifications; has required time, just needs to study and pass the tests; has signed up to take tests for distribution certification and will then take them for collections and Level I Wastewater